

## Data Integrity Checklist

Local education agencies (LEAs) are required to provide valid and reliable data that reflect the measurement for State Performance Plan Indicator 13 (SPPI 13). This requirement is a factor in the annual LEA determination processes and federal determination process for the State. This Data Integrity Checklist has been developed to assist LEAs prior to the certification of their data.

**When the LEA certifies their data in the SPPI 13 Texas Education Agency Login (TEAL) application, it assures the Texas Education Agency (TEA) that the LEA understands and agrees the submission of information constitutes certification that data are accurate and meets the reporting requirements outlined by TEA's Division of Special Education Program Reporting.**

### Data Integrity Checklist

- Did you follow the data collection requirements including criteria for data collection and sampling procedures outlined in the instructions?
- Did you follow the SPPI 13 Data Collection Checklist and corresponding SPPI 13 Data Collection Guidance document when collecting student data?
- Did you review the FAQ for this indicator?
- Did you review the previous year's submission to determine whether the current year's submission data are accurate according to the sampling plan? If not, do you have an explanation or current documentation?
- Have you checked with the campus Public Education Information Management System (PEIMS) coordinator to ensure the student is enrolled in the correct LEA and campus?
- Did you document and maintain within the LEA all checklists and data collection procedures for audit purposes?
- If you are reporting noncompliance, are you aware of the issues causing the noncompliance that is not the result of not following instructions?

### Technical Assistance

When in doubt, read the instructions, review the guidance on the [SPPI 13: Secondary Transition](#) website, and/or contact your Education Service Center (ESC) prior to certifying the integrity of data.