



# 2021-22 Report Card Appeals Guidance

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## Section 1. Overview

This document provides details on the 2021-22 State Report Card appeals process including the appeals timeline, the submission process, and the appeals parameters. Please contact [Data.Management@tn.gov](mailto:Data.Management@tn.gov) for questions not addressed in this document.

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## Section 2. 2021-22 State Report Card Appeals Submission Timeline

2021-22 State Report Card information will first be released to districts for embargoed review on **Wednesday, November 2, 2022**. Districts must submit all appeals by **5 p.m. CDT on Tuesday, November 15, 2022**. Appeals submitted after this deadline will be automatically denied.

All appeals should be submitted electronically using the link below:

[https://stateofennessee.formstack.com/forms/report\\_card\\_appeals\\_2022](https://stateofennessee.formstack.com/forms/report_card_appeals_2022)

Please send questions about the appeals process to [Data.Management@tn.gov](mailto:Data.Management@tn.gov).

Districts will receive decision emails from the department regarding appeals decisions by 5 p.m. CDT on **Monday, November 21, 2022**.

## Section 3. Submission Process

Schools/districts must submit appeals through this link:

[https://stateoftennessee.formstack.com/forms/report\\_card\\_appeals\\_2022](https://stateoftennessee.formstack.com/forms/report_card_appeals_2022)

Schools/districts will need to provide the following information when submitting appeals:

- Name, email, and role of person completing the survey (only district leaders or school leaders can submit appeals)
- District ID and Name
- School ID and Name
- Webpage of the State Report Card being appealed. Schools/districts can choose from the following webpages:
  - School Website pages:
    - School Information
    - About This School
    - School Achievement
    - School Growth
    - School English Language Proficiency Assessment (ELPA)
    - School Chronically Out of School
    - School *Ready Graduate*
    - School Graduation Rate
    - School Staff
    - School Finance
    - School Information
  - District Website pages:
    - About This District
    - District Designations
    - District Achievement
    - District Growth
    - District English Language Proficiency Assessment (ELPA)
    - District Chronically Out of School
    - District *Ready Graduate*
    - District Graduation Rate
    - District Staff
    - District Finance
    - District Information
- Type of appeal being submitted (appealable issues are listed in Section 4 of this guide)
- The specific data element (i.e., specific metric, student group, etc.) that you would like to appeal, the approximate value you expect for the data (if applicable), and why you are appealing this data
- Supporting documentation for your appeal(s)

## Section 4. 2021-22 State Report Card Appeals Parameters

### 4.1. Appealable Issues

Schools/districts may submit appeals for the following information:

- Message from the school's principal or director of schools
- Data that does not match the data files previously released by the department (such as accountability related data files)
- Non-accountability data that has not been previously reviewed by districts

Schools/districts seeking to update the following school/district information should have updated the information in the [School Directory Change Request Form](#) by August 12, 2022. This information should reflect information that was accurate during the 2021-22 school year. Districts can submit appeals for the following **ONLY IF** the school/district information reported on the State Report Card does not match the school/district information presented on the School Directory that was updated by August 12, 2022.

- District/school leader name
- Email address
- Website
- Physical address/ mailing address
- Phone number

### 4.2. Non-appealable issues

The following information cannot be appealed:

- School or district name
- School or district information that was not updated in School Directory by August 12, 2022.
- Data that was previously shared or had previous appeals windows are non-appealable. This includes:
  - Enrollment data
  - Assessment data (includes TCAP, EOC, MSAA, and TCAP Alt)
  - TVAAS data
  - Chronically Out of School data
  - English Language Proficiency Assessment (ELPA) data
  - Graduation Rate data
  - *Ready Graduate* data
  - School Letter Grade data
  - Accountability Designations

Districts must submit all appeals by **5 p.m. CDT on Tuesday, November 15, 2022**. Appeals submitted after this deadline will not be considered. Please send questions about the appeals process to [Data.Management@tn.gov](mailto:Data.Management@tn.gov).