

## Administrative Memo

**Date:** January 31, 2013

**To:** School Administrators

**From:** Leigh Ann Grant-Engle, Assistant Commissioner, Office of Data System Management  
Sharon Helwig, Ph.D., Assistant Commissioner, Office of College and Career Readiness  
Margie Vandeven, Deputy Commissioner, Learning Services

**Subject:** LS-13-001 – Technical Skills Attainment (TSA) Data Entry -- Reporting an Industry Recognized Credential/Certificate (IRC)

As our January 8 Administrative Memo on the “Updated List for Technical Skills Attainment List for MSIP 5” indicated, the collection window for the new TSA field (Industry Recognized Credential in the MOSIS June Student Core file) opened earlier this month. It has come to our attention that very few districts have been able to access IRC/TSA data for past years. Because specific assessment information was not required for earlier reporting, districts are finding that it is either unavailable or difficult to obtain retroactively. To protect the valuable time of district staff, we have made the decision to suspend the need for data from past years (2010, 2011 and 2012) and to collect SY 2012-2013 data for the IRC /TSA field during the June 2013 submission. THIS CHANGE PERTAINS ONLY TO IRC/TSA DATA collected for Standard 3, College and Career Readiness Indicator 4 (CCR \*4).

As a reminder, the revised Technical Skills Attainment assessment list to be used for MSIP 5 may be found at <http://dese.mo.gov/divcareered/documents/ccr-msip5-tsa-list.pdf>.

We do appreciate your dedication and support in the reporting of timely and accurate data. We realize your staff may have already spent time on this effort and we apologize for that inconvenience. However, we hope this change helps put your district in a better position to report accurate IRC/TSA data in June.

For additional information please contact Kristie Davis at (573) 526-4987 or [kristie.davis@dese.mo.gov](mailto:kristie.davis@dese.mo.gov).