

ACTION  
REQUIRED

March 5, 2018

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Required *RF Tracker* Data Collection for Districts with Residential Care and Treatment Facilities within Their Geographic Boundaries and/or Jurisdiction

The purpose of this letter is to notify local education agencies (LEAs) of timelines related to the required collection of data for students with disabilities who reside in residential care and treatment facilities (RFs) within the geographic boundaries or jurisdiction of a district. In a Texas Education Agency (TEA) letter dated October 12, 2017, districts were informed that, during the 2017-2018 program year, districts would continue to use the *RF Tracker* data collection system to enter data from RF districts. **Districts must complete the 2017-2018 data collection no later than June 11, 2018.**

LEAs that are required to complete the data collection can request access to the *RF Tracker* application through the Texas Education Agency Login (TEAL) by completing an on-line request form. Instructions for establishing access are available on the TEA website at <http://tea.texas.gov/index4.aspx?id=25769818165>. LEA users who work within a shared services arrangement (SSA) and need access to the application on behalf of more than one LEA must submit a PDF application. The SSA application can be downloaded from the TEA website link referenced above. Once TEAL access has been established, the *RF Tracker* application can be accessed at the following link: <https://tealprod.tea.state.tx.us/>. LEAs that need additional information about TEAL access can contact their education service center (ESC) monitoring contact and/or may review the document titled, [Help for Educator Account Setup](#), on the TEAL Login page.

For those districts with residential care and treatment facilities within their boundaries or jurisdiction, in which students with disabilities have resided during the 2017-2018 school year, the due date for the completion of the *RF Tracker* data collection is **June 11, 2018**. However, the end-of-year date for districts reporting that students with disabilities reside in an RF is **on or before May 11, 2018**. Additional guidance regarding completion of the *RF Tracker* data collection, including an *RF Tracker Guidance Document* and a *Helpful Hints* document that provides information on data documentation, data definitions, and use of the system, is available under the Special Education-Residential Facilities Monitoring website at <http://tea.texas.gov/pmi/SPEDRFmonitoring/>.

If you need assistance completing the *RF Tracker* data collection, please communicate with your ESC monitoring or special education contact at the phone numbers available from the TEA website at [http://www.tea.state.tx.us/regional\\_services/esc/](http://www.tea.state.tx.us/regional_services/esc/), or you may contact the Division of School Improvement at [Sldivision@tea.texas.gov](mailto:Sldivision@tea.texas.gov) or (512) 463-5226.

To the Administrator Addressed  
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We appreciate your ongoing assistance with the *RF Tracker* data collection process. If you have questions regarding the content of this letter, please contact the Division of School Improvement at (512) 463-5226 or by email at [Sldivision@tea.texas.gov](mailto:Sldivision@tea.texas.gov).

Sincerely,

C. Lizette Ridgeway  
Director, Division of School Improvement

cc: ESC Executive Directors  
ESC Special Education and RF Monitoring Contacts