

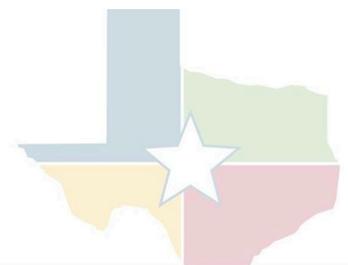
# 2024 TIA Data Tips and Tricks

## Verifying the Local Designation System

Once a district with an approved application has completed their Data Capture Year, the district will submit their data for validation to Texas Tech University (TTU). TEA will receive the data validation results to conduct a holistic review before a district can be considered Fully Approved. Once Fully Approved, TEA will process designations and TIA funds will roll to the district. If a district is not approved. Feedback from the data validation process should be shared with Stakeholders to make improvements to the local designation system before proceeding with data validation in subsequent years.

## Data Submission Steps

1. [Determine Designations](#)- Before submitting data to TTU, districts should use the teacher performance data (teacher observation, student growth, and other optional components if applicable) as outlined in their application to determine which teachers qualify for each level of designation. To see what changes districts can make to their local designation system without an amendment to their current application, please see the [2024 Data Submission FAQ](#).
2. Data Submission- Once a district has determined designations, a single data file is sent to TTU for validation along with teacher designation fees. See below for preparing the data file.
3. [Data Validation](#)- TTU validates district data through a scoring system of nine different checks across five domains, and then sends the results to TEA.
4. Approvals/Denials- By late February, districts will be notified whether their designations have been approved or denied. If approved, TEA processes new teacher designations in April. If denied, districts can resubmit data the following year. When data is validated, all teachers in the submitted data set will be approved. Similarly, when data is not validated, no designations for the district will be approved.



## Preparing the Data File

- Download and open the file template from the [TIA Data Submission](#) page that aligns with your observation rubric. Use Microsoft Excel version 2007 or later. For districts using a local observation rubric, please email [tia@ttu.edu](mailto:tia@ttu.edu) for a custom data file.
- Complete each tab of the data file using “File Completion Instructions”. Don’t forget that the weighting tab should match your approved application. Make sure all fields are complete.
- Additional guidance is provided in the [Data Submission FAQ](#).

## Uploading the File

- When the file is complete, upload using the “File Upload” feature on the [TIA Data Submission Portal](#).
- Districts will receive an immediate error report. If no errors are found, you will receive a message stating “The file was uploaded successfully”, and you may log out of the portal. If there are errors, the portal will display the errors specific to each column.
  - You can view row numbers for each error by clicking “View error records”.
  - You can also download this error report by clicking “Download Full Report”.
  - Every error report you download will have a time stamp as to when the file was uploaded.
- Once all errors are corrected, resubmit the file using the “File Upload”.
- All data submissions should be submitted to the portal by EOD, 10/17/24.
- All technical errors should be corrected by EOD, 10/22/24.
- Designation fees are due by EOD, 12/3/2024.
- For assistance with formatting, data entry, or portal issues, please contact [tia@ttu.edu](mailto:tia@ttu.edu). For all other questions, please email [tia@tea.texas.gov](mailto:tia@tea.texas.gov).

## Common Errors

Error Category	Suggested Correction
CDN	Field cannot be left blank and should have a valid 6-digit CDN, including leading zeros.
Unique ID of the Educator	Field cannot be left blank, and unique ID should be exactly 10-digits. This can be found in <a href="#">TSDS</a> .
CDCN	Field should have a valid 9-digit CDCN including any leading zeros for one or more TIA-eligible campuses. For centrally assigned teachers, enter the LEA CDN number followed by 999.
Campus Name	Field cannot be left blank and should have a valid campus name.

Main Service ID of Observation and Growth	Field cannot be left blank and should have a valid service ID(s). Service ID must be an 8-digit number (including any leading zeros) and present in the service ID list located in PEIMS/provided by TEA. Be sure this is formatted as text.
Submitted file has a smaller number of records than expected	The submitted file has fewer records than expected based on the 23-24 PEIMS Service IDs reporting. Indicates a possible discrepancy in the number of teachers employed in eligible assignments and the number of teachers reported in the data file. Ensure the district has provided a detailed explanation for any missing teachers in question #8 in the District Info tab of the data submission file. Confirm this has been done.
District information Tab	Fields cannot be empty.
Weighting Tab	Weighting tab fields cannot be empty.
Duplicate Designations	Be sure to only include new or higher designations in the submission file.

For additional guidance on where to find specific IDs for the TIA Data Submission File, please see the [2024 Data Submission FAQ](#).