



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) 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) (Code Table ---) 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.



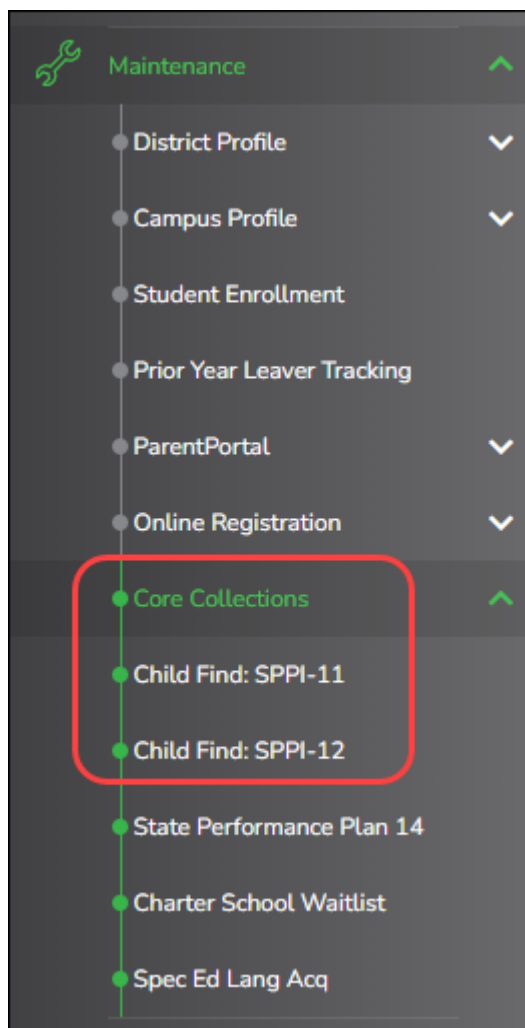
IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

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.

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

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> |
|-----------------------------|--|

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; margin: 0;">Evaluation Delay</p> <p>Evaluation Delay Reason: <input style="width: 100%; border: none; border-bottom: 1px solid black;" type="text" value=""/></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%; 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> |
|-----------------------------|--|

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> |
|--------------------------------|---|

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> |
|---------------------------------|--|

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 student information form with the following sections:

- Demographic Information:** Grade 12, Entry Dt: 08-16-2023, Track: 02, Orig Entry: 08-16-2023, Withdrawal Dt: --, Portal ID: boovSHvFaa. Name: JOHN JOE SMYTHE, Gen: M, Nickname: 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, Aggregate Race/Ethnicity: W - White. White: [x], Black/African American: [], Asian: [], American Indian/ Alaskan Native: [], Hawaiian/Pacific Isl: [].
- 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. Physical: 3066 FM 1699, Alamo City TX 28878. Attendance Zones: Campus, From Grd Lvl, Thru Grd Lvl (no rows).
- Student Indicators:** Eligibility Code: 1, Record Status: 1, Attribution Code: 00, NSLP: [], Campus ID Resid: --, Child Find: SPPI-11: [], Active Cd: 1 - Active, Child Find: SPPI-12: [], 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: [], Next Yr Camp: 001, CY Xfer Factor: [], NY Xfer Factor: [], CY Team Code: [], NY Team Code: [].
- Economic Disadvantage, Foster Care, Military Connected:** Each section contains a table with columns: Delete, Descriptor, Begin Date, End Date. Economic Disadvantage: 00, 07-24-2023, --. Foster Care: 0, 07-24-2023, --. Military Connected: 0, 07-24-2023, --.

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"/> |
| | First | Middle | Last |
| | | | <input type="text" value=""/> Generation <input type="checkbox"/> Exclude from reporting: |
| 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" value=""/> | 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"/> - <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> |
|-----------------------------|--|

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:

| 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 | 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-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> |
|-----------------------------|--|

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; background-color: #f0f0f0;"> <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; background-color: #f0f0f0;"> <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> |
|--------------------------|---|

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