TENNESSEE COMPTROLLER OF THE TREASURY

Data Collection Form Instructions

Instructions for Submitting EFS Student Assessment Data Using the OREA Data Collection Form

Pursuant to Tenn. Code Ann. § 49-6-3507(c), participating EFS schools are required to provide the results of the tests administered to EFS recipients to the Office of Research and Education Accountability ("OREA"). Participating EFS schools must provide the test result data on a form developed by OREA in a manner that allows OREA to group and analyze the results by recipient grade level, household income level, sex, and race.

OREA has developed a customized student assessment data form for each participating EFS school. To help participating EFS schools more accurately and efficiently provide the information required by state law, OREA had initially planned to supplement each school's custom form with student names and/or student ID numbers. OREA did not receive the information requested, which has caused delays in providing the form.

Schools have been emailed the data collection form based on the information submitted by the schools in the initial EFS Assessment Inventory Survey distributed in April. The form is customized based on the stated assessment(s) given, the grade levels of the EFS students, and demographic data for the EFS students enrolled in accordance with Tenn. Code Ann. § 49-6-3507(c).

Participating EFS schools should complete and submit the data collection form in accordance with the instructions below and submit the form through the secure form collection website by December 4, 2026.

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Instructions:

Schools should complete this form as accurately as possible. The form has been customized for each participating school based on the name(s) of the assessment(s) provided in the School Assessment Inventory Survey.

If you have any concerns about providing this data to OREA, you may email Dr. Lauren Huddleston (Lauren.Huddleston@cot.tn.gov) to ask questions or arrange a phone call.

This form contains several Excel tabs that schools **must** complete:

Assessment Tab(s):

Each Assessment tab is labeled with blank columns for student ID numbers, student grade level, test name, assessment scores, and test date. If your school administers more than one assessment (i.e. NWEA MAP and ACT), you will see one tab for **each** assessment.

Instructions to schools: Each row is intended for a particular participating student; schools should add the student ID and student grade for the 2025-26 school year. Adding each student's name is optional. For nearly all assessments, schools should submit the national percentile rank or nationally normed percentile (usually expressed as a percentage or a number between 1-99) for the identified test or sub-test. If an assessment does not report a national percentile rank or nationally normed percentile, the school should indicate that the assessment does not provide such a metric. Complete the information as best and accurately as possible for the student provided on that row. Use the codes found below if a student received EFS funds during 2025-26 but did not complete the test. If a school wishes to submit any additional information not contained within the form, please email OREA at Lauren.Huddleston@cot.tn.gov. See this document for guidance in locating the numbers to fill in on your school's form.

Schools should save the file with all required columns filled.

Codes schools should use for tests that were not complete:

XA: Absent due to illness

XB: Absent, other

XC: Student is not enrolled, withdrawn to another EFS nonpublic school

XD: Student is not enrolled, withdrawn to a non-EFS nonpublic school
XE: Student is not enrolled, withdrawn to a public school
XF: Student is not enrolled, withdrawn out of state or unknown

Student Data Tab:

The Student Data Tab should be completed using student ID numbers. In addition to these columns, there are three columns for schools to complete pursuant to Tenn. Code Ann. § 49-6-3507(c): student race, sex, and household income.

Instructions to schools: Add the student ID numbers from the assessment tab(s). Select race and sex from the drop-down options based on the information you have that corresponds to the student listed on that row. For household income, enter as complete a response as possible. Schools may select "unknown" if information is not collected by the school, or a school may leave a field blank if this information is unavailable to the school. If schools wish to provide additional income context to OREA (i.e., the school collects information regarding receipt of SNAP but not household income amount), please contact OREA directly.

Schools should save the file with all columns filled and upload to the secure site here.

Once a school submits this file through OREA's secure platform online, the school will receive a confirmation email, and the assessment data submission will be considered complete.

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Additional Guidance for Submitting the Data Collection Form: Frequently Asked Questions (FAQs)

We administered an assessment that is not included in our form. How should we submit that assessment data?
If one or more students took an alternate assessment that is not listed on the form, email OREA with the updated assessment name(s) so the form can be re-customized.

Our school does not collect student race. What should we put on the form?
If the school does not collect a student's race in any format, the school should select 'unknown.' Schools should exhaust potential options to report this demographic information (i.e., if data is collected on a form for a third-party application or college application).

Our school does not collect household income information for all students. What should we put on the form?
Schools should submit data for students who have income data on file; income information may have been submitted as part of the school's financial aid process, application process, contract submission, or other financial verification processes. Schools may select "unknown" if information is not collected by the school, or a school may leave a field blank if this information is unavailable to the school. If schools wish to provide additional income context to OREA (i.e., the school collects information regarding receipt of SNAP but not household income amount), please contact OREA directly.

The assessment we give provides multiple measures for a student's score. Which measure should be included on the data form? Can we submit more than what is in the template?
In most cases, the data form requests the national percentile ranking for a student's assessment. While some tests may provide a raw score, a grade level equivalent, a Lexile score, a stanine score, or another comparison group (e.g., all other private schools), OREA is requesting the national comparison score. Both the law outlining OREA's reporting requirements and the Tennessee State Board of Education rules outline the requirement that the assessment is a nationally normed assessment, which guides OREA's request for the national norm percentile for the assessment.

OREA has compiled an assortment of sample score reports with the desired reporting metrics highlighted. See this document for the collection of sample score reports to ensure the number entered

on the data collection form is correct. If a school enters any other data metric in addition to national percentile ranking or the specified metric identified by OREA based on assessment name, please clearly denote which metric has been included in an additional column or tab (e.g., raw score, scale score, grade level equivalent, Lexile score, stanine score, or another comparison group).

We do not have information to complete every space on the form for the assessment and demographic tabs. Will our school be counted as a non-responder if we do not complete every space?

Schools that complete the assessment information and student demographic information to the best of their abilities and submit by the deadline will be considered as having fulfilled the assessment data statutory reporting requirement. Schools that do not upload any form, or refuse to provide any of the assessment information in their possession, will be considered non-responders. OREA expects schools to have complete assessment data for participating students (with limited exceptions for students who missed testing for documented, valid reasons) and demographic information as collected by the school through admissions forms, parent information forms, or other methods such as third-party application forms that the school may possess. The data collection form includes appropriate options that allow schools to complete all data components for each student.

Tenn. Code Ann. § 49-6-3507(c) provides that schools may provide the assessment results using aggregated, deidentified data. May we provide the information in this way rather than using the form?

Tenn. Code Ann. § 49-6-3507(c) requires schools to submit the data on the form developed by OREA and in a manner that allows OREA to group and analyze the results by recipient grade level, household income level, sex, and race. If you would like to discuss potential alternatives for submitting aggregated, deidentified format, please consult with OREA.

My school leadership has questions about the form, options for submitting assessment results in other ways, or other concerns about our requirements under state law. Who should we contact?

Reach out to OREA with questions, concerns, or for alternate submission options. Email Dr. Lauren Huddleston (Lauren.Huddleston@cot.tn.gov) to ask questions or arrange a phone call.

See this document for FAQs shared in April 2026.