



ASCENDER GUIDES



Report

Table of Contents

Report i

NOTE: For the 2025-2026 school year XXXXXXXXXXXXXXXXXXXX but for school year 2026-2027 will change to Timely Initial Evaluation.

SPPI-11 (Timely Initial Evaluation) refers to compliance with the state-established timeframes (19 TAC §89.1011) for evaluating children, ages 3-21, for special education under Part B of the Individuals with Disabilities Education Act (IDEA).

LEAs will submit student-level data for children who had an eligibility determination (ED) date during the annual data collection period which occurs from July 1 to June 30.

SPPI-11 (Timely Initial Evaluation) is a compliance indicator used for meeting federal public reporting requirements for the State Performance Plan/Annual Performance Report (SPP/APR). It is also part of the federally required elements (FREs) used along with the results-driven accountability (⇒) indicators for making annual LEA special education determinations (34 CFR §300.600(a)(2)).

- [Timely Initial Evaluation \(SPPI-11\) - Scenario 1: Enrolled Students, ages 3-21](#)

Registration > Maintenance > Student Enrollment > Demo1

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 displays a student information form with the following sections:

- Navigation:** DEMO1 (selected), 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, Gen: AIDAN. Social Security Number Denied, SSN: 508-14-2835, Prior SSN: 123-45-6789, Texas Unique Student ID: 4211223111, Medicaid Eligible, Medicaid ID.
- 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: 0, 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-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: SMITH SALLY SUE Exclude from reporting:

First Middle Last Generation

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: 10 Instructional Track: 01 Evaluation Delay Days: 0

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*.

Child Find:SPPI-11

Last Name: First Name: Campus ID: 001 Grade Level: Texas Unique Stu ID: Search Close

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

First 1 / 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>
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	<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>
-----------------------------	--

Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	Enter the first instructional day after LEA receives consent from the parent.
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;"> <p style="margin: 0;">Evaluation Delay</p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </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;"> <p style="margin: 0;">Eligibility Delay Reason</p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 100%;" type="text"/></p> </div>	

Click **Save**.

- [Timely Initial Evaluation \(SPPI-11\) - 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 a web interface for 'Registration' with a breadcrumb trail: 'Maintenance > Core Collections > Child Find: SPPI-11'. The page title is 'Registration'. There are 'Save', 'Student Information', and 'School Year' buttons. Below these are input fields for 'Student: 021802' and 'Texas Unique Student ID', with 'Retrieve' and 'Dir' buttons. The main content area has two tabs: 'DEMOGRAPHICS / ENROLLMENT' (selected) and 'CHILD FIND DATA'. Under 'Demographic Information', there are fields for 'Name' (First, Middle, Last), 'Sex' (M), 'DOB', 'SSN', and 'Texas Unique Stu ID'. There are also checkboxes for 'White' (checked), 'Black/African American', 'Asian', 'American Indian/Alaskan Native', and 'Hawaiian/Pacific Isl'. A 'Generation' dropdown is set to 'A 1' and 'Exclude from reporting' is unchecked. Under 'Enrollment Information', there are dropdowns for 'Grade' (10), 'Instructional Track' (01), and 'Evaluation Delay Days' (0).

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.

Name	Type the student's first, middle, and last name. Select a generation code if applicable.	
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 .	
	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.

<p>Evaluation Delay Days</p>	<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 (FIIE) report.</p> <p>For TSDS extract purposes:</p> <ul style="list-style-type: none"> • If the Consent to Evaluation Received Date <u>and</u> Initial Evaluation Date fields are blank, then the Evaluation Delay Days calculation <u>does not</u> occur. • If the Consent to Evaluation Received Date <u>or</u> 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 <u>or</u> Initial Evaluation Date fields are updated, then the Evaluation Delay Days calculation <u>does</u> occur.
-------------------------------------	---

Click **Save**.

Using the Directory to retrieve a non-enrolled student

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

Save Student Information School Year: 2021-2022 Campus 001: 001 School

Child Find:SPPI-11

Last Name: First Name: Campus ID: 001 Grade Level: Texas Unique Stu ID: Search Close

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

1: AVILA - RIVERA / 1 Last

- 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	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

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>
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	<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>
-----------------------------	--

Under **Child Find Initial Evaluation:**

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

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.
<p>Evaluation Delay Reason: <input type="text"/></p>	

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.
<p>Eligibility Delay Reason: <input type="text"/></p>	

Click **Save**.

Reports