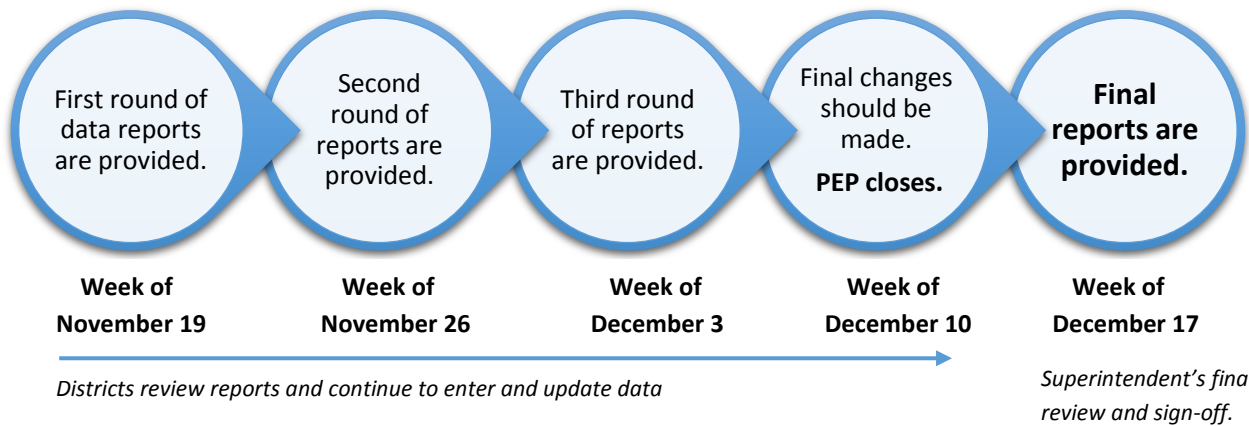### What is the purpose of the data validation process?

In 2015, the Department released the first educator workforce reports to school systems. Since this first release, a number of improvements have been made based on feedback from school and school system leaders. To ensure accurate reporting of data, the Department incorporates a validation process prior to production of the educator workforce data. To support school systems with this process for their 2018-2019 workforce data, this document provides guidance for reviewing **tenure status**, **teacher attendance**, and **teacher certification status**. There will be three rounds of review starting the week of November 19. Following the last review, the Department will provide a final file once the reporting systems have closed. All data will be provided via the FTP.

When will the validation period occur?

First round of data reports are provided.	Second round of reports are provided.	Third round of reports are provided.	Final changes should be made. **PEP closes.**	**Final reports are provided.**
Week of November 19	**Week of November 26**	**Week of December 3**	**Week of December 10**	**Week of December 17**

Districts review reports and continue to enter and update data

Superintendent's final review and sign-off.

What data will be provided?

Count of employees	Count of principals, assistant principals and classroom teachers
Tenure Status	Teacher-level, date tenure was awarded/ lost, effectiveness and employment information
Attendance Rates	Teacher-level, days absent, attendance rate, days absent with consecutive rule applied
Certification Status[1]	Teacher-level, all classes taught with all certification area(s) held by certification status

How do districts validate their data?

Guidance for validation in PEP is provided on the district-level report. Additionally, districts will need to review the three files to ensure the correct information has been reported in PEP and CUR. Below are guiding questions to help districts navigate this process and determine who needs to validate what.

- Are there discrepancies between class and budgeted reports? (These should be the same.)
- Have we awarded/ taken away tenure for the in accordance with revised statute 17:442?
- Do principals need to review the class reports to verify their teachers are identified with the correct class?
- Are there individuals coded as both a principal and assistant principal at the same site?
- What internal reports can we run to validate this data?
- Who do I reach out to with questions about this data?

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[1] Classes taught by teachers by certification status file will be dropped during the second round of the data validation process.

Tenure:

Per revised statute 17:442, teachers who did *not* earn tenure prior to September 1, 2012 are eligible for tenure based on the following criteria for at least five of six years:

- worked consecutively in the school system in a position that required a teaching certificate
- worked in a position that was not federally funded
- did not work in a charter school
- earned at least five Highly Effective Compass ratings from 2012-2013 to 2016-2017, and earned zero Ineffective ratings

This file contains the tenure status of teachers as reported in PEP. To ensure tenure is awarded in alignment with revised statute 17:442, use the checklist below to guide this review. Please note, tenure is a local decision, and school systems should work with their PEP coordinator to access more detailed information if needed.

Tenured before 9/1/2012:
- ☐ Teacher tenured: **Tenured** (column J)
- ☐ Earned tenure before 9/1/2012: **Y** (column N)
- ☐ One IE Compass rating: **N** (column U)
  - o Teacher remains tenured (these are teachers who earned tenure before 2012)
- ☐ One IE Compass rating: **Y** (column U)
- ☐ Teacher has IE rating in 1213: **IE** (column O)
  - o Teacher lost tenure in 1213, and may only regain tenure per statute
- ☐ Teacher has IE rating in 1314, 1415, 1516, 1617 or 1718
  - o Teacher lost tenure in year earned IE rating, and may only regain tenure per statute

Tenured between 9/1/2012 and 5/31/2017:
- ☐ Teacher tenured: **Tenured** (column J)
- ☐ Earned tenure before 9/1/2012: **N** (column N)
  - o Review the date tenure was awarded and correct if necessary[2]
  - o Review the effectiveness, employment and funding information (Columns O-Y) to determine whether or not the teacher has met the requirements to earn tenure
    - ▪ If a teacher has N for columns V, W, or X, this teacher has not earned tenure and the tenure status should be corrected.

Tenured after 9/1/2012:
- ☐ Teacher tenured: **Tenured** (column J)
- ☐ Earned tenure before 9/1/2012: **N** (column N)
  - o Check the date that the teacher earned tenure[3]
- ☐ One IE Compass rating: **Y** (column U)
  - o Teacher lost tenure in year earned IE rating, and may only regain tenure per statute
- ☐ One IE Compass rating: **N** (column U)
- ☐ Five year HE Compass ratings: **Y** (column V)
- ☐ Five consecutive years working in the same LEA: **Y** (column W)
- ☐ Five consecutive years working as object code 112: **Y** (column X)

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[2] Per statute, teachers were not eligible to earn tenure from 9/1/2012 – 6/1/2017.
[3] Per revised statute 17:442, teachers may only earn tenure after 2012 starting on 6/1/2017, when 5 years of Compass evaluation ratings were available.

☐ Five consecutive years paid with zero federal funds[4]: **Y** *(column Y)*
- o Teacher has correctly earned tenure per statute
- o If a teacher has N for columns V, W, or X, this teacher has not earned tenure and the tenure status should be corrected.

Awarding tenure for those *not* tenured
☐ Teacher tenured: **Not Tenured** *(column J)*
☐ One IE Compass rating: **N** *(column U)*
☐ Five year HE Compass ratings: **Y** *(column V)*
☐ Five consecutive years working in the same LEA: **Y** *(column W)*
☐ Five consecutive years working as object code 112: **Y** *(column X)*
☐ Five consecutive years paid with zero federal funds: **Y** *(column Y)*
- o Teacher is eligible to earn tenure per statute

Additional notes for data in file:
Five consecutive years are based data reported in PEP from either 2012-2013 through 2016-2017 or 2013-2014 through 2017-2018 for the following information:
- working in the same LEA (column W),
- working as object code 112 (column X),
- not paid with federal funds (column Y)

Attendance:
Annual teacher attendance will be reported in Louisiana School Finder and in the Principal and Superintendent Secure Portal when the 2018-2019 workforce data is released in March 2019 for all full-time teachers employed in 2017-2018. Teacher attendance is reported by school systems in the non-attendance table during EOY PEP reporting period using the following codes:

01	PROFESSIONAL DEVELOPMENT
02	SCHOOL RELATED BUSINESS
03	PERSONAL/SICK/EMERGENCY LEAVE
04	EXTENDED MEDICAL LEAVE
05	ANNUAL/VACATION LEAVE
06	EXTENUATING CIRCUMSTANCES

Attendance will be reported in two ways:
1. **Annual attendance rate** (school and school system level)
   An absence will be counted if a teacher is reported with non-attendance codes **03**, **04**, or **05**. All other absences will not be factored into the attendance rate.
2. **Days absent by categories: 4 days or fewer, 10 days or fewer, 18 days or fewe**r (school system level)
   An absence will be counted if a teacher is reported with non-attendance codes **03**, **04**, or **05**. All other absences will not be factored into the attendance rate. Teachers will be included in categories according to the number of days absent[5].

For additional questions regarding the data reported in PEP, please contact Michael.Zanovec@la.gov.
For additional questions regarding the eligibility to earn tenure, please contact Sara.Delano@la.gov.

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[4] Per revised statute 17:442, teachers paid with federal funds are not eligible to earn tenure. The flag in the file indicates teachers who were paid with 0% federal funds. Tenure is a local decision and this threshold is determined by the district.
[5] If 10 or more consecutive absences are reported for these codes, they will not count towards days absent to account for extended leave such as maternity, paternity, or long term medical leave.