State Performance Plan 14

Table of Contents

State Performance Plan 14

Registration > Maintenance > Core Collections > State Performance Plan 14

This tab is automatically populated with, and allows you to maintain, demographic information and contacts for students at the selected campus who meet the requirements for State Performance Plan Indicator - 14 (SPPI-14) reporting:

- The student was enrolled in grade level 9-12.
- The student was served by special education services in the prior year, as reported in the PEIMS Summer submission.
- The student was reported as a leaver in the PEIMS Fall submission with one of the following leaver codes: 01, 24, 88, 90, 98.

There are two tabs:

- **Demographics** - Automatically populated with basic demographic information. Certain fields can be updated.
- **Contact** - Automatically populated with existing contact records. Contacts can be added or updated as needed.

Update data:

IMPORTANT:
When using the **Student** autosuggest field to retrieve a student, any 9-12 grade student enrolled at the campus in the prior year can be retrieved. If you use the **Directory**, only students who meet the SPPI-14 requirements are listed.

Fatal Business Rule 40203-0023 - To avoid this fatal rule due to No Show students not being included in the SPPI-14 files, find these students using the **Student** autosuggest field. Retrieve the student, then click **Save**. ASCENDER will then bring over the data for the student's contact information and the parent/guardian's contact information.
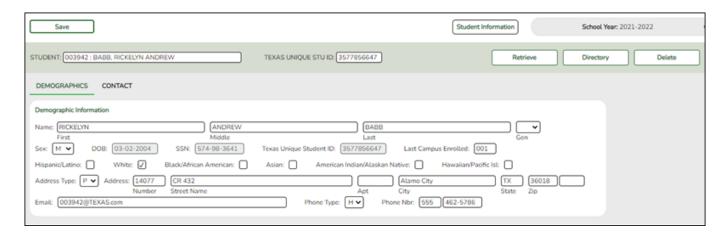
Select a student

❏ 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 *begins with* 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 *begins with* 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.

❏ Click **Retrieve**.
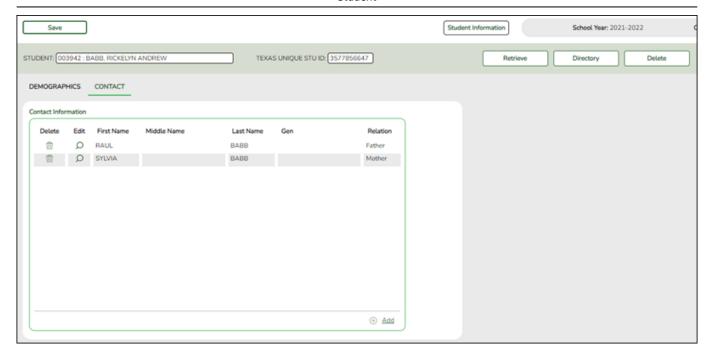
❏ From the **Demographics** tab:

Name	Type the student's first, middle, and last name. Select a generation code if applicable. TEDS Data Elements: FIRST-NAME (E0703) MIDDLE-NAME (E0704) LAST-NAME (E0705) GENERATION-CODE-SUFFIX (E1303)
Sex	Select the student's gender.
DOB	The student's date of birth is displayed and cannot be modified. TEDS Data Element: DATE-OF-BIRTH (E0006)
SSN	The student's nine-digit social security number is displayed and cannot be modified. TEDS Data Element: STUDENT-ID (E0001)
Texas Unique Student ID	The student's ten-digit unique Texas Unique student ID (assigned by the state) is displayed and cannot be modified. TEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)
Last Campus Enrolled	This field is automatically populated according to the Registration > Maintenance > Prior Year Leaver Tracking. If necessary, type the three-digit campus ID of the last campus the student was enrolled at. TEDS Data Element: CAMPUS-ID (E0266)
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**.	
	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.

Address Type	*Physical* - Select if you are entering the student's physical address. *Mailing* - Select if you are entering the student's mailing address. TEDS Data Element: ADDRESS-TYPE (E1113) (Code table: DC006)

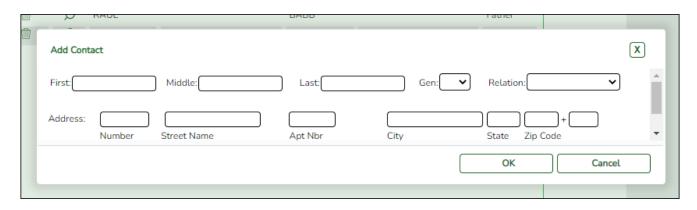| Address	Type the student's complete address according to the **Address Type** selection. The address is optional; however, if you cannot enter a partial address. If you enter any of the address fields, you must enter all fields. TEDS Data Elements: STREET-NUMBER-NAME (E1114) APARTMENT-ROOM-SUITE-NUMBER (E1115) CITY (E1117) STATE-ABBREVIATION (E1118) (Code table: DC124) POSTAL-CODE (E1119) • The street number allows only alpha, numeric, space, hyphen, period, and #, and can be a single digit or character. • The street name allows only alpha, numeric, space, hyphen, period, #, /, and apostrophe, up to 50 characters. • The apartment number allows only alpha, numeric, space, hyphen, and #, up to 7 characters. • The city field allows only alpha, space, hyphen, and apostrophe, up to 17 characters.
Email	Type the student's email address. TEDS Data Element: EMAIL-ADDRESS (E1243)
Phone Type	*Cell* - Select if you are entering a cell phone number. *Home* - Select if you are entering a home phone number. *Business* - Select if you are entering a business phone number. *Other* - Select if you are entering another phone number. TWEDS Data Element: TELEPHONE-NUMBER-TYPE (E1455) (Code table: DC133)
Phone Nbr	Type the student's area code and phone number according to the **Phone Type** selection. TWEDS Data Element: TELEPHONE-NUMBER (E1269)

❏ From the **Contact** tab:

❏ Click **+Add** to add a contact for the student.

A pop-up window opens.

❏ Enter the following:

Name	Type the contact's first, middle, and last name. Select a generation code if applicable. TEDS Data Elements: FIRST-NAME (E0703) MIDDLE-NAME (E0704) LAST-NAME (E0705) GENERATION-CODE-SUFFIX (E1303)
Relation	Select the contact's relationship to the student, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person. TEDS Data Element: RELATION (E1423) (Code table: DC105)

Address	Type the contact's complete address. TEDS Data Elements: STREET-NUMBER-NAME (E1114) APARTMENT-ROOM-SUITE-NUMBER (E1115) CITY (E1117) STATE-ABBREVIATION (E1118) (Code table: DC124) POSTAL-CODE (E1119) • The street number allows only alpha, numeric, space, hyphen, period, and #, and can be a single digit or character. • The street name allows only alpha, numeric, space, hyphen, period, #, /, and apostrophe, up to 50 characters. • The apartment number allows only alpha, numeric, space, hyphen, and #, up to 7 characters. • The city field allows only alpha, space, hyphen, and apostrophe, up to 17 characters.
Email	Type the contact's email address, up to 48 characters. TWEDS Data Element: EMAIL-ADDRESS (E1243) Multiple contacts cannot use the same email address.
Phone Type	*Cell* - Select if you are entering a cell phone number. *Home* - Select if you are entering a home phone number. *Business* - Select if you are entering a business phone number. *Other* - Select if you are entering another phone number. TWEDS Data Element: TELEPHONE-NUMBER-TYPE (E1455) (Code table: DC133)
Phone Nbr	Type the contact's area code and phone number according to the **Phone Type** selection. TWEDS Data Element: TELEPHONE-NUMBER (E1269)

❑ Click **OK** to close the pop-up window.

❑ Click **Save**.

Delete	Click to delete the SPPI-14 record for the student displayed on the page.

Back Cover