



## Child Find: SPPI-11



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# Child Find: SPPI-11

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There are two tabs:

- **Demographics/Enrollment** - XXXXXXXXXXXXXXXXX.
- **Child Find Data** - XXXXXXXXXXXXXXXXX

## Update data:

[Select a student](#)

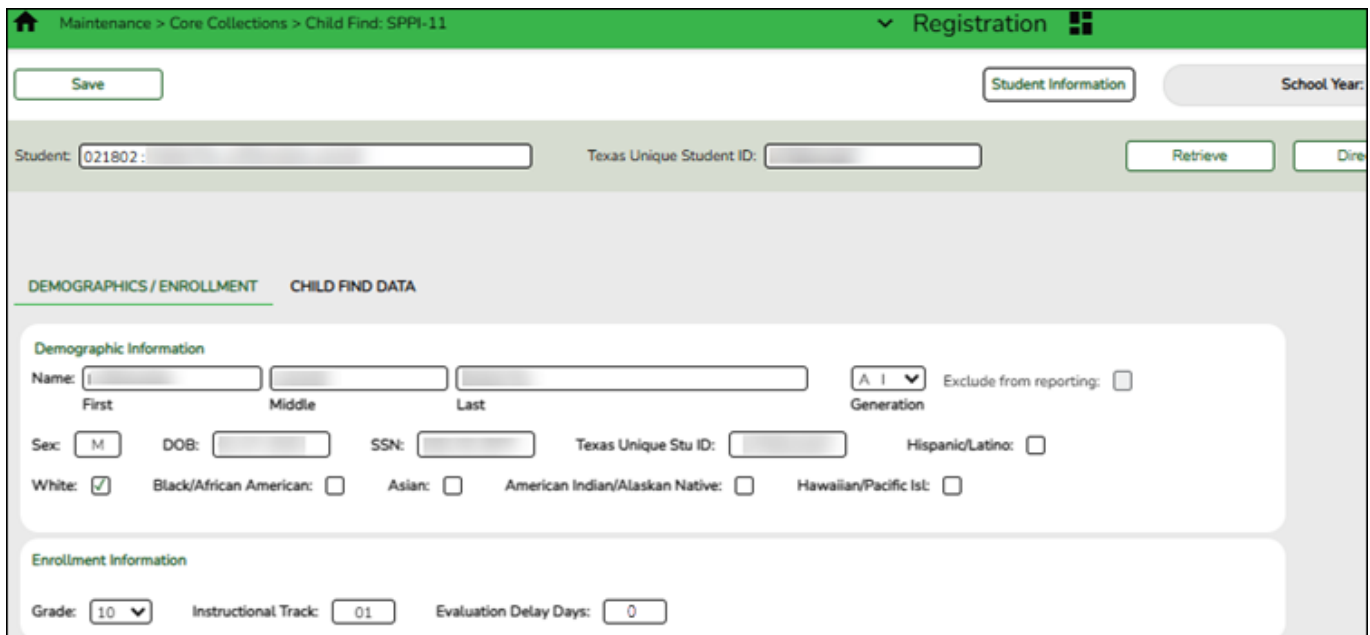
To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Stu ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p>

<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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Click **Retrieve**.

From the **Demographic Enrollment** tab:



<b>Name</b>	<p>Type the student's first, middle, and last name. Select a generation code if applicable. Type the student's nickname if applicable, up to nine characters.</p> <p><a href="#">Name Edits</a></p> <p>In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages.</p> <p>In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.</p> <p>Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.</p>
<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 Student ID</b>	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.  If the student does not have a Unique ID, run the <a href="#">Process Texas Unique Student IDs (UIDs) utility</a> .	
<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.

Under **Enrollment Information**:

<b>Grade</b>	Select the student's grade level for the current school year.
<b>Instructional Track</b>	Select the campus calendar track in which the student is enrolled.
<b>Absences Within Timeframe</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> and <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> or <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> or <b>Initial Evaluation Date</b> fields are updated, then the <b>Evaluation Delay Days</b> calculation <u>does</u> occur.</li> </ul>

From the **Child Find Data** tab:

Click **Save**.



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