

Core Collection: Residential Facilities (RF) Tracker Submission

ii

Table of Contents

Core Collection: Residential Facilities (RF) Tracker Submission	i
Core Collection: Residential Facilities (RF) Tracker Submission	1

ίv

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The Residential Facility (RF) Tracker is a yearly submission that tracks information for students with disabilities who reside in residential facilities within the geographic boundaries or jurisdiction of an LEA. An RF is a facility that provides 24-hour custody or care of students who reside there for detention, treatment, foster care, or any non-educational purpose.

NOTES:

- The ASCENDER Registration pages in this document are used to track <u>ANY</u> student who enters a residential facility, not just the students included in the RF Tracker submission. Summer PEIMS will also be using these fields to track attendance.
- RF Tracker interchanges are only created when the student's special education entry/exit dates and RF entry/exit dates overlap.

For example:

Special Ed Entry Date	RF Entry Date	Interchange
Entry Date = 9/1	Entry Date = 9/1	Generated with 9/1 entry date.
Entry Date = 9/1	Entry Date = 9/15	Generated with 9/15 entry date.
Entry Date = 9/15		Generated with 9/1 entry date, but not until the job is run after 9/15.
N/A	Entry Date = 9/1	Not generated.
Entry Date = 9/1	N/A	Not generated.

- Mid-point RF Tracker submission due date for TEA December 13, 2024
- RF Tracker submission due date for LEAs July 17, 2025



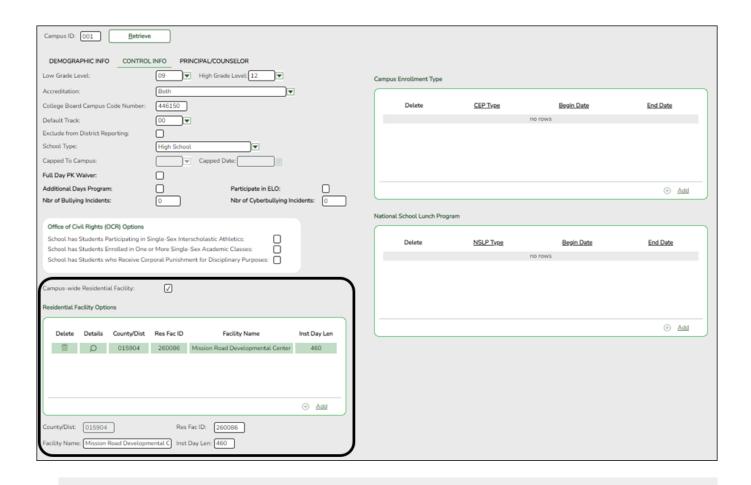
IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

Prerequisites

• Verify that all roles and users are correct in ASCENDER Security Administration.

I. Identify Campus as Residential Facility

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info



NOTE: These settings are campus specific. If the same facility exists on multiple campuses, the information must be entered for each campus.

Campus-wide Residential Facility Select if all students at the campus are residing in a residential facility.

☐ Under **Residential Facility Options**:

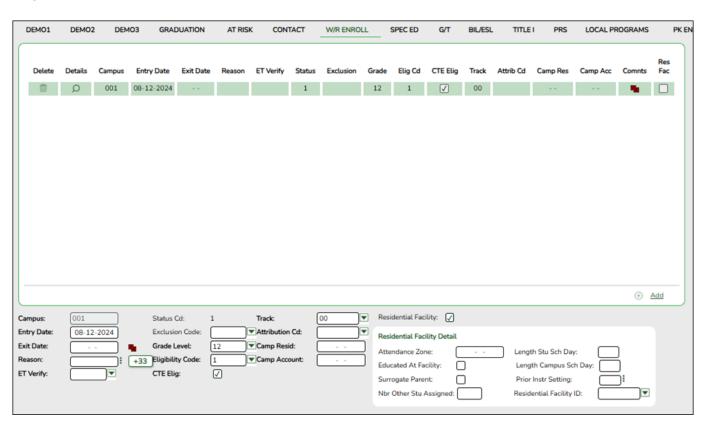
This list populates the Residential Facility ID drop-down field on Registration >

Maintenance > **Student Enrollment** > **W/R Enroll** for students who reside in a residential facility.

County/Dist	The county-district number you are logged on to is displayed and cannot be changed.
Res Fac ID	Type the six-digit residential facility ID.
Facility Name	Type the name of the residential facility, up to 60 characters.
	The field is automatically populated with the Instructional Daily Minutes as entered for the default campus-track on Attendance > Maintenance > Campus > Campus Options . If the number of minutes in the school day at the residential facility is different, this field can be modified.

II. Identify Students Enrolled in Residential Facility

Registration > Maintenance > Student Enrollment > W/R Enroll



Residential Facility	Select if the student resides in a residential care and treatment facility within the district's boundaries or jurisdiction.
	This field is automatically selected if the campus has Campus-wide Residential Facility selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info, but will not be saved until you click Save.

☐ When **Residential Facility** is selected, the following fields are displayed:

Attendance Zone	Type the nine-digit TEA-assigned number for the campus the student is expected to attend based on the geographic location (address) of the residential facility in which the student resides. This may or may not be the same as the Campus ID of Enrollment.
Length Stu Sch Day	Type the number of minutes in the student's school day.
Educated At Facility	Select if the student is educated at or in the general location of the residential facility.
Length Campus Sch Day	Type the number of minutes of the traditional home campus school day for a non-disabled peer.
Surrogate Parent	Select if student requires a surrogate parent. This field is required when Nbr Other Stu Assigned is 0-25.
Prior Instr Setting	Select the student's most recent instructional setting before entering the residential facility.
Nbr Other Stu Assigned	Type the number of other students who are assigned to the same surrogate parent. Valid values are 0-25.
Residential Facility ID	Select the ID of the facility. The list of available facilities is maintained on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info under Residential Facility Options .

III. Extract Data

State Reporting > Extract > Data

For RF Tracker, use the Summer Extract utility to extract PEIMS Special Education.

Run	
Options	
Ending School Year: 2024	
Local Program Code for Dyslexia	Reporting: DYS
Local Program Code for Early Col	llege High School Reporting: ECH
Local Program Code for IGC Repo	-
Local Program Code for Intervent	
Local Program Code for New Tecl Local Program Code for Pathway	
Local Program Code for Section 5	
Local Program Code for T-STEM I	Reporting:
Select all Extracts	
Attendance	
Data Extracted: InterchangeStud	entExtension, InterchangeStudentEnrollmentExtension, InterchangeStudentAttendanceExtension
Semester to Extract:	
Title 1 Part A	
Data Extracted: Student - Title	e 1, Part A
	tracted when semester 2 attendance is extracted
Course Extracts	
O Classes High	
Classroom Link	off Association Eutopoion Interchange Master Cohodula Eutopoion
Data Extracted: Interchangesta	ffAssociationExtension, InterchangeMasterScheduleExtension
Course Completion	
Data Extracted: InterchangeStu	udentExtension, InterchangeStudentTranscriptExtension
Default Pass / Fail / Credit In	
Grade 01	Grade 02
Grade 03	Grade 04
Grade 05	Grade 06
Grade 07	Grade 08
Grade 09	Grade 10
Grade 11	Grade 12
Discipline	
Data Extracted: InterchangeStud	lentExtension, InterchangeStudentDisciplineExtension
Flexible Attendance	
Data Extracted: InterchangeStud	lentExtension, InterchangeStudentAttendanceExtension
Restraint	
	lostEutoneian InterchangeCtudentDestraintFundFundFundFundFundFundFundFundFundFund
Data Extracted: InterchangeStud	lentExtension, InterchangeStudentRestraintEventExtension
√ Special Education	
Data Extracted: InterchangeStud	lentExtension, InterchangeStudentSpecialEducationEventExtension
Email :	

☐ Select Special Education to extract the following data: <i>Interchange StudentExtension</i> an	nd
Interchange StudentSpecialEducationEventExtension.	

State Reporting > Utilities Delete/Clear PEIMS Tables

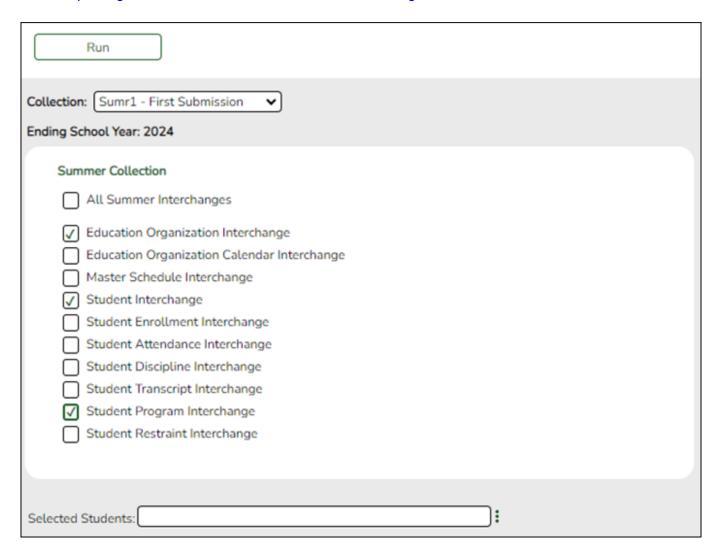
Delete
Options Delete All Records
Organization Data Shared Services Arrangement Campuses Contracted Instructional Staff
Fall Collection Finance Data Budget
Staff Data Demo & Payroll Responsibilities Contracted Staff (Staff Type 2) Student Data
Demo, Enrollment, Special Ed, CTE & Leaver Data Census Block
Midyear Collection Organization Data Prior Campus Prior SSA Finance Data Actual SSA Actual
✓ Summer Collection
✓ Classroom Link Data ✓ Course Section
✓ Student Data ✓ Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1 ✓ Flexible Attendance ✓ Special Ed Flexible Attendance ✓ CTE Flexible Attendance ✓ Special Education ✓ Industry Certifications
Extended Collection
Staff Data Demo Responsibilities
Student Data Demo, ESY Course Completion CTE Flexible Attendance Flexible Attendance Special Ed Flexible Attendance ADSY Basic Attendance ADSY Special Ed Attendance
Demo, Enrollment, Special Ed, CTE & Leaver Data Census Block Midyear Collection Organization Data Prior Campus Prior SSA Actual SSA Actual Summer Collection Classroom Link Data Course Section Student Data Demo, Attendance, Course Completion, Discipline, Sp Ed Restraint & Title 1 Flexible Attendance Special Ed Flexible Attendance CTE Flexible Attendance Special Education Industry Certifications Extended Collection Staff Data Demo Responsibilities Student Data Demo, ESY Course Completion CTE Flexible Attendance Flexible Attendance Flexible Attendance Special Ed Flexible Attendance Special Ed Flexible Attendance Special Ed Flexible Attendance Special Ed Flexible Attendance ADSY Basic Attendance

NOTE: Delete then extract Summer PEIMS data prior to creating the interchange in order to coincide with the RFT data.

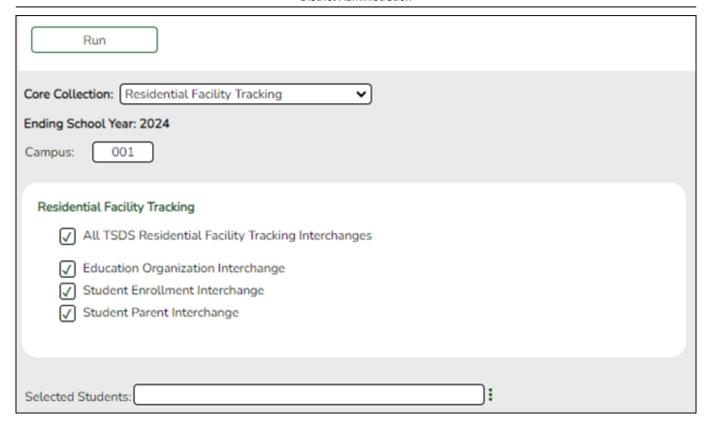
IV. Create Interchanges

NOTE: Both the TSDS PEIMS Summer Interchange and the TSDS Core Collections Interchange will be extracted for RFT.

State Reporting > Utilities > Create TSDS PEIMS Interchanges



State Reporting > Utilities > Create TSDS Core Collections Interchanges



V. Guidance for the Mid-point RFT Check-in

As of the 2020-21 school year, TEA has implemented a new promotion and validation deadline that was added to the RF Tracker Timeline.

All RF Tracker data up to this point must be promoted, validated and fatal free. LEA will continue to report RF Tracker data as students enter and exit residential facilities or on a monthly basis throughout the school year. Mid-point RFT Check-in is due to TEA December 12, 2025.