

Happy Spring!

Welcome to the Spring edition of the *Transcript Evaluation Service (TES)* newsletter. This newsletter will keep you informed of all things related to TES: system upgrades, reporting enhancements, webinar and training opportunities, and more.

**Included in this Newsletter:**

- 2017-18 Contract Renewal Process
- 2017-18 Data Upload Timelines
- Data Quality Tool for TES Users

**2017-18 Contract Renewal Process**

In an effort to streamline our contracting process for the 2017-18 school year, we are aligning all TES contract agreements to a July 1<sup>st</sup>, 2017 start date. Each contract will have a duration of one year and expire on June 30<sup>th</sup>, 2018. If your district or school would like to continue using TES and has not been contacted already, please notify Michael Burton, TES Program Manager. He will research your current contract to ensure that there is no lapse in service.

**Please note:** *if your school/district has a current contract with TES that expires **after** July 1<sup>st</sup>, 2017 your school/district will be asked to sign a pro-rated contract agreement for services through June 30<sup>th</sup>, 2018 upon expiration of the current contract. For example, if your current contract is set to expire on October 20<sup>th</sup>, 2017 you will be asked to sign a new contract with a start date of October 21<sup>st</sup>, 2017 through June 30<sup>th</sup>, 2018. This will bring all TES contracts into alignment starting in the 2018-19 school year.*

**2017-18 Data Upload Timelines**

Schools should only upload data during the agreed submission window (see below). Your submissions window will be agreed upon during the contract renewal process. Schools have unlimited access to TES Preliminary Reports which are available immediately but not verified. **Schools receive one verified Final Report (either “retrospective” or “in-progress”) per contract period. Specifying your submission window should correspond to the final report that your district/school wants to receive in 2017-18.**

**Retrospective Report**

Retrospective reports provide a summary of student progress based on final transcripts from **the previous academic year for 9<sup>th</sup> -12<sup>th</sup> grade.** This report can be used for outcomes reporting and to coach current students in course selection for spring semester. Data from schools will be accepted during the following window periods (select one):

Option	Data Uploading begins	Deadline to complete uploads	Final reports are released by. . .**
Retrospective 1	July 10 <sup>th</sup> , 2017	August 4 <sup>th</sup> , 2017	Early September
Retrospective 2	August 21 <sup>st</sup> , 2017	September 15 <sup>th</sup> , 2017	Mid-October
Retrospective 3	October 2 <sup>nd</sup> , 2017	October 27 <sup>th</sup> , 2017	Late November

## In-Progress Report

In-progress reports include all completed grades through the fall semester AND the current spring semester courses in which a student is currently enrolled. This report can be used for advising students for summer school and the upcoming academic year, as well as help schools with the master schedule planning process. Data from schools will be accepted during the following window periods (select one):

Option	Data Uploading begins	Deadline to complete uploads	Final reports are released by. . .**
In-Progress 1	January 8 <sup>th</sup> , 2018	January 22 <sup>nd</sup> , 2018	Mid-February
In-Progress 2	January 29 <sup>th</sup> , 2018	February 16 <sup>th</sup> , 2018	Mid-March
In-Progress 3	March 5 <sup>th</sup> , 2018	March 23 <sup>rd</sup> , 2018	Mid-April

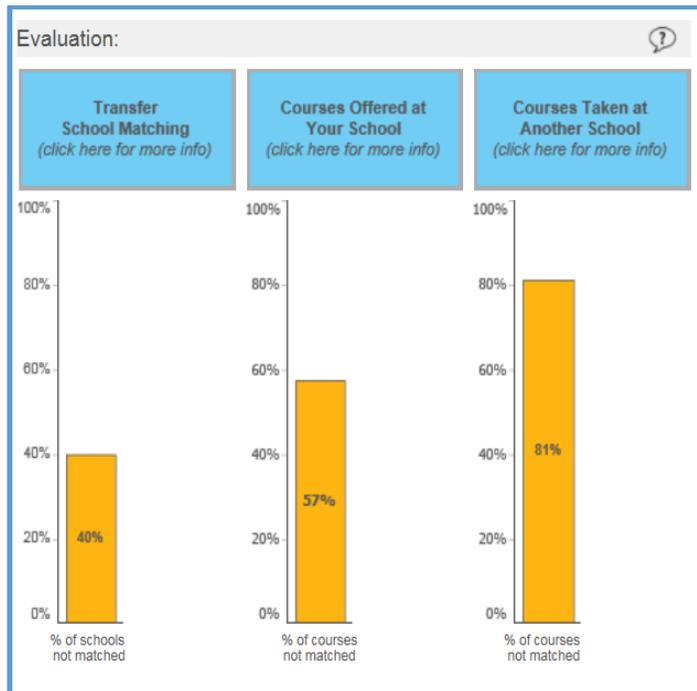
*\*Please note that these timelines are dependent on quality of data and districts' responsiveness. The process will take longer if there are significant issues with the data or there are delays in response to TES technical staff.*

## Data Quality Tool

One of the huge benefits of TES is access to our Data Quality tool that isolates and highlights errors in the data file that is submitted to us and which may affect the overall accuracy of your students' A-G progress analysis. This tool is available as soon as a data file processes and the preliminary reports are produced. Use of this tool enables districts to increase the accuracy of both TES reports and to identify necessary changes in your SIS to align school courses to the CMP (formerly Doorways) course list.

There are 3 sets of data that will be displayed:

- 1) Transfer School Matching:** The % of schools in your data file that did NOT match to a school in UC's CMP database as determined by ATP code.
- 2) Courses Offered at Your School:** The % of courses offered at your school that do NOT match to what has been entered into UC's CMP database of approved A-G courses
- 3) Courses Taken at Another School:** The % of courses taken by students at another schools that do NOT match to what has been entered into UC's CMP database of approved A-G courses for that school.



By clicking on the yellow bar graph you can drill down into a report on exactly which courses contained in the data file do not match to what is contained in your school's CMP course list. See below for an example

Return to home screen

**Directions:**  
 1. Identify unmatched course titles on the left that are A-G eligible. Compare to the official A-G Course List on the right.  
 2. Courses may be listed in the A-G Course List for one academic year but not for others. To check for this issue, filter by academic year.  
 3. To fix unmatched courses, correct the course title in your school's SIS so that it matches the A-G Course List name exactly. Changes made in the Course Management Portal may not appear on this report until next calendar year.

Academic Year: (All)

Unmatched Against A-G Course List		
Transcript Course Name	Academic Year(s)	# of Students Enrolled
Frosh PE S2	From 2015-16 to 2016-17	1,589
Frosh PE S1	From 2015-16 to 2016-17	1,541
P Int. Mathematics I S2	From 2015-16 to 2016-17	1,105
P Int. Mathematics I S1	From 2015-16 to 2016-17	1,057
P Eng 11 S2	From 2015-16 to 2016-17	689
Weight Training S2	From 2015-16 to 2016-17	396
Weight Training S1	From 2015-16 to 2016-17	380
Ind Living Foods S2	From 2015-16 to 2016-17	348
Ind Living Foods S1	From 2015-16 to 2016-17	329
P Computer Graphics I S2	From 2015-16 to 2016-17	287
P Int. Mathematics III S1	2016-17	287
P Int. Mathematics III S2	2016-17	287
P Computer Graphics I S1	From 2015-16 to 2016-17	274
P Ag Biology S2	From 2015-16 to 2016-17	269
P Ag Biology S1	From 2015-16 to 2016-17	253
Athletic Activities	2016-17	249

A-G Course List		
A-G Course List Subject: (All)		
Subject	Course Title	Transcript Abbreviation(s)
History / Social Science	AP European History (AP)	AP European Hist S1
		AP European Hist S2
	AP Government and Politics United States (AP)	AP Amer. Govt. S1
		AP Amer. Govt. S2
		AP American Govt S1
	AP Human Geography (AP)	U.S. Government (AP)
		AP Human Geography S1/4334
	AP United States History (AP)	AP US Hist S1
		AP US Hist S2
	P Principles of Democracy	AP US HISTORY
P Prin of Democ		
P U.S. History	P U.S. Hist S1	
	P U.S. Hist S2	
P World History	P US HISTORY	
	US History	
	P World Hist S1	
	P World Hist S2	
	P WORLD HISTORY	
World History (H)	P Adv World Hist S1	
	P Adv World Hist S2	
	P Adv World History S1	
	P Adv World History S2	
English	AP English Language and Composition (AP)	AP Eng Lang S1
		AP Eng Lang S2
		English Language (AP)
	AP English Literature and Composition (AP)	AP Eng Lit S1

Course names as they appear in the data file submitted to TES

Course names as they appear in UC's CMP database

Year in which a course was taken and does not currently match to CMP.

Total number of students who have taken this course and are affected by the misalignment.

Use the tool above to isolate inconsistencies in your SIS and what is contained in UC's CMP database of approved A-G courses. You can then download a list of all inconsistencies and submit them to your SIS manager for correction. Once these corrections have been made your school will have come a long way in improving the accuracy of the data that is submitted to TES which will increase to accuracy of the A-G analysis. **A guide on how to use this tool is being developed and will be available to TES schools and districts in the coming months.**

Enhancements and improvements to TES are largely a result of your feedback and suggestions. Help us continue to improve TES by letting us know what you would like to see in our reports! If you have any comments please send them to Michael.burton@ucop.edu. We will respond to all comments/suggestions within one week. Thank you!

**Michael L. Burton**  
**Transcript Evaluation Service, Program Manager**  
**University of California, Office of the President**