**CCEIS Data Appeals Process**

* If a district **disputes the data** that led to identification for significant disproportionality, they may appeal the data their data for the most recent year of analysis included in the determination of significant disproportionality by submitting the following to DESE-OSE:
  + The superintendent must submit a formal written request to recalculate the data. The request must include:
    - A description of the errors leading to identification for significant disproportionality,
    - Evidence of the errors which may include:
      * registration forms showing race (electronic or paper)
      * discipline entry and discipline data sheets or referrals
      * IEPs indicating LRE and placement
      * EDR and/or EPC showing eligibility category

and

* + - How the district corrected data errors or will fix errors moving forward.
  + Once the OSE team receives the request for reconsideration, they will review the letter and determine if the data will be recalculated. OSE will request more information if needed.
  + If the data are recalculated and OSE determines the district is not required to set aside 15% of IDEA funds, the following will occur:
    - A Compliance Action Plan (CAP) will be issued due to incorrect data reporting and include the following required actions:
      * The district must complete the CCEIS tool (including the Self-assessment).
      * The district must complete the IDEA Child count protocol from the IDEA Data Center (IDC).
      * The district must complete the LEA Landscape protocol from the IDEA Data Center (IDC).
      * The district must have a team attend the Disproportionality Institute.
    - The district will submit the following as part of the CAP evidence:
      * The CCEIS tool,
      * The IDEA Child count protocol,
      * The LEA Landscape protocol,
      * Copy of revised policies, procedures, and practices related to data submissions,
      * Evidence that revised policies, procedures, and practices are being implemented.
  + The district will be cited for timely and accurate data if the data being challenged were reported by the district.
  + An appeal, if granted, it is a single year event and will not be allowed a second year.
  + CAPS are included in the risk checklist and reported to Public School Accountability.
  + The deadline for appeal submission is 1/31.