



# Child Find: SPPI-12



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# Child Find: SPPI-12

## Registration > Maintenance > Core Collections > Child Find: SPPI-12

Child Find: SPPI-12 finds Enrolled students who are less than 3 years old as of September 1st.

There are two tabs:

- Demographics/Enrollment
- Child Find Data

- [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 shows a web-based student information system interface. At the top, there are buttons for 'Save', 'Student Information', 'School Year: 2021-2022', and 'Campus 1'. Below this, the student's information is displayed: STUDENT: 013613 : ADAMS, ALEXAS NOAH and TEXAS UNIQUE STU ID: 2514112741. There are buttons for 'Retrieve', 'Directory', 'Comments', and 'Bus Info'. A navigation bar includes tabs for DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. The 'Demographic Information' section contains fields for Grade (PK), Entry Dt (08-16-2021), Track (02), Orig Entry (08-16-2021), Withdrawal Dt, Portal ID (XTcF5vLATv), Name (ALEXAS NOAH ADAMS), SSN (753-36-1092), Prior SSN, Texas Unique Student ID (2514112741), Medicaid Eligible, Sex (F), DOB (01-19-2017), and various ethnicity checkboxes. The 'Student Indicators' section includes Elig Code (4), Attribution Cd (00), Campus ID Resid, Military Connected (0), Star of Texas Award, Active Cd (1 - Active), Cnty Residence, Child Find: SPPI-11, and Child Find: SPPI-12 (circled in red). The 'Current / Next Year Information' section includes Control Num (617), Next Yr Enrl, Nxt Yr Camp, CY Xfer Factor, and NY Xfer Factor. The 'Attendance Zones' section shows a table with columns for Campus, From Grd Lvl, and Thru Grd Lvl, with 'no rows' displayed.

### 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**

Most information retrieved on this tab for an enrolled student is read-only and cannot be modified. Information can be edited on *Registration > Maintenance > Demo1*.

However, enrolled students are able to edit the **ECI Start Date** and **ECI Indicator Code**.

The screenshot displays the 'Student Information' page for the 2021-2022 school year. At the top, there is a 'Save' button and a 'Student Information' tab. The student's name is '014167 : TORREZ, HAILEY RENE' and the Texas Unique Student ID is '1224257769'. There are 'Retrieve' and 'Directory' buttons. The main content area is divided into two tabs: 'DEMOGRAPHICS / ENROLLMENT' (selected) and 'CHILD FIND DATA'. Under 'Demographic Information', the name is split into 'First' (HAILEY), 'Middle' (RENE), 'Last' (TORREZ), and 'Generation'. Other fields include Sex (F), DOB (10-10-2019), SSN (548-94-0046), and various ethnicity checkboxes (White, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl). Under 'Enrollment Information', the Grade is EE, ECI Start Date is empty, ECI Indicator Code is empty, and Instructional Track is 01.

**Retrieve a Student:**

Click **Directory** to select a student from the [directory](#).

Under **Demographic Information** and **Enrollment Information**:

Most information retrieved in these sections for an enrolled student is read-only and cannot be modified. Information can 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.

Enrolled students are able to edit the **ECI Start Date** and **ECI Indicator Code**.

**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:

**Early Childhood Transition**

ECI Notification Date:  ECI Conference Date:

**Child Find Initial Evaluation**

Consent to Evaluation Received Date:  Initial Evaluation Date:

**Child Find Eligibility Determination**

Eligibility Determination (ED) Date:  SpEd Srvs Eligible/Enrolled:

**Delay Reason**

Evaluation Delay Reason:

**Eligibility Delay Reason**

Eligibility Delay Reason:

**Update data:**

Under **Child Find:**

|                             |   |
|-----------------------------|---|
| <b>Evaluation Campus ID</b> | <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 **Early Childhood Transition:**

|                              |   |
|------------------------------|---|
| <b>ECI Notification Date</b> | <p>Enter the notification date.</p> <p>TWEDS Data Element: TransitionNotificationDate (E1712) indicates the month, day, and year the LEA Notification of Potentially Eligible for Special Education Services was sent by the early childhood intervention (ECI) contractor to the local education agency (LEA) to notify them that a child enrolled in ECI will shortly reach the age of eligibility for Part B services and the child is potentially eligible for services under Part B, early childhood special education (ECSE). The LEA Notification constitutes a referral to the LEA for an initial evaluation and eligibility determination of the child which the parent may opt out from the referral.</p> |
| <b>ECI Conference Date</b>   | <p>Enter the conference date.</p> <p>TWEDS Data Element: TransitionConferenceDate (E1713) indicates the month, day, and year when the transition conference was held (for a child receiving early childhood intervention (ECI) services) among the lead agency, the family, and the LEA where the child resides to discuss the child’s potential eligibility for early childhood special education (ECSE) services.</p>   |

Under **Child Find Initial Evaluation:**

|  |   |
|--|---|
| <b>Consent to Evaluation Received Date</b> | <p>TWEDS Data Element: ConsentToEvaluationReceivedDate (E1738) indicates the month, day, and year of the first instructional day <b>following</b> 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> |
| <b>Initial Evaluation Date</b>             | <p>Enter the date the child was initially evaluated for the program.</p> <p>This date must not be before the <b>Parental Consent Date</b>.</p>  |

Click **Save**.

Under **Child Find Eligibility Determination:**

|  |  |
|--|--|
| <b>Eligibility Determination (ED) Date</b> | If applicable, enter the date the child was determined eligible for the program.<br><br><b>IMPORTANT:</b> If this date is left blank, the student will not be extracted to the interchanges. |
| <b>SpEd Srvc Eligible/Enrolled</b>         | Select if a student is eligible for, and enrolled in Special Education services after the <b>Eligibility Determination Date</b> .  |

Under **Delay Reason:**

|                                |  |
|--------------------------------|--|
| <b>Evaluation Delay Reason</b> | If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.<br><br><div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Evaluation Delay</p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </div> |
|--------------------------------|--|

Under **Eligibility Delay Reason:**

|                                 |   |
|---------------------------------|---|
| <b>Eligibility Delay Reason</b> | If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.<br><br><div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Eligibility Delay Reason</p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 100%;" 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.

The screenshot shows a web interface for student information. At the top, there is a 'Save' button and a 'Student Information' tab. The current school year is '2021-2022' and the campus is partially visible. The student's name is 'SHELLEY, MARY' and the Texas Unique Student ID is empty. Below this, there are 'Retrieve' and 'Directory' buttons. The main section is titled 'DEMOGRAPHICS / ENROLLMENT' and 'CHILD FIND DATA'. Under 'Demographic Information', there are input fields for Name (First: MARY, Middle: , Last: SHELLEY), a dropdown for Generation, and a checked checkbox for 'Exclude from reporting:'. Below that are fields for Sex (F), DOB (04-06-2021), SSN (463-69-8542), Texas Unique Stu ID, and Hispanic/Latino (checkbox). At the bottom, there are checkboxes for White (checked), Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl. The 'Enrollment Information' section includes a dropdown for Grade, ECI Start Date ( -- ), ECI Indicator Code (checkbox), and Instructional Track (checkbox).

**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.<br><br>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>ECI Start Date</b>      | Enter the date the intervention takes effect.  |
|                            | The date must be before the student's third birthday.  |
| <b>ECI Indicator Code</b>  | Select if the student participates in the Early Childhood Intervention (ECI) program.  |
|                            | TWEDS Descriptor Table: SPEDProgramSvc (C341)  |
|                            | Ensure <b>Notification Date</b> and <b>ECI Conference Date</b> are first saved on <i>Child Find Data</i> .                                   |
| <b>Instructional Track</b> | 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:  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  |            | 105    |     | 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 | 182731725     |
| 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                   | <u>CHILD FIND DATA</u>          |
| <b>Child Find</b>                           |                                 |
| Evaluation Campus Id:                       | <input type="text"/>            |
| <b>Early Childhood Transition</b>           |                                 |
| ECI Notification Date:                      | <input type="text" value="--"/> |
| ECI Conference Date:                        | <input type="text" value="--"/> |
| <b>Child Find Initial Evaluation</b>        |                                 |
| Consent to Evaluation Received Date:        | <input type="text" value="--"/> |
| Initial Evaluation Date:                    | <input type="text" value="--"/> |
| <b>Child Find Eligibility Determination</b> |                                 |
| Eligibility Determination (ED) Date:        | <input type="text" value="--"/> |
| SpEd Srvs Eligible/Enrolled:                | <input type="checkbox"/>        |
| <b>Delay Reason</b>                         |                                 |
| Evaluation Delay Reason:                    | <input type="text" value=""/>   |
| <b>Eligibility Delay Reason</b>             |                                 |
| Eligibility Delay Reason:                   | <input type="text" value=""/>   |

**Update data:**

Under **Child Find:**

|                             |  |
|-----------------------------|--|
| <b>Evaluation Campus ID</b> | Enter the campus ID on which the student was evaluated.<br><br>The Evaluation Campus ID number <u>may or may not be</u> the same as the Campus Enrollment ID.<br><br><i>For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.</i> |
|-----------------------------|--|

Under **Early Childhood Transition:**

|                                     |   |
|-------------------------------------|---|
| <p><b>ECI Notification Date</b></p> | <p>Enter the notification date.</p> <p>TWEDS Data Element: TransitionNotificationDate (E1712) indicates the month, day, and year the LEA Notification of Potentially Eligible for Special Education Services was sent by the early childhood intervention (ECI) contractor to the local education agency (LEA) to notify them that a child enrolled in ECI will shortly reach the age of eligibility for Part B services and the child is potentially eligible for services under Part B, early childhood special education (ECSE). The LEA Notification constitutes a referral to the LEA for an initial evaluation and eligibility determination of the child which the parent may opt out from the referral.</p> |
| <p><b>ECI Conference Date</b></p>   | <p>Enter the conference date.</p> <p>TWEDS Data Element: TransitionConferenceDate (E1713) indicates the month, day, and year when the transition conference was held (for a child receiving early childhood intervention (ECI) services) among the lead agency, the family, and the LEA where the child resides to discuss the child’s potential eligibility for early childhood special education (ECSE) services.</p>   |

Under **Child Find Initial Evaluation:**

|   |   |
|---|---|
| <p><b>Consent to Evaluation Received Date</b></p> | <p>TWEDS Data Element: ConsentToEvaluationReceivedDate (E1738) indicates the month, day, and year of the first instructional day <b>following</b> 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> |
| <p><b>Initial Evaluation Date</b></p>             | <p>Enter the date the child was initially evaluated for the program.</p> <p>This date must not be before the <b>Parental Consent Date</b>.</p>  |

Click **Save**.

Under **Child Find Eligibility Determination:**

|   |   |
|---|---|
| <p><b>Eligibility Determination (ED) Date</b></p> | <p>If applicable, enter the date the child was determined eligible for the program.</p> <p><b>IMPORTANT:</b> If this date is left blank, the student will not be extracted to the interchanges.</p> |
|---|---|

|                                    |   |
|------------------------------------|---|
| <b>SpEd Srvc Eligible/Enrolled</b> | Select if a student is eligible for, and enrolled in Special Education services after the <b>Eligibility Determination Date</b> . |
|------------------------------------|---|

Under **Delay Reason:**

|   |  |
|---|--|
| <b>Evaluation Delay Reason</b>  | 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;"> <p style="margin: 0;">Evaluation Delay</p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 80%;" type="text"/></p> </div> |  |

Under **Eligibility Delay Reason:**

|  |  |
|--|--|
| <b>Eligibility Delay Reason</b>  | 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;"> <p style="margin: 0;">Eligibility Delay Reason</p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 80%;" 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.



## Back Cover