

**Questions and Answers on Data Collection  
State Performance Plan (SPP) 11  
Child Find  
(Compliance with Initial Evaluation Timelines)  
Revised July 2019**

**Questions and answers to new data collection elements:**

- 1. Will this new data collection be for data collection purposes only, or does it factor into accountability/compliance?**

The new data elements will not be used to determine whether the district<sup>1</sup> is compliant with SPP 11 and do not affect the calculation used to determine compliance. The additional data elements collected in SPP 11 (a., a.1, a.5, a.6, and a. 7) are specific to meeting the State's requirements in the April 23, 2018 corrective action response (CAR) only.

- 2. How do districts collect and document the new data elements in SPP 11?**

The district should make this determination locally and document it in local policy. TEA will not be providing a template or forms to districts to use in tracking the required information. Education Service Centers may assist districts in developing templates or tools for tracking required information.

- 3. Which students are counted in line a. for the current data collection year (July 1 through June 30)?**

Include the following:

- Any student aged 3-21 for whom a verbal or written request for a full and individual initial evaluation (FIIE) was received **and**
  - a prior written notice (meeting requirements in CFR §300.503) was provided to the parent, parental consent was obtained, the student was evaluated and **had their eligibility determined within the current data collection year**; or
  - a prior written notice (meeting requirements in CFR §300.503) was provided to the parent, parental consent was obtained, but the parent revoked consent to evaluate within the current data collection year; or
  - a prior written notice (meeting requirements in CFR §300.503) was provided to the parent, and the parent refuses to provide consent to evaluate within the current data collection year; or
  - a prior written notice (meeting requirements in CFR §300.503) was provided to the parent explaining why the LEA refuses to evaluate within the current data collection year, or
  - a prior written notice (meeting requirements in CFR §300.503) was provided to the parent, parental consent was obtained during the last data collection year, the evaluation process and/or the eligibility determination was completed within the current data collection year.

- 4. Which students are NOT counted in line a. for the current data collection year?**

Any student aged 3-21 for whom a verbal or written request for a full and individual initial evaluation (FIIE) was received, and the process is still ongoing or pending action for any reason. These students will be included in next year's collection. Some examples include:

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<sup>1</sup> The term District is inclusive of charter schools.

- a request was received less than 35 school days before the last instructional day of the school year, a prior written notice (meeting requirements in CFR §300.503) was provided to the parent, but the evaluation and the ARD committee eligibility determination **have not been completed**.
- a request was received at least 35 but less than 45 school days before the last instructional day of the school year, a prior written notice (meeting requirements in CFR §300.503) was provided to the parent, the FIIE was completed and provided to the parent by June 30, but the ARD committee **has not met** to consider the evaluation to determine eligibility.

**5. How many times can a student be counted in line a. in a single collection year?**

This indicator measures the number of students, not the number of requests. Any student aged 3-21 for whom a verbal or written request for a full and individual initial evaluation (FIIE) was received (prior written notice must be provided in each request and in compliance with CFR §300.503) is included only once in a. regardless of how many times a request and prior written notice is given.

**6. Which students are counted in a.1 and how many times can a student be counted in a single collection year?**

Any student counted in a. for whom a parent or a teacher asserts verbally or in writing, either during the referral or the evaluation process, that the student should have been **referred** in prior school years is counted only once in a.1.

**7. What is the definition of each type of additional services listed in a.6?**

The definitions for related services, supplementary aids and services, program modifications, and support personnel are consistent with the requirements under with 34 CFR §300.34(a) and §300.320(a)(4). These and other definitions can be found in the [SPP 11 Instructions for Entering Data](#) Glossary.

**8. What is meant by additional services (a.6) and timeline to implement services (a.7)?**

“Additional services” mean the services the admission, review, and dismissal (ARD) committee determines necessary to accommodate for any missed services taking into consideration supports and services previously provided to the student.

“Timelines for implementation” refers to the duration of the additional services as determined by the ARD committee. For this data collection the options for reporting are “a.7.i. Up to six months”, and “a.7. ii. More than six months, up to one year”.

(a.6 and a.7 apply only to students for whom the ARD committee determines additional services are needed.)

**9. Can a student can count more than once under a.6 and a.7?**

Students can be counted in multiple additional service types indicated in a.6. However, students who are counted in multiple categories of additional services in a.6. are only counted once in either a.7.i, or a.7. ii. Districts should select the longest timeline in which one or more additional service for implementation is documented in the IEP. If the ARD committee did not determine the need for additional services, then a.6 and a.7 are not applicable.

## Questions and answers to original data collection elements:

10. **Do I include students in row a.2 (formerly row a), who have written consent to evaluate, but after giving permission for evaluation the parents did not cooperate with the district and the eligibility process was not completed?**

Students for whom the evaluation process was not completed, therefore eligibility was not determined, **SHOULD NOT** be included in the data collection for SPP 11. Districts must keep a detailed record of attempts at the local level

11. **What constitutes detailed records?**

Detailed records may include comprehensive records of phone calls or attempts along with the results of those attempts and calls, copies of correspondence sent to parents and any responses received, records of visits made to the parent's home or place of employment. The results of those visits should be collected as circumstances warrant. §300.322(d)(1)(2)(3)

12. **Can a student be counted in a.2 (formerly a.) more than once in a single reporting school year?**

No. This indicator measures the number of students, not the number of consents or evaluations. Students for whom request(s) for evaluation is made and not evaluated due to revocation of consent by the parent or adult student are not included in the SPP data collection.

13. **Where do I include students for whom the parents repeated failure or refusal to produce the student for evaluation caused the evaluation process to be delayed but completed outside of the state established timeline? Is the district or charter school counted as out of compliance?**

If the district has made every attempt to meet the timeline and has a detailed record that the parent's actions caused the delay in meeting the timeline, then this student would be included in row b. and the district is considered in compliance.

14. **Do I include a student in which the process has begun, but the student moves to another district or charter school?**

No, the student would not be included in your district's SPP 11 report. However, report any students that enroll in your district after the timeline has begun and prior to eligibility determination by another district. Your district must be making sufficient progress to ensure a prompt completion of the evaluation and the district and the parent must agree to a specific time when the evaluation will be completed. §300.301(d)(2)(e). The district holding the ARD committee meeting should count this student in row a.2 (formerly row a). and in compliance in rows b. and c.

15. **If a student is in special education receiving speech and is referred for another suspected disability for additional testing by the ARD committee, would the student need to be reported in the data collection for SPP 11?**

No. The **initial evaluation** process was completed when the ARD committee determined that the student was a student with a speech disability, eligible for speech services, and developed the student's individualized education program (IEP).

16. **If consent to evaluate was signed in the current school year and the evaluation and eligibility determination process was completed within the timeline before June 30, but the ARD committee meeting determined services would begin in August or the start of the new school year, would this student be reported in the current data collection?**

Yes, report any student who was evaluated, and eligibility determined between July 1 and June 30 of the current school year.

If the process (evaluation and eligibility determination – made by the ARD committee) is not completed by June 30 of the current school year, the student would NOT be reported in the current data collection but would be included in the following year's collection.

**17. Must reason codes listed in e.1. – e.6. equal the number of students listed in d.?**

The number in e. (totaled from e.1. – e.6.) must equal the total of d.

Discrepancies in totals for this section will result in a warning message (in red) to the right of the corresponding input field. Clear all warnings before saving.

**18. A student is evaluated and determined not eligible in a previous school year, and subsequently no services were provided. In the following school year, consent for evaluation is obtained and an ARD determines the student is eligible. Is this student reported in SPP 11?**

Yes. This would be considered an initial evaluation in both years for the purposes of reporting in SPP 11.

**19. Do I report in SPP 11 a student who was served in Part C/early childhood intervention (ECI) and reported in SPP 12<sup>2</sup>?**

No. This student would be reported in SPP 12 only.

**When a student transfers from a school district in another state<sup>3</sup> and the new school district determines that an evaluation is necessary, is this considered a full individual initial evaluation?**

Yes. This student would be counted in SPP 11.

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<sup>2</sup> For Federal Reporting requirements, counts in SPP Indicators 11 and 12 will be counted separately in each Indicator.

<sup>3</sup> 19 TAC §89.1050(j)(2)