



Core Collection: Child Find (To Be Updated)

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Child Find is a federal mandate under the Individuals with Disabilities Education Act (IDEA). It requires local education agencies (LEAs), which include public school districts and charter schools, to identify, locate, and evaluate all children with disabilities residing within their jurisdictions who need special education and related services (34 CFR §300.111—Child Find). This program covers students from birth through age 21 and includes students for whom the special education evaluation process was completed.

This process includes children who are:

- Enrolled in a public school and are advancing from grade to grade
- Parentally placed in a private school, homeschool, or attend a virtual school
- Highly mobile, including migrant children
- Homeless
- In foster care or unaccompanied youth
- Wards of the state
- Involved in the criminal justice system
- Residing in nursing homes

For additional information, see [the Child Find website](#).

The Child Find submission is due July 31, 2025.



IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

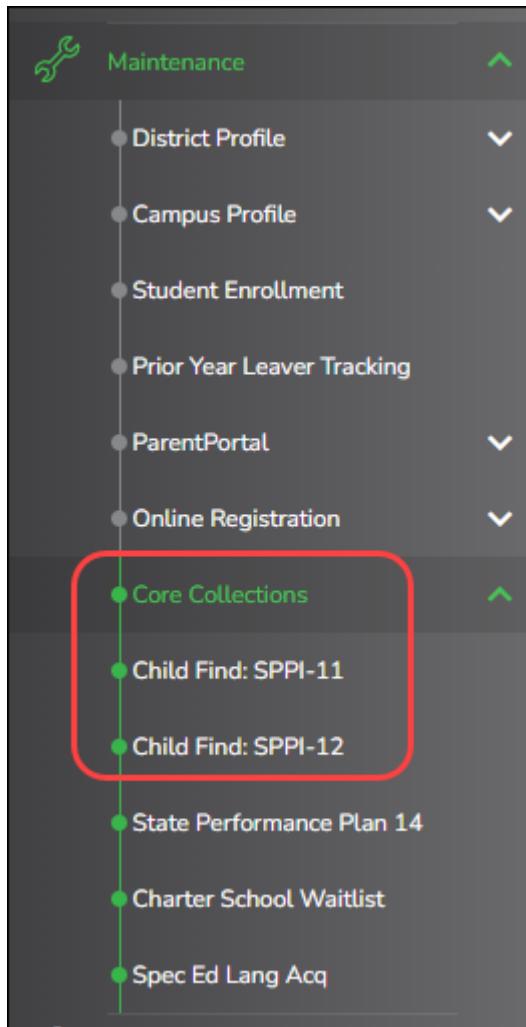
Registration

Registration > Maintenance > Core Collections

Child Find SPPI-11 and Child Find SPPI-12 are located under *Registration > Maintenance > Core Collections*. There are four scenarios for reporting students:

- **Child Find: SPPI-11 Scenario 1** for Enrolled Students, ages 3-21
- **Child Find: SPPI-11 Scenario 2** for Non-Enrolled Students, ages 3-21
- **Child Find: SPPI-12 Scenario 3** for Enrolled Students, ages 0 and up to, but not including, 3.
- **Child Find: SPPI-12 Scenario 4** for Non-Enrolled Students, ages 0 and up to, but not including,

3.



- [Child Find: SPPI-11 - Scenario 1: Enrolled Students, ages 3-21](#)

Registration > Maintenance > Student Enrollment > Demo1

Child Find: SPPI-11 reports Enrolled students age 3-21 as of September 1st.

Demographic Information

Grade: 12 Entry Dt: 08-16-2023 Track: 02 Orig Entry: 08-16-2023 Withdrawal Dt: Portal ID: boovSHvPaa

Name: JOHN JOE SMYTHE AIDAN
First Middle Last Gen Nickname

Social Security Number Denied: SSN: 508-14-2835 Prior SSN: 123-45-6789 Texas Unique Student ID: 4211223111 Medicaid Eligible: Medicaid ID:

Sex: M DOB: 04-06-2006 Hispanic/Latino: Aggregate Race/Ethnicity: W - White

White: Black/African American: Asian: American Indian/ Alaskan Native: Hawaiian/Pacific Isl:

Phone / Address

Addr/Tel Rest: 2 Phone Nbr: 555 653-5606 Cell Ph Nbr: 632-253-4429 E-mail:

Mailing: 3066 FM 1699 Direction: Apt: Alamo City TX 28878 +

Num Street: City: Alamo City State: TX Zip: 28878

Physical: 3066 FM 1699

Attendance Zones

Campus	From Grd Lvl	Thru Grd Lvl
no rows		

Student Indicators

Eligibility Code: 1 Record Status: 1
Attribution Code: 00 NSLP:
Campus ID Resid: Child Find: SPPI-11:
Active Cd: 1 - Active Child Find: SPPI-12:
Ctry Residence: As of Status Last Friday October:
Reporting Excl: As of Status Last Day Enrollment:

Current / Next Year Information

Control Num: Next Yr Cntr:
Here Last Yr: Next Yr Camp: 001
CY Xfer Factor: NY Xfer Factor:
CY Team Code: NY Team Code:

Economic Disadvantage

Delete Descriptor Begin Date End Date

Foster Care

Delete Descriptor Begin Date End Date

Military Connected

Delete Descriptor Begin Date End Date

Update data:

- Retrieve a student who is already enrolled at the campus using their Local Student ID, Student Name, or Texas Unique Student ID.
- Select the **Child Find: SPPI-11** checkbox in the **Student Indicators** section.
- Click **Save**.

Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Demographics/Enrollment

Information retrieved on this tab for an enrolled student is read-only and cannot be modified. Information can only be edited on *Registration > Maintenance > Demo1*.

Exclude from reporting is not used with enrolled students and is disabled on this screen.

Evaluation Delay Days is a calculation derived from the number of absences between the **Consent to Evaluation Received Date** and the **Initial Evaluation Date** found on *Child Find Data* and counts only those absences in an Average Daily Attendance (ADA) period. If those dates have not been entered, the field will show 0. This number is used by TEA to determine if the district is in compliance.

Retrieve a Student:

NOTE: The **Student** field does not auto-complete at this time.

- Type the exact Student ID or the exact Texas Unique Student ID.
- Click **Retrieve**.

OR

- Click **Directory** to select a student from the directory.

The **Directory** screen will display students that have been marked with the Child Find: SPPI-11 indicator on *Maintenance > Student Enrollment > Demo1*.

NOTE:

- The **CF ID** is the ID auto-generated.
- The **Campus ID** field auto-populates with the campus number on which the user is logged in.
- The **Campus** number identifies the student's campus of enrollment.

Click the student's **CF ID** to Retrieve.

Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Child Find Data

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.

NOTE: Some of the dates, images, and examples provided in this document are for informational and instructional purposes only

DEMOGRAPHICS / ENROLLMENT	CHILD FIND DATA
Child Find	
Evaluation Campus Id: <input type="text" value="101"/>	
Child Find Initial Evaluation	
Consent to Evaluation Received Date:	<input type="text" value="02-18-2022"/>
Initial Evaluation Date:	<input type="text" value="02-21-2022"/>
Child Find Eligibility Determination	
Eligibility Determination (ED) Date:	<input type="text" value="03-04-2022"/>
<input type="checkbox"/> SpEd Srvc Eligible/Enrolled	
Evaluation Delay	
Evaluation Delay Reason:	<input type="text"/>
Eligibility Delay Reason	
Eligibility Delay Reason:	<input type="text"/>

Update data:

Under **Child Find:**

Evaluation Campus ID	Enter the campus ID on which the student was evaluated. The Evaluation Campus ID number <u>may</u> or <u>may not be</u> the same as the Campus Enrollment ID. <i>For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.</i>
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Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	Enter the first instructional day after LEA receives consent from the parent. Data Element: ConsentToEvaluationReceivedDate (E1738)
Initial Evaluation Date	Enter the date the child was initially evaluated for the program. This date must not be before the Consent to Evaluation Received Date .

 Click **Save**. Under **Child Find Eligibility Determination:**

Eligibility Determination (ED) Date	If applicable, enter the date the child was determined eligible for the program. IMPORTANT: If this date is left blank, the student will not be extracted to the interchanges.
SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the Eligibility Determination Date .

 Under **Evaluation Delay:**

Evaluation Delay Reason	If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Evaluation Delay Evaluation Delay Reason: <input style="width: 100%;" type="text"/> </div>

 Under **Eligibility Delay Reason:**

Eligibility Delay Reason	If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Eligibility Delay Reason Eligibility Delay Reason: <input style="width: 100%;" type="text"/> </div>

Click **Save**.

If a student will not be reported, return to the **Demo1** tab, uncheck the **Child Find: SPPI-11** indicator and click **Save**. The student's information will be retained in ASCENDER but will not be reported.

- **Child Find: SPPI-11 - Scenario 2: Non-Enrolled Students, ages 3-21**

Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Demographics/Enrollment

Information on this tab must be manually added by the district.

Instructional Track and **Evaluation Delay Days** are not enabled or applicable for non-enrolled students.

The screenshot shows the 'Child Find: SPPI-11' registration screen. At the top, there are buttons for 'Save', 'Student Information', 'School Year', 'Retrieve', and 'Dir'. Below this, there are fields for 'Student' (021802) and 'Texas Unique Student ID'. The main form is divided into two tabs: 'DEMOGRAPHICS / ENROLLMENT' (selected) and 'CHILD FIND DATA'. Under 'Demographic Information', there are fields for Name (First, Middle, Last), Sex (M), DOB, SSN, Texas Unique Stu ID, and Hispanic/Latino status. There are also checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl. Under 'Enrollment Information', there are fields for Grade (10), Instructional Track (01), and Evaluation Delay Days (0). The 'Instructional Track' and 'Evaluation Delay Days' fields are highlighted in yellow, suggesting they are not applicable for non-enrolled students.

Update data:

Under **Demographic Information**:

Name	Type the student's first, middle, and last name. Select a generation code if applicable.										
Exclude from reporting	Select to exclude a non-enrolled student from reporting.										
Sex	Select the student's gender.										
DOB	Type the student's date of birth (MM-DD-YYYY).										
SSN	Type the student's nine-digit social security number.										
Texas Unique Stu ID	If available, type the student's ten-digit unique student ID. This ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID Application. This ID cannot be generated by an LEA and cannot begin with zero. This number can be added after it is received by TEA.										
Hispanic/Latino	Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.										
Race	One or more of the following options is selected, regardless of whether the student is Hispanic/Latino . Data Element: Race (E3050) (Code table: C304) <table border="1" style="margin-left: 20px;"> <tr> <td>White</td> <td>The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</td> </tr> <tr> <td>Black/African American</td> <td>The field is selected if the student has origins in any of the black racial groups of Africa.</td> </tr> <tr> <td>Asian</td> <td>The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).</td> </tr> <tr> <td>American Indian/Alaskan Native</td> <td>The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</td> </tr> <tr> <td>Hawaiian/Pacific Isl</td> <td>The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td> </tr> </table>	White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.	Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.	Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).	American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).	Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.										
Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.										
Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).										
American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).										
Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.										

 Click **Save**. Under **Enrollment Information**:

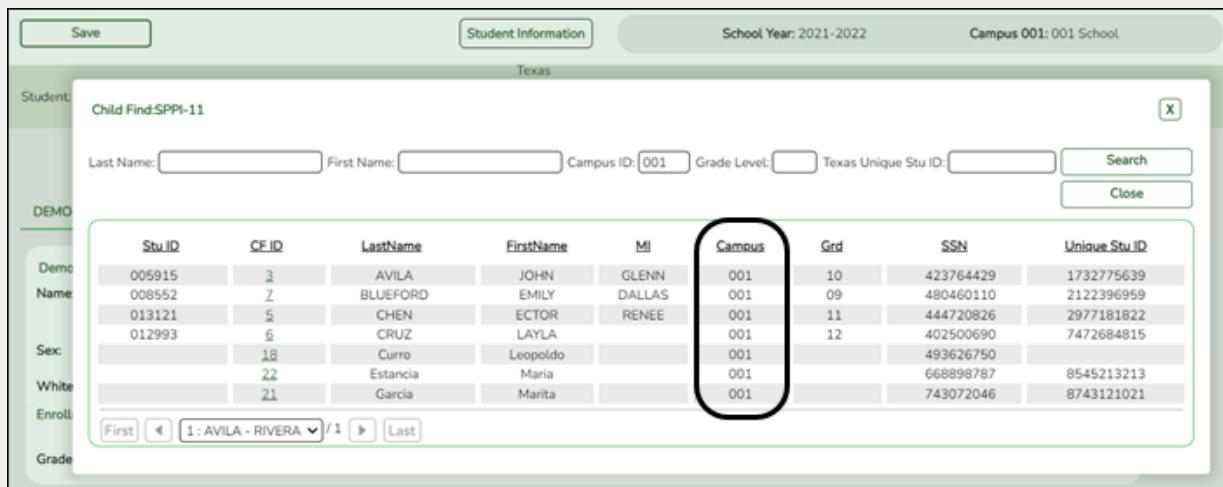
Grade	For student's who do not have a Texas Unique Stu ID, select the grade as if the student were enrolled. Leave blank for the 2022 school year.
Instructional Track	Disabled for non-enrolled students.

Evaluation Delay Days	<p>Disabled for non-enrolled students.</p> <p>TWEDS Data Element: EvaluationDelayDays (E1711) indicates the number of student absences, if any, beginning the first instructional day following the date on which the Local Education Agency (LEA) received written parental consent for the full individual and initial evaluation (FIE) report.</p> <p>For TSDS extract purposes:</p> <ul style="list-style-type: none"> • If the Consent to Evaluation Received Date and Initial Evaluation Date fields are blank, then the Evaluation Delay Days calculation <u>does not</u> occur. • If the Consent to Evaluation Received Date or Initial Evaluation Date fields are blank, then the Evaluation Delay Days calculation <u>does not</u> occur. • If the existing Consent to Evaluation Received Date or Initial Evaluation Date fields are updated, then the Evaluation Delay Days calculation <u>does</u> occur.
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Click **Save**.

Using the Directory to retrieve a non-enrolled student

In this scenario **Campus** has two purposes:



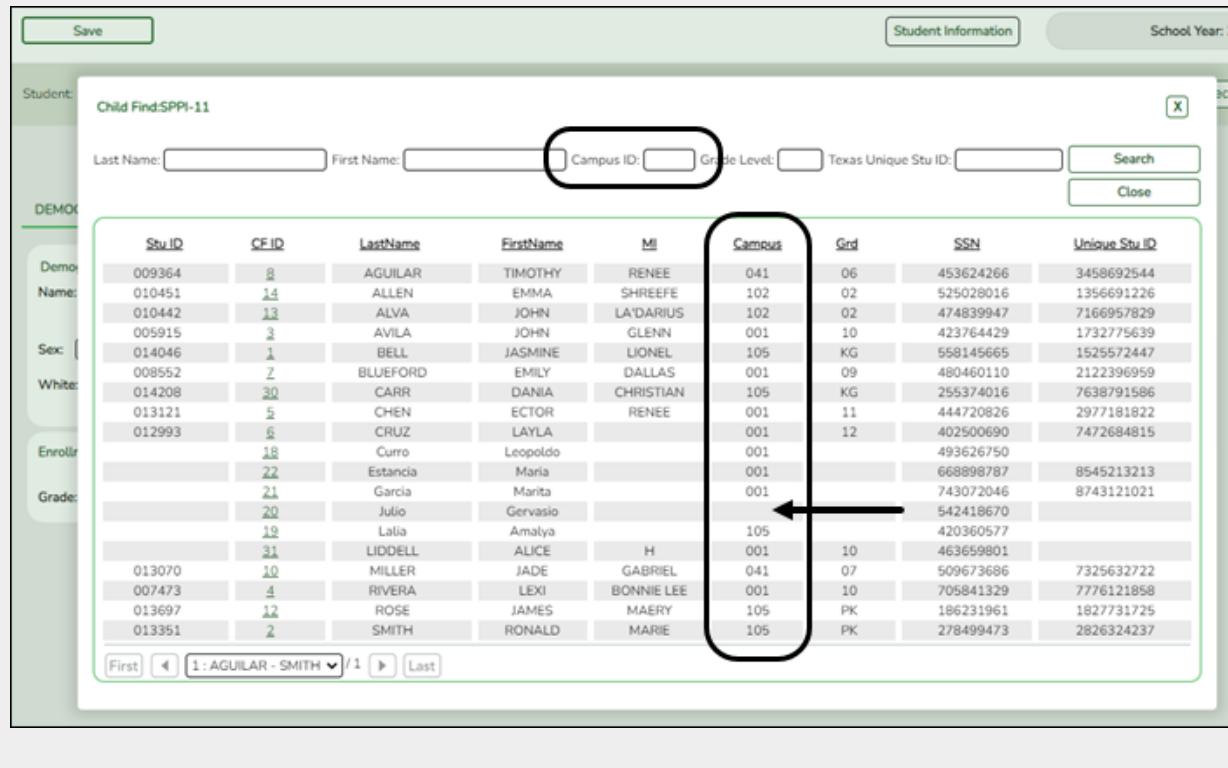
Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
005915	3	AVILA	JOHN	GLENN	001	10	423764429	1732775639
008552	2	BLUEFORD	EMILY	DALLAS	001	09	480460110	2122396959
013121	5	CHEN	ECTOR	RENEE	001	11	444720826	2977181822
012993	6	CRUZ	LAYLA		001	12	402500690	7472684815
	18	Curro	Leopoldo		001		493626750	
	22	Estancia	Maria		001		668898787	8545213213
	21	Garcia	Marita		001		743072046	8743121021

- For an enrolled student, the **Campus ID** is the *enrollment campus*. There is a **Stu ID** associated with the student.
- For a non-enrolled student, the **Campus ID** is the *evaluation campus*. There is not a **Stu ID** associated with the student. These students have a **CF ID** which will act as a Stu ID for reporting purposes.

To retrieve students in the Directory who do not have an Evaluation Campus ID assigned on **Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Child Find Data:**

Clear the **Campus ID** field, then click **Search**. All students display.

Click on the student's **CF ID** to retrieve the student.



Child Find:SPPI-11

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
009364	8	AGUILAR	TIMOTHY	RENEE	041	06	453624266	3458692544
010451	14	ALLEN	EMMA	SHREEFE	102	02	525028016	1356691226
010442	13	ALVA	JOHN	LA'DARIUS	102	02	474839947	7166957829
005915	3	AVILA	JOHN	GLENN	001	10	423764429	1732775639
014046	1	BELL	JASMINE	LIONEL	105	KG	558145665	1525572447
008552	2	BLUEFORD	EMILY	DALLAS	001	09	480460110	2122396959
014208	30	CARR	DANIA	CHRISTIAN	105	KG	255374016	7638791586
013121	5	CHEN	ECTOR	RENEE	001	11	444720826	2977181822
012993	6	CRUZ	LAYLA		001	12	402500690	7472684815
	18	Curro	Leopoldo		001		493626750	
	22	Estancia	Maria		001		668898787	8545213213
	21	Garcia	Marita		001		743072046	8743121021
	20	Julio	Gervasio		001		542418670	
	19	Lalia	Amalya		105		420360577	
	31	LIDDELL	ALICE	H	001	10	463659801	
013070	10	MILLER	JADE	GABRIEL	041	07	509673686	7325632722
007473	4	RIVERA	LEXI	BONNIE LEE	001	10	705841329	7776121858
013697	12	ROSE	JAMES	MAERY	105	PK	186231961	1827731725
013351	2	SMITH	RONALD	MARIE	105	PK	278499473	2826324237

Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Child Find Data

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.

NOTE: Some of the dates, images, and examples provided in this document are for informational and instructional purposes only

DEMOGRAPHICS / ENROLLMENT	CHILD FIND DATA
Child Find Evaluation Campus Id: <input type="text" value="101"/>	
Child Find Initial Evaluation Consent to Evaluation Received Date: <input type="text" value="02-18-2022"/> Initial Evaluation Date: <input type="text" value="02-21-2022"/>	
Child Find Eligibility Determination Eligibility Determination (ED) Date: <input type="text" value="03-04-2022"/> <input type="checkbox"/> SpEd Srvc Eligible/Enrolled	
Evaluation Delay Evaluation Delay Reason: <input type="text"/>	
Eligibility Delay Reason Eligibility Delay Reason: <input type="text"/>	

Update data: **Under **Child Find**:**

Evaluation Campus ID	Enter the campus ID on which the student was evaluated. The Evaluation Campus ID number <u>may or may not be</u> the same as the Campus Enrollment ID. <i>For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.</i>
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 Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	Enter the first instructional day after LEA receives consent from the parent. Data Element: ConsentToEvaluationReceivedDate (E1738)
Initial Evaluation Date	Enter the date the child was initially evaluated for the program. This date must not be before the Consent to Evaluation Received Date .

Click **Save**.

Under **Child Find Eligibility Determination**:

Eligibility Determination (ED) Date	If applicable, enter the date the child was determined eligible for the program. IMPORTANT: If this date is left blank, the student will not be extracted to the interchanges.
SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the Eligibility Determination Date .

Under **Evaluation Delay**:

Evaluation Delay Reason	If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Evaluation Delay Evaluation Delay Reason: <input style="width: 100%;" type="text"/> </div>

Under **Eligibility Delay Reason**:

Eligibility Delay Reason	If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Eligibility Delay Reason Eligibility Delay Reason: <input style="width: 100%;" type="text"/> </div>

Click **Save**.

- Child Find: SPPI-12 - Scenario 3: Enrolled Students, ages 0 and up to, but not including, 3.

Registration > Maintenance > Student Enrollment > Demo1

Child Find: SPPI-12 reports Enrolled students who are less than 3 years old as of September 1st.

Demographic Information

Grade: 12 Entry Dt: 08-16-2023 Track: 02 Orig Entry: 08-16-2023 Withdrawal Dt: - Portal ID: boovSHvPaa

Name: JOHN JOE SMYTHE AIDAN
First Middle Last Gen Nickname

Social Security Number Denied: SSN: 508-14-2835 Prior SSN: 123-45-6789 Texas Unique Student ID: 4211223111 Medicaid Eligible: Medicaid ID:

Sex: M DOB: 04-06-2006 Hispanic/Latino: Aggregate Race/Ethnicity: W - White

White: Black/African American: Asian: American Indian/ Alaskan Native: Hawaiian/Pacific Isl:

Phone / Address

Addr/Tel/Res: 2 Phone Nbr: 555 653-5606 Cell Ph Nbr: 632-253-4429 E-mail:

Mailing: 3066 FM 1699 Direction: Apt: Alamo City: TX: 28878 + Duplicate

Num: Street: City: State: Zip:

Physical: 3066 FM 1699 Direction: Apt: Alamo City: TX: 28878 +

Attendance Zones

Campus	From Grd Lvl	Thru Grd Lvl
no rows		

Student Indicators

Eligibility Code: 1 Record Status: 1
Attribution Code: 00 NSLP:
Campus ID Resid: Child Find: SPPI-11:
Active Cd: 1 - Active Child Find: SPPI-12:
Ctry Residence: As of Status Last Friday October:
Reporting Exc: As of Status Last Day Enrollment:

Current / Next Year Information

Control Num: Next Yr Crtr:
Here Last Yr: Next Yr Camp: 001
CY Xfer Factor: NY Xfer Factor:
CY Team Code: NY Team Code:

Economic Disadvantage

Foster Care

Military Connected

Update data:

- Retrieve a student who is already enrolled at the campus using their Local Student ID, Student Name, or Texas Unique Student ID.
- Select the **Child Find: SPPI-12** checkbox in the **Student Indicators** section.
- Click **Save**.

Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Demographics/Enrollment

Information retrieved on this tab for an enrolled student is read-only and cannot be modified. Information can only be edited on *Registration > Maintenance > Demo1*.

Retrieve a Student:

Click **Directory** to select a student from the [directory](#).

Under **Demographic Enrollment** and **Enrollment Information**:

Information retrieved on this tab is for an enrolled student and is read-only and cannot be modified. Information can only be edited on *Registration > Maintenance > Demo1*.

NOTE: The **Grade** and **Instructional Track** fields will auto-populate with information from *Registration > Maintenance > Student Enrollment > Demo1*.

The **ECI Start Date** and **ECI Indicator Code** fields will auto-populate with information from *Registration > Maintenance > Student Enrollment > SpecEd* if a student has an active **ECI** record.

Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Child Find Data

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.

DEMOGRAPHICS / ENROLLMENT	CHILD FIND DATA
Child Find <p>Evaluation Campus Id: <input type="text"/></p>	
Early Childhood Transition <p>ECI Notification Date: <input type="text"/> ECI Conference Date: <input type="text"/></p>	
Child Find Initial Evaluation <p>Consent to Evaluation Received Date: <input type="text"/> Initial Evaluation Date: <input type="text"/></p>	
Child Find Eligibility Determination <p>Eligibility Determination (ED) Date: <input type="text"/> SpEd Svrs Eligible/Enrolled: <input type="checkbox"/></p>	
Delay Reason <p>Evaluation Delay Reason: <input type="text"/></p>	
Eligibility Delay Reason <p>Eligibility Delay Reason: <input type="text"/></p>	

Update data: Under **Child Find**:

Evaluation Campus ID	Enter the campus ID on which the student was evaluated. The Evaluation Campus ID number <u>may or may not be</u> the same as the Campus Enrollment ID. <i>For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.</i>
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 Under **Early Childhood Transition**:

ECI Notification Date	Enter the notification date. Data Element: TransitionNotificationDate (E1712)
ECI Conference Date	Enter the conference date. Data Element: TransitionConferenceDate (E1713)

Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	Enter the first instructional day after LEA receives consent from the parent. Data Element: ConsentToEvaluationReceivedDate (E1738)
Initial Evaluation Date	Enter the date the child was initially evaluated for the program. This date must not be before the Consent to Evaluation Received Date .

 Click **Save**. Under **Child Find Eligibility Determination:**

Eligibility Determination (ED) Date	If applicable, enter the date the child was determined eligible for the program. IMPORTANT: If this date is left blank, the student will not be extracted to the interchanges.
SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the Eligibility Determination Date .

 Under **Delay Reason:**

Evaluation Delay Reason	If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Evaluation Delay Evaluation Delay Reason: <input style="width: 100%;" type="text"/> </div>

 Under **Eligibility Delay Reason:**

Eligibility Delay Reason	If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Eligibility Delay Reason Eligibility Delay Reason: <input style="width: 100%;" type="text"/> </div>

Click **Save**.

If a student will not be reported, return to the *Demo1* tab, uncheck the **Child Find: SPPI-12** indicator and click **Save**. The student's information will be retained in ASCENDER but will not be reported.

- **Child Find: SPPI-12 - Scenario 4: Non-Enrolled Students, ages 0 and up to, but not including, 3.**

Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Demographics/Enrollment

Information on this tab must be manually added by the district.

Instructional Track is not enabled or applicable for non-enrolled students.

Save Student Information School Year: 2021-2022 Campus

Student: SHELLEY, MARY Texas Unique Student ID: Retrieve Directory

DEMOGRAPHICS / ENROLLMENT CHILD FIND DATA

Demographic Information

Name: Exclude from reporting: Generation

First Middle Last

Sex: F DOB: SSN: Texas Unique Stu ID: Hispanic/Latino:

White: Black/African American: Asian: American Indian/Alaskan Native: Hawaiian/Pacific Isl:

Enrollment Information

Grade: ECI Start Date: - - ECI Indicator Code: Instructional Track:

Update data:

Under **Demographic Information**:

Name	Type the student's first, middle, and last name. Select a generation code if applicable.										
Exclude from reporting	Select to exclude a non-enrolled student from reporting.										
Sex	Select the student's gender.										
DOB	Type the student's date of birth (MM-DD-YYYY).										
SSN	Type the student's nine-digit social security number.										
Texas Unique Stu ID	If <u>available</u> , type the student's ten-digit unique student ID. This ID is assigned to students by TEA and issued to schools by the TSDS TX Unique ID Application. This ID cannot be generated by an LEA and cannot begin with zero. This number can be added after it is received by TEA.										
Hispanic/Latino	Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.										
Race	One or more of the following options is selected, regardless of whether the student is Hispanic/Latino . Data Element: Race (E3050) (Code table: C304) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">White</td> <td style="width: 75%; padding: 5px;">The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</td> </tr> <tr> <td style="width: 25%; padding: 5px;">Black/African American</td> <td style="width: 75%; padding: 5px;">The field is selected if the student has origins in any of the black racial groups of Africa.</td> </tr> <tr> <td style="width: 25%; padding: 5px;">Asian</td> <td style="width: 75%; padding: 5px;">The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).</td> </tr> <tr> <td style="width: 25%; padding: 5px;">American Indian/Alaskan Native</td> <td style="width: 75%; padding: 5px;">The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</td> </tr> <tr> <td style="width: 25%; padding: 5px;">Hawaiian/Pacific Isl</td> <td style="width: 75%; padding: 5px;">The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td> </tr> </table>	White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.	Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.	Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).	American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).	Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.										
Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.										
Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).										
American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).										
Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.										

Click **Save**.

Under **Enrollment Information**:

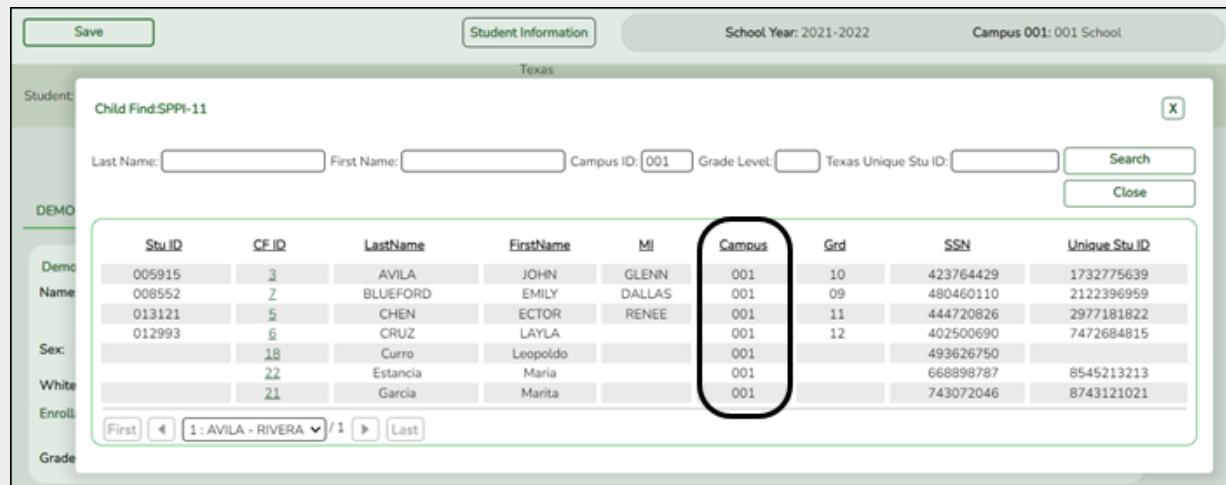
Grade	For student's who do not have a Texas Unique Stu ID, select the grade as if the student were enrolled. Leave blank for the 2022 school year.
ECI Start Date	Enter the date the intervention takes effect. The date must be before the student's third birthday.

ECI Indicator Code	Select if the student participates in the Early Childhood Intervention (ECI) program.
	Ensure Notification Date and ECI Conference Date are first saved on <i>Child Find Data</i> .
Instructional Track	Disabled for non-enrolled students.

Click **Save**.

Using the Directory to retrieve a non-enrolled student

In this scenario **Campus** has two purposes:



The screenshot shows a software interface for 'Child Find: SPPI-11'. At the top, there are buttons for 'Save', 'Student Information', 'School Year: 2021-2022', and 'Campus 001: 001 School'. Below this, there are search fields for 'Last Name', 'First Name', 'Campus ID: 001', 'Grade Level', and 'Texas Unique Stu ID'. A 'Search' button and a 'Close' button are also present. The main area is a table with columns: Stu ID, CF ID, LastName, FirstName, MI, Campus, Grd, SSN, and Unique Stu ID. The 'Campus' column is circled in red. The table contains several student records, including rows for Avila, Blueford, Chen, Cruz, Curro, Estancia, and Garcia. At the bottom of the table, there are navigation buttons: 'First', a dropdown menu showing '1: AVILA - RIVERA', 'Last', and a page number '1'.

- For an enrolled student, the **Campus ID** is the *enrollment campus*. There is a **Stu ID** associated with the student.
- For a non-enrolled student, the **Campus ID** is the *evaluation campus*. There is not a **Stu ID** associated with the student. These students have a **CF ID** which will act as a Stu ID for reporting purposes.

To retrieve students in the Directory who do not have an Evaluation Campus ID assigned on *Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Child Find Data*:

Clear the **Campus ID** field, then click **Search**. All students display.

Click on the student's **CF ID** to retrieve the student.

Save Student Information School Year: 2023-2024

Student: Child Find:SPPI-11 X

Last Name: First Name: Campus ID: Grade Level: Texas Unique Stu ID: Search Close

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
009364	8	AGUILAR	TIMOTHY	RENEE	041	06	453624266	3458692544
010451	14	ALLEN	EMMA	SHREEFE	102	02	525028016	1356691226
010442	13	ALVA	JOHN	LA'DARIUS	102	02	474839947	7166957829
005915	3	AVILA	JOHN	GLENN	001	10	423764429	1732775639
014046	1	BELL	JASMINE	LIONEL	105	KG	558145665	1525572447
008552	2	BLUEFORD	EMILY	DALLAS	001	09	480460110	2122396959
014208	30	CARR	DANIA	CHRISTIAN	105	KG	255374016	7638791586
013121	5	CHEN	ECTOR	RENEE	001	11	444720826	2977181822
012993	6	CRUZ	LAYLA		001	12	402500690	7472684815
	18	Curro	Leopoldo		001		493626750	
	22	Estancia	Maria		001		668898787	8545213213
	21	Garcia	Marita		001		743072046	8743121021
	20	Julio	Gervasio				542418670	
	19	Lalia	Amalya		105		420360577	
	31	LIDDELL	ALICE	H	001	10	463659801	
013070	10	MILLER	JADE	GABRIEL	041	07	509673686	7325632722
007473	4	RIVERA	LEXI	BONNIE LEE	001	10	705841329	7776121858
013697	12	ROSE	JAMES	MAERY	105	PK	186231961	1827731725
013351	2	SMITH	RONALD	MARIE	105	PK	278499473	2826324237

First < 1 : AGUILAR - SMITH > / 1 Last

Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Child Find Data

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.

DEMOGRAPHICS / ENROLLMENT	CHILD FIND DATA
Child Find <p>Evaluation Campus Id: <input type="text"/></p>	
Early Childhood Transition <p>ECI Notification Date: <input type="text"/> ECI Conference Date: <input type="text"/></p>	
Child Find Initial Evaluation <p>Consent to Evaluation Received Date: <input type="text"/> Initial Evaluation Date: <input type="text"/></p>	
Child Find Eligibility Determination <p>Eligibility Determination (ED) Date: <input type="text"/> SpEd Svrs Eligible/Enrolled: <input type="checkbox"/></p>	
Delay Reason <p>Evaluation Delay Reason: <input type="text"/></p>	
Eligibility Delay Reason <p>Eligibility Delay Reason: <input type="text"/></p>	

Update data: Under **Child Find**:

Evaluation Campus ID	Enter the campus ID on which the student was evaluated. The Evaluation Campus ID number <u>may or may not be</u> the same as the Campus Enrollment ID. <i>For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.</i>
-----------------------------	--

 Under **Early Childhood Transition**:

ECI Notification Date	Enter the notification date. Data Element: TransitionNotificationDate (E1712)
ECI Conference Date	Enter the conference date. Data Element: TransitionConferenceDate (E1713)

Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	Enter the first instructional day after LEA receives consent from the parent. Data Element: ConsentToEvaluationReceivedDate (E1738)
Initial Evaluation Date	Enter the date the child was initially evaluated for the program. This date must not be before the Consent to Evaluation Received Date .

 Click **Save**. Under **Child Find Eligibility Determination:**

Eligibility Determination (ED) Date	If applicable, enter the date the child was determined eligible for the program. IMPORTANT: If this date is left blank, the student will not be extracted to the interchanges.
SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the Eligibility Determination Date .

 Under **Delay Reason:**

Evaluation Delay Reason	If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Evaluation Delay Evaluation Delay Reason: <input style="width: 100%;" type="text"/> </div>

 Under **Eligibility Delay Reason:**

Eligibility Delay Reason	If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.
	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Eligibility Delay Reason Eligibility Delay Reason: <input style="width: 100%;" type="text"/> </div>

Click **Save**.

If a student will not be reported, return to the *Demo1* tab, uncheck the **Child Find: SPPI-12** indicator and click **Save**. The student's information will be retained in ASCENDER but will not be reported.

Reports

Registration > Reports > Registration Reports > Student > SRG5010 - Child Find SPPI-11 Student Roster Report

SRG5010 - Child Find SPPI-11 Student Roster Report gives a report of SPPI-11 students.

Preview	PDF	CSV	Clear Options															
<p>Student Report Group</p> <p>SRG0200 - Student Name Listing SRG0300 - Student Address Listing SRG0400 - Student Information Sheets SRG0500 - Student Birthday Listing SRG0700 - Student Missing Forms SRG0710 - Standard Forms Printing SRG0720 - Online Registration Forms Related Reports SRG0730 - Percentage of Forms Submitted per Campus SRG0800 - Student Registration Forms SRG0810 - Blank Registration Forms SRG1001 - Student Address Labels SRG1002 - Student Name Labels SRG1300 - Student Bus Information SRG1800 - Enrollment by District of Residence SRG2000 - Student Contact Information SRG2400 - Students Without a ParentPortal Account Report SRG2600 - Attendance Zones Invalid Addresses SRG3014 - State Performance Plan14 Information SRG5000 - Child Find SPPI-11 Student Roster (P-EBT) Roster Report SRG5010 - Child Find SPPI-11 Student Roster Report SRG5020 - Child Find SPPI-12 Student Roster Report SRG6000 - Pandemic Electronic Benefit Transfer (P-EBT) (2021 Summer)</p>																		
<p>SRG5010 - Child Find SPPI-11 Student Roster Report</p> <table border="1"> <thead> <tr> <th>Parameter Description</th> <th>Value</th> <th>List</th> </tr> </thead> <tbody> <tr> <td>Ending School Year (YYYY)</td> <td>2022</td> <td></td> </tr> <tr> <td>Evaluation Campus ID (Blank for All)</td> <td></td> <td></td> </tr> <tr> <td>Include Non-Reported Students (Y,N)</td> <td>N</td> <td></td> </tr> <tr> <td>Include Students Without an Evaluation Campus ID (Y,N)</td> <td>Y</td> <td></td> </tr> </tbody> </table>				Parameter Description	Value	List	Ending School Year (YYYY)	2022		Evaluation Campus ID (Blank for All)			Include Non-Reported Students (Y,N)	N		Include Students Without an Evaluation Campus ID (Y,N)	Y	
Parameter Description	Value	List																
Ending School Year (YYYY)	2022																	
Evaluation Campus ID (Blank for All)																		
Include Non-Reported Students (Y,N)	N																	
Include Students Without an Evaluation Campus ID (Y,N)	Y																	

In the **Ending School Year (YYYY)** field (Required), type the four-digit school year. For example, for the 2021-2022 school year, type 2022.

In the **Evaluation Campus ID (Blank for All)** field, type the three-digit campus ID **where the student was evaluated**, or leave blank to create a report for all campuses. If creating the report for all campuses, the report is organized by Evaluation Campus ID, not by Enrolled Campus ID.

- In the **Include Non-Reported Students (Y,N)** field, type Y or N to include/exclude non-reported students.
- In the **Include Students Without an Evaluation Campus ID (Y,N)** field, type Y or N to include/exclude students without an Evaluation Campus ID.
- Click **Preview**.

Students without an Evaluation Campus ID will display on the first page of the report followed by listings for each evaluating campus.

Child Find SPPI-11 Student Roster Report TEXAS ISD 2024-2025												Program ID: SRG5010	Page: 7 of 9	
Student Reported First Name	Student Last Name	Student Unique ID	Student ID	Student DOB	Evaluation Campus ID	Grd Lvl	Instr Trck	Evaluation Delay Days	Consent to Eval Recd Dt	Initial Eval Dt	Eligibility Deter Dt	Eligibility Deter Cd	Eval Delay Reason	Elig Delay Reason
Y SERGIO	CANTU	4692399223	319490	10/12/2014	001905108	04	00	0	04/08/2024	05/29/2024	08/22/2024	0		
Y PAMELA	GUTIERREZ	7174758347	320581	08/21/2015	001905108	03	00	0	04/09/2024	08/20/2024	09/03/2024	1		
N ANIYAH	PEREZ	4228256246	325039	08/27/2017	001905108	02	00	4	08/14/2024	09/01/2024		0		
Y SETH	SALAZAR	2258845527	324291	03/30/2015	001905108	04	00	0	04/10/2024	08/16/2024	09/05/2024	1		

Registration > Reports > Registration Reports > Student > SRG5020 - Child Find SPPI-12 Student Roster Report

SRG5020 - Child Find SPPI-12 Student Roster Report gives a report of SPPI-12 students.

This report displays one listing per student for every ECI record on *Spec Ed*. For example, if a student has three ECI records, they will appear in the report three times, one time for each ECI record.

Preview	PDF	CSV	Clear Options												
Student Report Group SRG0200 - Student Name Listing SRG0300 - Student Address Listing SRG0400 - Student Information Sheets SRG0500 - Student Birthday Listing SRG0700 - Student Missing Forms SRG0710 - Standard Forms Printing SRG0720 - Online Registration Forms Related Reports SRG0730 - Percentage of Forms Submitted per Campus SRG0800 - Student Registration Forms SRG0810 - Blank Registration Forms SRG1001 - Student Address Labels SRG1002 - Student Name Labels SRG1300 - Student Bus Information SRG1800 - Enrollment by District of Residence SRG2000 - Student Contact Information SRG2400 - Students Without a ParentPortal Account Report SRG2600 - Attendance Zones Invalid Addresses SRG3014 - State Performance Plan14 Information SRG5000 - Special Education Language Acquisition (SELA) Roster Report SRG5010 - Child Find CDEL 11 Child & Roster Report SRG5020 - Child Find SPPI-12 Student Roster Report SRG6000 - Pandemic Economic Stimulus Transfer (P-EST) (2021 Summer)															
SRG5020 - Child Find SPPI-12 Student Roster Report <table border="1"> <thead> <tr> <th>Parameter Description</th> <th>Value</th> <th>List</th> </tr> </thead> <tbody> <tr> <td>Ending School Year (YYYY)</td> <td>2022</td> <td></td> </tr> <tr> <td>Evaluation Campus ID (Blank for All)</td> <td></td> <td>⋮</td> </tr> <tr> <td>Include Non-Reported Students (Y,N)</td> <td>N</td> <td></td> </tr> </tbody> </table>				Parameter Description	Value	List	Ending School Year (YYYY)	2022		Evaluation Campus ID (Blank for All)		⋮	Include Non-Reported Students (Y,N)	N	
Parameter Description	Value	List													
Ending School Year (YYYY)	2022														
Evaluation Campus ID (Blank for All)		⋮													
Include Non-Reported Students (Y,N)	N														

- In the **Ending School Year (YYYY)** field (Required), type the four-digit school year. For example, for the 2021-2022 school year, type 2022.
- In the **Evaluation Campus ID (Blank for All)** field, type the three-digit campus ID **where the student was evaluated**, or leave blank to create a report for all campuses. If creating the report for all campuses, the report is organized by Evaluation Campus ID, not by Enrolled Campus ID.
- In the **Include Non-Reported Students (Y,N)** field, type Y or N to include/exclude non-reported students.
- In the **Include Students Without an Evaluation Campus ID (Y,N)** field, type Y or N to include/exclude students without an Evaluation Campus ID.

Click Preview.

Students without an Evaluation Campus ID will display on the first page of the report followed by listings for each evaluating campus.

Child Find SPPI-12 Student Roster Report TEXAS ISD 2023-2024													Program ID: SRG5020	Page: 1 of 2					
Student Reported	First Name	Student Last Name	Student Unique ID	Student ID	Student DOB	Grd Lvl	Instr Trck	Evaluation Campus ID	ECI Start Dt	ECI ECI Code	Ind Notif Dt	ECI Cont Dt	Parental Consent Dt	Initial Eval Date	Eligibility Deter Dt	Eligibility Deter Cd	Eval Delay Reason	Elig Delay Reason	
Y	JUSTICE	ASHLEY	732489778	360020	08/01/2021	EE	01		0	08/16/2023	08/16/2023		08/16/2023	08/16/2023	0	07	03		
N	KENDALL	CULPEPPER	2225737955	360017	08/30/2018	KG	01		0							0			
N	Terry	Martinez	9876541568		08/15/2022	EE			0							0			
Y	Toni	Martinez	3254657859		08/15/2022	EE			0						08/11/2023	08/14/2023	0	04	04
N	Baby	Sanchez	7777777777		12/10/2002	EE			08/15/2023	0						0		0	
N	Test	User	6666666666		11/11/2020	EE			08/16/2023	0						0			

Child Find Data Components

For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards (**TWEDS**) website:

 <https://tealprod.tea.state.tx.us/TWEDSAPI/29/0/0/Overview?IntroductionId=911>. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (ex: PEIMS), and **Submission** (ex: Fall) and click **Open**. Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**. Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

The following data elements are pulled from the Alternative and Supplemental Services, Education Organization, Enrollment, School Calendar, Student Identification and Demographics and Student Special Education Program Eligibility Association domains:

- BeginDate (E3010)
- BirthDate (E0006)
- CalendarCode (E0975)
- CalendarEvent (E1582)
- CalendarType (E1600)
- CalendarWaiverEventType (E1570)
- ConsentToEvaluationReceivedDate (E1738)
- Date (E1168)
- EligibilityDelayReason (E1731)
- EligibilityDeterminationDate (E1716)
- EligibilityEvaluationDate (E1715)
- EndDate (E3020)
- EntryGradeLevel (E1517)
- EvaluationDelayDays (E1711)
- EvaluationDelayReason (E1718)
- FirstName (E0703)
- GenerationCode (E0706)
- GradeLevel (E0017)
- HispanicLatinoEthnicity (E1064)
- IDEIndicator (E1717)
- LastSurname (E0705)
- LocalEducationAgencyCategory (E3036)
- LocalEducationAgencyId (E0212)
- LocalStudentId (E0923)
- MiddleName (E0704)
- NameOfInstitution (E3037)
- NumberDaysTaught (E0935)
- OriginalECIServicesDate (E1737)

- ProgramType (E1337)
- Race (E3050)
- ReportingPeriod (E0934)
- Responsibility (E3051)
- SchoolDayInstructionalMinutes (E1599)
- SchoolDayOperationalMinutes (E1571)
- SchoolDayWaiverMinutes (E1572)
- SchoolId (E0266)
- SchoolYear (E1093)
- Sex (E0004)
- StudentId (E0001)
- StudentUniqueId (E1523)
- TransitionConferenceDate (E1713)
- TransitionNotificationDate (E1712)