



ASCENDER GUIDES



Report

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SPPI-12 (Early Childhood Transition) refers to compliance for children referred from Part C of IDEA before age three, found eligible for Part B, and have an individualized education program (IEP) developed and implemented by their third birthday to receive early childhood special education (ECSE) services.

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-12 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)).

- [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 web-based form for student enrollment. At the top, there is a navigation menu with 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.

Demographic Information: This section includes fields for Grade (12), Entry Dt (08-16-2023), Track (02), Orig Entry (08-16-2023), and Withdrawal Dt. Name fields include First (JOHN), Middle (JOE), Last (SMYTHE), and Nickname (AIDAN). It also contains fields for Social Security Number Denied, SSN (508-14-2835), Prior SSN (123-45-6789), Texas Unique Student ID (4211223111), Medicaid Eligible, and Medicaid ID. Sex is set to 'M' and DOB is 04-06-2006. There are checkboxes for various ethnicities: White (checked), Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.

Phone / Address: This section includes Addr/Tel Rest (2), Phone Nbr (555 653-5606), Cell Ph Nbr (632-253-4429), and E-mail. Mailing and Physical addresses are both listed as 3066 FM 1699, Alamo City, TX 78878. A 'Duplicate' button is present next to the mailing address.

Attendance Zones: A table with columns 'Campus', 'From Grd Lvl', and 'Thru Grd Lvl'. The current row shows 'no rows'.

Student Indicators: This section contains several dropdown menus and checkboxes. Eligibility Code is 1, Attribution Code is 00, Campus ID Resid is --, Active Cd is 1 - Active, and Reporting Excl is --. Record Status is 1, NSLP is --, Child Find: SPPI-11 is --, Child Find: SPPI-12 is --, As of Status Last Friday October is --, and As of Status Last Day Enrollment is --.

Current / Next Year Information: This section includes fields for 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, Foster Care, and Military Connected: Each of these sections contains a table with columns 'Delete', 'Descriptor', 'Begin Date', and 'End Date'. Each table has one row with a trash icon, '00', '07-24-2023', and '--'. An 'Add' button is at the bottom of each table.

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

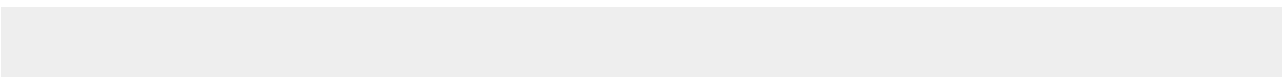
Grade: ECI Start Date: ECI Indicator Code: Instructional Track:

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

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>
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Under **Early Childhood Transition:**

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

Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	<p>Enter the first instructional day after LEA receives consent from the parent.</p>
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	<p>If applicable, enter the date the child was determined eligible for the program.</p> <p>IMPORTANT: If this date is left blank, the student will not be extracted to the interchanges.</p>
SpEd Srvc Eligible/Enrolled	<p>Select if a student is eligible for, and enrolled in Special Education services after the Eligibility Determination Date.</p>

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; background-color: #f9f9f9;"> <p style="color: #4285f4; margin: 0;">Evaluation Delay</p> <p>Evaluation Delay Reason: <input style="width: 80%; border: 1px solid #ccc;" 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; background-color: #f9f9f9;"> <p style="color: #4285f4; margin: 0;">Eligibility Delay Reason</p> <p>Eligibility Delay Reason: <input style="width: 80%; border: 1px solid #ccc;" 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.

- [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: Texas Unique Student ID: Retrieve Directory

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:

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.

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

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

First 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-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: 2021-2022 Campus 001: 001 School

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

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>
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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.
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 gray; padding: 5px;"> <p>Evaluation Delay</p> <p>Evaluation Delay Reason: <input type="text" value=""/></p> </div>
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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 data-bbox="331 331 1476 472"><p>Eligibility Delay Reason</p><p>Eligibility Delay Reason: <input type="text"/></p></div>
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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.

Report

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