**Job Corps Diploma Program Accountability Procedures Manual**
**August 2008**

## Background

In 2005, the 79th Legislature enacted statute that allows Job Corps to establish a diploma program to offer a secondary school curriculum, a diploma program, and a General Educational Development (GED) program. The requirements of the Job Corps diploma program are found under Chapter 18 of the Texas Education Code (TEC). Under Chapter 18 of the TEC, the Texas Education Agency (TEA) is required to implement appropriate accountability procedures consistent with Chapter 39 of the TEC, to be used in assigning an annual performance rating to Job Corps diploma programs that are consistent with the ratings assigned to school districts.

The goals of a Job Corps diploma program are to:

1. serve at-risk students who have not been successful in a traditional school setting;
2. increase student success rates in obtaining and maintaining employment; and
3. decrease future societal costs by offering a diploma program to students who would benefit from Job Corps academic and vocational programs.

## Job Corps Diploma Program Student Eligibility Criteria

1. Any person enrolled in the Job Corps Training Program and who does not have a diploma is eligible to enroll in the Job Corps diploma program. Any person enrolled in the diploma program is eligible for programs or services under Chapter 18 of the TEC.

2. A person's eligibility for programs and services under Chapter 18 of the TEC does not exclude the person from being eligible for an education program or service under any other chapter of the TEC.

## Requirements of a Job Corps Diploma Program

The diploma program shall:
1. provide a course of instruction that includes the required curriculum under Subchapter A, Chapter 28, of the TEC;
2. require that students enrolled in the diploma program satisfy the appropriate Texas Assessment of Knowledge and Skills assessments required for graduation before receiving a diploma; and
3. comply with requirements established in rule to determine compliance with Chapter 18 of the TEC, as determined by the commissioner of education.

## Student Records

The Job Corps diploma program must ensure that education records include information used to document the data it submits to TEA, including leaver, dropout, and completion data, that are used in the diploma program accountability procedures and reports. The education records of the diploma program must be made available to the TEA in the conduct of authorized monitoring, investigation, or audit activities.

## Purpose of Job Corps Diploma Accountability Procedures

The purpose of the Job Corps accountability procedures is to ensure the implementation of accountability procedures consistent with Chapter 39 of the TEC, where appropriate, to assign an annual performance rating to Job Corps diploma programs that are consistent with the ratings assigned to school districts under Section 39.072 of the TEC.

In addition to other factors determined by the commissioner of education under Section 39.051 of the TEC, the diploma program accountability procedures consider:

1.  student performance on appropriate grade levels and subject areas by the Texas Assessment of Knowledge and Skills (TAKS);
2.  dropout rate aggregated for the grade levels served by the diploma program; and
3.  completion rate (students who leave the diploma program and receive GED certificates are not counted as completers in the Job Corps diploma program completion rate).

## Description of the Job Corps Diploma Program

The state's accountability system is required to rate all districts and campuses serving students in Grades 1-12. Where appropriate, the accountability procedures for the Job Corps diploma programs are consistent with the state's accountability system. However, the accountability procedures for the Job Corps diploma programs necessitate separate accountability procedures that meet the characteristics of the students served in the diploma program and to appropriately evaluate the performance of the diploma program.

The diploma program is designed to expedite the progress of enrolled students toward performing at grade level and completing credits and passing the assessments necessary to attain a diploma. The diploma program accomplishes this goal by providing a variety of instructional services, including accelerated instruction, to meet the needs of students.

Job Corps Diploma Program School Year
The Job Corps diploma program operates on a year round school calendar:  *September 1 - August 31*.
An eligible student may enroll and withdraw at any time during the diploma program school year.

Job Corps Diploma Program Grade and Age Levels Served
The Job Corps diploma program serves Grades 9-12. Students who are eligible to enroll in the Job Corps training program are also eligible to enroll in the Job Corps diploma program. The eligibility age of enrollment in the Job Corps training program is age 16 through 24.

## Job Corps Diploma Program Accountability Requirements

1.  The diploma program shall comply with applicable state and federal laws and regulations, including Section 504 of Rehabilitative Act of 1973 (§504) and the Individuals with Disabilities Education Act (IDEA).
2.  The diploma program must have appropriately certified instructional staff for each subject matter taught in the diploma program.
3.  The diploma program must demonstrate required improvement when accountability standards are not met.

## Evaluation of Job Corps Diploma Programs

The Job Corps diploma program accountability procedures are used to rate performance of the diploma program. Ratings are based on aggregate performance of the diploma program. Performance results of all students in the diploma program are included in the diploma program's annual performance rating and used in determining the diploma program's rating. Diploma programs receiving ratings under these accountability procedures are evaluated on the following indicators:

1.  performance on the exit-level TAKS only
2.  diploma program completion rate (Grades 9-12)
3.  diploma program dropout rate (aggregate of all grade levels served in the diploma program)

Each of these performance indicators is described in the following section.

# Job Corps Diploma Program Accountability Performance Indicators and Procedures

## I. TAKS Indicator

Indicator Definition.

1.  Total number of exit-level TAKS tests administered to diploma program students any time during the school year (September 1, 2007 - August 31, 2008).

2.  Total number of exit-level TAKS tests on which the students met the passing standard.

> Tests passed
> _____ = % Met Standard
> Tests administered

Subjects.  The exit-level TAKS tests include the following subjects:

> English Language Arts
> Mathematics
> Social Studies
> Science

Test Administrations.  The exit-level TAKS must be administered to Job Corps diploma program students on the same date and in accordance with the same testing calendar established for the statewide student assessment program.  A student's  exit-level TAKS answer document must indicate a grade level.  The indicator includes results for first-time testers and retesters from all TAKS administrations for the year (September 1 - August 31).  The indicator is based on tests rather than students.  If a student has results from multiple administrations for the same subject, all are included in the indicator.

Student Groups.  The indicator is calculated for All Students and the following student groups.

- African American – A non-Hispanic person having origins in any of the Black racial groups of Africa.
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White – A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Economically Disadvantaged is not included as a student group because the definition used for public school accountability is based on National School Lunch Program enrollment, which would not be applicable to the Job Corps diploma program.  The ethnicity definitions are from the Public Education Information Management System (PEIMS) Data Standards.

Minimum Size Criteria.  Performance is always evaluated at the All Students level.  Student groups are evaluated if there are *at least 10 tests for the subject area tested.*

Data Source.  Test results are provided to the Job Corps diploma program by the test contractor.  TEA will calculate the rates.

## II. Job Corps Diploma Program Completion Rate Indicator

<u>Indicator Definition.</u>  Completion of the Job Corps diploma program is defined as meeting all of the requirements of the diploma program, including passing all portions of the exit-level TAKS.  Students participating in an approved adult education GED program and receiving a GED certificate are **not included** in the Job Corps diploma program Completion Rate.

 Data used to calculate the Completion Rate:
1. Total number of students who completed the Job Corps diploma program at any time between September 1, 2007 - August 31, 2008 (2007-2008 school year).
2. Total number of students who did not complete the Job Corps diploma program, between September 1, 2007 - August 31, 2008, but who are enrolled in the diploma program on the first school day in September 2008 (the first day of school for the 2008-2009 school year), are counted as "still enrolled" in the diploma program.
3. Total number of students who left the diploma program without completing the program between September 1, 2007 - August 31, 2008 (2007-2008 school year). These students will be reported with the appropriate "leaver" code listed in the Job Corps Diploma Program Leaver Code table.

Job Corps Diploma Program Completion Rate Calculation

$$\frac{\text{diploma recipients + still enrolled}}{\substack{\text{students enrolled in diploma program} \\ \text{(diploma recipients + still enrolled + leavers + dropouts)}}} = \text{diploma program completion rate (\%)}$$

*Important:*  Students who enroll in the Job Corps diploma program for the first time on the first school day in September 2008 are not included in the completion rate for 2007-2008.  New enrollees on the first school day in September 2008 will be included in the completion rate for the 2008-2009 school year when the rate is calculated in 2010.

<u>Leavers.</u>  The Job Corps diploma program must document the withdrawal of students and maintain on file the appropriate paperwork associated with student withdrawals.  The Job Corps diploma program is required to maintain all documentation related to all leaver reason codes at the diploma program site. Merits of leaver documentation are assessed at the time the documentation is requested by the TEA for program monitoring purposes, including verifying data integrity.  Determination of the acceptability of documentation is made by the TEA staff reviewing the documentation.

Leaver Documentation.  In determining the merits of reported leaver codes, the TEA may review written documentation.  When the Job Corps diploma program obtains oral withdrawal information, the information must be verified by telephone and noted in writing by an authorized representative of the Job Corps diploma program.

Withdrawal information should include:
- the date of withdrawal, signature(s) of the adult student or the person responsible for the student, such as the parent or legal guardian
- the date and signature of the diploma program principal or designee such as a staff member who serves as the school's registrar or attendance clerk
- the leaver code and statement of reason for withdrawal
- the student's destination
- documentation of the telephone call to verify the withdrawal information that was obtained orally
- documentation of enrollment in another public or private school (i.e., request for records)
- documentation of the date on which the student's enrollment and access was activated for the distance education school (i.e., e-mail notification of log-in access)

The **Job Corps Diploma Program Leaver Codes** are provided below and in the Appendix of this document.

| Leaver Code | Explanation of Reason |
|---|---|
| **01** – Student completed Job Corps diploma requirements | Use for students who meet all Job Corps diploma requirements (which includes passing the exit-level TAKS) at any time during the school year (September 1, 2007- August 31, 2008). |
| **02** – Student withdrew from Job Corps Training Program to enter an institution of higher education or technical institution | Student withdrew from the Job Corps diploma program and training program to enroll in an institution of higher education or a technical institution. Documentation of enrollment must indicate or certify that the student is enrolled under a planned degree or certificate program for at least 3 semester hours or one class. |
| **03** – Student is issued a GED certificate on or before - August 31 of the same school year | Student received a GED certificate on which the issue date is on or before August 31, 2008. |
| **04** – Student withdrew from Job Corps Training Program to enroll in a public school in Texas | Student withdrew from the Job Corps diploma program and training program with the intent to enroll in a public school in Texas. Documentation must indicate that the student enrolled in a **public** school in Texas. |
| **05** – Student withdrew from Job Corps Training Program to enroll in another Job Corps diploma program in Texas | Student withdrew from this Job Corps diploma and training program in order to enroll in another Job Corps diploma program. Documentation must indicate that the student enrolled in another Job Corps diploma program in Texas. |
| **06** – Student withdrew from Job Corps Training Program to enroll in a private school in Texas | Student withdrew from the Job Corps diploma program and training program with the intent to enroll in a private school in Texas. Documentation must indicate that the student enrolled in a **private** school in Texas. |
| **07** – Student withdrew from Job Corps diploma program to enroll in the Job Corps accredited distance education school | Student withdrew from the Job Corps diploma program to enroll in the Job Corps distance education school that is accredited by a regional and national accrediting agency recognized by the U.S. Department of Education. Documentation must show activation of the student's enrollment. |
| **08** – Student died while enrolled in the diploma program | This code requires documentation of the student's death. |
| **09** – Other | This code is used when the reason for student withdrawal is unknown or not listed in this chart, or when a student is withdrawn by the diploma program after a period of time because the student has quit participating in the diploma program and the reason is unknown. The diploma program must determine the number of days that will be implemented for these types of withdrawals, and provide written notice to each student upon enrollment in the diploma program that he/she will be withdrawn if he/she quits participating in the program for the specified number of days. |

Student Groups.  The indicator is calculated for All Students and the following student groups.

- African American – A non-Hispanic person having origins in any of the Black racial groups of Africa.
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White – A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Economically Disadvantaged is not included as a student group because the definition used for public school accountability is based on National School Lunch Program enrollment, which would not be applicable to the Job Corps diploma program.  The ethnicity definitions are from the PEIMS Data Standards.

Minimum Size Criteria.  The Completion Rate is evaluated at the All Students level, if there are *at least 10 students enrolled* in the Job Corps diploma program at any time during the school year (September 1 – August 31).  Student groups are evaluated if there are *at least 10 students in the student group*.  If the minimum size requirement for All Students is not met, the Job Corps diploma program is not evaluated on Completion Rate.

Data Source.  Completion data are reported for the prior school year.   For example, completion data submitted in December 2008 will be for the September 1, 2007 - August 31, 2008 school year.  The Job Corps diploma program must submit data to the TEA by **the first Monday in December 2008**.  TEA will calculate the rates.

### III.  Job Corps Diploma Program Dropout Rate Indicator

The Job Corps Diploma Program Dropout Rate indicator is based on the total number of students participating (enrolled) in the diploma program during the Job Corps diploma program school year: September 1 - August 31.  The dropout rate is an aggregate of Grades 9-12 dropouts as a percent of all students enrolled in the diploma program in Grades 9-12 from September 1 - August 31.

Indicator Definition.  A student is counted as a dropout if the student was enrolled in the Job Corps diploma program at any time during the school year (September 1, 2007 - August 31, 2008) and is not enrolled in the diploma program on the first school day in September 2008.

 Exceptions:  A student is **not** counted as a dropout if the student:
- received diploma by August 31 of the same school year;
- died;
- received a GED certificate by August 31 of the same school year;
- withdrew to enroll in college or a technical institution;
- withdrew to enroll in a Texas public or private school providing secondary education or another Job Corps Diploma Program in Texas; or
- withdrew from the Job Corps diploma program to enroll in the Job Corps distance education school that is accredited by a regional and national accrediting agency recognized by the U.S. Department of Education.

Diploma Program Dropout Rate Calculation:

$$\frac{\text{dropouts (leaver code 09)}}{\substack{\text{students enrolled in diploma program} \\ \text{(diploma recipients + still enrolled + leavers + dropouts)}}} = \text{diploma program dropout rate (\%)}$$

Examples of Dropout and Non-Dropout Definitions:
1. A student who withdraws from the diploma program on November 15, 2007, and re-enrolls in the diploma program on May 15, 2008, does not receive a diploma from the diploma program by August 31, 2008, and is enrolled on first school day in September 2008 is not a dropout for 2007-2008.
2. A student who withdraws from the diploma program on June 15, 2008, and enrolls in the GED program on July 15, 2008, and receives a GED certificate on August 1, 2008, then re-enrolls in the diploma program on August 15, 2008, and is enrolled on the first school day in September 2008 is not a dropout for 2007-2008.
3. A student who withdraws from the diploma program on May 15, 2008, and re-enrolls in the diploma program on June 15, 2008, and does not complete the diploma program by August 31, 2008, and is not enrolled on the first school day in September 2008 is reported as a dropout for 2007-2008.

Student Groups.  The indicator is calculated for All Students and the following student groups.

- African American – A non-Hispanic person having origins in any of the Black racial groups of Africa.
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White – A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Economically Disadvantaged is not included as a student group because the definition used for public school accountability is based on National School Lunch Program enrollment, which would not be applicable to the Job Corps diploma program.  The ethnicity definitions are from the PEIMS Data Standards.

<u>Minimum Size Criteria.</u>  The Dropout Rate is evaluated at the All Students level, if there are *at least 10 students enrolled* in the diploma program at any time during the school year (September 1 - August 31).  Student groups are evaluated if there are *at least 10 students in the student group*.  If the minimum size requirement for All Students is not met, the diploma program is not evaluated on Dropout Rate.

<u>Data Source.</u>  Dropouts are reported for the prior school year. For example, dropout data submitted in December 2007 will be for the September 1, 2007 - August 31, 2008 school year.  The Job Corps diploma program must submit data to the TEA by **the first Monday in December 2008**.  TEA will calculate the rates.

**How Students Are Counted for the Job Corps Diploma Program Accountability Performance Indicators**

<u>Student Enrollment Status and the "One-day" Snapshot Date</u>
For accountability purposes, the Job Corps diploma program has a "one-day" snapshot date.  The "one-day" snapshot date is the **first school day in September**.  On the first school day in September 2008, the diploma program must assign an enrollment status and grade level classification (9, 10, 11, or 12) to each student who was enrolled in the diploma program at any time during the 2007-2008 school year.

The enrollment statuses (and leaver codes) are:
1. <u>diploma recipient</u>:  the student was awarded a Texas high school diploma on or before  August 31, 2008  (leaver code 01);
2. <u>still enrolled</u>: the student was still enrolled in the Job Corps diploma program on the first school day in September 2008  (no leaver code);
3. <u>leaver</u>:  the student
   a. passed the GED test and received a GED certificate on or before  August 31, 2008  (leaver code 03);
   b. withdrew from the Job Corps diploma program to enroll in another educational setting  (leaver code 02, 04, 05,  06, or 07);
   c. died (leaver code 08);
4. <u>dropout</u>: the student left the Job Corps diploma program for any reason not categorized above (leaver code 09).

Each student enrolled in the Job Corps diploma program in the 2007-2008 school year should fit into **one** of the above four categories.

<u>Counting Leavers and Students Who Re-enroll.</u>  Any student enrolled in the diploma program in the 2007-2008 school year is assigned only <u>one</u> leaver code, regardless of the number of times or reasons for withdrawing and re-enrolling in the diploma program.  The student's leaver code must reflect the student's last leaver status as of the first school day in September.

<u>Counting Diploma Recipients.</u>  **August 31$^{st}$** is the date by which students must receive their diplomas to be counted as diploma recipients of the Job Corps diploma program.


**Job Corps Diploma Program Data Collection and Reporting**

By **the first Monday in December** of each school year, the diploma program is required to submit to TEA certain data for use in determining the annual performance rating of the diploma program.

| |
|---|
| The **"one-day" snapshot date** used to determine the data is **the first school day in September**. |

Data Collection Form

The Job Corps diploma program is required to submit and correct data in the format determined by TEA. The data collection form is included in the Appendix of this document. The collection of data is reviewed annually and revised, as necessary, to assign an annual performance rating to the diploma program. The Job Corps diploma program must retain auditable individual student data and documentation for activities such as monitoring or investigations.

Requests for Extensions to Submission Deadline

Extenuating circumstances may occur that preclude the diploma program from submitting its data to TEA on time. These extenuating circumstances are limited to circumstances that are not within the control of the diploma program including natural disasters or catastrophes and for which there are no practical options to providing the data to TEA. Extensions for these circumstances are considered and granted on a case-by-case basis. If the diploma program anticipates that it will not be able to meet the due date, a written statement signed by the director of the Job Corps diploma program (or designee) must be sent to the TEA no later than 30 calendar days from the due date and include the following information.

- the reasons for the delay or anticipated delay in submitting the data;
- the plan of action for resolving the existing problems;
- a request for an extension; and
- a commitment to a specific date for submitting the data to TEA. Extensions greater than 30 days after the TEA due date will not be approved unless it is substantiated that the circumstances are extreme and for which no alternative is available.

> Requests for extension are to be mailed or faxed to:
> Texas Education Agency
> Student Services and GED – Job Corps Program
> 1701 N. Congress Ave.
> Austin, TX 78701-1494
> FAX (512) 463-9428

The TEA division responsible for school district services will notify the Job Corps diploma program director (or designee) whether the extension was or was not granted. If the data submission is delayed and communication is not received from the diploma program, the diploma program campus name will be forwarded to TEA General Counsel for further action.

Correcting Data Submission

The diploma program may find it necessary to correct data submitted. All diploma program resubmissions must be submitted to the TEA no later than the **last school day in January**. If extenuating circumstances arise and the diploma program is not able to correct its data within this timeline, the same procedures used to request an extension to data submission (above) must be followed.

Release of Diploma Program Accountability Preview Data Tables and Ratings

By **August 1 of each year**, the Job Corps diploma program **accountability rating will be released**.

The Job Corps diploma program will not have access to their data tables or ratings electronically, such as through a TEA Secure Environment (TEASE). TEA will provide accountability data and rating reports.

## Job Corps Diploma Program Performance Standards

This section prescribes the standards and criteria for each performance indicator used to evaluate the diploma program. TEA staff will annually recommend to the commissioner of education the appropriate standards for each performance indicator listed below to meet the characteristic of students served in the diploma program.

1. Exit-level TAKS Passing Standard
2. Diploma Program Completion Rate Standard
3. Diploma Program Dropout Rate Standard

For students receiving special education services, the standard for meeting Admission, Review, and Dismissal (ARD) expectations will continue to be set locally, consistent with state law. Students receiving services under an individualized education plan (IEP) and taking TAKS will be included in the TAKS indicator.

The diploma program must demonstrate required improvement when accountability standards are not met.

**The standards for each performance indicator will be established for 2008-2009, based on data collected for 2007-2008.**

### Job Corps Diploma Program Accountability Standards for Rating Issued in August 2009

| Indicator | Rating | |
|---|---|---|
| | **2006-2007**<br>*Report data* | **2007-2008** |
| **Exit-level TAKS** | Acceptable  45% | Acceptable  45% |
| **Diploma Program Completion Rate**<br><br>$\dfrac{\text{Diploma recipients + still enrolled}}{\substack{\text{Students enrolled in diploma program}\\ \text{(diploma recipients + still enrolled + leavers + dropouts)}}}$ = completion rate (%) | Acceptable -75% | Acceptable -75% |
| **Diploma Program Dropout Rate**<br>$\dfrac{\text{dropouts (leaver code 09)}}{\substack{\text{students enrolled in diploma program}\\ \text{(diploma recipients + still enrolled + leavers + dropouts)}}}$ = dropout rate (%)<br>Students dropping out in 2006-2007 are reported in 2007-2008<br>Students dropping out in 2007-2008 are reported in 2008-2009<br>*"Dropout" is defined in the Job Corps Diploma Program Accountability Procedures.* | Acceptable -10% | Acceptable -10% |

## Job Corps Diploma Program Accountability Ratings

The diploma program rated under the Job Corps diploma program accountability procedures is assigned one of the three ratings listed below:

1. *Acceptable*
2. *Unacceptable*
3. *Not Evaluated*

| Acceptable<br>or<br>Unacceptable | If there are no exit-level TAKS results, the diploma program will not be rated. If there are exit-level TAKS results, the program will be rated if the program meets the minimum size criteria. |
|---|---|
| Not Evaluated | Assigned to diploma programs with no exit-level TAKS results or to programs that do not meet the minimum size criteria. |

## Special Analysis for Small Numbers

The TEA conducts special analysis when very small amounts of data are used in determining the performance rating of the Job Corps diploma program. For special analysis, the Job Corps Diploma Program accountability procedures use comparative data from the prior year.

## Job Corps Diploma Program Appeal Process

Preview Data Tables
The diploma program will receive a preview of its data table as determined by the TEA and described in the Job Corps Diploma Program Accountability Procedures Manual.  After receipt of the data table, the diploma program may appeal the rating to the commissioner of education or the commissioner's designee.  For the Job Corps diploma program, the Associate Commissioner of School District Services is designated to review the appeal and recommend the final rating to the commissioner of education.

Appeal Ratings
1. The diploma program may appeal the data or calculation error attributable to the TEA or the test contractor for the student assessment program.
2. Problems due to the diploma program's errors in data submission or on TAKS answer sheets are considered on a case-by-case basis.
3. The statutes permit consideration of data reporting quality in evaluating the merits of an appeal. Poor data quality is not a valid reason to appeal the accountability rating.  Only appeals that would result in a changed rating will be considered.

How to Appeal a Rating
The diploma program appealing an accountability rating must submit to the commissioner of education a letter that includes the following:
1. A statement that the letter is an appeal of the [YEAR] Job Corps diploma program accountability rating;
2. The name and ID number of the diploma program for which the appeal is being submitted.
3. The specific indicator(s) appealed.
4. The problem, including details of the data affected and what caused the problem.
5. If applicable, the reason(s) why the cause of the problem is attributable to the TEA or the test contractor for the student assessment program.
6. The reason(s) why the change would result in a different rating, including calculations that support the different outcome.
7. A statement that all information included in the appeal is true and correct to the diploma program's best knowledge and belief.
8. The signature of the official representative of the diploma program.

Additional Appeal Procedures
- The Job Corps diploma program is provided one opportunity to appeal each indicator.
- When student-level information is in question, supporting information must be provided for review, including the student's name and identification number.
- The diploma program must ensure all relevant information is included in the appeal.  The TEA will not contact the diploma program for additional materials.
- The appeal letter must be postmarked by the date determined by the TEA.  Appeals postmarked after this date will not be considered.
- The appeal letter must be addressed to Commissioner of Education and mailed to Job Corps Diploma Program Accountability Procedures; Student Services and GED – Job Corps Program; Texas Education Agency; 1701 N. Congress Ave.; Austin, TX; 78701-1494.

How an Appeal Is Processed and Decision Issued
1. The details of the appeal are entered into a database for tracking purposes.

2. TEA staff evaluates the request using TEA data sources to validate the information to the extent possible and all relevant data.
3. The Division of School District Services prepares and forwards a recommendation to the commissioner of education.
4. The commissioner of education makes the final decision.
5. The diploma program is notified in writing of the commissioner's decision and the reason for the decision.
6. The decision of the commissioner is final and is not subject to further review or appeal.
7. If an appeal is granted, the data upon which the appeal was based will not be modified. TEA reports that reflect accountability data, must report the data as they are submitted to the TEA. Accountability data are subject to review by the Office of the State Auditor.
8. The commissioner of education will respond in writing to each appeal. The letter from the commissioner serves as notification of the official rating for the diploma program.

<u>Final Ratings</u>

**After the resolution of all appeals, the TEA will assign a final rating to the diploma program.**

## On-site Investigations

Under Section 39.074 of the TEC, the commissioner may (1) direct the TEA to conduct on-site investigations at any time to answer any questions concerning a program, including special education, required by federal law or for which the program receives federal funds; and (2) raise or lower the performance rating as a result of the investigation. The manner in which the TEA will conduct the on-site investigation is described under Section 39.076 of the TEC and 19 TAC §97.1033.  In conducting the on-site investigation, data other than the data reported through the data collection form may be reviewed by the TEA to determine compliance with applicable federal and state laws and rules.  The diploma program is required to maintain at its program facility, the education records and data required in meeting TEA reporting requirements.  The Job Corps diploma program must retain auditable individual student data and documentation for activities such as monitoring and investigations.

## Required Improvement

Required Improvement compares prior-year performance to current-year performance.  In order to conduct this comparison, All Students or any student group must meet the minimum size requirement for the prior year.

**Improvement Standards for the diploma program will be determined for 2009-2010 based on data submitted for 2007-2008 and 2008-2009.**

In order to move a Job Corps diploma program from an *Unacceptable* rating to an *Acceptable* rating, the diploma program must demonstrate required improvement within two school years.

| Performance Indicator | Standard of Improvement Required |
|---|---|
| TAKS Measure | a standard of _(*TBD*)_% within two years |
| Diploma Program Completion Rate | a standard of _(*TBD*)_% within two years |
| Diploma Program Dropout Rate | a decline in the rate to be at _(*TBD*)_% within two years |

In order to move a Job Corps diploma program from an *Unacceptable* rating to an *Acceptable* rating, the diploma program must meet the standards of improvement on all deficient performance indicators.  If the improvement standard is met for every deficient measure, then the diploma program is assigned an *Acceptable* rating.

## Sanctions

Based on the nature of and severity of the problem(s) identified, the commissioner of education has the authority to take action under Chapter 39 of the TEC, including closure of the diploma program.

Sanctions may be applied as a result of:
- problems identified through the application of system safeguards;
- unacceptable performance for two consecutive years; or
- the findings of an on-site investigation authorized under Section 39.074 of the TEC.

# Appendix

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# TEXAS EDUCATION AGENCY

**Job Corps Diploma Program**
**2008-2009 Data Collection Form for 2007-2008 Data Year**

Job Corps Diploma Program Name                    Job Corps Diploma Program Number


Job Corps Diploma Program Director's Name              Telephone Number

The following signature affirms that the undersigned has submitted all required data and has taken measures to verify the accuracy and the authenticity of the data being submitted for the Job Corps Diploma Program.


_____          _____

Job Corps Diploma Program Director's Signature            Date

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**Authority for Data Collection:**  Texas Education Code, §18.006 - Job Corps Diploma Program.

**Planned Use of the Data:** For **2008-2009 Diploma Program Accountability Ratings** for the Job Corps Diploma Program issued by the Commissioner in compliance with Chapter 18 of the Texas Education Code.

**Instructions:**  Complete **ONE** report for the Job Corps diploma program using **2007-2008 school year data**.  Complete this form regardless of the diploma program enrollment size.  Do not leave any boxes blank and do not write "not applicable."  If there is no number to report in a box, enter "0" (zero) in that box. Do not attach any additional documents to this report. ***See additional instructions below for each item.***

**Submission Timeline:**  This completed and signed form must be **postmarked by the first Monday in December 2008.** Mail form to:

> **Texas Education Agency**
> **Student Services and GED – Job Corps Program**
> **1701 N. Congress Avenue**
> **Austin, Texas 78701-1494**

Fax and email submissions are <u>not</u> accepted.  Maintain a copy of this report <u>and</u> any supporting documentation for your records. Texas Education Agency (TEA) will send the Job Corps Diploma Program Director a written confirmation of receipt.

**Questions:**  If there are any questions regarding the data submission, please call Student Services and GED – Job Corps Program at (512) 475-3541. For submission corrections, please refer to the Correcting Data Submission section of the ***Job Corps Diploma Program Accountability Procedures Manual***.

*Please note that information submitted to TEA is subject to release in accordance with Chapter 552 of the Texas Government Code (Texas Public Information Act), and includes the Family Educational Rights and Privacy Act (FERPA).*

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| GROUP | All Students | African American | Hispanic | White |
|---|---|---|---|---|
| **IMPORTANT:**  In each column, the total of #2, #3, #4 and #5 should equal the total in #1.  The number of African American, Hispanic, and White students on each row may not equal ALL STUDENTS on that row because ALL STUDENTS may include other ethnicities. | | | | |
| 1.  **Total Students** who were <u>enrolled in the Job Corps diploma program</u> at any time between September 1, 2007, and August 31, 2008. If a student withdrew from the diploma program and later re-entered it, count the student only once. | | | | |
| 2.  **Diploma Recipients:**  Students in #1 who were **awarded a Job Corps diploma** at any time between September 1, 2007, and August 31, 2008 (Leaver Code 01). See *Leaver Code* Table on page 2.  Completing the diploma program means meeting all diploma program requirements and passing all portions of the exit-level TAKS. | | | | |

| GROUP | All Students | African American | Hispanic | White |
|---|---|---|---|---|
| **IMPORTANT:** In each column, the total of #2, #3, #4 and #5 should equal the total in #1. The number of African American, Hispanic, and White students on each row may not equal ALL STUDENTS on that row because ALL STUDENTS may include other ethnicities. | | | | |
| 3. **Still Enrolled:** Students in #1 who did not complete the diploma program (including did not pass the exit-level TAKS) and who are **still enrolled in the diploma program** on the first school day in September 2008 (no Leaver Code).<br><br>"Still enrolled" is defined as a student who was enrolled during the 2007-2008 school year (regardless of whether the student withdrew and re-enrolled) <u>and</u> is enrolled on the first school day in September 2008. | | | | |
| 4. **Leavers:** Students in #1 who did not complete the diploma program, were not enrolled in the diploma program on the first school day in September 2008, <u>and</u> were withdrawn under any of the following *Leaver Codes: 02, 03, 04, 05, 06, 07, or 08*. A student with one of these seven (7) leaver codes is not counted as a dropout for the diploma program accountability system.<br><br>Any student enrolled in the diploma program in the 2007-2008 school year is assigned only **one** leaver code on the "one-day" snapshot date: first school day in September 2008. Regardless of the number of times or reasons the student withdrew and re-enrolled in the diploma program, assign the student one leaver code and count the student only once. | | | | |
| 5. **Dropouts**: Students in #1 who did not complete the diploma program, were not enrolled on the first school day in September 2008, <u>and</u> were withdrawn under Leaver Code 09. | | | | |
| 6. **Total Students** who <u>participated in Job Corps Training Program</u> at any time between September 1, 2007, and August 31, 2008, **and** who entered the training program without a high school diploma, **and** who did not participate in the diploma program. If a student withdrew from the training program and later re-entered it, count the student only once. | | | | |

| Leaver Code | Explanation of Reason |
|---|---|
| 01 – Student completed Job Corps diploma requirements | Use for students who meet all diploma requirements (which includes passing the exit-level TAKS) at any time during the school year (September 1, 2007 - August 31, 2008). |
| 02 – Student withdrew from Job Corps Training Program to enter an institution of higher education or technical institution | Student withdrew from the Job Corps diploma program and training program to enroll in an institution of higher education or a technical institution. Documentation of enrollment must indicate or certify that the student is taking classes under a planned degree or certificate program for at least 3 semester hours or one class. |
| 03 – Student is issued a GED certificate on or before August 31 of the same school year | Student received a GED certificate on which the issue date is on or before August 31, 2008. |
| 04 – Student withdrew from Job Corps Training Program to enroll in a public school in Texas | Student withdrew from the Job Corps diploma program and training program with the intent to enroll in a public school in Texas. Documentation must indicate that the student enrolled in a **public** school in Texas. |
| 05 – Student withdrew from Job Corps Training Program to enroll in another Job Corps diploma program in Texas | Student withdrew from the Job Corps diploma program and training program in order to enroll in another Job Corps diploma program. Documentation must indicate that the student enrolled in another Job Corps diploma program in Texas. |
| 06 – Student withdrew from Job Corps Training Program to enroll in a private school in Texas | Student withdrew from the Job Corps diploma program and training program with the intent to enroll in a private school in Texas. Documentation must indicate that the student enrolled in a **private** school in Texas. |
| 07 – Student withdrew from Job Corps diploma program to enroll in the Job Corps distance education school. | Student withdrew from the Job Corps diploma program to enroll in the Job Corps distance education school that is accredited by a regional and national accrediting agency recognized by the U.S. Department of Education. Documentation must show activation of the student's enrollment. |
| 08 – Student died while enrolled in the diploma program | This code requires documentation of the student's death. |
| | |
| 09 – Other | This code is used when the reason for student withdrawal is unknown or not listed in this chart, or when a student is withdrawn by the diploma program after a period of time because the student has quit participating in the diploma program and the reason is unknown. The diploma program must determine the number of days that will be implemented for these types of withdrawals, and provide written notice to each student upon enrollment in the diploma program that he/she will be withdrawn if he/she quits participating in the program for the specified number of days. |