TNCompass Historical Data Edits User Guide

Within TNCompass, those with the **Superintendent** and **Superintendent Designee** roles can make a select amount of historical data edits, or "overrides," to evaluation records. These edits are monitored by the department, and evidence of scores to support a historical data edit may be requested by the evaluation team at any time. Additionally, educators must be notified of any changes made to their record.

Allowable Historical Data Edits

Academic Years	Evaluation Components
2011-12 **2012-13** **2013-14**	• Average observation scores • Achievement measure selections • Achievement measure scores • Levels of overall effectiveness (LOEs)* • PYE statuses
2014-15 to present	• Average observation scores • Achievement measure selections • Achievement measure scores • PYE statuses
2016-17 to present	• Feeder/custom growth measures • Feeder/custom growth scores

*NOTE: TNCompass is not currently configured to automatically calculate a level of overall effectiveness (LOE) from individual evaluation components (achievement, growth, and observation) for academic years prior to 2014-15. For this reason, districts must provide the LOE on file for a given educator for academic years 2011-12 to 2013-14. An LOE must exist in TNCompass in order to generate Professional Development Points (PDPs) based on evaluation.

Non-allowable Historical Data Edits

Evaluation Component	Notes
Growth Scores*	• Because growth scores are provided directly from the TVAAS or portfolio data file sent to the state, districts cannot edit portfolio, individual, or school-wide growth scores. • Requests for changes to growth scores must be submitted directly to TEAM.Questions@tn.gov and will be reviewed on a case-by-case basis for approval.
Individual Observations	• Historical individual observation data cannot be entered into TNCompass. Only overall average observation scores can be submitted as a historical data edit. • If an already completed observation is in TNCompass and listed as "In Progress," this observation can be submitted with a PIN in TNCompass by contacting TEAM.Questions@tn.gov. No new individual observations can be created.

*NOTE: This does not include the feeder/custom growth measures and scores listed in the Allowable Historical Data Edits table above.

Making Historical Data Edits

1. Locate the evaluation record to be changed. Please ensure that the educator license number and academic year are accurate.
2. Within the evaluation record, click **Administrative Edit**.

Observation Rubric

Scores	Original	Override
	4.74	

3. The evaluation record will now be in **administrative edit mode**, allowing for the entry of the specified evaluation components.

4. Within the evaluation, enter the selected evaluation components in the corresponding override field.

5. At the bottom of the evaluation, attach supporting documentation for the historical data edit. **Attaching supporting documents is required to complete the historical data edit process.** Acceptable documentation may be any document from the district that demonstrates the validity of the change. This could include, but is not limited to: signed and dated achievement measure worksheets, CODE or TNCompass evaluation printouts, and observation score sheets.

6. Upon attaching supporting documentation, provide a description of the edit in the designated space, including descriptions of scores and circumstances surrounding the need for an edit.

7. Once you upload attachments and provide a written description, enter the PIN and click **Apply Administrative Edit**.

✔ The evaluation was updated successfully!

✏ 2015-2016 / Williamson County / Teacher - ▓▓▓▓ (▓▓▓▓) - Evaluation Edit History

[← Previous Edit]   [▓▓▓▓ edit on 4/4/2017 9:58:39 AM ▾]

This evaluation edit was signed by ▓▓▓▓ on **4/4/2017 9:58:39 AM**.

Reason For Edit:
I need to correct the observation score due to a missing indicator score in the CODE system.

✎ Test File.pdf

Evaluation Item	Previous Value	New Value
Observation Rubric Override Score	4.84 ➜	4.94

[← Return to Evaluation]   **9**

8. After the historical data edit is made, a message will appear to confirm the data edits. The edit will be visible to anyone with view access to the educator's evaluation record. All edits will be time stamped and will include the name of the person who completed the PIN signature.
9. To return to the evaluation record, click **Return to Evaluation**.