


# Core Collection: Child Find

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# Core Collection: Child Find Submission - DRAFT

Child Find is a federal mandate under the Individuals with Disabilities Education Act (IDEA). It requires local education agencies (LEAs), which include public school districts and charter schools, to identify, locate, and evaluate all children with disabilities residing within their jurisdictions who need special education and related services (34 CFR §300.111—Child Find). This program covers students from birth through age 21 and includes students for whom the special education evaluation process was completed.

This process includes children who are:

- Enrolled in a public school and are advancing from grade to grade
- Parentally placed in a private school, homeschool, or attend a virtual school
- Highly mobile, including migrant children
- Homeless
- In foster care or unaccompanied youth
- Wards of the state
- Involved in the criminal justice system
- Residing in nursing homes

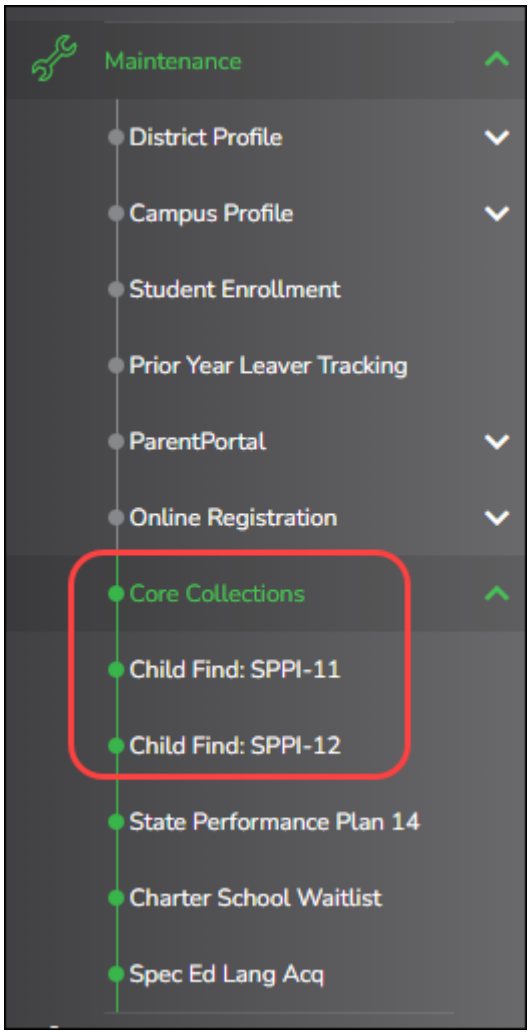
For additional information, see the Child Find website.

## Registration

***Registration > Maintenance > Core Collections***

Child Find SPPI-11 and Child Find SPPI-12 are located under *Registration > Maintenance > Core Collections*. There are four scenarios for reporting students:

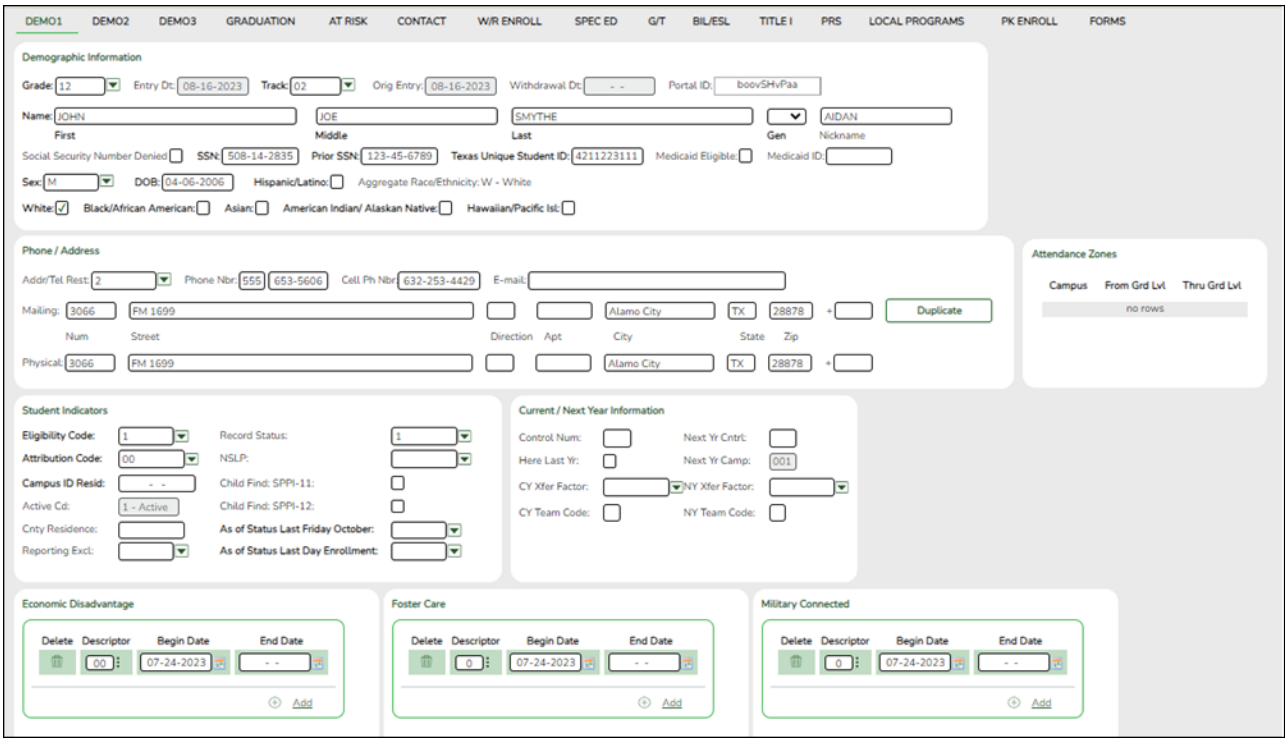
• **Child Find: SPPI-11 Scenario 1** for Enrolled Students, ages 3-21
• **Child Find: SPPI-11 Scenario 2** for Non-Enrolled Students, ages 3-21
• **Child Find: SPPI-12 Scenario 3** for Enrolled Students, ages 0 and up to, but not including, 3.
• **Child Find: SPPI-12 Scenario 4** for Non-Enrolled Students, ages 0 and up to, but not including, 3.




- Child Find: SPPI-11 - Scenario 1: Enrolled Students, ages 3-21

***Registration > Maintenance > Student Enrollment > Demo1***

Child Find: SPPI-11 reports Enrolled students age 3-21 as of September 1st.




**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-11** checkbox in the **Student Indicators** section.

❑ Click **Save**.

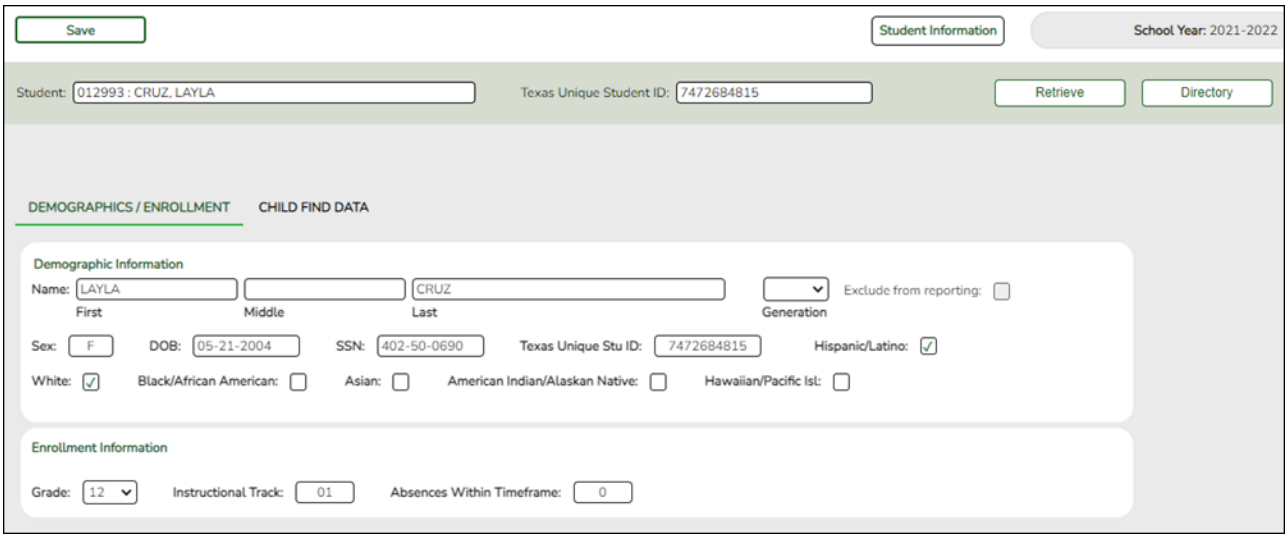
---

***Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Demographics/Enrollment***

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

**Exclude from reporting** is not used with enrolled students and is disabled on this screen.

**Absences Within Timeframe** is a calculation derived from the number of absences between the **Consent to Evaluation Received Date** and the **Initial Evaluation Date** found on *Child Find Data* and counts only those absences in an Average Daily Attendance (ADA) period. If those dates have not been entered, the field will show 0. This number is used by TEA to determine if the district is in compliance.




**Retrieve a Student**:

**NOTE**: The **Student** field does not auto-complete at this time.

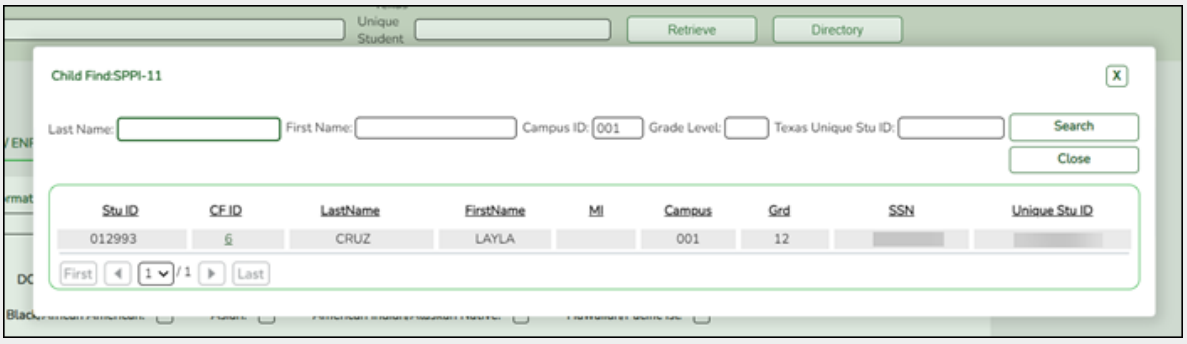
❑ Type the exact Student ID or the exact Texas Unique Student ID.

❑ Click **Retrieve**.

**OR**

❑ Click **Directory** to select a student from the directory.

The **Directory** screen will display students that have been marked with the Child Find: SPPI-11 indicator on *Maintenance > Student Enrollment > Demo1*.




**NOTE**:

• The **CF ID** is the ID auto-generated.

• The **Campus ID** field auto-populates with the campus number on which the user is

logged in.

• The **Campus** number identifies the student's campus of enrollment.

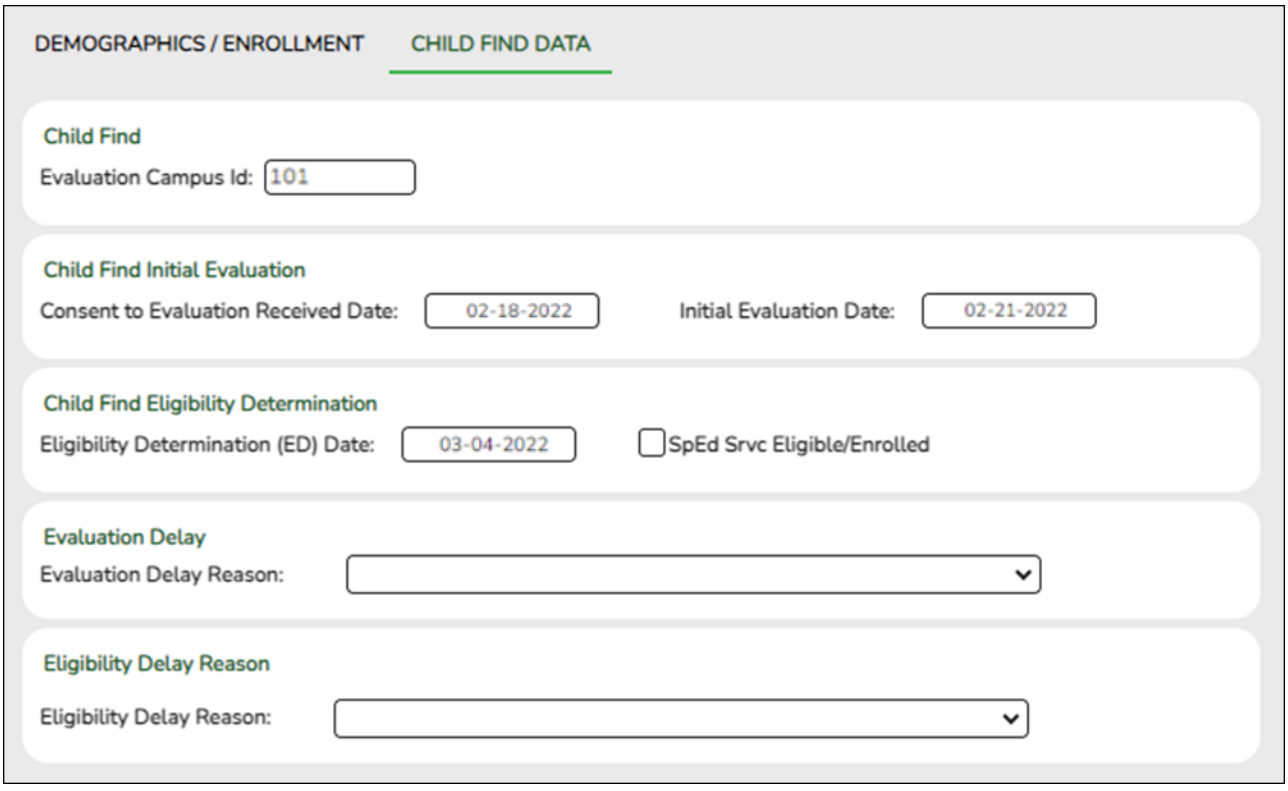
❑ Click the student's **CF ID** to Retrieve.

---

***Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Child Find Data***

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.

**NOTE**: Some of the dates, images, and examples provided in this document are for informational and instructional purposes only




**Update data:**

❑ Under **Child Find**:

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

❑ Under **Child Find Initial Evaluation**:

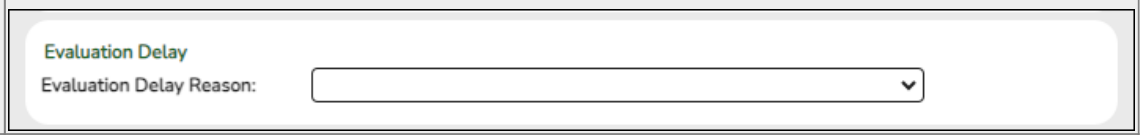
| | |
|---|---|
| **Consent to Evaluation Received Date** | TWEDS Data Element: CONSENT-TO-EVALUATION-RECEIVED-DATE (E1738) indicates the month, day, and year the Local Education Agency (LEA) received written consent for the full individual and initial evaluation (FIIE) from the student's parent.<br><br>Enter the first instructional day after LEA receives consent from the parent. |
| **Initial Evaluation Date** | Enter the date the child was initially evaluated for the program.<br><br>This date must not be before the **Consent to Evaluation Received Date**. |

❑ Click **Save**.

❑ Under **Child Find Eligibility Determination**:

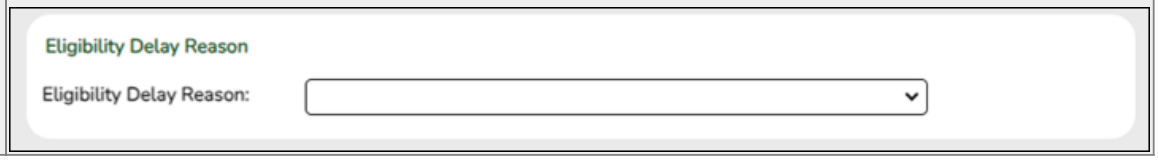
| | |
|---|---|
| **Eligibility Determination (ED) Date** | If applicable, enter the date the child was determined eligible for the program.<br><br>**IMPORTANT**: If this date is left blank, the student will not be extracted to the interchanges. |
| **SpEd Srvc Eligible/Enrolled** | Select if a student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

❑ Under **Eligibility Delay Reason**:

| | |
|---|---|
| **Eligibility Delay Reason** | If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility. |




❑ Click **Save**.

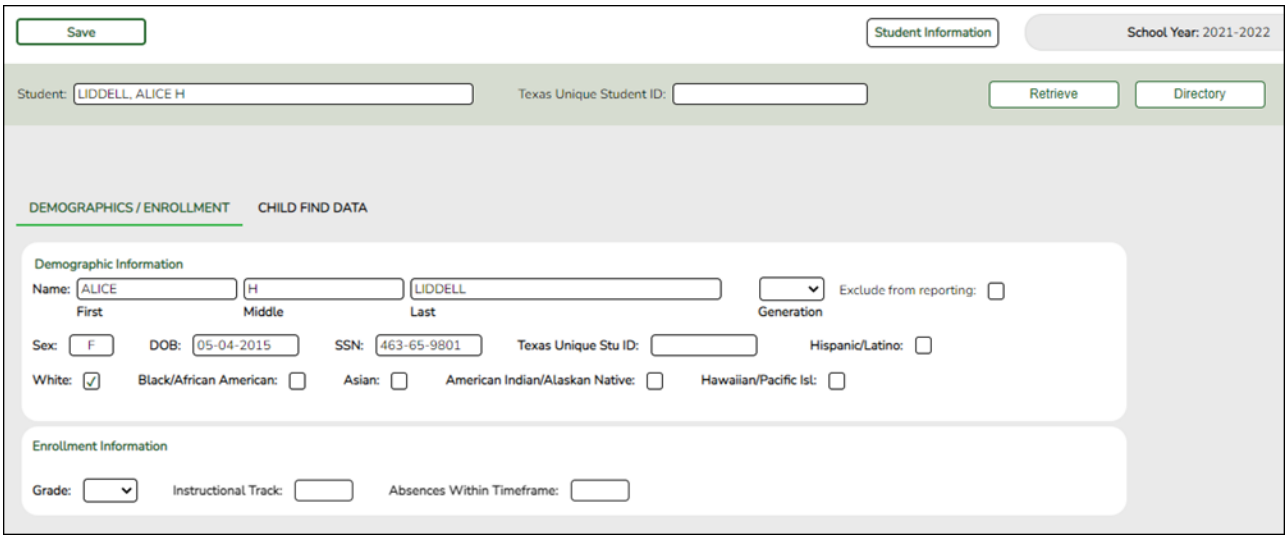
If a student will not be reported, return to the *Demo1* tab, uncheck the **Child Find: SPPI-11** indicator and click **Save**. The student's information will be retained in ASCENDER but will not be reported.

- Child Find: SPPI-11 - Scenario 2: Non-Enrolled Students, ages 3-21

***Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Demographics/Enrollment***

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

**Instructional Track** and **Absences Within Timeframe** are not enabled or applicable for non-enrolled students.




**Update data**:

❑ Under **Demographic Information**:

| | |
|---|---|
| **Name** | Type the student's first, middle, and last name. Select a generation code if applicable. |
| **Exclude from reporting** | Select to exclude a non-enrolled student from reporting. |
| **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 Stu ID** | If available, 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. |
| **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. |

| | |
|---|---|
| **Name** | Type the student's first, middle, and last name. Select a generation code if applicable. |
| **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.<br><br>TWEDS Data Element: WHITE-CODE (E1063) (Code table: C088) |
| **Black/African American** | The field is selected if the student has origins in any of the black racial groups of Africa.<br><br>TWEDS Data Element: BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088) |
| **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).<br><br>TWEDS Data Element: ASIAN-CODE (E1060) (Code table: C088) |
| **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).<br><br>TWEDS Data Element: AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088) |
| **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.<br><br>TWEDS Data Element: NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088) |

❑ Click **Save**.

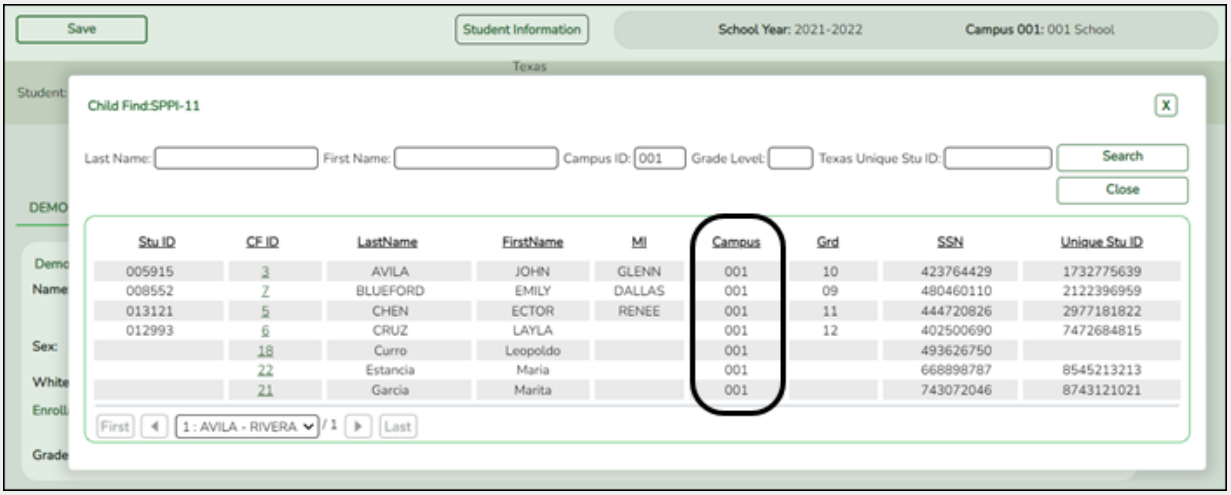
❑ Under **Enrollment Information**:

| | |
|---|---|
| **Grade** | 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. |
| **Instructional Track** | Disabled for non-enrolled students. |
| **Absences Within Timeframe** | Disabled for non-enrolled students. |

❑ Click **Save**.

### Using the Directory to retrieve a non-enrolled student

In this scenario **Campus** has two purposes:



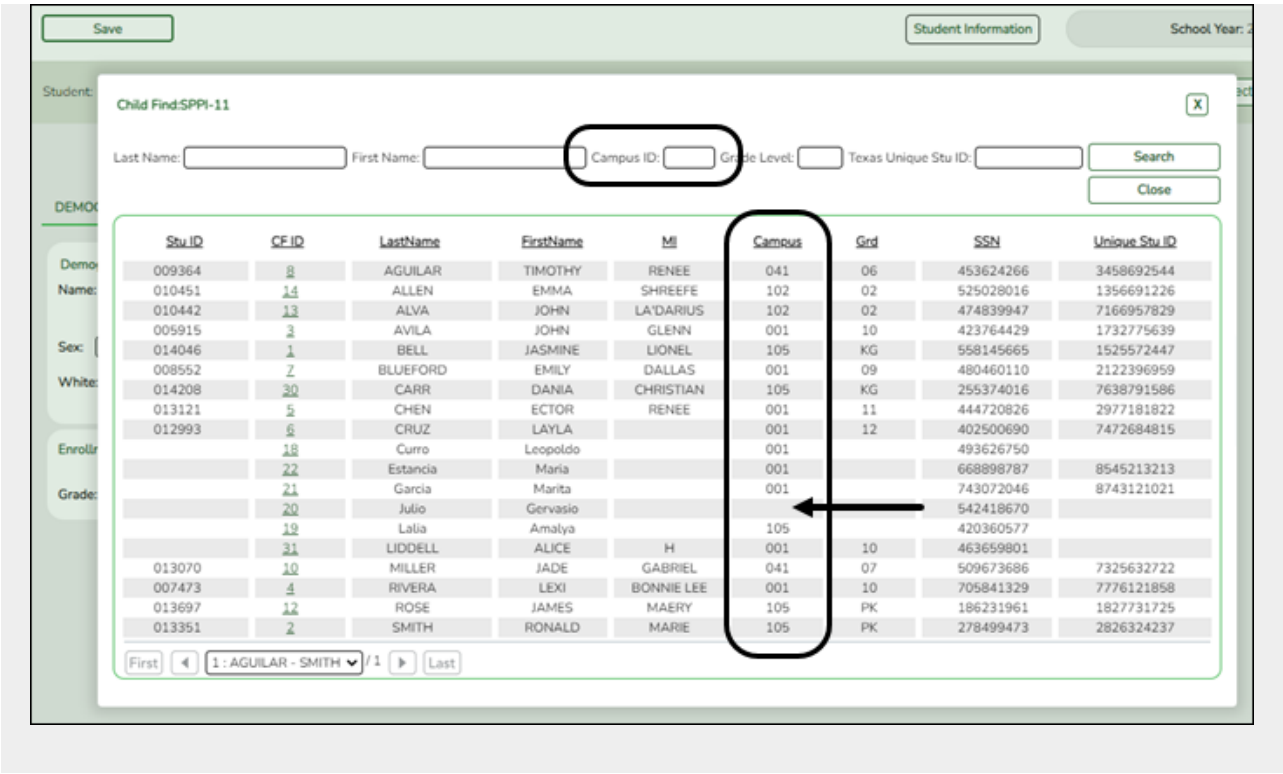

• For an enrolled student, the **Campus ID** is the *enrollment campus*. There is a **Stu ID** associated with the student.

• 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-11 > Child Find Data*:

❑ Clear the **Campus ID** field, then click **Search**. All students display.

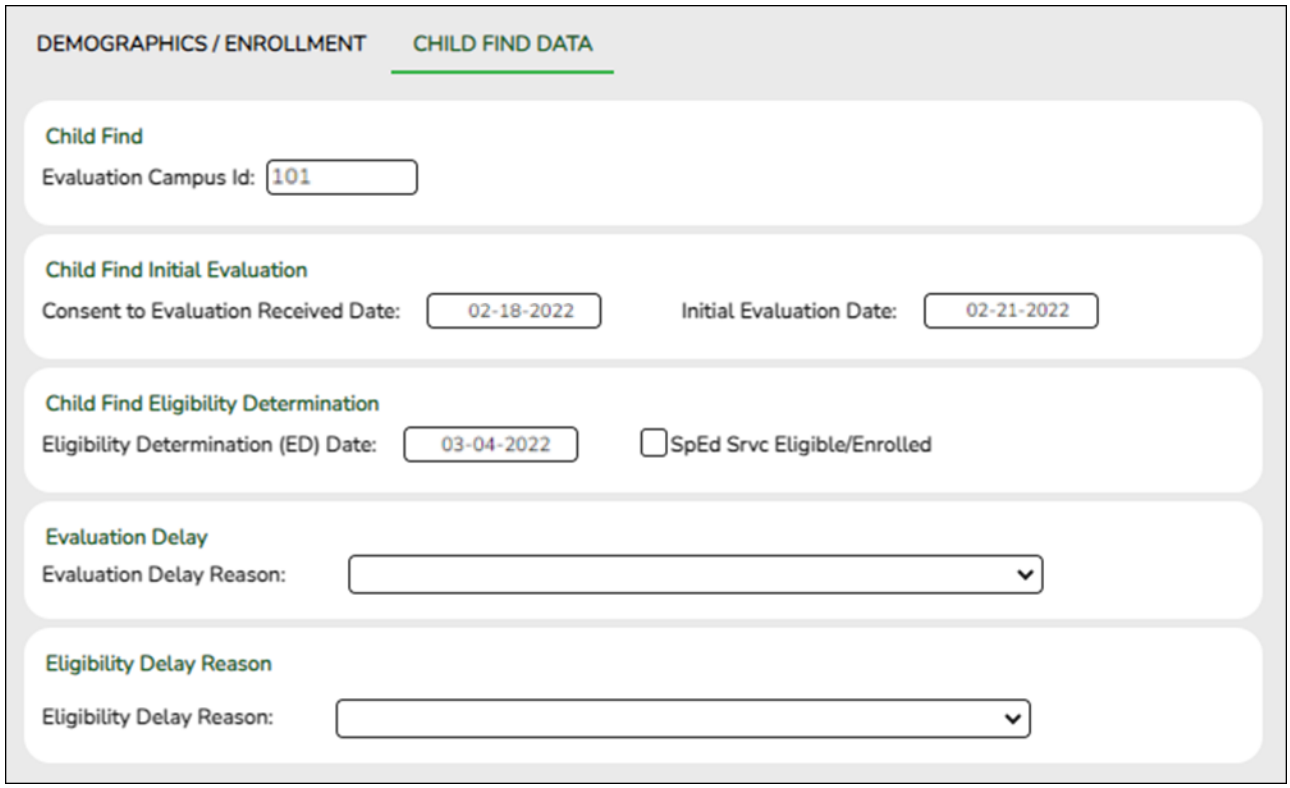
❑ Click on the student's **CF ID** to retrieve the student.




***Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Child Find Data***

The information on this screen is specific to this tab and is not found anywhere else in ASCENDER.

**NOTE**: Some of the dates, images, and examples provided in this document are for informational and instructional purposes only




**Update data:**

❑ Under **Child Find**:

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

❑ Under **Child Find Initial Evaluation**:

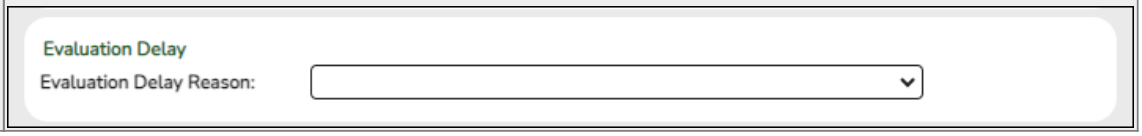
| | |
|---|---|
| **Consent to Evaluation Received Date** | TWEDS Data Element: CONSENT-TO-EVALUATION-RECEIVED-DATE (E1738) indicates the month, day, and year the Local Education Agency (LEA) received written consent for the full individual and initial evaluation (FIIE) from the student's parent.<br><br>Enter the first instructional day after LEA receives consent from the parent. |
| **Initial Evaluation Date** | Enter the date the child was initially evaluated for the program.<br><br>This date must not be before the **Consent to Evaluation Received Date**. |

❑ Click **Save**.

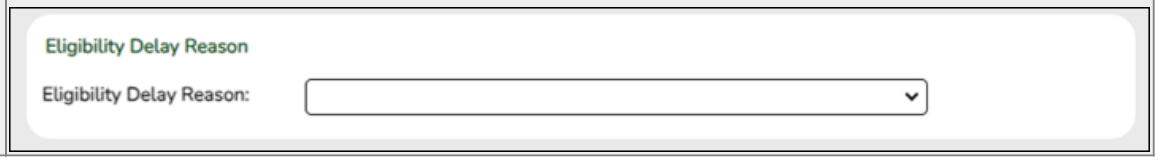
❑ Under **Child Find Eligibility Determination**:

| | |
|---|---|
| **Eligibility Determination (ED) Date** | If applicable, enter the date the child was determined eligible for the program.<br><br>**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.<br> |

❑ Under **Eligibility Delay Reason**:

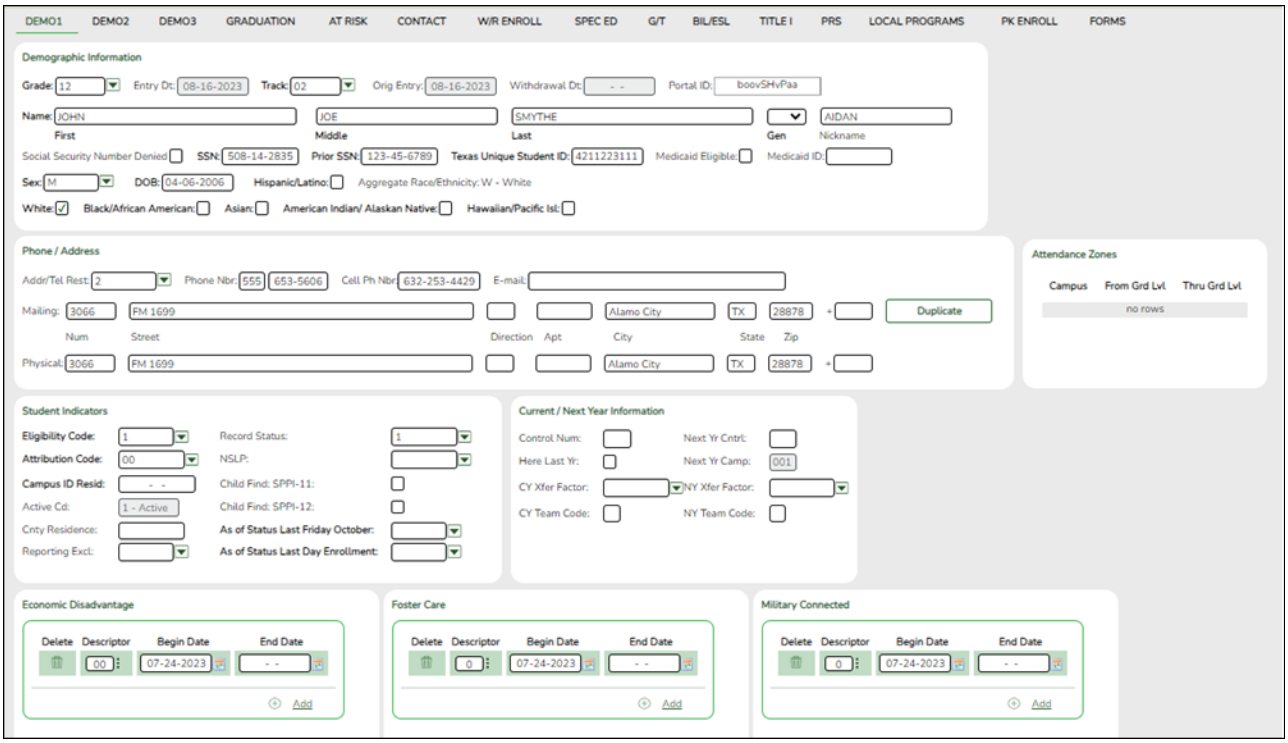
| | |
|---|---|
| **Eligibility Delay Reason** | If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.<br> |

❑ Click **Save**.

- 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.




**Update data:**

❑ Retrieve a student who is already enrolled at the campus using their Local Student ID, Student Name, or Texas Unique Student ID.

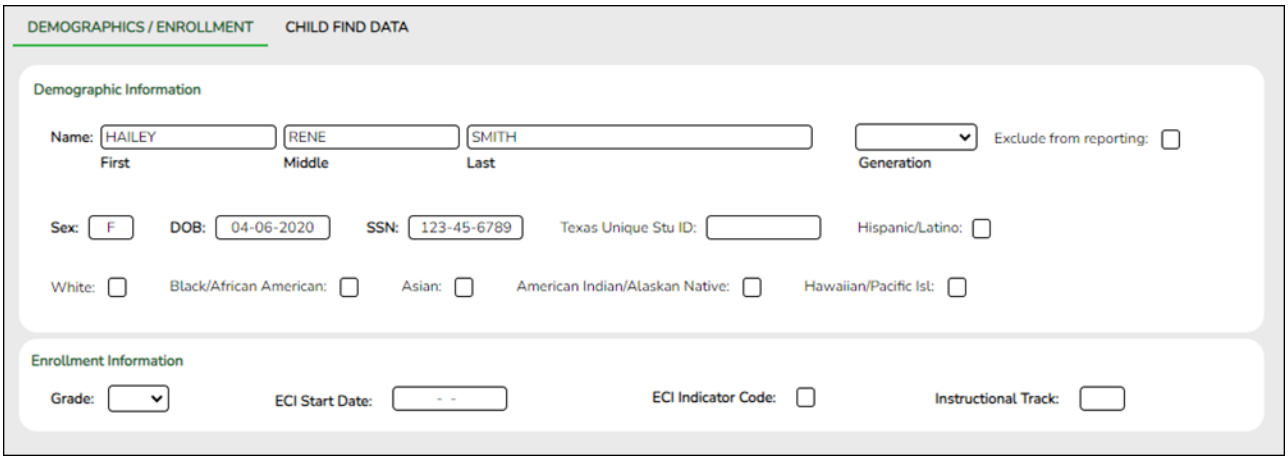
❑ Select the **Child Find: SPPI-12** checkbox in the **Student Indicators** section.

❑ Click **Save**.

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***Registration > Maintenance > Core Collections > Child Find: SPPI-12 > Demographics/Enrollment***

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




**Retrieve a Student**:

Click **Directory** to select a student from the directory.

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

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

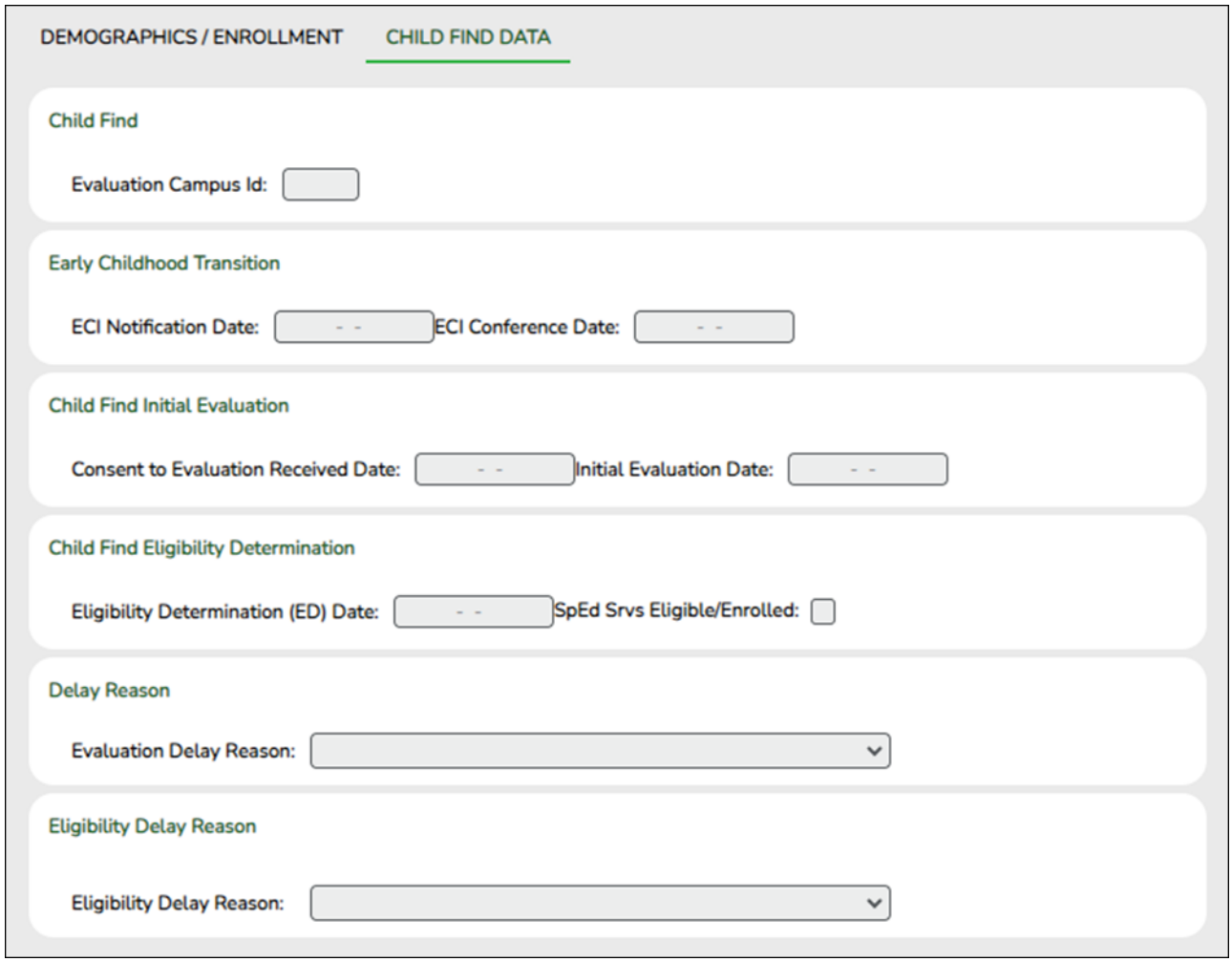
**NOTE**: The **Grade** and **Instructional Track** fields will auto-populate with information from *Registration > Maintenance > Student Enrollment > Demo1*.

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.

---

***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.




**Update data:**

❑ Under **Child Find**:

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

❑ Under **Early Childhood Transition**:

| | |
|---|---|
| **ECI Notification Date** | Enter the notification date.<br><br>TWEDS Data Element: ECI-NOTIFICATION-DATE (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. |
| **ECI Conference Date** | Enter the conference date.<br><br>TWEDS Data Element: ECI-TRANSITION-CONFERENCE-DATE (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. |

❑ Under **Child Find Initial Evaluation**:

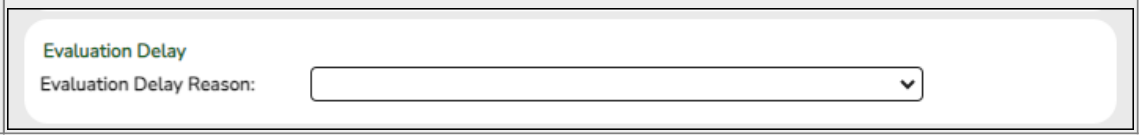
| | |
|---|---|
| **Consent to Evaluation Received Date** | TWEDS Data Element: CONSENT-TO-EVALUATION-RECEIVED-DATE (E1738) indicates the month, day, and year the Local Education Agency (LEA) received written consent for the full individual and initial evaluation (FIIE) from the student's parent.<br><br>Enter the first instructional day after LEA receives consent from the parent. |
| **Initial Evaluation Date** | Enter the date the child was initially evaluated for the program.<br><br>This date must not be before the **Consent to Evaluation Received Date**. |

❑ Click **Save**.

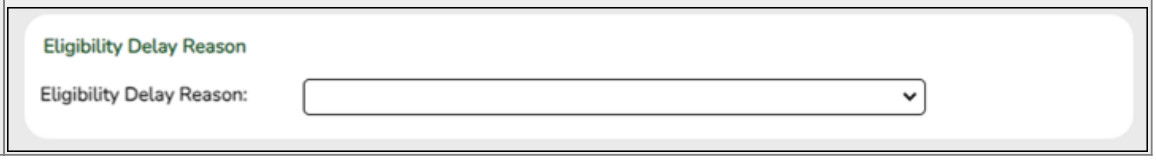
❑ Under **Child Find Eligibility Determination**:

| | |
|---|---|
| **Eligibility Determination (ED) Date** | If applicable, enter the date the child was determined eligible for the program.<br><br>**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 **Delay Reason**:

| | |
|---|---|
| **Evaluation Delay Reason** | If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.   |

❑ Under **Eligibility Delay Reason**:

| | |
|---|---|
| **Eligibility Delay Reason** | If applicable, choose a reason for the eligibility delay. Leave blank if there is no delay in eligibility.   |

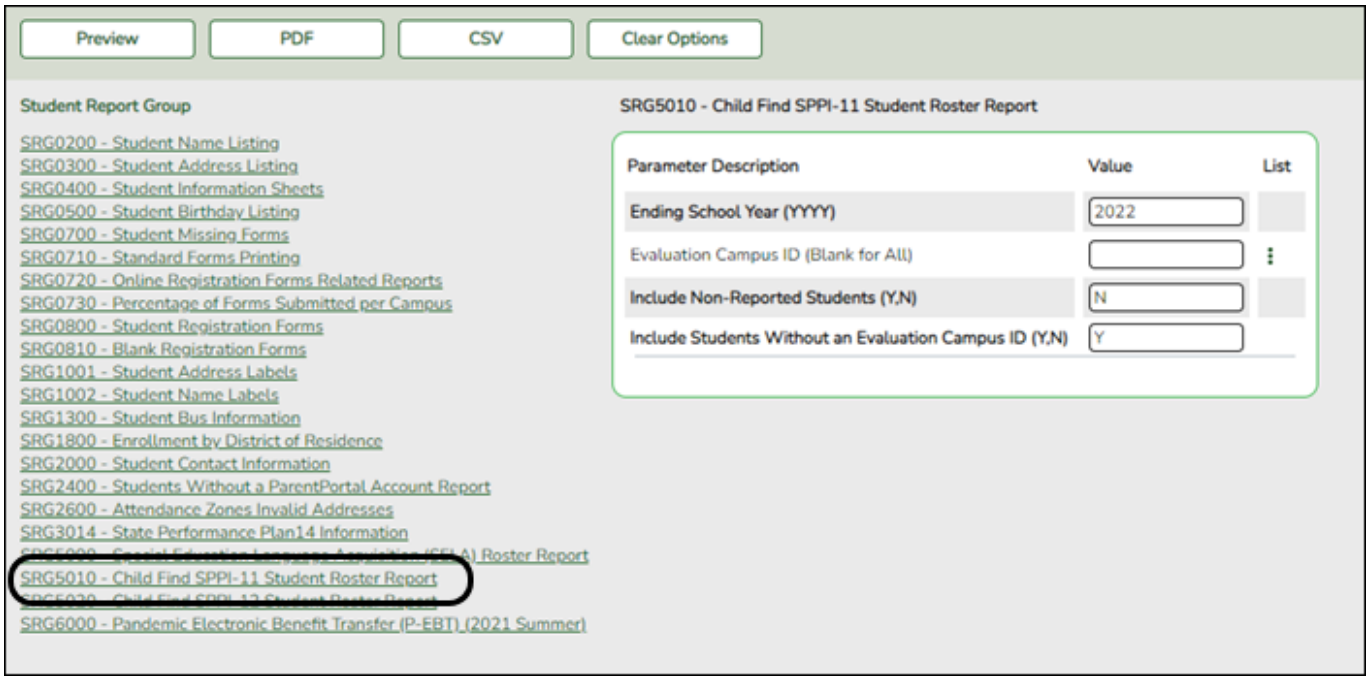
❑ Click **Save**.

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.

# Reports

***Registration > Reports > Registration Reports > Student > SRG5010 – Child Find SPPI-11 Student Roster Report***

SRG5010 - Child Find SPPI-11 Student Roster Report gives a report of SPPI-11 students.




❑ In the **Ending School Year (YYYY)** field (Required), type the four-digit school year. For example, for the 2021-2022 school year, type 2022.

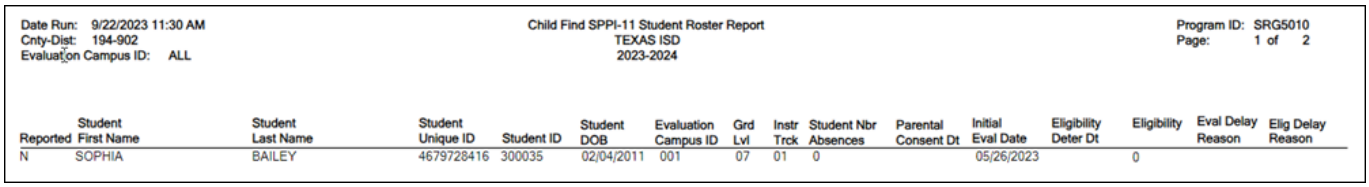
❑ In the **Evaluation Campus ID (Blank for All)** field, type the three-digit campus ID **where the student was evaluated**, or leave blank to create a report for all campuses. If creating the report for all campuses, the report is organized by Evaluation Campus ID, not by Enrolled Campus ID.

❑ In the **Include Non-Reported Students (Y,N)** field, type Y or N to include/exclude non-reported students.

❑ In the **Include Students Without an Evaluation Campus ID (Y,N)** field, type Y or N to include/exclude students without an Evaluation Campus ID.

❑ Click **Preview**.

Students without an Evaluation Campus ID will display on the first page of the report followed by listings for each evaluating campus.



Date Run: 9/22/2023 11:30 AM
Cnty-Dist: 194-902
Evaluation Campus ID: ALL

Child Find SPPI-11 Student Roster Report
TEXAS ISD
2023-2024

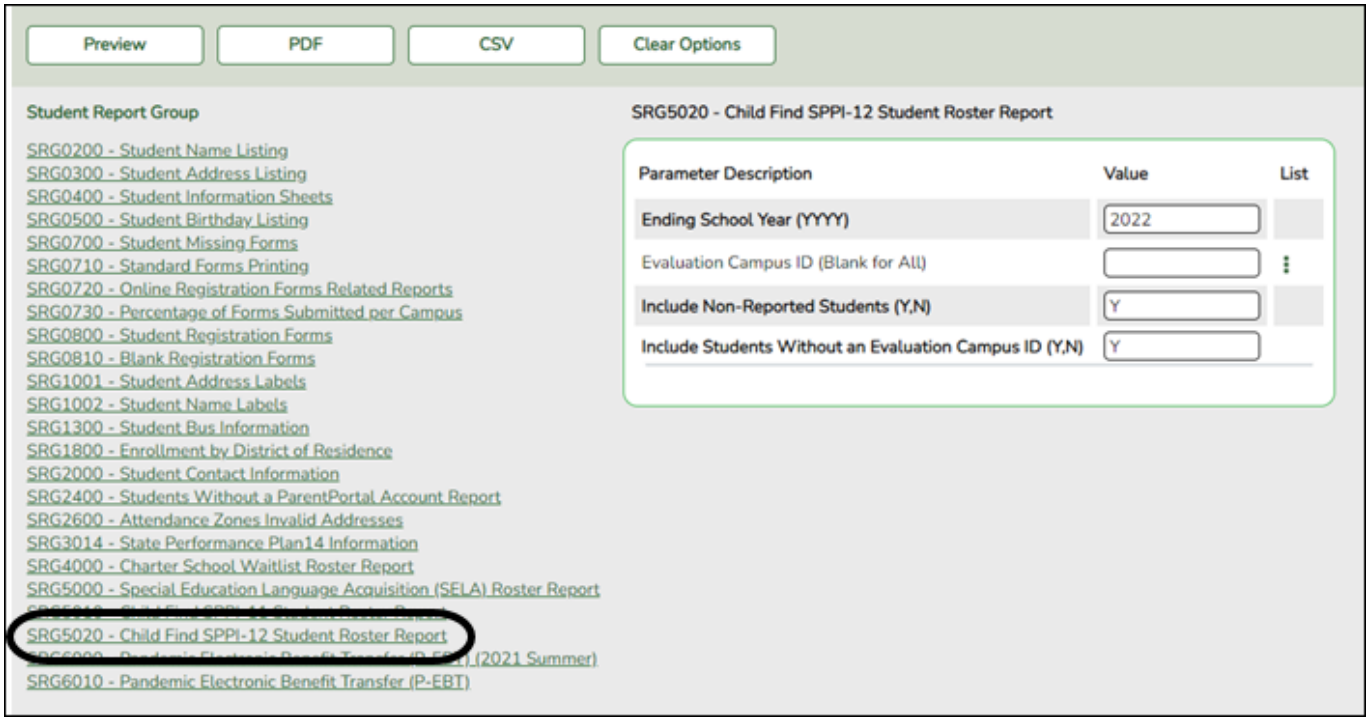
Program ID: SRG5010
Page: 1 of 2

| Reported | Student First Name | Student Last Name | Student Unique ID | Student ID | Student DOB | Evaluation Campus ID | Grd Lvl | Instr Trck | Student Nbr Absences | Parental Consent Dt | Initial Eval Date | Eligibility Deter Dt | Eligibility | Eval Delay Reason | Elig Delay Reason |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| N | SOPHIA | BAILEY | 4679728416 | 300035 | 02/04/2011 | 001 | 07 | 01 | 0 | | 05/26/2023 | | 0 | | |

***Registration > Reports > Registration Reports > Student > SRG5020 – Child Find SPPI-12 Student Roster Report***

SRG5020 - Child Find SPPI-12 Student Roster Report gives a report of SPPI-12 students.

This report displays one listing per student for every ECI record on *Spec Ed*. For example, if a student has three ECI records, they will appear in the report three times, one time for each ECI record.




❑ In the **Ending School Year (YYYY)** field (Required), type the four-digit school year. For example, for the 2021-2022 school year, type 2022.

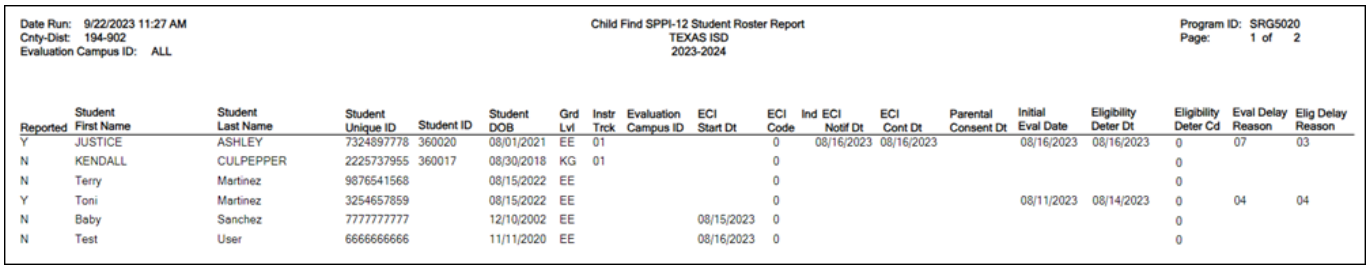
❑ In the **Evaluation Campus ID (Blank for All)** field, type the three-digit campus ID **where the student was evaluated**, or leave blank to create a report for all campuses. If creating the report for all campuses, the report is organized by Evaluation Campus ID, not by Enrolled Campus ID.

❑ In the **Include Non-Reported Students (Y,N)** field, type Y or N to include/exclude non-reported students.

❑ In the **Include Students Without an Evaluation Campus ID (Y,N)** field, type Y or N to include/exclude students without an Evaluation Campus ID.

❑ Click **Preview**.

Students without an Evaluation Campus ID will display on the first page of the report followed by listings for each evaluating campus.



Date Run: 9/22/2023 11:27 AM
Cnty-Dist: 194-902
Evaluation Campus ID: ALL

Child Find SPPI-12 Student Roster Report
TEXAS ISD
2023-2024

Program ID: SRG5020
Page: 1 of 2

| Reported | Student First Name | Student Last Name | Student Unique ID | Student ID | Student DOB | Grd Lvl | Instr Trck | Evaluation Campus ID | ECI Start Dt | ECI Code | Ind | ECI Notif Dt | ECI Cont Dt | Parental Consent Dt | Initial Eval Date | Eligibility Deter Dt | Eligibility Deter Cd | Eval Delay Reason | Elig Delay Reason |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Y | JUSTICE | ASHLEY | 7324897778 | 360020 | 08/01/2021 | EE | 01 | | | 0 | | 08/16/2023 | 08/16/2023 | | 08/16/2023 | 08/16/2023 | 0 | 07 | 03 |
| N | KENDALL | CULPEPPER | 2225737955 | 360017 | 08/30/2018 | KG | 01 | | | 0 | | | | | | | 0 | | |
| N | Terry | Martinez | 9876541568 | | 08/15/2022 | EE | | | | 0 | | | | | | | 0 | | |
| Y | Toni | Martinez | 3254657859 | | 08/15/2022 | EE | | | | 0 | | | | | 08/11/2023 | 08/14/2023 | 0 | 04 | 04 |
| N | Baby | Sanchez | 7777777777 | | 12/10/2002 | EE | | | 08/15/2023 | 0 | | | | | | | 0 | | |
| N | Test | User | 6666666666 | | 11/11/2020 | EE | | | 08/16/2023 | 0 | | | | | | | 0 | | |

# State Reporting

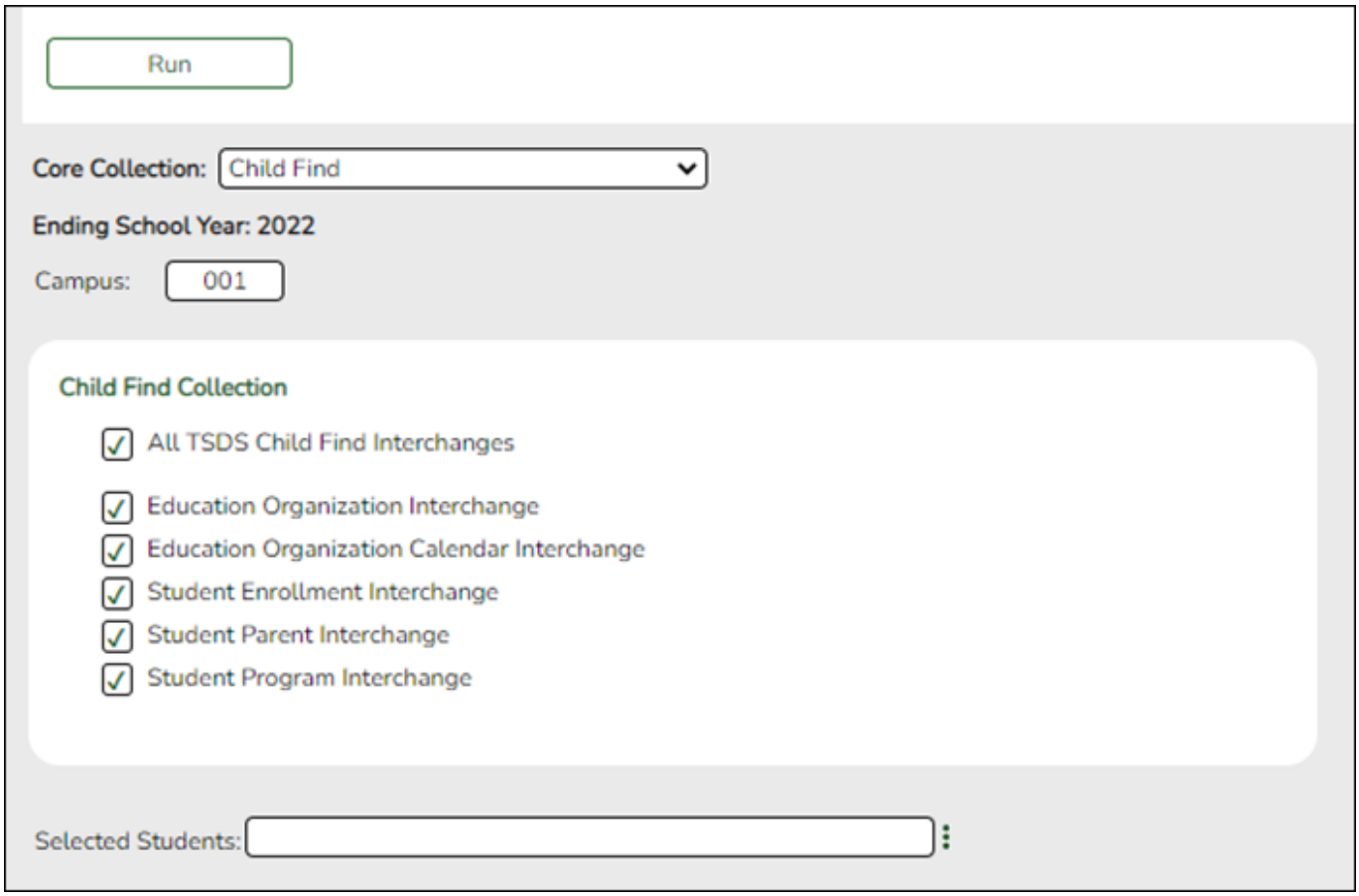
***State Reporting > Utilities > Create TSDS Core Collections Interchanges***

The Campus ID in this screen runs the interchange by the *enrollment campus*, not by the *evaluation campus*.

The Child Find SPPI-11 and Child Find SPPI-12 Indicators from *Demo1* are used to identify SPPI-11 and SPPI-12 students and will not extract.

It is recommended to run the interchanges with **Campus** set to blank to ensure all students are reported regardless of Campus Evaluation ID or Campus Enrollment ID.

**NOTE**: The STUDENT-ABSENCES-WITHIN-TIMEFRAME calculation in the *Student Program Extension Interchange* does not include absences from prior year.
For the 2023-2024 school year, this data will need to be manually updated in the interchange.




| | |
|---|---|
| **Collection** | Select the submission type. For the Child Find submission, select *Child Find*. |
| **Ending School Year** | (Display only) The submission year, as entered in the **Submission Year** field on State Reporting > Options, is displayed.<br><br>For example, for the 2021-2022 Child Find submission, the field should display 2022. |

The interchanges are listed according to the **Core Collection** field.

❑ Select **All TSDS *Collection* Interchanges** (e.g., **All TSDS Child Find Interchanges**) to create all interchanges for Child Find.

Or, select the individual interchange you want to create.

| | |
|---|---|
| **Selected Students** | The field is enabled if you selected all interchanges or a student-related interchange. Type or click the ellipsis to select the students for whom you want to create an interchange. Separate multiple students (Texas unique student IDs) with a comma (e.g., 6895409515,1628657282,2986961713). Leave blank to select all students.<br><br>**Note**: At least one interchange must be selected in order for this field to retrieve students. |

❑ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District_YYYY-MM-DD.HH-MM-SS*.TSDS.zip, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2020-01-15.15-30-22.*TSDS.zip

The default name for the individual files is *District_Campus_Collection_TimeStamp_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example: 120120_000_2019TSDS_202002030954_InterchangeStudentParentExtension.xml

❑ If errors are encountered:

1. Correct the data in ASCENDER.
2. Re-run the interchange(s).


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