



# **Core Collection: Special Education Data System (SPEDS) (To Be Updated)**



# Table of Contents

**Core Collection: Special Education Data System (SPEDS) (To Be Updated)** ..... i  
**Core Collection: Child Find (To Be Updated)** ..... 1



# Core Collection: Child Find (To Be Updated)

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](#).



**IMPORTANT:** Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Registration

### **Registration > Maintenance > Core Collections**

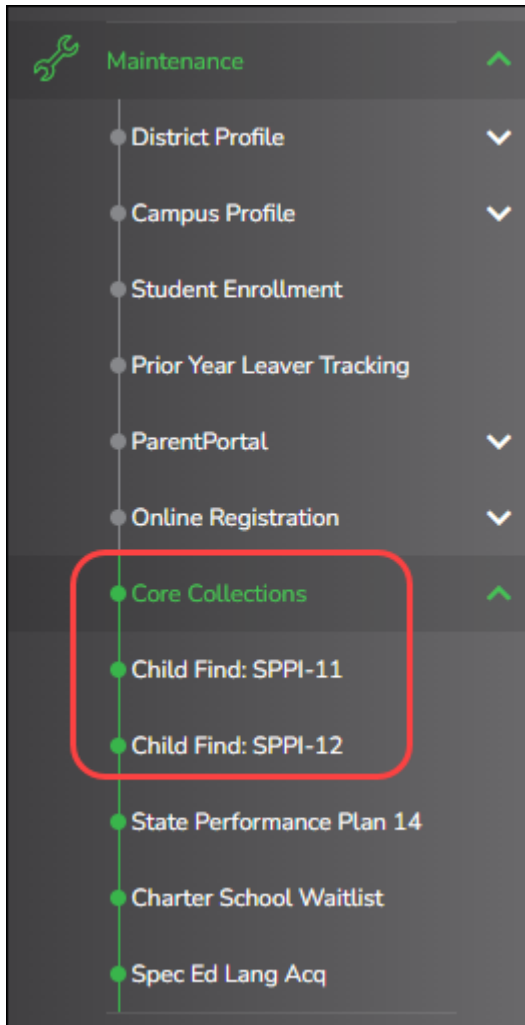
Data will be entered for Timely Initial Evaluation: SPPI-11 and SPPI-12 under *Registration > Maintenance > Core Collections* on the Child Find: SPPI-11 and Child Find: SPPI-12 screens.

There are four scenarios for reporting students:

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

but not including, 3.

**NOTE:** For the 2025–2026 school year, data for these indicators will be entered in the system within the Registration application using the current Child Find fields and screens. In the future, the Child Find screens will be renamed and relocated to the Special Education application.



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

**Registration > Maintenance > Student Enrollment > Demo1**

The screenshot shows a web-based interface for student administration. At the top, there are navigation tabs: DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. The 'DEMO1' tab is selected.

The main content area is divided into several sections:

- Demographic Information:** Includes fields for Grade (12), Entry Dt (08-16-2023), Track (02), Orig Entry (08-16-2023), Withdrawal Dt, Portal ID (boovSHvPaa), Name (JOHN, JOE, SMYTHE, AIDAN), 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), and checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.
- Phone / Address:** Includes Addr/Tel Rest, Phone Nbr (555 653-5606), Cell Ph Nbr (632-253-4429), E-mail, Mailing (3066, FM 1699, Alamo City, TX, 28878), and Physical (3066, FM 1699, Alamo City, TX, 28878) information. A 'Duplicate' button is present.
- Attendance Zones:** A table with columns 'Campus', 'From Grd Lvl', and 'Thru Grd Lvl'. It shows 'no rows'.
- Student Indicators:** Includes Eligibility Code (1), Record Status (1), Attribution Code (00), NSLP, Campus ID Resid, Child Find: SPPI-11 (checkbox), Active Cd (1 - Active), Child Find: SPPI-12 (checkbox), City Residence, As of Status Last Friday October, Reporting Excl, and As of Status Last Day Enrollment.
- Current / Next Year Information:** Includes Control Num, Next Yr Cntrl, Here Last Yr, Next Yr Camp (001), CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code.
- Economic Disadvantage:** A table with columns 'Delete', 'Descriptor', 'Begin Date', and 'End Date'. It shows one entry with a '0' descriptor and dates 07-24-2023 to --.
- Foster Care:** A table with columns 'Delete', 'Descriptor', 'Begin Date', and 'End Date'. It shows one entry with a '0' descriptor and dates 07-24-2023 to --.
- Military Connected:** A table with columns 'Delete', 'Descriptor', 'Begin Date', and 'End Date'. It shows one entry with a '0' descriptor and dates 07-24-2023 to --.

**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.

DEMOGRAPHICS / ENROLLMENT CHILD FIND DATA

Demographic Information

Name:     Exclude from reporting:

First Middle Last Generation

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

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

Enrollment Information

Grade:  Instructional Track:  Evaluation Delay Days:

**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*.

Unique Student  Retrieve Directory

Child Find:SPPI-11 X

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

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
012993	6	CRUZ	LAYLA		001	12		

First   / 1  Last

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

**Enter Non-Enrolled Student Data**

Under **Child Find:**

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

<b>Consent to Evaluation Received Date</b>	Enter the first instructional day after LEA receives consent from the parent.
<b>Initial Evaluation Date</b>	Enter the date the child was initially evaluated for the program.  This date must not be before the <b>Consent to Evaluation Received Date</b> .

Click **Save**.

Under **Child Find Eligibility Determination:**

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

Under **Evaluation Delay:**

<b>Evaluation Delay Reason</b>	If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.
<div style="border: 1px solid gray; padding: 5px;"> <p style="color: green; margin: 0;">Evaluation Delay</p> <p>Evaluation Delay Reason: <input style="width: 100%; border: none; border-bottom: 1px solid gray;" type="text" value=""/></p> </div>	

Under **Eligibility Delay Reason:**

<b>Eligibility Delay Reason</b>	If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.
<div style="border: 1px solid gray; padding: 5px;"> <p style="color: green; margin: 0;">Eligibility Delay Reason</p> <p>Eligibility Delay Reason: <input style="width: 100%; border: none; border-bottom: 1px solid gray;" type="text" value=""/></p> </div>	

Click **Save**.

- [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.

**Update data:**

Under **Demographic Information:**

<b>Name</b>	Type the student's first, middle, and last name. Select a generation code if applicable.
<b>Exclude from reporting</b>	Select to exclude a non-enrolled student from reporting.
<b>Sex</b>	Select the student's gender.
<b>DOB</b>	Type the student's date of birth (MM-DD-YYYY).
<b>SSN</b>	Type the student's nine-digit social security number.

<b>Name</b>	Type the student's first, middle, and last name. Select a generation code if applicable.	
<b>Texas Unique Stu ID</b>	<p>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.</p> <p>This number can be added after it is received by TEA.</p>	
<b>Hispanic/Latino</b>	Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
<b>Race</b>	One or more of the following options is selected, regardless of whether the student is <b>Hispanic/Latino</b> .	
	<b>White</b>	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.
	<b>Black/African American</b>	The field is selected if the student has origins in any of the black racial groups of Africa.
	<b>Asian</b>	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).
	<b>American Indian/Alaskan Native</b>	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).
	<b>Hawaiian/Pacific Isl</b>	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**:

<b>Grade</b>	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.
<b>Instructional Track</b>	Disabled for non-enrolled students.

**Evaluation Delay Days**

Disabled for non-enrolled students.

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 (FIIE) report.

For TSDS extract purposes:

- If the **Consent to Evaluation Received Date** and **Initial Evaluation Date** fields are blank, then the **Evaluation Delay Days** calculation does not occur.
- If the **Consent to Evaluation Received Date** or **Initial Evaluation Date** fields are blank, then the **Evaluation Delay Days** calculation does not occur.
- If the existing **Consent to Evaluation Received Date** or **Initial Evaluation Date** fields are updated, then the **Evaluation Delay Days** calculation does occur.

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

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

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Uniqve Stu ID
009364	8	AGUILAR	TIMOTHY	RENEE	041	06	453624266	3458692544
010451	14	ALLEN	EMMA	SHREEFE	102	02	525029016	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

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

**Enter Non-Enrolled Student Data**

Under **Child Find:**

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

<b>Consent to Evaluation Received Date</b>	Enter the first instructional day after LEA receives consent from the parent.
<b>Initial Evaluation Date</b>	<p>Enter the date the child was initially evaluated for the program.</p> <p>This date must not be before the <b>Consent to Evaluation Received Date</b>.</p>

Click **Save**.

Under **Child Find Eligibility Determination:**

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

Under **Evaluation Delay:**

<b>Evaluation Delay Reason</b>	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;"> <p style="margin: 0;">Evaluation Delay</p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </div>
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Under **Eligibility Delay Reason:**

<b>Eligibility Delay Reason</b>	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;"> <p style="margin: 0;">Eligibility Delay Reason</p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 100%;" type="text"/></p> </div>
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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.

The screenshot displays a student information form with the following sections:

- Navigation:** DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, FORMS
- 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, Last: SMYTHE, First: JOHN, Middle: JOE, Gen: AIDAN, Nickname: AIDAN. 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, Alamo City TX 28878. Physical: 3066 FM 1699, Alamo City TX 28878. Duplicate button.
- 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: , City Residence: , As of Status Last Friday October: , Reporting Excl: , As of Status Last Day Enrollment:
- Current / Next Year Information:** Control Num: , Next Yr Cntrl: , Here Last Yr: , Next Yr Camp: 001, CY Xfer Factor: , NY Xfer Factor: , CY Team Code: , NY Team Code:
- Economic Disadvantage:** Table with columns: Delete, Descriptor, Begin Date, End Date. Row: 00, 07-24-2023, --.
- Foster Care:** Table with columns: Delete, Descriptor, Begin Date, End Date. Row: 0, 07-24-2023, --.
- Military Connected:** Table with columns: Delete, Descriptor, Begin Date, End Date. Row: 0, 07-24-2023, --.

**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*.

DEMOGRAPHICS / ENROLLMENT
CHILD FIND DATA

**Demographic Information**

Name:      Exclude from reporting:

First Middle Last Generation

Sex:  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:

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

**Update data:**

Under **Child Find:**

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

<b>ECI Notification Date</b>	Enter the notification date.
<b>ECI Conference Date</b>	Enter the conference date.

Under **Child Find Initial Evaluation:**

<b>Consent to Evaluation Received Date</b>	Enter the first instructional day after LEA receives consent from the parent.
<b>Initial Evaluation Date</b>	Enter the date the child was initially evaluated for the program.  This date must not be before the <b>Consent to Evaluation Received Date</b> .

Click **Save**.

Under **Child Find Eligibility Determination:**

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

Under **Delay Reason:**

<b>Evaluation Delay Reason</b>	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;"> <p style="margin: 0;"><b>Evaluation Delay</b></p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text" value=""/></p> </div>	

Under **Eligibility Delay Reason:**

<b>Eligibility Delay Reason</b>	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;"> <p style="margin: 0;"><b>Eligibility Delay Reason</b></p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text" value=""/></p> </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.

The screenshot shows a web interface for student information. At the top, there is a 'Save' button, a 'Student Information' tab, and a 'School Year: 2021-2022' dropdown. Below this, the student's name 'SHELLEY, MARY' is displayed in a text box, along with a 'Texas Unique Student ID' field and 'Retrieve' and 'Directory' buttons. The main content area is divided into two tabs: 'DEMOGRAPHICS / ENROLLMENT' (which is active) and 'CHILD FIND DATA'. Under 'Demographic Information', there are fields for Name (First: MARY, Middle: , Last: SHELLEY), Generation (dropdown), and an 'Exclude from reporting' checkbox (checked). Other fields include Sex (F), DOB (04-06-2021), SSN (463-69-8542), Texas Unique Stu ID, and various ethnicity checkboxes (White: checked, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl). The 'Enrollment Information' section includes a Grade dropdown, ECI Start Date ( -- ), ECI Indicator Code, and Instructional Track.

**Enter Non-Enrolled Student Data:**

Under **Demographic Information:**

<b>Name</b>	Type the student's first, middle, and last name. Select a generation code if applicable.	
<b>Exclude from reporting</b>	Select to exclude a non-enrolled student from reporting.	
<b>Sex</b>	Select the student's gender.	
<b>DOB</b>	Type the student's date of birth (MM-DD-YYYY).	
<b>SSN</b>	Type the student's nine-digit social security number.	
<b>Texas Unique Stu ID</b>	<p>If <i>available</i>, 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.</p> <p>This number can be added after it is received by TEA.</p>	
<b>Hispanic/Latino</b>	Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
<b>Race</b>	One or more of the following options is selected, regardless of whether the student is <b>Hispanic/Latino</b> .	
	<b>White</b>	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.
	<b>Black/African American</b>	The field is selected if the student has origins in any of the black racial groups of Africa.
	<b>Asian</b>	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).
	<b>American Indian/Alaskan Native</b>	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).
	<b>Hawaiian/Pacific Isl</b>	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**:

<b>Grade</b>	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.
<b>ECI Start Date</b>	<p>Enter the date the intervention takes effect.</p> <p>The date must be before the student's third birthday.</p>

<b>ECI Indicator Code</b>	Select if the student participates in the Early Childhood Intervention (ECI) program.  Ensure <b>Notification Date</b> and <b>ECI Conference Date</b> are first saved on <i>Child Find Data</i> .
<b>Instructional Track</b>	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 web application interface for 'Student Information'. At the top, it displays 'Save', 'Student Information', 'School Year: 2021-2022', and 'Campus 001: 001 School'. Below this is a search form for 'Child Find-SPPI-11' with fields for 'Last Name', 'First Name', 'Campus ID' (set to '001'), 'Grade Level', and 'Texas Unique Stu ID'. A 'Search' button is present. Below the search form is a table of results with the following 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 rows of student data.

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-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: 20

Child Find: SPPI-11

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	525029016	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	<u>CHILD FIND DATA</u>
<b>Child Find</b>	
Evaluation Campus Id:	<input type="text"/>
<b>Early Childhood Transition</b>	
ECI Notification Date:	<input type="text"/> - -
ECI Conference Date:	<input type="text"/> - -
<b>Child Find Initial Evaluation</b>	
Consent to Evaluation Received Date:	<input type="text"/> - -
Initial Evaluation Date:	<input type="text"/> - -
<b>Child Find Eligibility Determination</b>	
Eligibility Determination (ED) Date:	<input type="text"/> - -
SpEd Srvs Eligible/Enrolled:	<input type="checkbox"/>
<b>Delay Reason</b>	
Evaluation Delay Reason:	<input type="text"/>
<b>Eligibility Delay Reason</b>	
Eligibility Delay Reason:	<input type="text"/>

**Update data:**

Under **Child Find:**

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

<b>ECI Notification Date</b>	Enter the notification date.
<b>ECI Conference Date</b>	Enter the conference date.

Under **Child Find Initial Evaluation:**

<b>Consent to Evaluation Received Date</b>	Enter the first instructional day after LEA receives consent from the parent.
<b>Initial Evaluation Date</b>	Enter the date the child was initially evaluated for the program.  This date must not be before the <b>Consent to Evaluation Received Date</b> .

Click **Save**.

Under **Child Find Eligibility Determination:**

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

Under **Delay Reason:**

<b>Evaluation Delay Reason</b>	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;"> <p style="margin: 0;"><b>Evaluation Delay</b></p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </div>	

Under **Eligibility Delay Reason:**

<b>Eligibility Delay Reason</b>	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;"> <p style="margin: 0;"><b>Eligibility Delay Reason</b></p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 100%;" type="text"/></p> </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

**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 Services Available \(SEA\) Roster Report](#)
- [SRG5010 - Child Find SPPI-11 Student Roster Report](#)
- [SRG6000 - Pandemic Electronic Benefit Transfer \(P-EBT\) \(2021 Summer\)](#)

**SRG5010 - Child Find SPPI-11 Student Roster Report**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Evaluation Campus ID (Blank for All)	<input type="text"/>	⋮
Include Non-Reported Students (Y,N)	<input type="text" value="N"/>	
Include Students Without an Evaluation Campus ID (Y,N)	<input type="text" value="Y"/>	

- In the **Ending School Year (YYYY)** field (Required), type the four-digit school year.
- 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.

Date Run: 7/15/2025 10:01 AM		Child Find SPPI-11 Student Roster Report										Program ID: SRG5010			
Cnty-Dist: 001-905		TEXAS ISD										Page: 7 of 9			
Evaluation Campus ID: ALL		2024-2025													
Student Reported	Student 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 Rcvd 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 SPPI-12 Student Roster Report](#)
- [SRG5020 - Child Find SPPI-12 Student Roster Report](#)
- [SRG5000 - Pandemic Economic Events Transfer \(PEET\) \(2021 Summer\)](#)

**SRG5020 - Child Find SPPI-12 Student Roster Report**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Evaluation Campus ID (Blank for All)	<input type="text"/>	⋮
Include Non-Reported Students (Y,N)	<input type="text" value="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.

Reported	Student First Name	Student Last Name	Student Unique ID	Student ID	Student DOB	Grd Lvl	Instr Trck	Evaluation Campus ID	ECI Start Dt	ECI Code	Ind ECI	ECI Cont Dt	Parental Consent Dt	Initial Eval Date	Eligibility Deter Dt	Eligibility Deter Cd	Eval Delay Reason	Elig Delay Reason
Y	JUSTICE	ASHLEY	7324897778	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								
N	Terry	Martinez	9876541568		08/15/2022	EE				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								
N	Test	User	6666666666		11/11/2020	EE			08/16/2023	0								