2016-2017 TIF4 Inquiry Periods

The 2016–2017 TIF4 award program year will continue to have two inquiry periods, each exclusively addressing specific issues affecting TIF4 award eligibility and award calculation.

Eligibility and Categorization Confirmation and Teacher Analysis Questions (9/25/17 – 10/6/17)

This first inquiry period will begin on September 25, 2017 and ends October 6, 2017. During this period, employees can:

- Review preliminary award eligibility. Eligibility status during this time is considered preliminary because it does not include teacher and principal summative ratings.
- Submit an inquiry about eligibility issues, specifically attendance and PPA status.
- Submit an inquiry about categorization issues.
- Ask questions and receive information regarding teacher-level 2016–2017 Comparative Growth analyses.

This is the only opportunity for employees to submit inquiries about attendance, PPA status issues, categorization, and growth analyses. Failure to review and submit an inquiry about these specific issues during this period will preclude an employee from submitting future inquiries about these issues.

The eligibility status posted at the end of the Eligibility Confirmation Period will be used to determine whose awards will be calculated. If an employee is not eligible at the end of the confirmation period or as a result of an inquiry submitted, a TIF4 award will not be calculated for them.

Final Inquiry Period (11/29/17 – 12/13/17)

After awards are calculated, award notices will be posted on the TIF4 Award portal (formerly ASPIRE portal) for review beginning November 29, 2017. During this period, employees can:

- Review final award eligibility
- Submit an inquiry about award amounts.

This is the only type of inquiry which will be addressed during the Final Inquiry Period.

After the Final Inquiry Period closes on December 13, 2017, the support team will calculate final award amounts for all eligible employees. The 2016-2017 TIF4 awards will be disbursed on January 31, 2018. Current employees will receive awards via direct deposit, while former employees will receive awards via a check mailed to the address listed in HR. Employees who qualify for an award but whose inquiries were not resolved as of the payout date will still receive their award; however, the payout will be after the inquiry is resolved.
The 2016–2017 STAAR and TELPAS Comparative Growth teacher reports will be posted on the TIF 4 Award portal (formerly ASPIRE portal) on September 25, 2017 for teacher review. For the 2016–2017 school year, STAAR Comparative Growth results will be used in the TIF4 Award Program, and STAAR and TELPAS Comparative Growth results will be used in TADS for the TIF4 campuses only.

An inquiry period will be held from September 25 to October 6, 2017, to allow employees to ask questions about their Comparative Growth results. As in previous years, inquiries will be submitted through the TIF4 Award portal.

More information about the Comparative Growth model can be found at http://portal.battelleforkids.org/Aspire/growth-data. If you have any questions regarding this process, please contact the Support Team at aspireaward@houstonisd.org.

**Comparative Growth Teacher Reports**

The 2016–2017 STAAR and TELPAS Comparative Growth teacher reports will be posted on the TIF 4 Award portal (formerly ASPIRE portal) on September 25, 2017 for teacher review. For the 2016–2017 school year, STAAR Comparative Growth results will be used in the TIF4 Award Program, and STAAR and TELPAS Comparative Growth results will be used in TADS for the TIF4 campuses only.

An inquiry period will be held from September 25 to October 6, 2017, to allow employees to ask questions about their Comparative Growth results. As in previous years, inquiries will be submitted through the TIF4 Award portal.

More information about the Comparative Growth model can be found at http://portal.battelleforkids.org/Aspire/growth-data. If you have any questions regarding this process, please contact the Support Team at aspireaward@houstonisd.org.

**How to Review your TIF4 Preliminary Eligibility Status**

1. Log on to the “My Resources Log-in” through the TIF4 Award portal (formerly ASPIRE portal).
2. Click on the “Award” icon, then click on the “My Awards” link to go to your Award page.
3. Review the information under the Eligibility & Categorization section.
   - If the information is correct, click on the “Acknowledge” button on the bottom left corner of the section.
   - If you have any concerns with your eligibility status, submit an inquiry by clicking on the Support tab and click on the link to “Create a new support ticket”.

   ![Create a new support ticket](image)

   - You can also submit an inquiry by clicking on the Help icon on the upper right hand corner of the screen. A drop-down window will appear with a link to “Submit ticket” on the upper right hand corner of the drop-down window.

4. After you submit your inquiry, you can click the “Acknowledge” button on your “My Awards” page to complete the process. The inquiry does not need to be resolved before you can acknowledge your eligibility information. Clicking or not clicking on the “Acknowledge” button will not affect your eligibility status.

The TIF4 Award Program eligibility document can be found [here](http://portal.battelleforkids.org/Aspire/growth-data). TIF4 Award Model Diagram for teachers can be found [here](http://portal.battelleforkids.org/Aspire/growth-data). TIF4 Award Model Diagram for Principals, APs, and Deans can be found [here](http://portal.battelleforkids.org/Aspire/growth-data).