



**registration\_childfind\_sppi11\_nonenrolled\_demoenroll**



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

**Instructional Track** and **Evaluation Delay Days** are not enabled 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>Texas Unique Stu ID</b>	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.
<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>Name</b>	Type the student's first, middle, and last name. Select a generation code if applicable.	
<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.
<b>Evaluation Delay Days</b>	<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 <b>following</b> 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"> <li>• If the <b>Consent to Evaluation Received Date</b> <u>and</u> <b>Initial Evaluation Date</b> fields are blank, then the <b>Evaluation Delay Days</b> calculation <u>does not</u> occur.</li> <li>• If the <b>Consent to Evaluation Received Date</b> <u>or</u> <b>Initial Evaluation Date</b> fields are blank, then the <b>Evaluation Delay Days</b> calculation <u>does not</u> occur.</li> <li>• If the existing <b>Consent to Evaluation Received Date</b> <u>or</u> <b>Initial Evaluation Date</b> fields are updated, then the <b>Evaluation Delay Days</b> calculation <u>does</u> occur.</li> </ul>

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, there are buttons for 'Save' and 'Student Information', and a header indicating 'School Year: 2021-2022' and 'Campus 001: 001 School'. Below this, there 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. The table has columns: Stu ID, CF ID, LastName, FirstName, MI, Campus, Grd, SSN, and Unique Stu ID. The 'Campus' column is circled in black. The table contains several rows of student data. At the bottom of the table, there is a pagination control showing '1: AVILA - RIVERA / 1' and buttons for 'First' and 'Last'.

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.

Save Student Information School Year: 2

Student: 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	Uniqus 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	7	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	María		001		668898787	8545213213
	21	García	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



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