



Core Collection: Child Find

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Core Collection: Child Find

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](#).

NEW FOR 2023-2024:

Added INSTRUCTIONAL-PROGRAM-TYPE (E1600) (Code Table C215) indicates the type of attendance program associated with a calendar.

Added ORIGINAL-ECI-SERVICES-DATE (E1737) indicates the month, date, and year when an infant or toddler, from birth through age 2, became eligible to participate in the early childhood intervention program.

Added 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.

Removed PARENTAL-CONSENT-DATE (E1714) indicates the month, day, and year of the first instructional day following 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. The date entered for this data element counts as day 1 of the timeframe required for completing the FIIE.



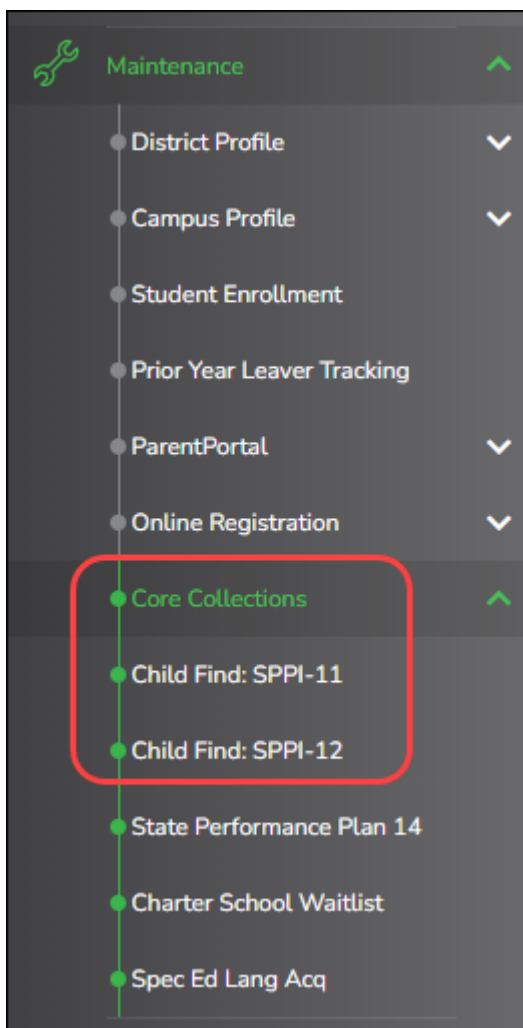
IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

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.

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL	FORMS
Demographic Information														
Grade:	12	Entry Dt:	08-16-2023	Track:	02	Orig Entry:	08-16-2023	Withdrawal Dt:	--	Portal ID:	boovSHvPaa			
Name:	JOHN	JOE	SMYTHE	Gen:	AIDAN									
First	Middle	Last	Nickname											
Social Security Number Denied:	<input type="checkbox"/>	SSN:	508-14-2835	Prior SSN:	123-45-6789	Texas Unique Student ID:	4211223111	Medicaid Eligible:	<input type="checkbox"/>	Medicaid ID:				
Sex:	M	DOB:	04-06-2006	Hispanic/Latino:	<input type="checkbox"/>	Aggregate Race/Ethnicity:	W - White							
White:	<input checked="" type="checkbox"/>	Black/African American:	<input type="checkbox"/>	Asian:	<input type="checkbox"/>	American Indian/Alaskan Native:	<input type="checkbox"/>	Hawaiian/Pacific Isl.:	<input type="checkbox"/>					
Phone / Address														
Addr/Tel Rest:	2	Phone Nbr:	555 653-5606	Cell Ph Nbr:	632-253-4429	E-mail:								
Mailing:	3066	FM 1699		Alamo City	TX	28878	Duplicate							
Num	Street	Direction	Apt	City	State	Zip								
Physical:	3066	FM 1699		Alamo City	TX	28878								
Student Indicators														
Eligibility Code:	1	Record Status:	1											
Attribution Code:	00	NSLP:												
Campus ID Resid:	--	Child Find: SPPI-11:	<input type="checkbox"/>											
Active Cd:	1 - Active	Child Find: SPPI-12:	<input type="checkbox"/>											
City Residence:		As of Status Last Friday October:												
Reporting Excl:		As of Status Last Day Enrollment:												
Current / Next Year Information														
Control Num:		Next Yr Cntrl:												
Here Last Yr:	<input type="checkbox"/>	Next Yr Camp:	001											
CY Xfer Factor:		NY Xfer Factor:												
CY Team Code:		NY Team Code:												
Economic Disadvantage														
Delete	Descriptor	Begin Date	End Date											
<input type="checkbox"/>	00	07-24-2023	--											
				Add										
Foster Care														
Delete	Descriptor	Begin Date	End Date											
<input type="checkbox"/>	0	07-24-2023	--											
				Add										
Military Connected														
Delete	Descriptor	Begin Date	End Date											
<input type="checkbox"/>	0	07-24-2023	--											
				Add										

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.

The screenshot shows a web form for student information. At the top, there is a 'Save' button and a 'Student Information' tab. The 'School Year' is set to 2021-2022. The 'Student' field contains '012993 : CRUZ, LAYLA' and the 'Texas Unique Student ID' is '7472684815'. There are 'Retrieve' and 'Directory' buttons. Below this, there are two tabs: 'DEMOGRAPHICS / ENROLLMENT' (selected) and 'CHILD FIND DATA'. The 'Demographic Information' section includes fields for Name (LAYLA, CRUZ), Sex (F), DOB (05-21-2004), SSN (402-50-0690), Texas Unique Stu ID (7472684815), and various ethnicity checkboxes (White checked, others unchecked). The 'Enrollment Information' section includes Grade (12), Instructional Track (01), and Absences Within Timeframe (0).

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*.

The screenshot shows a 'Child Find: SPPI-11' search window. It has search fields for Last Name, First Name, Campus ID (001), Grade Level, and Texas Unique Stu ID. Below the search fields is a table with the following data:

Stu ID	CF ID	LastName	FirstName	MI	Campus	Grd	SSN	Unique Stu ID
012993	5	CRUZ	LAYLA		001	12		

Navigation buttons for 'First', '1 / 1', and 'Last' are visible below the table.

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

DEMOGRAPHICS / ENROLLMENT
CHILD FIND DATA

Child Find

Evaluation Campus Id:

Child Find Initial Evaluation

Consent to Evaluation Received Date: Initial Evaluation Date:

Child Find Eligibility Determination

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

Evaluation Delay

Evaluation Delay Reason:

Eligibility Delay Reason

Eligibility Delay Reason:

Update data:

Under **Child Find:**

Evaluation Campus ID	<p>Enter the campus ID on which the student was evaluated.</p> <p>The Evaluation Campus ID number <u>may</u> or <u>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>
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Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	<p>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 (FIE) from the student's parent.</p> <p>Enter the first instructional day after LEA receives consent from the parent.</p>
Initial Evaluation Date	<p>Enter the date the child was initially evaluated for the program.</p> <p>This date must not be before the Consent to Evaluation Received Date.</p>

Click **Save**.

Under **Child Find Eligibility Determination:**

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

Under **Evaluation Delay:**

Evaluation Delay Reason	<p>If applicable, choose a reason for the evaluation delay. Leave blank if there is no delay in evaluation.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="color: green; font-weight: bold;">Evaluation Delay</p> <p>Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </div>
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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.
<div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #fff;"> <p style="color: #4CAF50; margin: 0;">Eligibility Delay Reason</p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/></p> </div>	

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.

Save
Student Information
School Year: 2021-2022

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: Instructional Track: Absences Within Timeframe:

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. 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. 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. 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). 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). 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. 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:

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

- 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.

Save Student Information School Year: 2

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				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

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

DEMOGRAPHICS / ENROLLMENT	<u>CHILD FIND DATA</u>
Child Find	
Evaluation Campus Id:	<input type="text" value="101"/>
Child Find Initial Evaluation	
Consent to Evaluation Received Date:	<input type="text" value="02-18-2022"/>
Initial Evaluation Date:	<input type="text" value="02-21-2022"/>
Child Find Eligibility Determination	
Eligibility Determination (ED) Date:	<input type="text" value="03-04-2022"/>
	<input type="checkbox"/> SpEd Srvc Eligible/Enrolled
Evaluation Delay	
Evaluation Delay Reason:	<input type="text"/>
Eligibility Delay Reason	
Eligibility Delay Reason:	<input type="text"/>

Update data:

Under **Child Find:**

Evaluation Campus ID	<p>Enter the campus ID on which the student was evaluated.</p> <p>The Evaluation Campus ID number <u>may</u> or <u>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>
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Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	<p>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.</p> <p>Enter the first instructional day after LEA receives consent from the parent.</p>
Initial Evaluation Date	<p>Enter the date the child was initially evaluated for the program.</p> <p>This date must not be before the Consent to Evaluation Received Date.</p>

Click **Save**.

Under **Child Find Eligibility Determination**:

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

The screenshot shows a web-based form for student demographics and enrollment. At the top, there are navigation tabs: DEMO1, DEMO2, DEMO3, GRADUATION, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BI/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. The main form is divided into several sections:

- Demographic Information:** Includes fields for Grade (12), Entry Dt (08-16-2023), Track (02), Orig Entry (08-16-2023), Withdrawal Dt, Portal ID (boovSHvFaa), Name (JOHN, JOE, SMYTHE, AIDAN), Social Security Number Denied, SSN (508-14-2835), Prior SSN (123-45-6789), Texas Unique Student ID (4211223111), Medicaid Eligible, Medicaid ID, Sex (M), DOB (04-06-2006), Hispanic/Latino, Aggregate Race/Ethnicity (W - White), and checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.
- Phone / Address:** Includes Addr/Tel Rest, Phone Nbr (555 653-5606), Cell Ph Nbr (632-253-4429), E-mail, Mailing (3066 FM 1699, Alamo City, TX, 28878), and Physical (3066 FM 1699, Alamo City, TX, 28878) information. There is a 'Duplicate' button.
- Attendance Zones:** A table with columns 'Campus', 'From Grd Lvl', and 'Thru Grd Lvl'. It shows 'no rows'.
- Student Indicators:** Includes Eligibility Code (1), Record Status (1), Attribution Code (00), NSLP, Campus ID Resid, Active Cd (1 - Active), City Residence, Reporting Excl, Child Find: SPPI-11, Child Find: SPPI-12, As of Status Last Friday October, and As of Status Last Day Enrollment.
- Current / Next Year Information:** Includes Control Num, Next Yr Cntrl, Here Last Yr, Next Yr Camp (001), CY Xfer Factor, NY Xfer Factor, CY Team Code, and NY Team Code.
- Economic Disadvantage, Foster Care, and Military Connected:** Each section has a table with columns 'Delete', 'Descriptor', 'Begin Date', and 'End Date'. Each table contains one row with a trash icon, '00', '07-24-2023', and '--'. There is an 'Add' button at the bottom of each table.

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

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*.

DEMOGRAPHICS / ENROLLMENT	CHILD FIND DATA
Demographic Information	
Name: <input type="text" value="HAILEY"/> <input type="text" value="RENE"/> <input type="text" value="SMITH"/>	<input type="text"/> Exclude from reporting: <input type="checkbox"/>
First Middle Last	Generation
Sex: <input type="text" value="F"/> DOB: <input type="text" value="04-06-2020"/> SSN: <input type="text" value="123-45-6789"/> Texas Unique Stu ID: <input type="text"/>	Hispanic/Latino: <input type="checkbox"/>
White: <input type="checkbox"/> Black/African American: <input type="checkbox"/> Asian: <input type="checkbox"/> American Indian/Alaskan Native: <input type="checkbox"/> Hawaiian/Pacific Isl: <input type="checkbox"/>	
Enrollment Information	
Grade: <input type="text"/>	ECI Start Date: <input type="text" value="--"/> ECI Indicator Code: <input type="checkbox"/> Instructional Track: <input type="text"/>

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.

DEMOGRAPHICS / ENROLLMENT	<u>CHILD FIND DATA</u>
Child Find	
Evaluation Campus Id:	<input type="text"/>
Early Childhood Transition	
ECI Notification Date:	<input type="text"/> - -
ECI Conference Date:	<input type="text"/> - -
Child Find Initial Evaluation	
Consent to Evaluation Received Date:	<input type="text"/> - -
Initial Evaluation Date:	<input type="text"/> - -
Child Find Eligibility Determination	
Eligibility Determination (ED) Date:	<input type="text"/> - -
SpEd Srvs Eligible/Enrolled:	<input type="checkbox"/>
Delay Reason	
Evaluation Delay Reason:	<input type="text"/>
Eligibility Delay Reason	
Eligibility Delay Reason:	<input type="text"/>

Update data:

Under **Child Find:**

Evaluation Campus ID	<p>Enter the campus ID on which the student was evaluated.</p> <p>The Evaluation Campus ID number <u>may</u> or <u>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>
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Under **Early Childhood Transition:**

ECI Notification Date	Enter the notification date. 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. 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. 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. 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. 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.
<div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #f0f0f0;"> <p style="color: #4CAF50; margin: 0;">Evaluation Delay</p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" type="text"/></p> </div>	

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.
<div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #f0f0f0;"> <p style="color: #4CAF50; margin: 0;">Eligibility Delay Reason</p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" 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.

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:**

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. 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. 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. 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). 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). 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. 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.
ECI Start Date	Enter the date the intervention takes effect. The date must be before the student's third birthday.

ECI Indicator Code	<p>Select if the student participates in the Early Childhood Intervention (ECI) program.</p> <p>TWEDS Data Element: EARLY-CHILDHOOD-INTERV-IND-CODE (E0900) (Code table: C088)</p> <p>Ensure Notification Date and ECI Conference Date are first saved on <i>Child Find Data</i>.</p>
Instructional Track	Disabled for non-enrolled students.

Click **Save**.

Using the Directory to retrieve a non-enrolled student

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

The screenshot shows a web application interface for searching students. At the top, there are buttons for 'Save' and 'Student Information', and fields for 'School Year: 2021-2022' and 'Campus 001: 001 School'. Below this is a search form with fields for 'Last Name', 'First Name', 'Campus ID' (set to 001), 'Grade Level', and 'Texas Unique Stu ID'. A 'Search' button is present. Below the search form is a table of results with columns: Stu ID, CF ID, LastName, FirstName, MI, Campus, Grd, SSN, and Unique Stu ID. The 'Campus' column is circled in black. The table contains several rows of student data.

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

- 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: 2

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	525029016	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				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

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>
Child Find	
Evaluation Campus Id:	<input type="text"/>
Early Childhood Transition	
ECI Notification Date:	<input type="text"/> - <input type="text"/> - <input type="text"/> ECI Conference Date: <input type="text"/> - <input type="text"/> - <input type="text"/>
Child Find Initial Evaluation	
Consent to Evaluation Received Date:	<input type="text"/> - <input type="text"/> - <input type="text"/> Initial Evaluation Date: <input type="text"/> - <input type="text"/> - <input type="text"/>
Child Find Eligibility Determination	
Eligibility Determination (ED) Date:	<input type="text"/> - <input type="text"/> - <input type="text"/> SpEd Srvs Eligible/Enrolled: <input type="checkbox"/>
Delay Reason	
Evaluation Delay Reason:	<input type="text"/>
Eligibility Delay Reason	
Eligibility Delay Reason:	<input type="text"/>

Update data:

Under **Child Find:**

Evaluation Campus ID	<p>Enter the campus ID on which the student was evaluated.</p> <p>The Evaluation Campus ID number <u>may</u> or <u>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>
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Under **Early Childhood Transition:**

ECI Notification Date	<p>Enter the notification date.</p> <p>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.</p>
ECI Conference Date	<p>Enter the conference date.</p> <p>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.</p>

Under **Child Find Initial Evaluation:**

Consent to Evaluation Received Date	<p>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.</p> <p>Enter the first instructional day after LEA receives consent from the parent.</p>
Initial Evaluation Date	<p>Enter the date the child was initially evaluated for the program.</p> <p>This date must not be before the Consent to Evaluation Received Date.</p>

Click **Save**.

Under **Child Find Eligibility Determination:**

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

Under **Delay Reason:**

Evaluation Delay Reason	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="color: #4CAF50; margin: 0;">Evaluation Delay</p> <p>Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </div>	

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.
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="color: #4CAF50; margin: 0;">Eligibility Delay Reason</p> <p>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.

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.

Preview
PDF
CSV
Clear Options

Student Report Group

- [SRG0200 - Student Name Listing](#)
- [SRG0300 - Student Address Listing](#)
- [SRG0400 - Student Information Sheets](#)
- [SRG0500 - Student Birthday Listing](#)
- [SRG0700 - Student Missing Forms](#)
- [SRG0710 - Standard Forms Printing](#)
- [SRG0720 - Online Registration Forms Related Reports](#)
- [SRG0730 - Percentage of Forms Submitted per Campus](#)
- [SRG0800 - Student Registration Forms](#)
- [SRG0810 - Blank Registration Forms](#)
- [SRG1001 - Student Address Labels](#)
- [SRG1002 - Student Name Labels](#)
- [SRG1300 - Student Bus Information](#)
- [SRG1800 - Enrollment by District of Residence](#)
- [SRG2000 - Student Contact Information](#)
- [SRG2400 - Students Without a ParentPortal Account Report](#)
- [SRG2600 - Attendance Zones Invalid Addresses](#)
- [SRG3014 - State Performance Plan14 Information](#)
- [SRG5000 - Special Education Licensure Application \(SELA\) Roster Report](#)
- [SRG5010 - Child Find SPPI-11 Student Roster Report](#)
- [SRG5020 - Child Find SPPI-12 Student Roster Report](#)
- [SRG6000 - Pandemic Electronic Benefit Transfer \(P-EBT\) \(2021 Summer\)](#)

SRG5010 - Child Find SPPI-11 Student Roster Report

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Evaluation Campus ID (Blank for All)	<input type="text"/>	⋮
Include Non-Reported Students (Y,N)	<input type="text" value="N"/>	
Include Students Without an Evaluation Campus ID (Y,N)	<input type="text" value="Y"/>	

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		Child Find SPPI-11 Student Roster Report				Program ID: SRG5010									
Cnty-Dist: 194-902		TEXAS ISD				Page: 1 of 2									
Evaluation Campus ID: ALL		2023-2024													
Student 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.

Preview
PDF
CSV
Clear Options

Student Report Group

- [SRG0200 - Student Name Listing](#)
- [SRG0300 - Student Address Listing](#)
- [SRG0400 - Student Information Sheets](#)
- [SRG0500 - Student Birthday Listing](#)
- [SRG0700 - Student Missing Forms](#)
- [SRG0710 - Standard Forms Printing](#)
- [SRG0720 - Online Registration Forms Related Reports](#)
- [SRG0730 - Percentage of Forms Submitted per Campus](#)
- [SRG0800 - Student Registration Forms](#)
- [SRG0810 - Blank Registration Forms](#)
- [SRG1001 - Student Address Labels](#)
- [SRG1002 - Student Name Labels](#)
- [SRG1300 - Student Bus Information](#)
- [SRG1800 - Enrollment by District of Residence](#)
- [SRG2000 - Student Contact Information](#)
- [SRG2400 - Students Without a Parent Portal Account Report](#)
- [SRG2600 - Attendance Zones Invalid Addresses](#)
- [SRG3014 - State Performance Plan 14 Information](#)
- [SRG4000 - Charter School Waitlist Roster Report](#)
- [SRG5000 - Special Education Language Acquisition \(SELA\) Roster Report](#)
- [SRG5020 - Child Find SPPI-12 Student Roster Report](#)**
- [SRG6000 - Pandemic Electronic Benefit Transfer \(P-EBT\) \(2021 Summer\)](#)
- [SRG6010 - Pandemic Electronic Benefit Transfer \(P-EBT\)](#)

SRG5020 - Child Find SPPI-12 Student Roster Report

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Evaluation Campus ID (Blank for All)	<input type="text"/>	⋮
Include Non-Reported Students (Y,N)	<input type="text" value="Y"/>	
Include Students Without an Evaluation Campus ID (Y,N)	<input type="text" value="Y"/>	

- 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.

State Reporting

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.

Core Collection:

Ending School Year: 2022

Campus:

Child Find Collection

- All TSDS Child Find Interchanges
- Education Organization Interchange
- Education Organization Calendar Interchange
- Student Enrollment Interchange
- Student Parent Interchange
- Student Program Interchange

Selected Students: ⋮

Collection	Select the submission type. For the Child Find submission, select <i>Child Find</i> .
Ending School Year	(Display only) The submission year, as entered in the Submission Year field on State Reporting > Options , is displayed. 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	<p>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.</p> <p>Note: At least one interchange must be selected in order for this field to retrieve students.</p>
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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).



Back Cover