

TENNESSEE STATE BOARD OF EDUCATION	
GUIDELINES FOR USE OF TVAAS DATA	3.402

The following guidelines address the distribution, security and application of teacher effect data:¹

DISTRIBUTION AND SECURITY

Distribution of teacher effect data will be a function of the State Department of Education. The data will be formatted in hard copy. Confidentiality of teacher effect data is mandated by TCA 49-1-606(b) which states:

The estimates of specific teacher effects on the educational progress of students will not be a public record, and will be available only to the specific teacher, the teacher's appropriate administrators as designated by the local board of education, and school board members.

1. Teacher effect data will be released to a local school district after the department has been notified that the local school board has designated appropriate administrators to whom the data is to be entrusted. Evidence of local school board action designating appropriate administrators must be received by the Executive Director, Office of Accountability, by October 1, 1996.
2. Individually sealed teacher data packages identified by the teacher's name on the envelope will be distributed to each LEA central office. If the central office is not a satisfactory distribution center, the sealed packages containing the three sealed data sets, may, at the discretion of the superintendent to expedite efficiency, be delivered to individual schools. The report shall then be distributed to the teachers by an appropriate administrator as designated by the school board.
3. The sealed packages bearing an individual teacher's name will be accessed by the teacher of record.

(Copy 1) To be removed and retained by the teacher.

(Copy 2) To be opened by the appropriate administrator(s) as designated by the school board and placed in secure,

¹ Tenn. Code Ann. § 49-1-606-608; SBE Rule 0520-1-3-.03.

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confidential files, separate and apart from personnel records or any other records subject to review by the public.

(Copy 3) To be placed by the superintendent in secure, confidential files, separate and apart from personnel records or any other records subject to review by the public -- this copy shall be available for review by school board members.

4. Upon receiving his/her teacher effect report the teacher shall sign and date a teacher roster, prepared by the superintendent or designee, verifying receipt of the sealed report.
5. Teacher effect data shall be kept on file for no longer than five (5) years. Five (5) year old teacher effect data shall be disposed of in a secure manner, directed by the local school board, that ensures maintenance of confidentiality.
6. In the event that teacher effect reports arrive for teachers not employed in the system, the unopened package(s) shall be returned to the state regional office along with available information regarding the teacher's location.
7. Reproduction of teacher effect data by any means and in any form is strictly prohibited.

APPLICATION

The use of Tennessee Value-Added Assessment System results for individual teacher effect will be limited to an advisory role until studies regarding its most appropriate use in teacher evaluation are completed. As stated in TCA 49-1-606:

A specific teacher's effect on the educational progress of students may not be used as a part of formal personnel evaluation until data from three (3) complete academic years are obtained.

Given the ongoing study of the system, the following guidelines are to be used by local education agencies in the use of TVAAS data in local evaluations.

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1. Three (3) year average estimated mean gains from the TVAAS Teacher Reports may be used as part of a formal evaluation process according to the following:
 - The data may be used as one of the multiple data sources used in the initial stage of the evaluation (Review of Previous Evaluations) as diagnostic information in identifying areas of strength and areas to strengthen for the purpose of focusing professional development plans.
 - The data may be used as one of multiple data sources used by the educator in structuring responses to questions contained in the Teacher Conference Guide particularly in the areas of Planning and Evaluation with emphasis on the use of student data to analyze the effectiveness of the curriculum as well as the instructional strategies.
 - The data may be used as one multiple data sources used to structure the Development Plan at the conclusion of the evaluation.
2. The Summative Conference is to be completed using the approved rating scales/rubrics for scoring as outlined in each of the local model manuals (State Model for Local Evaluation, Library/Media Specialist State Model for Local Evaluation, and Special Groups State Model for Local Evaluation). The teacher's use of the TVAAS data to evaluate and improve the instructional process will be one of several components assessed in Competency IIIA: *Uses Evaluation to Improve Instruction*. Currently approved Rating Scales for Competency IIIA will be used to draw conclusions and assign a numerical score for that item on the Scores from the Summative Evaluation.
3. Local Education Agencies which have adopted a modified form of the State Model for Local Evaluation will continue to use the Rating Scales, instruments and data sources as currently approved by the Commissioner of Education and the State Board of Education. The same guidelines as prescribed for the use of the TVAAS data in the State Model for Local Evaluation will apply to locally adopted State Board approved models for local evaluations.