



Child Find: SPPI-11

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This tab XXXX

There are two tabs:

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

Update data:

Select a student

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

| | |
|----------------------------|---|
| Student | <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"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j) |
| Texas Unique Stu ID | <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 TSDS Unique ID 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 Assign a TSDS Unique ID guide for additional information.</p> |
| Directory | <p>Click to select a student from the Directory.</p> |

(photo)

If a photo exists for the student, the student photo is displayed.

From [Registration > Maintenance > Student Enrollment](#), you can change the student photo:

1. Hover over the image, and click **Change**. The Change Student Photo window opens.
2. Click **Choose File**. Locate and open the file for the new image.
3. Click **Save**. The window closes, and the new image is displayed.

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.

Click **Retrieve**.

From the **Demographics/Enrollment** tab:

Under **Demographic Information**:

| | | | | | | | | | | | |
|---------------------------------------|---|--------------|---|-------------------------------|--|--------------|---|---------------------------------------|--|-----------------------------|--|
| Name | <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>Name Edits</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> | | | | | | | | | | |
| Sex | <p>Select the student's gender.</p> | | | | | | | | | | |
| DOB | <p>Type the student's date of birth (MM-DD-YYYY).</p> | | | | | | | | | | |
| SSN | <p>Type the student's nine-digit social security number.</p> | | | | | | | | | | |
| Texas Unique Student ID | <p>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.</p> <p>If the student does not have a Unique ID, run the Process Texas Unique Student IDs (UIDs) utility.</p> | | | | | | | | | | |
| Hispanic/Latino | <p>Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> | | | | | | | | | | |
| Race | <p>One or more of the following options is selected, regardless of whether the student is Hispanic/Latino.</p> <table border="1" data-bbox="389 1088 1473 1684"> <tr> <td data-bbox="389 1088 719 1200"> White </td> <td data-bbox="719 1088 1473 1200"> <p>The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> </td> </tr> <tr> <td data-bbox="389 1200 719 1279"> Black/African American </td> <td data-bbox="719 1200 1473 1279"> <p>The field is selected if the student has origins in any of the black racial groups of Africa.</p> </td> </tr> <tr> <td data-bbox="389 1279 719 1462"> Asian </td> <td data-bbox="719 1279 1473 1462"> <p>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).</p> </td> </tr> <tr> <td data-bbox="389 1462 719 1574"> American Indian/Alaskan Native </td> <td data-bbox="719 1462 1473 1574"> <p>The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</p> </td> </tr> <tr> <td data-bbox="389 1574 719 1684"> Hawaiian/Pacific Isl </td> <td data-bbox="719 1574 1473 1684"> <p>The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> </td> </tr> </table> | White | <p>The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> | Black/African American | <p>The field is selected if the student has origins in any of the black racial groups of Africa.</p> | Asian | <p>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).</p> | American Indian/Alaskan Native | <p>The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</p> | Hawaiian/Pacific Isl | <p>The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> |
| White | <p>The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> | | | | | | | | | | |
| Black/African American | <p>The field is selected if the student has origins in any of the black racial groups of Africa.</p> | | | | | | | | | | |
| Asian | <p>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).</p> | | | | | | | | | | |
| American Indian/Alaskan Native | <p>The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</p> | | | | | | | | | | |
| Hawaiian/Pacific Isl | <p>The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> | | | | | | | | | | |

Under **Enrollment Information:**

| | |
|----------------------------|---|
| Grade | <p>Select the student's grade level for the current school year.</p> |
| Instructional Track | <p>Select the campus calendar track in which the student is enrolled.</p> |

| | |
|---|---|
| <p>Absences Within Timeframe</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. |
|---|---|

From the **Child Find Data** tab:

DEMOGRAPHICS / ENROLLMENT CHILD FIND DATA

Child Find
 Evaluation Campus Id:

Child Find Initial Evaluation
 Consent to Evaluation Received Date: Initial Evaluation Date:

Child Find Eligibility Determination
 Eligibility Determination (ED) Date: SpEd Srvc Eligible/Enrolled

Evaluation Delay
 Evaluation Delay Reason:

Eligibility Delay Reason
 Eligibility Delay Reason:

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 or 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 | <p>TWEDS Data Element: ConsentToEvaluationReceivedDate (E1738) indicates the month, day, and year of the first instructional day following the date on which the Local Education Agency (LEA) received written consent for the full individual and initial evaluation (FIIE) from the student's parent.</p> <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 Parental Consent 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 **Evaluation Delay:**

| | |
|--------------------------------|--|
| Evaluation Delay Reason | <p>If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Evaluation Delay</p> <p>Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </div> |
|--------------------------------|--|

Click **Save**.



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