



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	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. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	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. 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. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

(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.
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☐ Click **Retrieve**.

☐ From the **Demographics/Enrollment** tab:

☐ Under **Demographic Information**:

Name	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. Name Edits 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. In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters. 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.
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 Student ID	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 Process Texas Unique Student IDs (UIDs) utility.										
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. <table border="1"> <tr> <td>White</td><td>The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</td></tr> <tr> <td>Black/African American</td><td>The field is selected if the student has origins in any of the black racial groups of Africa.</td></tr> <tr> <td>Asian</td><td>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).</td></tr> <tr> <td>American Indian/Alaskan Native</td><td>The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</td></tr> <tr> <td>Hawaiian/Pacific Isl</td><td>The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td></tr> </table>	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.
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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.										

☐ Under **Enrollment Information:**

Grade	Select the student's grade level for the current school year.
Instructional Track	Select the campus calendar track in which the student is enrolled.

Absences Within Timeframe

Disabled for non-enrolled students.

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 (FIE) report.

For TSDS extract purposes:

- If the **Consent to Evaluation Received Date** and **Initial Evaluation Date** fields are blank, then the **Evaluation Delay Days** calculation does not occur.
- If the **Consent to Evaluation Received Date** or **Initial Evaluation Date** fields are blank, then the **Evaluation Delay Days** calculation does not occur.
- If the existing **Consent to Evaluation Received Date** or **Initial Evaluation Date** fields are updated, then the **Evaluation Delay Days** calculation does occur.

☐ From the **Child Find Data** tab:

DEMOGRAPHICS / ENROLLMENT	CHILD FIND DATA
Child Find Evaluation Campus Id: 101	
Child Find Initial Evaluation Consent to Evaluation Received Date: 02-18-2022 Initial Evaluation Date: 02-21-2022	
Child Find Eligibility Determination Eligibility Determination (ED) Date: 03-04-2022 ☐ SpEd Srvc Eligible/Enrolled	
Evaluation Delay Evaluation Delay Reason:	
Eligibility Delay Reason Eligibility Delay Reason:	

☐ Under **Child Find**:

Evaluation Campus ID	Enter the campus ID on which the student was evaluated. The Evaluation Campus ID number <u>may or may not be</u> the same as the Campus Enrollment ID. <i>For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.</i>
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☐ Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	Enter 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.
Initial Evaluation Date	Enter the date the child was initially evaluated for the program. This date must not be before the Parental Consent 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. Evaluation Delay Evaluation Delay Reason:
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☐ Click **Save**.



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