



## **registration\_childfind\_sppi12\_nonenrolled\_demoenroll**



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Information on this tab must be manually added by the district.

**Instructional Track** is not enabled or applicable for non-enrolled students.

Save
Student Information
School Year: 2021-2022
Campus

Student:  Texas Unique Student ID:  Retrieve Directory

**DEMOGRAPHICS / ENROLLMENT** CHILD FIND DATA

**Demographic Information**

Name:     Exclude from reporting:

First Middle Last Generation

Sex:  DOB:  SSN:  Texas Unique Stu ID:  Hispanic/Latino:

White:  Black/African American:  Asian:  American Indian/Alaskan Native:  Hawaiian/Pacific Isl:

**Enrollment Information**

Grade:  ECI Start Date:  ECI Indicator Code:  Instructional Track:

**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.<br><br>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.<br><br><b>TWEDS Data Element: EARLY-CHILDHOOD-INTERV-IND-CODE (E0900) (Code table: C088)</b><br><br>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

Texas

Student: Child Find:SPPI-11

Last Name: First Name: Campus ID: 001 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

Texas

Student: 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  |            | 001    |     | 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 | 1827731725    |
| 013351 | 2     | SMITH    | RONALD    | MARIE      | 105    | PK  | 278499473 | 2826324237    |

First 1: AGUILAR - SMITH / 1 Last



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