



## **child\_find\_scenario2**



# Table of Contents



**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.

The screenshot shows a web form for student demographics. At the top, there is a 'Save' button and a 'Student Information' tab. The student's name is 'LIDDELL, ALICE H' and the school year is '2021-2022'. Below the name, there are fields for 'Texas Unique Student ID', 'Retrieve', and 'Directory'. The main section is titled 'DEMOGRAPHICS / ENROLLMENT' and contains two sub-sections: 'Demographic Information' and 'Enrollment Information'. The 'Demographic Information' section includes fields for Name (First: ALICE, Middle: H, Last: LIDDELL), Generation (dropdown), Exclude from reporting (checkbox), Sex (F), DOB (05-04-2015), SSN (463-65-9801), Texas Unique Stu ID, and checkboxes for White (checked), Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl. The 'Enrollment Information' section includes Grade (dropdown), Instructional Track, and Absences Within Timeframe (dropdown).

**Update data:**

Under **Demographic Information:**

<b>Name</b>	Type the student's first, middle, and last name. Select a generation code if applicable.
<b>Exclude from reporting</b>	Select to exclude a non-enrolled student from reporting.
<b>Sex</b>	Select the student's gender.
<b>DOB</b>	Type the student's date of birth (MM-DD-YYYY).
<b>SSN</b>	Type the student's nine-digit social security number.
<b>Texas Unique Stu ID</b>	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.
<b>Hispanic/Latino</b>	Select if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

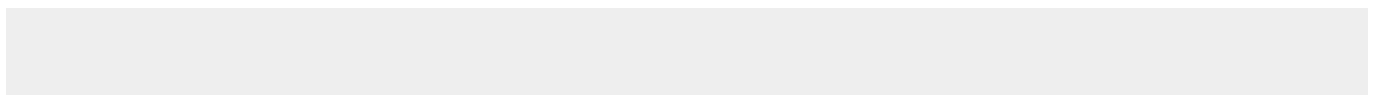
<b>Name</b>	Type the student's first, middle, and last name. Select a generation code if applicable.	
<b>Race</b>	One or more of the following options is selected, regardless of whether the student is <b>Hispanic/Latino</b> .	
	<b>White</b>	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.  TWEDS Data Element: WHITE-CODE (E1063) (Code table: C088)
	<b>Black/African American</b>	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)
	<b>Asian</b>	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)
	<b>American Indian/Alaskan Native</b>	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)
	<b>Hawaiian/Pacific Isl</b>	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**:

<b>Grade</b>	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.
<b>Instructional Track</b>	Disabled for non-enrolled students.
<b>Absences Within Timeframe</b>	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 'Student Information' for the 'School Year: 2021-2022' at 'Campus 001: 001 School'. A search window titled 'Child Find: SPPI-11' is open, with 'Campus ID' set to '001'. Below the search form is a table of student records. The 'Campus' column in the table is circled in red.

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	García	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	Uniqus 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	7	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	María		001		668898787	8545213213
	21	García	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>
<b>Child Find</b>	
Evaluation Campus Id:	<input type="text" value="101"/>
<b>Child Find Initial Evaluation</b>	
Consent to Evaluation Received Date:	<input type="text" value="02-18-2022"/>
Initial Evaluation Date:	<input type="text" value="02-21-2022"/>
<b>Child Find Eligibility Determination</b>	
Eligibility Determination (ED) Date:	<input type="text" value="03-04-2022"/>
	<input type="checkbox"/> SpEd Srvc Eligible/Enrolled
<b>Evaluation Delay</b>	
Evaluation Delay Reason:	<input type="text"/>
<b>Eligibility Delay Reason</b>	
Eligibility Delay Reason:	<input type="text"/>

**Update data:**

Under **Child Find:**

<b>Evaluation Campus ID</b>	<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:**

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

Click **Save**.

Under **Child Find Eligibility Determination:**

<b>Eligibility Determination (ED) Date</b>	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.
<b>SpEd Srvc Eligible/Enrolled</b>	Select if a student is eligible for, and enrolled in Special Education services after the <b>Eligibility Determination Date</b> .

Under **Evaluation Delay:**

<b>Evaluation Delay Reason</b>	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;"><b>Evaluation Delay</b></p> <p style="margin: 0;">Evaluation Delay Reason: <input style="width: 100%;" type="text"/></p> </div>
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Under **Eligibility Delay Reason:**

<b>Eligibility Delay Reason</b>	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;"><b>Eligibility Delay Reason</b></p> <p style="margin: 0;">Eligibility Delay Reason: <input style="width: 100%;" type="text"/></p> </div>
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Click **Save**.



## Back Cover