

**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.

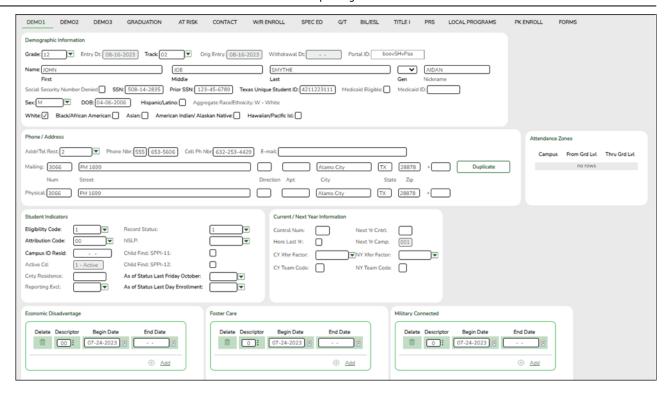
### Registration

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.

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#### **Update data:**

☐ Retrieve a student who is already	enrolled at the	campus using thei	r Local Student ID,
Student Name, or Texas Unique Stud	dent ID.		

☐ Select the **Child Find: SPPI-11** checkbox in the **Student Indicators** section.

☐ Click **Save**.

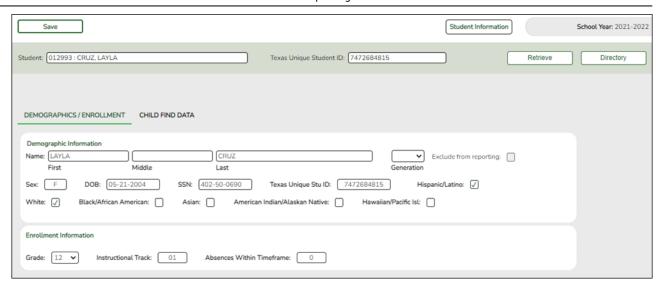
# Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Demographics/Enrollment

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.

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#### **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.

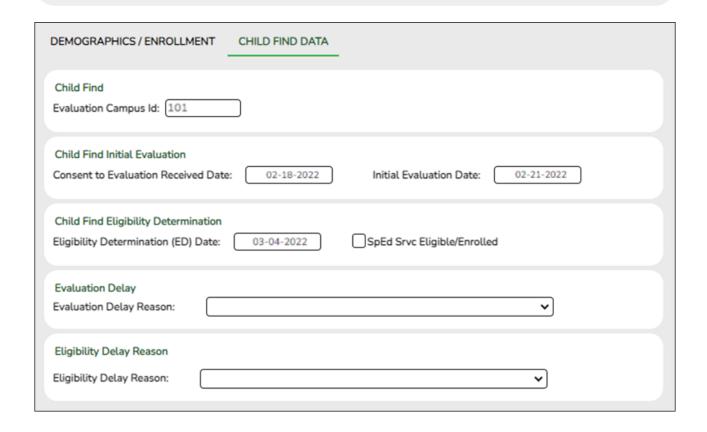
• The **Campus** number identifies the student's campus of enrollment.

☐ 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**:

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

#### ☐ Under **Child Find Initial Evaluation**:

<b>Received Date</b>	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 <b>Consent to Evaluation Received Date</b> .

☐ Click **Save**.

### $\hfill \square$ Under Child Find Eligibility Determination:

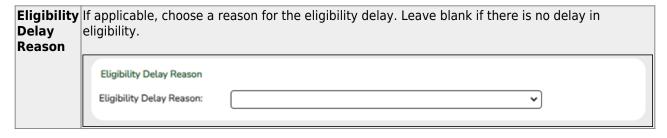
	If applicable, enter the date the child was determined eligible for the program.
	<b>IMPORTANT</b> : If this date is left blank, the student will not be extracted to the interchanges.
SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the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

### ☐ Under **Evaluation Delay**:

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

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#### ☐ Under **Eligibility Delay Reason**:



☐ 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.

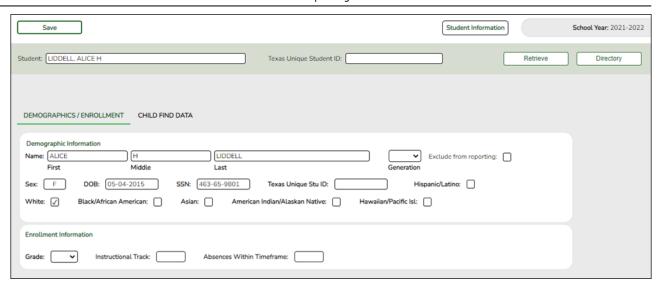
• SPPI-11 Scenario 2: Non-Enrolled Students, ages 3-21

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.

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#### **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 <b>Hispanic/Latino</b> .		
	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	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)		

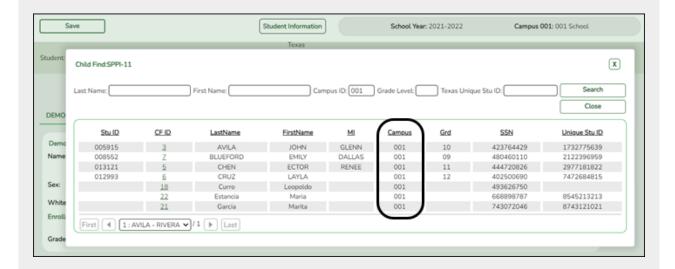
#### ☐ Under **Enrollment Information**:

	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:

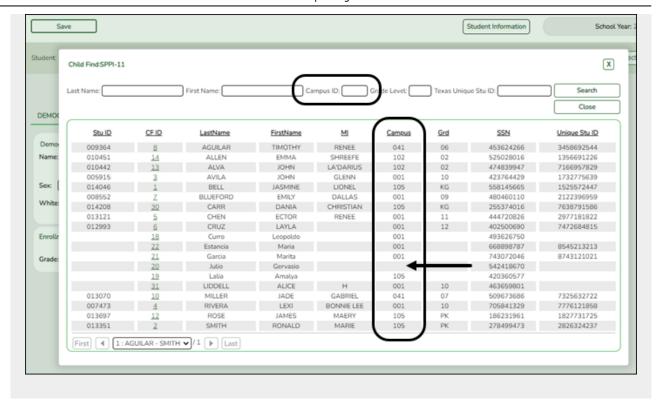


- For an enrolled student, the **Campus ID** is the *enrollment campus*. There is a **Stu ID** associated with the student.
- For a non-enrolled student, the **Campus ID** is the *evaluation campus*. There is not a **Stu ID** associated with the student. These students have a **CF ID** which will act 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.

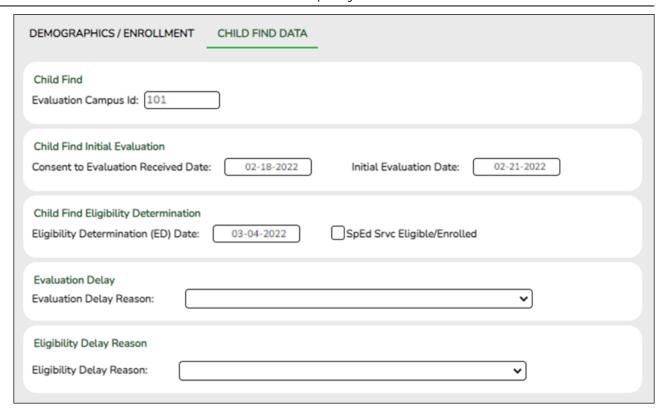
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# Registration > Maintenance > Core Collections > Child Find: SPPI-11 > Child Find Data

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**:

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

#### ☐ Under Child Find Initial Evaluation:

	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	Enter the date the child was initially evaluated for the program.
<b>Evaluation Date</b>	
	This date must not be before the <b>Consent to Evaluation Received Date</b> .

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	State Reporting			
☐ Click <b>Sa</b>	ve.			
□ Under <b>C</b>	hild Find Eligibility D	Petermination:		
Eligibility Date	Determination (ED)	If applicable, enter the date the child was determined eligible for the program.		
		<b>IMPORTANT</b> : If this date is left blank, the student will not be extracted to the interchanges.		
SpEd Srv	c Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the <b>Eligibility Determination Date</b> .		
	If applicable, choose a reaevaluation.	ason for the evaluation delay. Leave blank if there is no delay in		
	Evaluation Delay Reason:	<u> </u>		
□ Under <b>E</b> l	□ Under Eligibility Delay Reason:			
	f applicable, choose a rea eligibility.	son for the eligibility delay. Leave blank if there is no delay in		
	Eligibility Delay Reason Eligibility Delay Reason:	>		

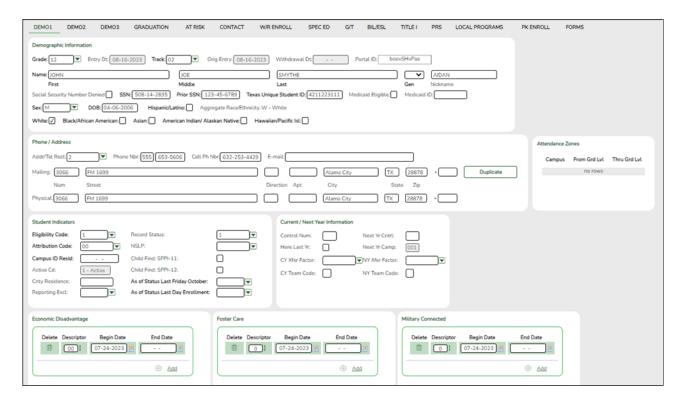
☐ Click **Save**.

• SPI-12 Scenario 3: Enrolled Students, ages 0-3

Registration > Maintenance > Student Enrollment > Demo1

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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	$^{\prime}$ enrolled at the c	campus using their	Local Student ID,
Student Name, or Texas Unique Stu	dent ID.		

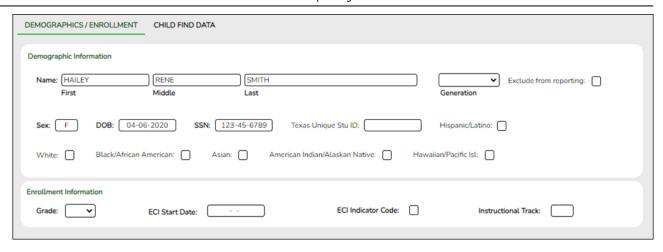
☐ Select the	Child Find	SPPI-12	checkhox in	the Student Indicators	section

☐ 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*.

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#### 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*.

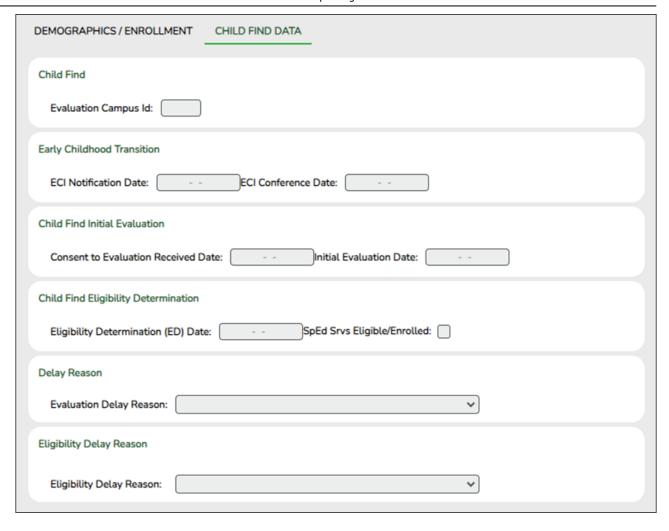
**NOTE**: The **Grade** and **Instructional Track** fields will auto-populate with information from *Registration > Maintenance > Student Enrollment > Demo1*.

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.

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#### **Update data:**

☐ Under **Child Find**:

Evaluation Campus ID Enter the campus ID on which the student was evaluated.

The Evaluation Campus ID number may or may not be the same as the Campus Enrollment ID.

For example, the student may have been evaluated on Campus 105, but is enrolled at Campus 101.

☐ Under **Early Childhood Transition**:

ECI Notification	Enter the notification date.
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	Enter the conference date.
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 <b>Consent to Evaluation Received Date</b> .

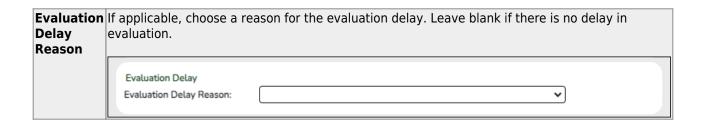
☐ Click **Save**.

## $\hfill \square$ Under Child Find Eligibility Determination:

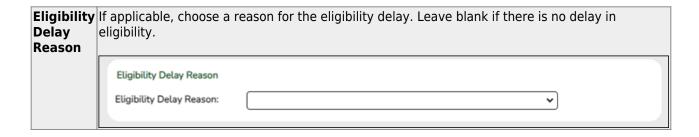
	If applicable, enter the date the child was determined eligible for the program.
	<b>IMPORTANT</b> : If this date is left blank, the student will not be extracted to the interchanges.
SpEd Srvc Eligible/Enrolled	Select if a student is eligible for, and enrolled in Special Education services after the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

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#### ☐ Under **Delay Reason**:



☐ Under **Eligibility Delay Reason**:



☐ 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.

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Preview PDF CSV	Clear Options		
Student Report Group	SRG5010 - Child Find SPPI-11 Student Roster Report		
SRG0200 - Student Name Listing SRG0300 - Student Address Listing	Parameter Description	Value	List
SRG0400 - Student Information Sheets SRG0500 - Student Birthday Listing	Ending School Year (YYYY)	2022	
SRG0700 - Student Missing Forms SRG0710 - Standard Forms Printing	Evaluation Campus ID (Blank for All)		:
SRG0720 - Online Registration Forms Related Reports SRG0730 - Percentage of Forms Submitted per Campus	Include Non-Reported Students (Y,N)	N	
SRG0800 - Student Registration Forms SRG0810 - Blank Registration Forms	Include Students Without an Evaluation Campus ID (Y,N)	Υ	
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  SDC5000 - Casalal Education Language Association (CELA) Roster Report			
SRG5010 - Child Find SPPI-11 Student Roster Report			
SRG6000 - Pandemic Electronic Benefit Transfer (P-EBT) (2021 Summer)			

In the <b>Ending School Year (YYYY)</b> held (Required), i	type the four-digit school	year. For	exampie,
for the 2021-2022 school year, type 2022.			

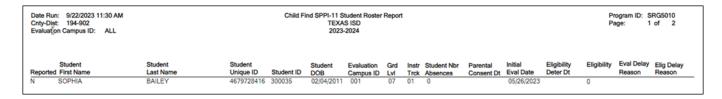
$\square$ In the <b>Evaluation Campus ID (Blank for All)</b> field, type the three-digit campus ID <b>where the</b>
student was evaluated, or leave blank to create a report for all campuses. If creating the report for
all campuses, the report is organized by Evaluation Campus ID, not by Enrolled Campus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

$\square$ 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.



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

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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	SRG5020 - Child Find SPPI-12 Student Roster Report		
SRG0200 - Student Name Listing SRG0300 - Student Address Listing	Parameter Description	Value	List
SRG0400 - Student Information Sheets SRG0500 - Student Birthday Listing	Ending School Year (YYYY)	2022	
SRG0700 - Student Missing Forms	Evaluation Campus ID (Blank for All)		
SRG0710 - Standard Forms Printing SRG0720 - Online Registration Forms Related Reports			
SRG0730 - Percentage of Forms Submitted per Campus SRG0800 - Student Registration Forms	Include Non-Reported Students (Y,N)	Y	
SRG0810 - Blank Registration Forms SRG1001 - Student Address Labels	Include Students Without an Evaluation Campus ID (Y,N)	Υ	
SRG1001 - Student Address Labets SRG1002 - Student Name Labets			
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			
SRG4000 - Charter School Waitlist Roster Report SRG5000 - Special Education Language Acquisition (SELA) Roster Report			
CROSCOLO CULLETI LI CORTI LA CILILIA DI LI LI RICILIA DI LI LI CILILIA DI LI CILILIA DI LI CILILIA DI LI LI CILILIA DI LI CI			
SRG5020 - Child Find SPPI-12 Student Roster Report			
SRG6010 - Pandemic Electronic Benefit Transfer (P-EBT)			

for the 2021-2022 school year, type 2022.						
□ In the Evaluation Campus ID (Blank for	AII) field	type the thr	aa-dinit ca	mnus ID w	hara tha	

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

☐ 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.

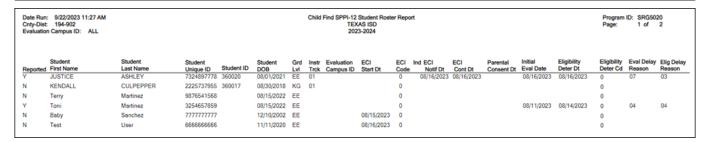
☐ In the **Include Non-Reported Students (Y,N)** field, type Y or N to include/exclude non-reported students.

☐ 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.

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### **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.

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Collection	Select the submission type. For the Child Find submission, select Child Find.
	(Display only) The submission year, as entered in the <b>Submission Year</b> 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

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.

**Note**: At least one interchange must be selected in order for this field to retrieve students.

☐ Click **Run**.

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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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# **Back Cover**