

Core Collection: Residential Facilities (RF) Tracker Submission

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The Residential Facility (RF) Tracker is a yearly submission that tracks information for students with disabilities who reside in residential facilities within the geographic boundaries or jurisdiction of an LEA. An RF is a facility that provides 24-hour custody or care of students who reside there for detention, treatment, foster care, or any non-educational purpose.

NOTES:

• The ASCENDER Registration pages in this document are used to track ANY student who enters a residential facility, not just the students included in the RF Tracker submission. Summer PEIMS will also be using these fields to track attendance.

• RF Tracker interchanges are only created when the student's special education entry/exit dates and RF entry/exit dates overlap.

For example:

Special Ed Entry Date	RF Entry Date	Interchange
Entry Date = 9/1	Entry Date = 9/1	Generated with 9/1 entry date.
Entry Date = 9/1	Entry Date = 9/15	Generated with 9/15 entry date.
Entry Date = 9/15	Enter Date = 9/1	Generated with 9/1 entry date, but not until the job is run after 9/15.
N/A	Entry Date = 9/1	Not generated.
Entry Date = 9/1	N/A	Not generated.

• Mid-point RF Tracker submission due date for TEA - December 13, 2024
• RF Tracker submission due date for LEAs - July 17, 2025

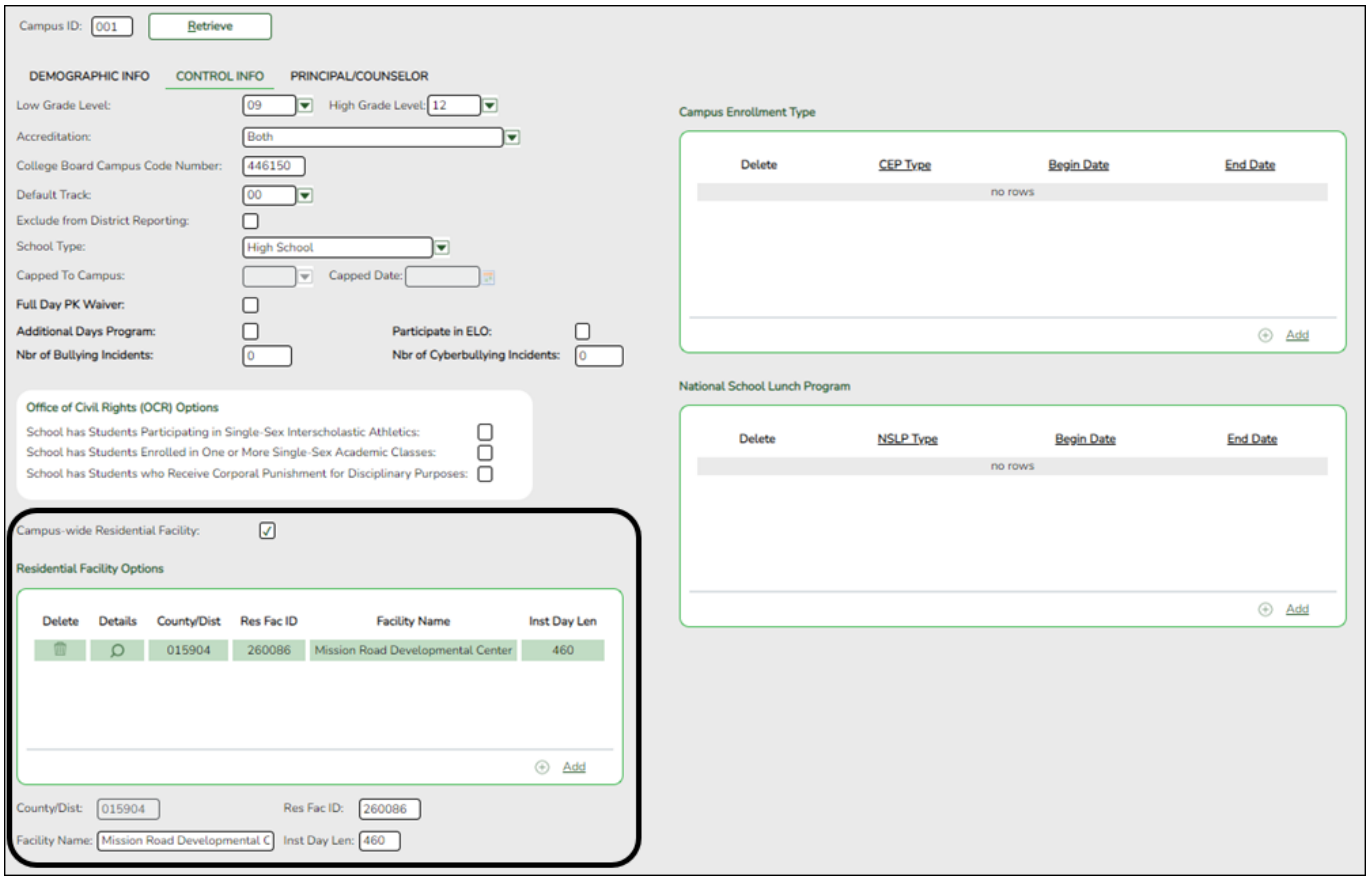
IMPORTANT: Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA’s (School System) process.

Prerequisites

- Verify that all roles and users are correct in ASCENDER Security Administration.

I. Identify Campus as Residential Facility

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info



NOTE: These settings are campus specific. If the same facility exists on multiple campuses, the information must be entered for each campus.

Campus-wide Residential Facility	Select if all students at the campus are residing in a residential facility.

❑ Under **Residential Facility Options**:

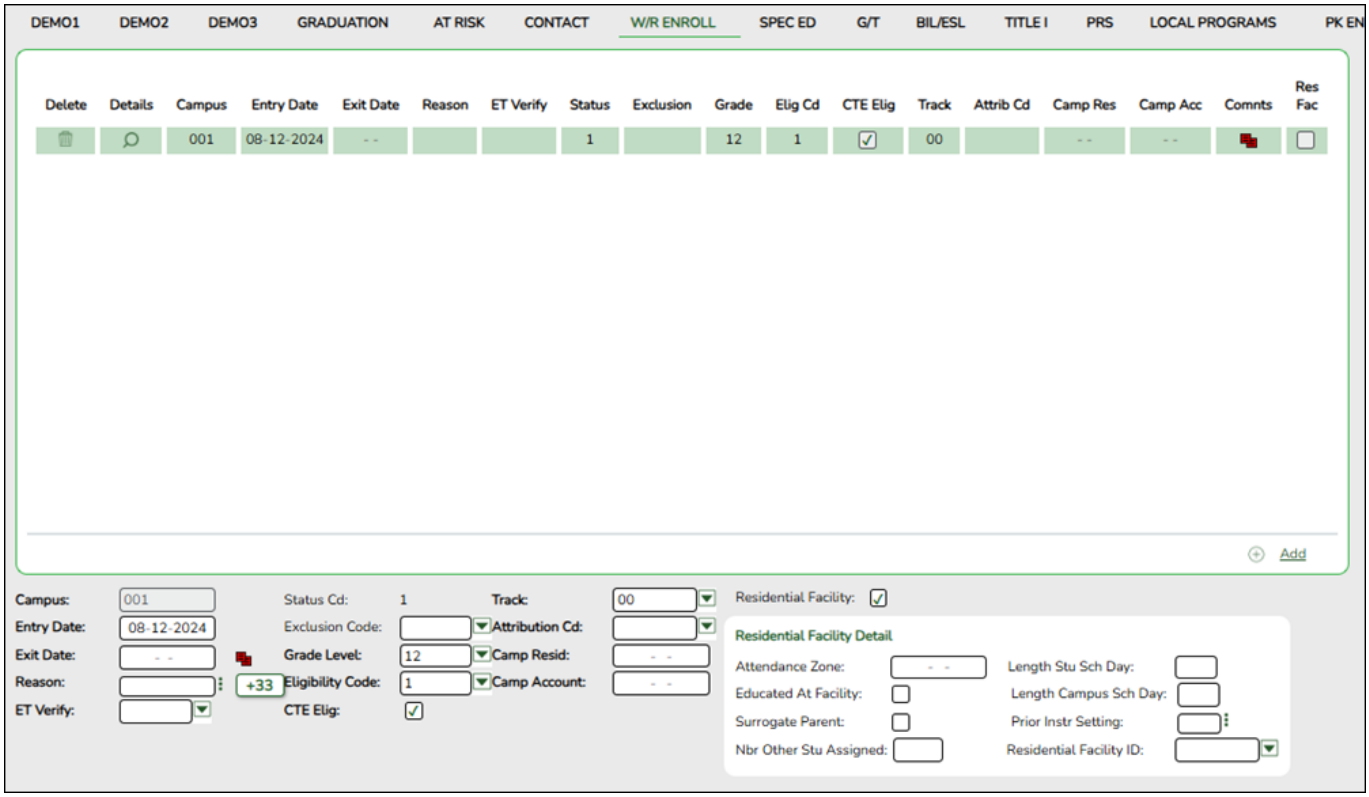
This list populates the **Residential Facility ID** drop-down field on ***Registration >***

Maintenance > Student Enrollment > W/R Enroll for students who reside in a residential facility.

County/Dist	The county-district number you are logged on to is displayed and cannot be changed.
Res Fac ID	Type the six-digit residential facility ID.
Facility Name	Type the name of the residential facility, up to 60 characters.
Inst Day Len	The field is automatically populated with the **Instructional Daily Minutes** as entered for the default campus-track on ***Attendance > Maintenance > Campus > Campus Options***. If the number of minutes in the school day at the residential facility is different, this field can be modified.

II. Identify Students Enrolled in Residential Facility

Registration > Maintenance > Student Enrollment > W/R Enroll



Residential Facility	Select if the student resides in a residential care and treatment facility within the district's boundaries or jurisdiction. This field is automatically selected if the campus has **Campus-wide Residential Facility** selected on ***Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info***, but will not be saved until you click **Save**.

❑ When **Residential Facility** is selected, the following fields are displayed:

Attendance Zone	Type the nine-digit TEA-assigned number for the campus the student is expected to attend based on the geographic location (address) of the residential facility in which the student resides. This may or may not be the same as the Campus ID of Enrollment.
Length Stu Sch Day	Type the number of minutes in the student's school day.
Educated At Facility	Select if the student is educated at or in the general location of the residential facility.
Length Campus Sch Day	Type the number of minutes of the traditional home campus school day for a non-disabled peer.
Surrogate Parent	Select if student requires a surrogate parent. This field is required when Nbr Other Stu Assigned is 0-25.
Prior Instr Setting	Select the student's most recent instructional setting before entering the residential facility.
Nbr Other Stu Assigned	Type the number of other students who are assigned to the same surrogate parent. Valid values are 0-25.
Residential Facility ID	Select the ID of the facility. The list of available facilities is maintained on ***Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info*** under **Residential Facility Options**.

III. Guidance for the Mid-point RFT Check-in

As of the 2020-21 school year, TEA has implemented a new promotion and validation deadline that was added to the RF Tracker Timeline.

All RF Tracker data up to this point must be promoted, validated and fatal free. LEA will continue to report RF Tracker data as students enter and exit residential facilities or on a monthly basis throughout the school year. Mid-point RFT Check-in is due to TEA December 12, 2025.


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