Residential Facility (RF) Tracker

Guidance Document

Texas Education Agency
Program Monitoring and Interventions

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Residential Facility (RF) Tracker

System Overview

Purpose of the application

Under 19 Texas Administrative Code (TAC) §97.1072, the Texas Education Agency (TEA) will continue to collect data related to students with disabilities who reside in residential facilities (RFs) within the geographic boundaries and/or jurisdiction of the LEA. The required data collection will include facility and student information related to the provision of special education and related services to students with disabilities who reside in RFs within an LEA's boundaries. Each district or charter with an RF within its boundaries or jurisdiction in which students with disabilities reside **must** complete the data collection. Other LEAs are not required to complete the data collection. The data collected through the *RF Tracker* system will be one of several selection factors used by the TEA in making certain determinations related to the selection of LEAs for monitoring interventions under the RF monitoring system.

Each district or charter with a residential care and treatment facility within its boundaries or jurisdiction **must** complete the first data collection and the end of year data collection by the specified timeline as set by the agency.

Areas of Data Collection

District

For the purposes of this system, a district is defined as a traditional school district or charter school. Information will be collected for each district that serves students with disabilities who reside in residential facilities within the geographic boundaries and/or jurisdiction of the district.

Residential Facility

For purposes of reporting and monitoring in the RF monitoring system, a residential facility:

- provides 24-hour custody or care of a student 22 years of age or younger if the student resides in the facility for detention, treatment, foster care, or any non-educational purpose; and
- does not include traditional foster homes licensed by the Department of Family and Protective Services as Foster Family Homes (Independent).

Information will be collected for each residential facility that is located within the geographic boundaries or jurisdiction of the LEA. There is no limit to the number of facilities that can be added to the system.

Student

Information will be collected for each student with a disability who resides in an RF and who is enrolled by the LEA. LEAs will be required to report on RF students in the fall and spring of each school year and/or upon the enrollment and withdrawal of a student with disabilities in a residential facility within the boundaries of an LEA. These specific reporting periods are called "Events" in the system. See *Attachment A: Understanding Events in RF Tracker* to review definitions and scenarios of these events.

Yearly Data Rollover

Before the start of each school year, information entered into RF Tracker from the previous year will be "rolled over" to serve as a starting point for the new school year. As a result, districts should not need to re-enter information for any facilities and/or students that was previously entered in the system. However, LEAs will need to update existing data to reflect current school year information, and/or enter or delete records for additional facilities or RF students.

Security

Due to the confidential information being stored in *RF Tracker*, the system implements several security measures to ensure that the information is transmitted safely. Every user of the system must apply for a TEASE (Texas Education Agency Secure Environment) account that authorizes him/her as a valid user of the system. These TEASE accounts dictate for which district(s) a user is allowed to view and enter data. To apply for a TEASE account, go to http://www.tea.state.tx.us/pmi.

Navigation

RF Tracker offers several ways to navigate the system. Each method provides the user simple ways to locate the proper data entry screen.

Menu Bar

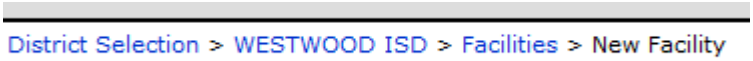


Overview:

The Menu Bar is a list of headings that link the user to the main areas of data entry. The menu bar displays at the top of every page throughout the application and provides navigation to the main areas of data entry for district, facility, and student information.

To navigate the system using the menu bar:
Click on a menu item to navigate to that area of the application.

Breadcrumb Trail

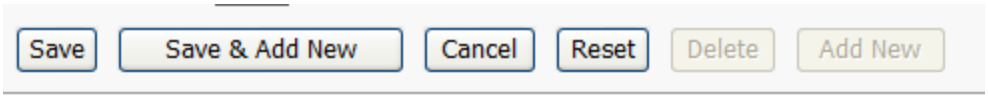


Overview

In Web design a breadcrumb is the part of the navigation that shows you where you are within the context of the application. This application's breadcrumb trail defines both the current location within the application hierarchy as well as the path a user has taken. Breadcrumbs allow users to backtrack and to move up the hierarchy.

To navigate the system using the breadcrumbs:
View the progression of the breadcrumb trail to determine the path taken to the current page or click on a breadcrumb link to navigate to that specific page.

Buttons



Overview:

Buttons within this application provide navigation to other pages as well as initiate specific actions. For the most part, buttons with nouns as the button label indicate that the user will be taken to the identified page. Buttons with verbs as the label indicate that the action described on the button will be performed by the system. Disabled buttons appear "grayed out" and cannot be clicked to initiate an action.

Button Actions:
Save – Save the data on a given page.
Save & Add New – Save the data on a given page and clear the screen to add a new record.
Cancel – Disregard data on a page and return the user to the previous page.
Reset – Clear and do not save information entered on a page.
Delete – Delete a selected record from the system.
Add New – Add a new record.
Edit – Navigate to selected page and allow modifications.

Helpful Hints

Order of Data Entry
It is recommended that items in the system be entered in the following order: district information, residential facility information, and then student information.

School Year Selection
A new school year selection control allows the user to choose either the current school year or a historical (locked) year. The control is displayed on most screens, but it can only be changed on the District Selection screen. When viewing historical years, all editing functionality (add, edit, delete) is disabled.

Web Application Features
This application will “time-out” after 20 minutes of inactivity. This precaution is a standard web application procedure that prevents data from being exposed unnecessarily and helps allocate web server resources. As a best practice, users of this system should complete the data entry for each page and click “Save” before disengaging the system. Additionally, users should always exit the system using the “Exit” link located at the top right corner of the screen.

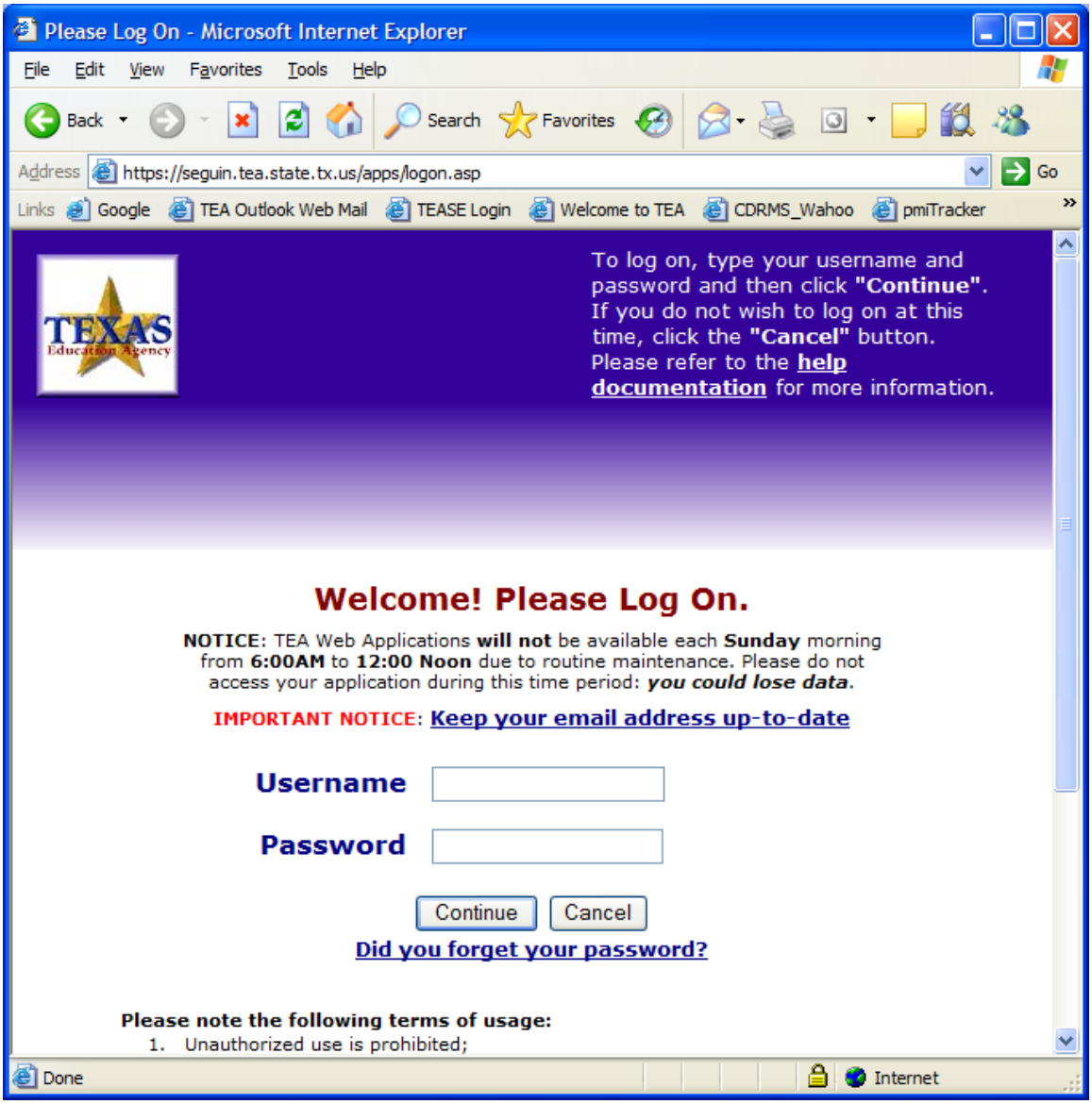
Calendar Control
To facilitate data entry of date fields, the system provides a calendar control that can be accessed by clicking the  icon which appears to the right of text fields that require dates. This action will open a popup window with a navigable calendar. Select the appropriate date on the calendar to populate the text field with the chosen date.

Validation
A confirmation or invalid input summary box appears at the top of the pages when information is saved. These summaries will inform the user whether the save was successful or whether there were input errors. All input errors must be corrected before the page can be saved.

Accessing the System

To access *RF Tracker*, district users must first establish TEASE permissions by making an electronic request at: http://www.tea.state.tx.us/index2.aspx?id=2684. This page will provide directions for existing TEASE users and those who are requesting TEASE access for the first time. For either scenario, the requestor will need to select "Residential Facility Tracking Application" from the application list. Districts that need additional information about the TEASE access form or environment can review frequently asked questions at the following link on the TEA website: http://ritter.tea.state.tx.us/webappaccess/info-tease.htm.

Logging on to TEASE



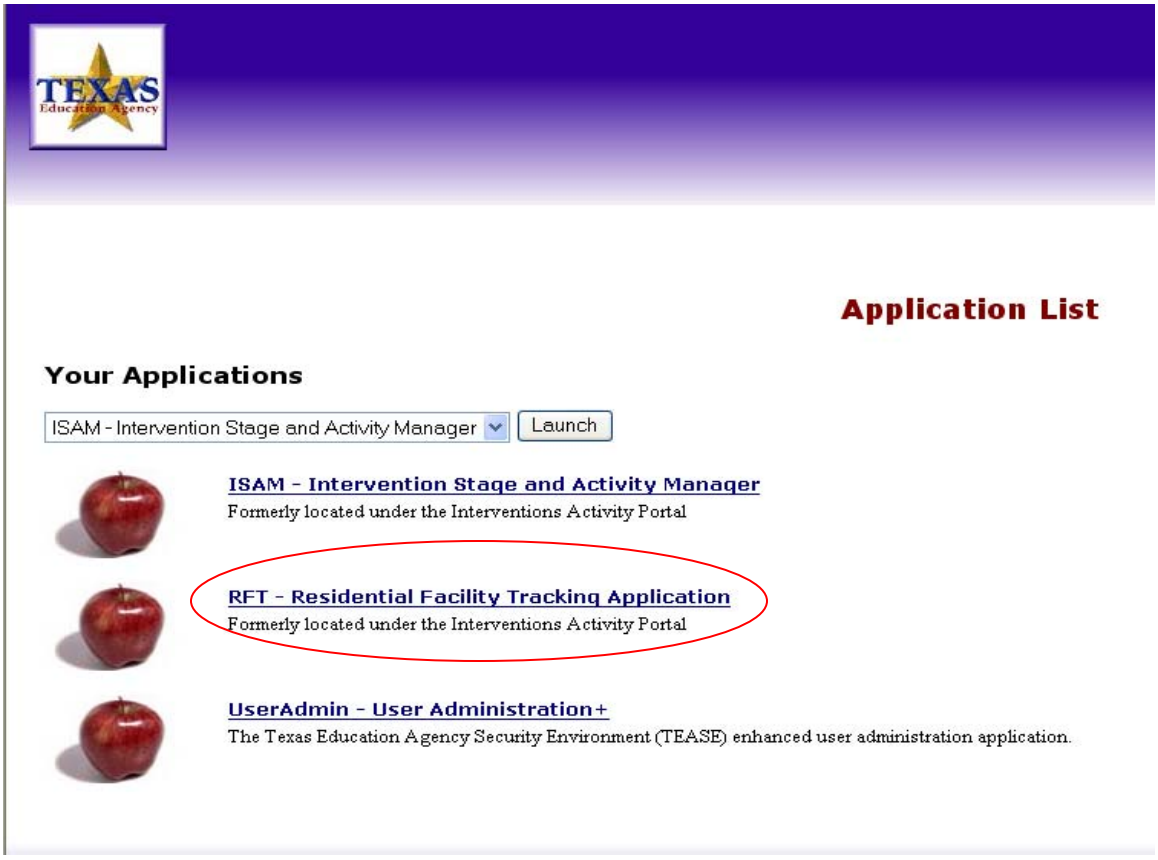
Overview:

Users must log on to TEASE using their assigned TEASE username and password in order to access the *RF Tracker* application.

To log on to TEASE:

Open a web browser and go to https://seguin.tea.state.tx.us/apps/logon.asp.
Enter the assigned TEASE username.
Enter the associated password.
Click "Continue".

Selecting the Interventions Application from the Application List

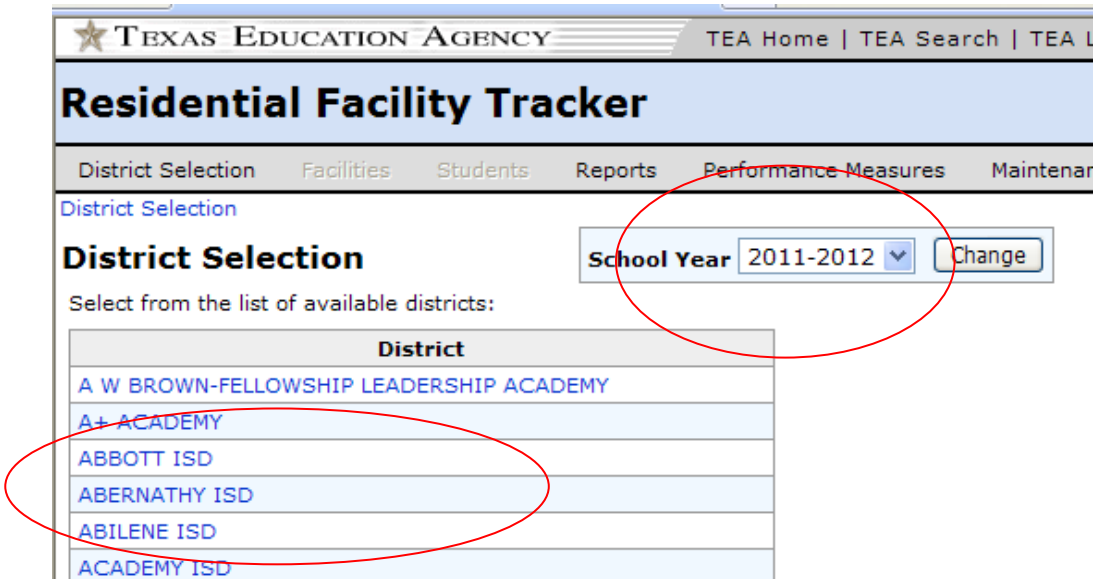


Overview:

A user's TEASE account may provide access to more than one TEASE application. A list of the available applications will display on the Application List after the user has successfully logged on to TEASE. The RF Tracker application link is circled in red above. The *RF Tracker* application will launch in the same browser window.

Entering District Information

Selecting a District



Overview:

The District Selection screen is the point of entry for the system. The screen displays a list of districts that are available to the user. The list of districts is determined by the privileges assigned to the user through TEASE. The user will select the district for which residential facility and student information will be entered. Additionally, the screen displays a School Year dropdown list that defaults to the current school year but offers the user the ability to view data from previous school year.

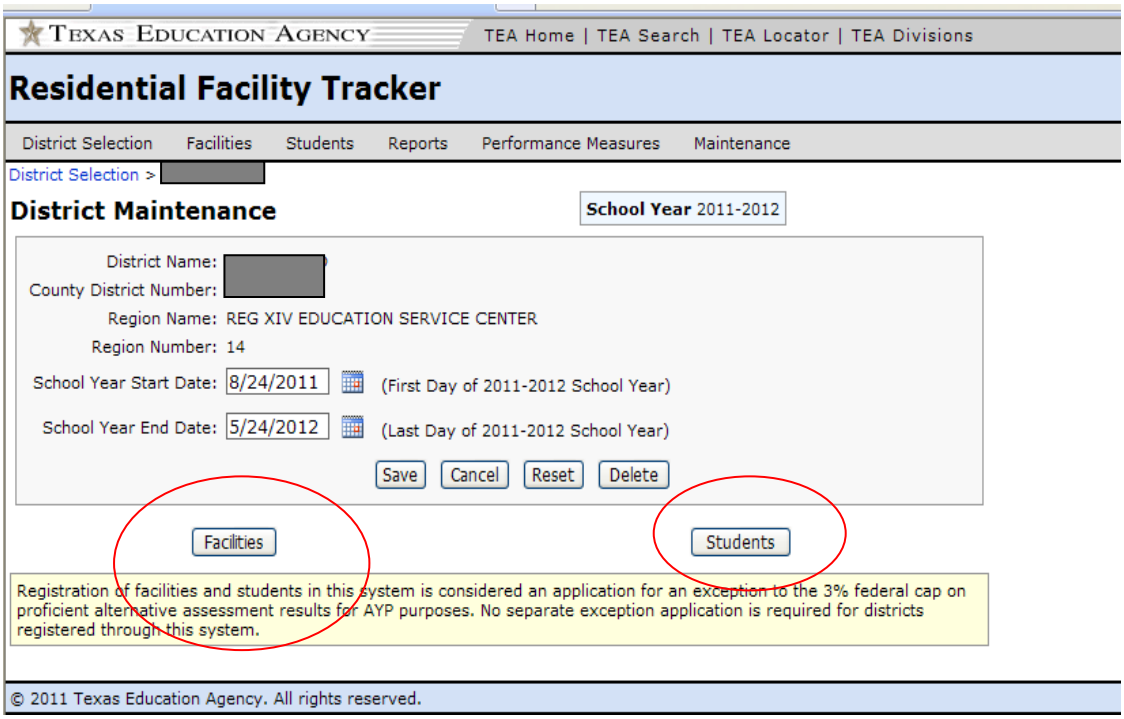
To change the school year from the current year (default):

Choose the school year from the dropdown list.
Click “Change” next to the school year.

To select a district for editing:

Click the district name to add or edit information.

District Maintenance



Overview:

The District Maintenance screen is the starting point for entering data for a specific district. It collects high-level district information and provides navigational buttons that direct the user to data entry screens for residential facilities, staff members, and students.

To enter/edit required district information:

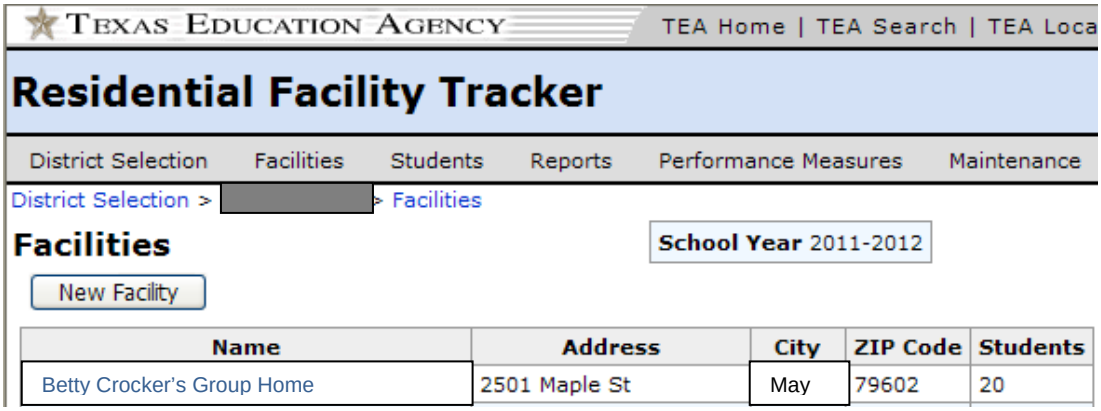
Enter the School Year Start Date.
Enter the School Year End Date.
Click “Save” to save the information.

To navigate to other areas of data entry:

Click “Facilities” to enter/edit residential facility information.
Click “Students” to enter/edit RF student information.

Entering Facility Information

Facility Summary Page



Overview:

The Facilities summary page provides a button to allow the user to add new facilities to a list of RFs within the district's geographic boundaries and/or jurisdiction. Each existing facility may be modified by clicking the name of the facility.

To enter a new residential facility:

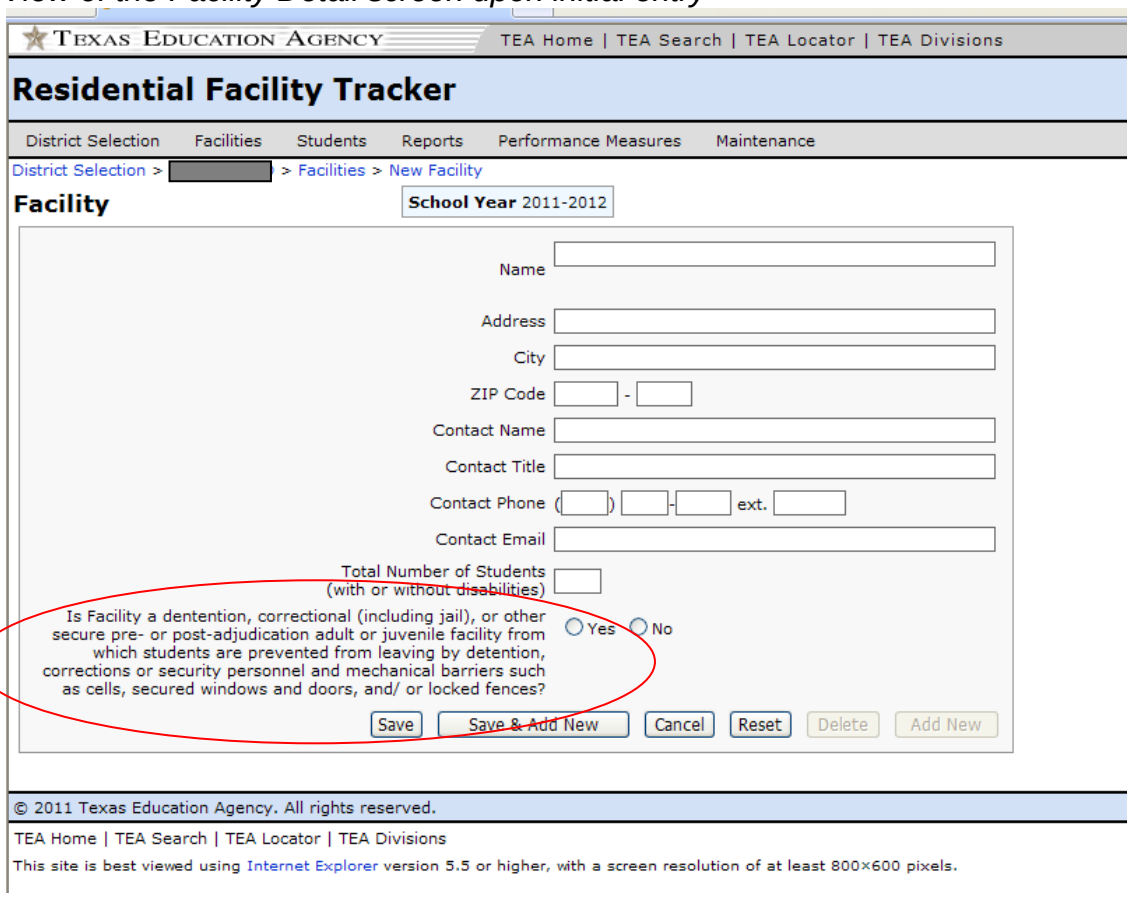
Click "New Facility" to enter data for a residential facility that has not yet been added to the system.

To edit information for an existing facility:

Click the name of the facility to modify information that has been added to the system previously.

Adding a Facility

View of the Facility Detail screen upon initial entry



Overview:

The Facility detail screen allows the user to enter specific data about a residential facility.

To enter information for a facility:

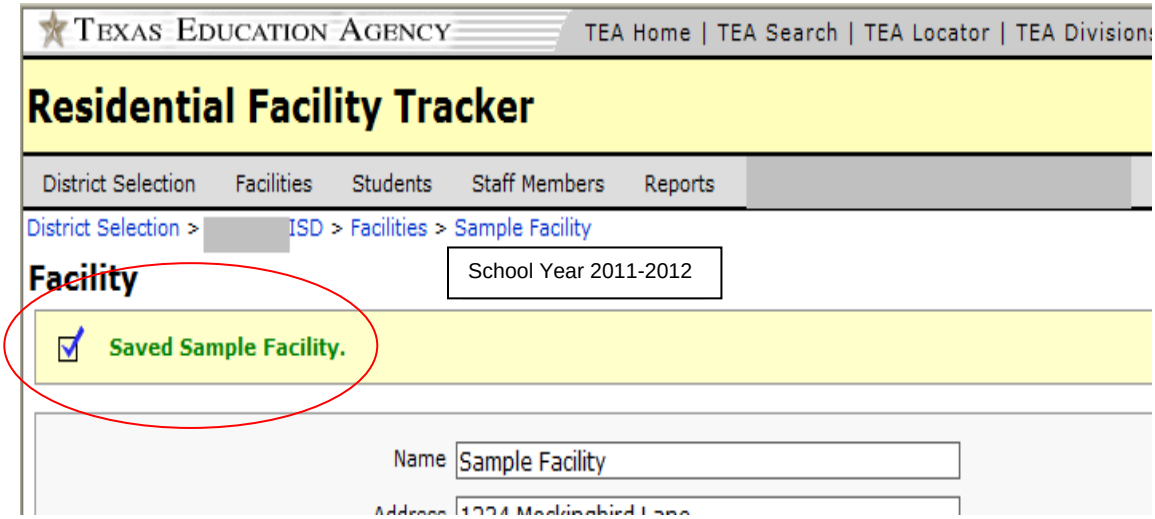
Enter the Name of the facility.
Enter the Address of the facility.
Enter the Zip Code of the facility.
Enter the Contact Name for the facility.
Enter the Contact Title of the contact.
Enter the Contact Phone Number of the contact.
Enter the Email Address of the contact.
Enter the Total Number of Students (with or without disabilities) residing in the facility.
Choose if Facility is a Detention/Correctional Facility. The facility may be any facility that meets the last part of the definition--"*students are prevented from leaving by detention, corrections or security personnel and mechanical barriers such as cells, secured windows and doors, and/or locked fences.*
Click "Save" to save the information or click "Save & Add New" to save the information and clear the screen to add another facility.

To delete a facility:

At the start of the year, an LEA may need to delete a facility that no longer is part of the district. A facility may be deleted only if it does not serve RF students at any time during the current school year. In this circumstance, the district should:

Ensure that no student events, for the current school year, are associated with the facility to be deleted.
Click the Delete button on the Facility page of the facility to be deleted.
If a facility is deleted in error, it may be re-added as if it was a new facility as described above.

View of the Facility Detail screen after saving information

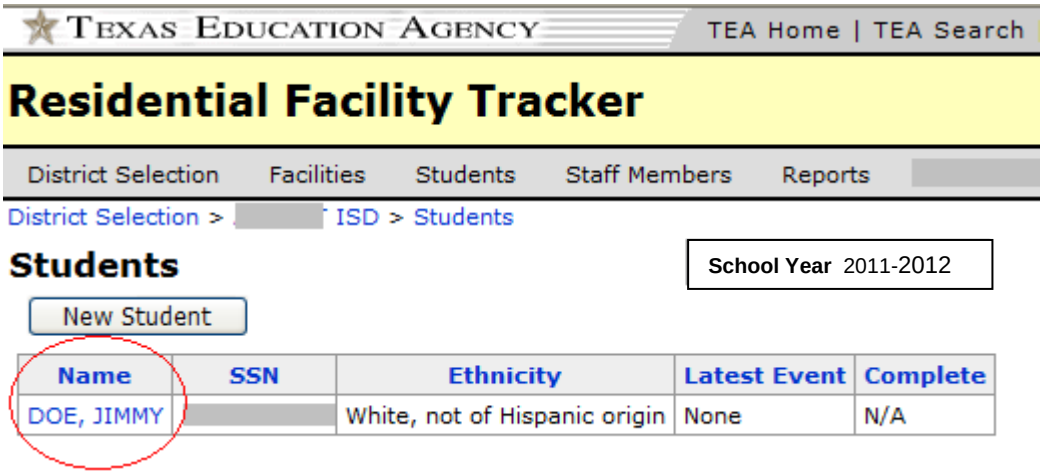


Overview:

A validation summary will appear at the top of the screen to notify the user of a successful save. Additionally, an error message will notify the user of any errors or incomplete information. Upon a successful save, the user may choose to modify or delete the existing record, add a new facility to the list, or navigate to another area of the application.

Entering Student Information

Student – Summary Screen



Overview:

The Student summary screen provides a button to allow the user to add students to a list of RF students. Each existing student record may be modified by clicking the name of the student.

To enter a new student record:

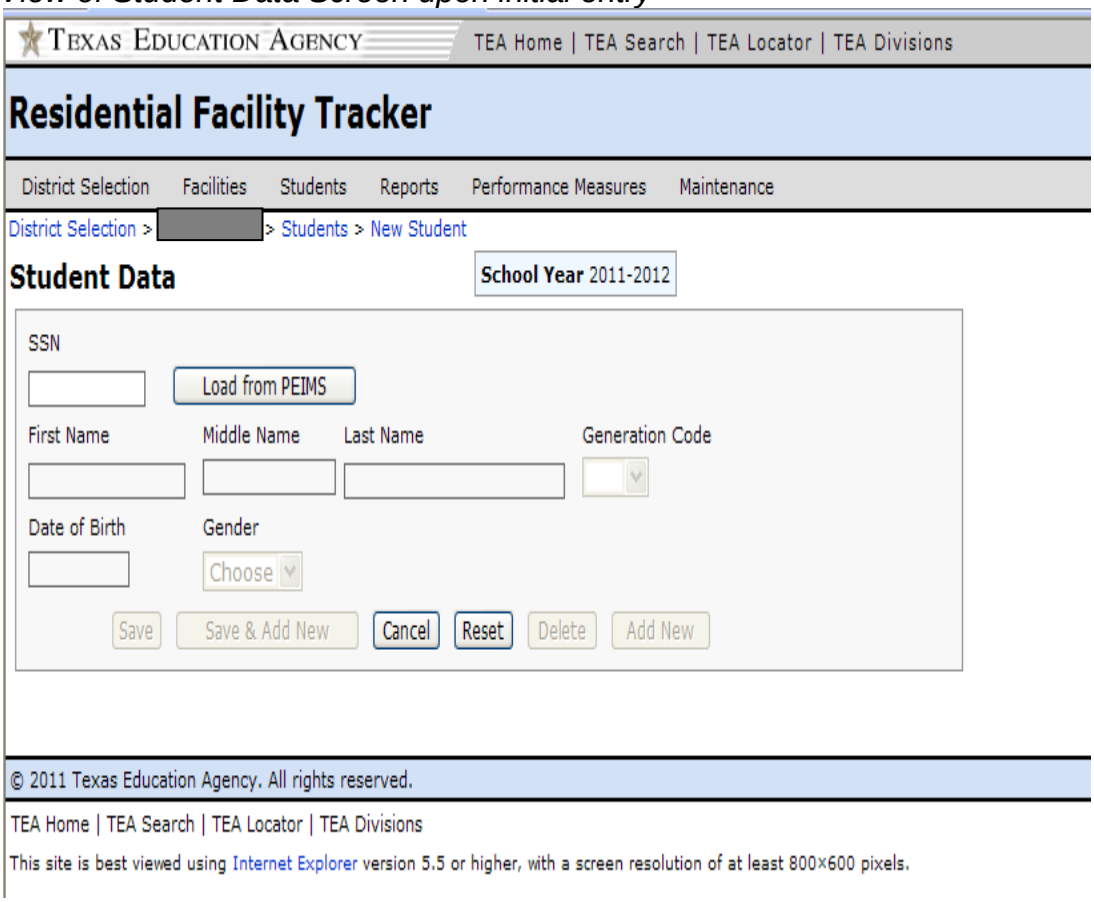
Click “New Student” to enter data for a new student.

To edit information for an existing student:

Click the student name to modify information for an existing student.

Adding a Student

View of Student Data Screen upon initial entry



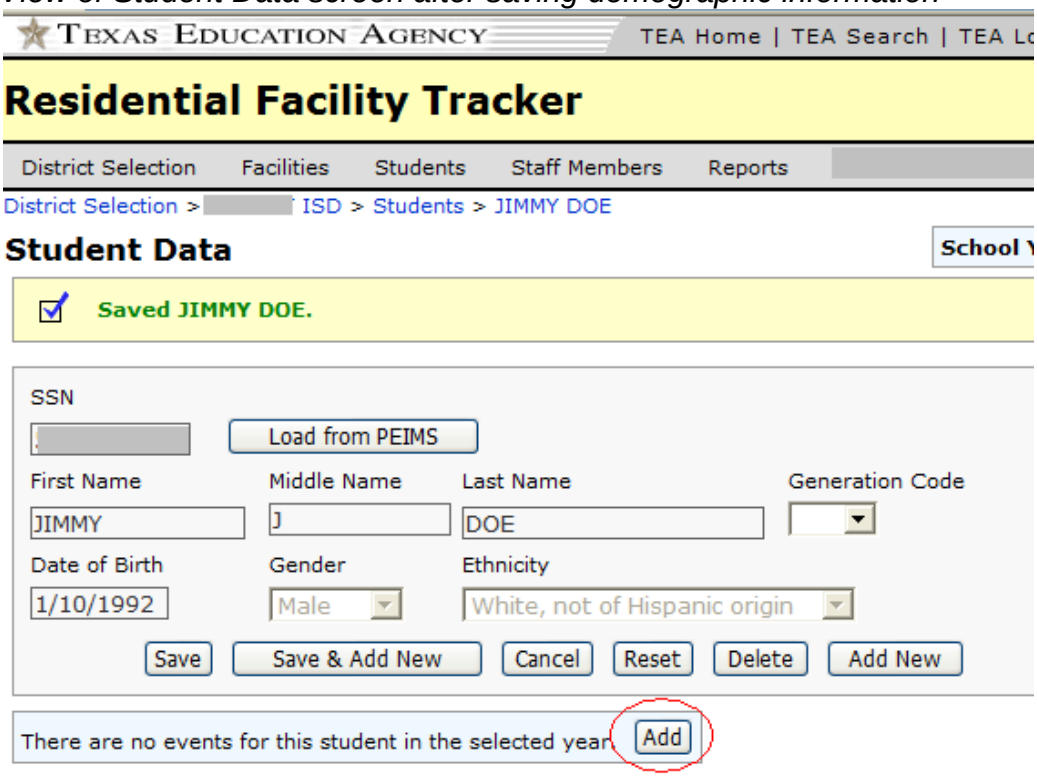
Overview:

The Student Data detail screen allows the user to enter data pertaining to a specific RF student. This page requires the user to look up student demographic information from PEIMS. After entering the student's social security number in the textbox labeled 'SSN', the user will click the "Load from PEIMS" button, and the system will attempt to find a matching record in PEIMS. If a record is found, the appropriate information will be loaded on to the page. If there is no matching record in PEIMS, a message stating that there is no match will display at the top of the screen, and the user can manually enter the information requested. The user will not be allowed to enter information manually if there is a matching record found in PEIMS.

To enter data for a RF student:

1. Enter the RF student's SSN.
2. Click the "Load from PEIMS" button to search for information in PEIMS.
3. If a matching record is found, the information will be loaded on to the screen and cannot be edited (skip to step #11). If there is no matching record found, go to step #4.
4. Enter the RF student's First Name.
5. Enter the RF student's Middle Name (if applicable).
6. Enter the RF student's Last Name.
7. Pick the RF student's Generation Code from the dropdown list (if applicable).
8. Enter the RF student's Date of Birth or click on the calendar icon to select the date of birth.
9. Pick the RF student's Gender from the dropdown list.
10. Pick the RF student's Ethnicity from the dropdown list.
11. Click "Save" or "Save and Add New".

View of Student Data screen after saving demographic information



Overview:

Once the student's demographic information has been loaded from PEIMS or added manually, the user can click "Save" or "Save & Add New" to save the student information. When the demographic information has been saved successfully, the user can create specific student events that will allow entry of additional student information by accessing the "Add" button located in the Event grid.

To create a new event and enter required information for the student:
Click the "Add" button located in the Event grid.

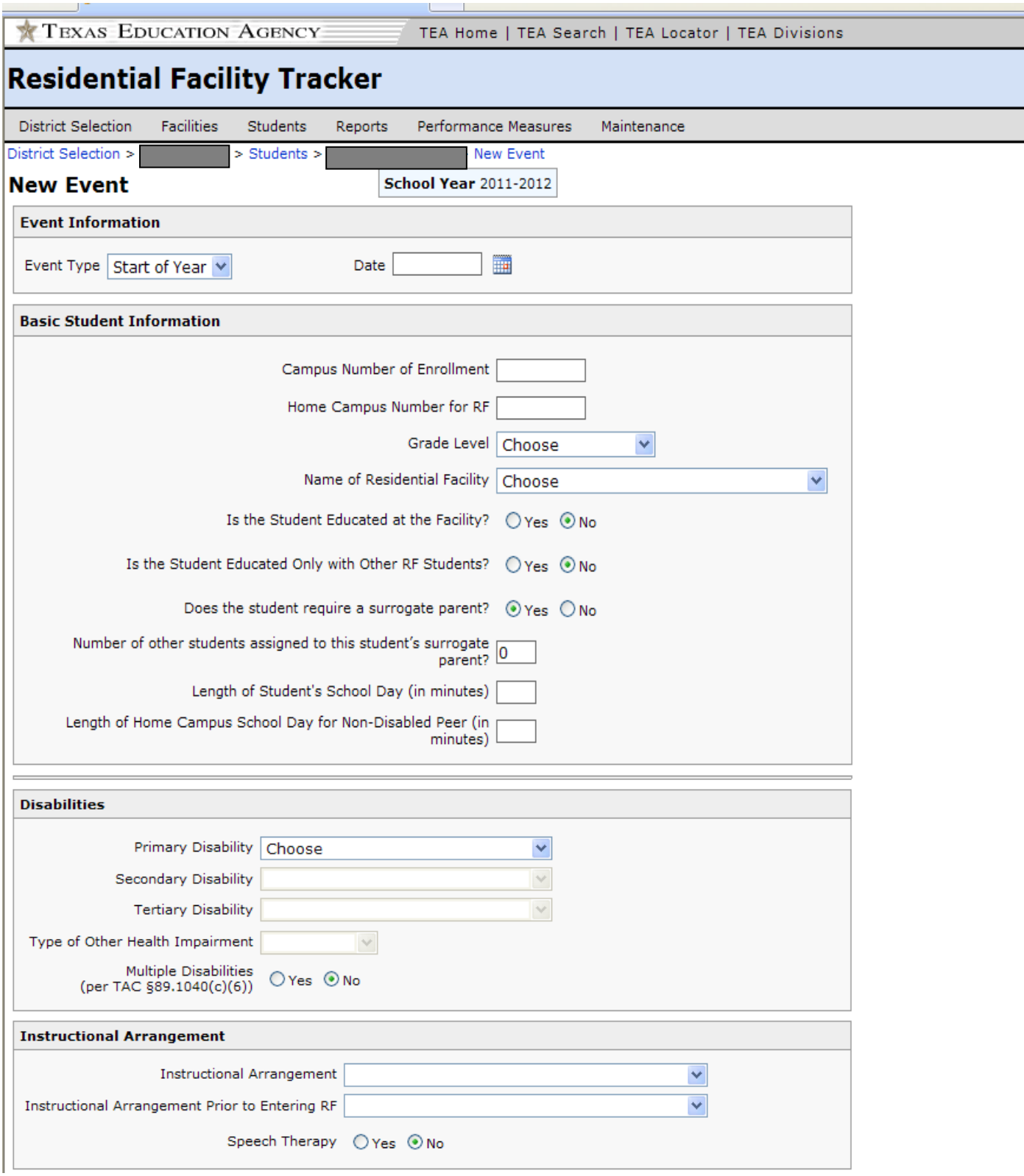
To edit required information for an existing event:
Click the "Edit" button located next to the event for which information will be changed.
(Note: an event must be created before the "Edit" button is available)

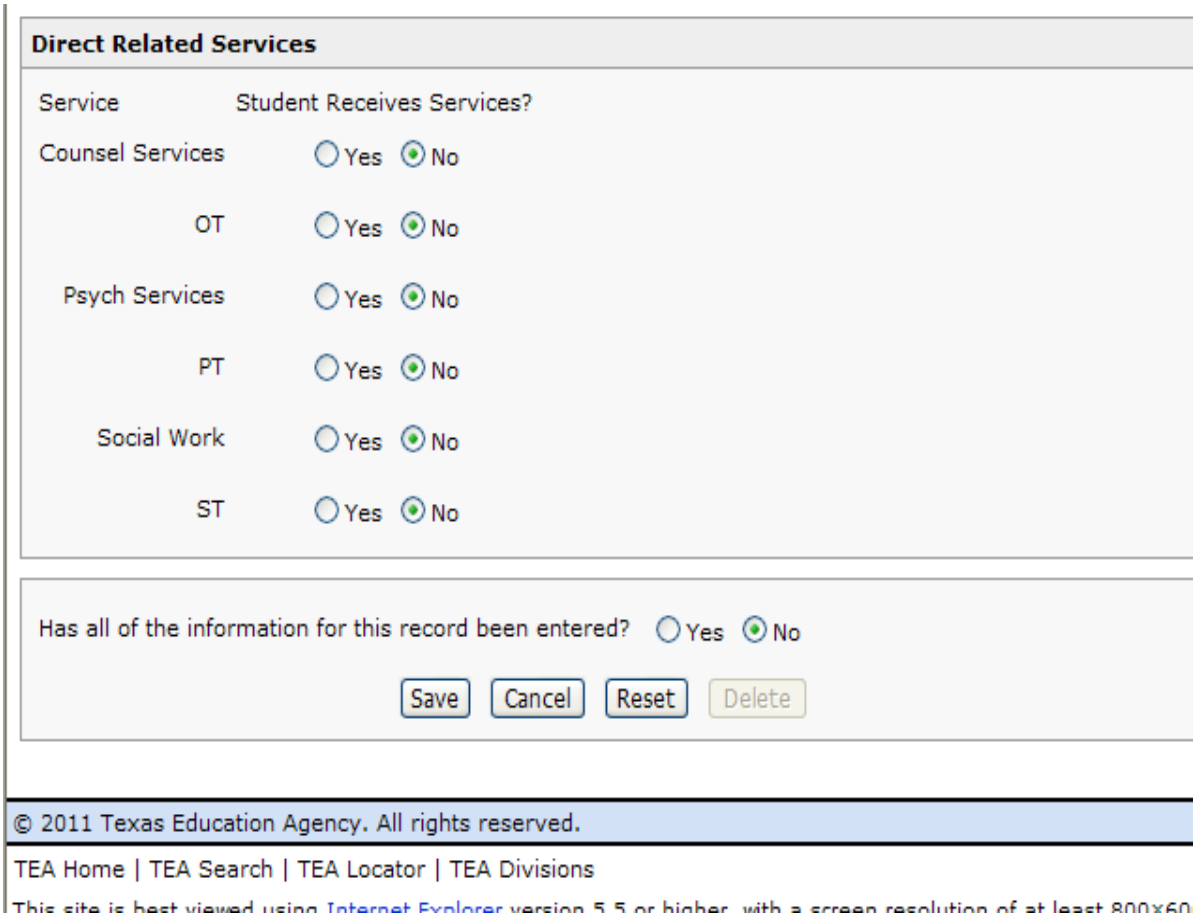
To edit demographic information for the student:
Edit the information in the text boxes and/or change dropdown list selections.
Click "Save" or "Save & Add New".
(Note: The user cannot edit information that has been loaded from PEIMS.)

To delete a student:
Click on the "Delete" button on this page.
This should only occur for students who were never served at the Residential Facility during the current school year. Most frequently, this is the result of students rolling over from the previous year in RF Tracker, but not actually returning to the district for the current school year.

Creating a new event and adding required information for a student

View of Student Details screen





Overview:

The student detail screen allows the user to establish student events and enter information about a student including basic, the need for a surrogate parent, disability, instructional arrangements, and direct related services at the time of the event.

To enter event information:

Choose the appropriate event type for the student.
Enter the corresponding date for the event.

To enter basic student information:

Enter Campus Number of Enrollment.
Enter Home Campus Number for the RF.
(The first six digits for Home Campus and Campus Number of Enrollment represent the County District Number of the selected LEA. In most cases, the first 6 digits of the Home Campus should match the first 6 digits of the Campus of Enrollment. Shared Services Arrangements (SSAs) are the most common reason that the first 6 digits of the campus number might not match.)
Enter Grade Level.
Choose Name of Residential Facility. (The list is populated from the facilities entered on the Facilities data entry screen).
Select if Student is Educated at the Facility.
Select if Student is Educated Only with Other RF Students.
Select if Student requires a surrogate parent.
Enter the number of other students assigned to the surrogate parent.
Enter Length of Student's School Day (in minutes).
Enter the length of the traditional Home Campus School Day for Non-Disabled Peer (in minutes).

To enter disability information:
Enter the student's Primary Disability.
Enter the student's Secondary Disability (if applicable).
Enter the student's Tertiary Disability (if applicable).
Select the student's Type of Other Health Impairment (if applicable).
Select if the student meets the definition of "Multiple Disabilities".
Enter the student's Primary Disability at the time of the previous year's state assessment (Note: this field only appears on Withdrawal and End of Year events)

To enter instructional arrangement information:
Select the student's Instructional Arrangement. (Note: if the student only has a speech impairment, no Instructional Arrangement will not be entered.)
Select the student's Instructional Arrangement prior to entering the RF.
Select if the student received speech therapy services (Secondary Instructional Arrangement (00)).

To enter direct related services information:
For each service represented, select if the Student Receives the Service.

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To save student information:
Click "Save" at the bottom of the screen.

To indicate all information has been entered and the record is complete:
Select "yes" next to the question asking if all information has been entered.

Student Dropdown List Values

Generation Code
Jr.
Sr.
II
III
IV
V
VI
VII
VIII

Gender
Female
Male

Ethnicity
Amer Indian or Alaskan Native
Asian or Pacific Islander
Black, not of Hispanic origin
Hispanic
White, not of Hispanic origin

Grade Level
Early Education
Pre-Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8
Grade 9
Grade 10
Grade 11
Grade 12

Primary/Secondary/Tertiary Disability, Primary Disability at time of 2006 State Assessment
01 – Orthopedic impairment
02 – Other health impairment
03 – Auditory impairment
04 – Visual impairment
05 – Deaf-Blind
06 – Intellectual disability
07 – Emotional disturbance
08 – Learning disability
09 – Speech impairment
10 – Autism
13 – Traumatic brain injury
14 – Noncategorical early childhood

Type of Other Health Impairment
ADD/ADHD
Other

Student's School Calendar
Traditional School Year
Year-Round School

Event Type
Start of Year
Enrollment
Withdrawal
End of Year

Student Dropdown List Values (cont.)

Instructional Arrangement
01 -- Homebound
02 -- Hospital Class
30 -- State School
81 – RCTF – Mainstream
82 – RCTF – Resource Rm & Svcs < 21%
83 – RCTF – Resource Rm & Svcs 21 to < 50%
84 – RCTF – Self-contained, 50-60%
85 – RCTF – Self-contained, > 60%
86 – RCTF – Separate Campus
87 – RCTF – Community Class
88 – RCTF – Vocational Adj
89 – RCTF – Full-time Early Child Spec Ed
40 – Mainstream
41 – Resource Rm & Svcs < 21%
42 – Resource Rm & Svcs 21 to < 50%
43 – Self-contained, 50-60%
44 – Self-contained, > 60%
45 – Full-time Early Child Spec Ed
91 – OHC – Mainstream
92 – OHC – Resource Rm & Svcs < 21%
93 – OHC – Resource Rm & Svcs 21 to < 50%
94 – OHC – Self-contained, 50-60%
95 – OHC – Self-contained, > 60%
96 – OHC – Separate Campus
97 – OHC – Community Class
98 – OHC – Full-time Early Child Spec Ed
08 – Vocational Adjustment Class
60 – Nonpublic Day School

RF Tracker: Concepts and Definitions

Data Element	Definition
Campus Number of Enrollment	The 9-digit identifying number (assigned by the TEA) of the campus where the student is enrolled.
Related Services	Services provided to the RF student that are required to assist the student to benefit from special education. For the purposes of *RF Tracker*, aligned to: • Counseling Services = t Counseling Services • OT = Occupational Therapy Services • Psych Services = Psychological Services • PT = Physical Therapy Services • Social Work = Social Work Services • ST = Speech Therapy Services Note: For the purposes of this data element, speech therapy instructional services should be included as direct speech therapy services.
District	A traditional school district or charter school.
Educated at the facility	If true, this student is educated at or in the general location of a residential facility, such as students served in the building in which they reside, in a classroom at the site of the RF, or in a building adjacent to or attached to the RF. Note: the educational site at the RF may or may not have an assigned campus number.
Educated only with other RF students	If true, this student is educated exclusively with other students with disabilities who reside in a residential facility.
Event Date	The date on which the event occurs. All event dates must fall within the district's school year start and end date.
Event Type	Specific reporting period when the LEA is required to report on RF students and staff members: See Attachment A: Understanding Events in RF Tracker for examples. **For the purpose of RF students in *RF Tracker:*** The terms **"enrollment"** and **"withdrawal"** refer to **entering and leaving a residential facility,** not the LEA. *A student may be enrolled in the district, living at home. He is then placed by parents into an RF. The date he enters the RF is his enrollment date. The date he leaves the RF and returns home is his withdrawal date from RF Tracker. Start of Year – this event should be created when a student enters an RF on or before the first day of school. Enrollment – this event should be created when a student enters an RF after the first day of school. A student can enroll and withdraw from a facility multiple times. Withdrawal – this event should be created when a student withdraws from an RF. A Withdrawal event cannot be created until either a Start of Year or Enrollment event has been established. End of Year – this event should be created at the time of the 'End of Year' snapshot date for a student who remains enrolled at the RF at the time of the snapshot date. This event type cannot be created until either a Start of Year or Enrollment event has been established. Note: When a new student event is created, all of the information is automatically copied from the previous event except for the event type and date. **This information must be updated to reflect data as they exist for the new event at the time the new event is created.**
(Facility) Address	The physical address of the residential facility.
(Facility) Contact Name	The name of the person at the residential facility who serves as a contact to the district.
(Facility)	The LEA will indicate that a facility is a Detention/Correctional Facility if the facility is

Detention/Correctional Facility	a detention center, correctional facility (including a jail), or other secure pre- or post-adjudication adult or juvenile facility from which **students are prevented from leaving by detention, corrections, or security personnel and mechanical barriers such as cells, secured windows and doors, and/or locked fences.**
(Facility) Name	The formal name of the residential facility or the naming reference used by the district if a formal facility name does not exist.
Generation Code	Identifies the generation suffix, if any, which the person attaches to his name (e.g., Jr., Sr., II, III, etc.).
Grade Level	References the student's assigned grade level ranging from EE to 12.
Home Campus Number for RF	The 9-digit identifying number (assigned by the TEA) of the campus the student is expected to attend based on the geographic location (address) of the residential facility in which the student resides and the assigned grade level of the student. This may or may not be the same as the "Campus Number of Enrollment." The Home Campus Number is **not** the campus number assigned to a campus at an RF. For example, District A is divided into North and South attendance zones. North High School serves high school students residing within the boundaries of the North zone, and South High School serves high school students residing within the boundaries of the South zone. XYZ Residential Facility is located within the boundaries or catchment area of the North zone. Therefore, the home campus for any high school student residing at XYZ Residential Facility is considered to be the North High School.
Instructional Arrangement	Identifies the setting used in providing instruction to students as referenced in the PEIMS Data Standards, Student Attendance Accounting Handbook, and 19 TAC §89.63. **For RF Tracker purposes, students who receive speech therapy services only, leave the "Instructional Arrangement" field blank and indicate "Yes" for "Secondary Instructional Arrangement."**
Length of traditional home campus school day for non-disabled peer	The number of minutes in a full school day for a non-disabled peer at the traditional home campus the RF student is expected to attend based on the geographic location (address) of the residential facility in which the student resides and the assigned grade level of the student. Referencing the example used for Home Campus Number for RF, if the length of the school day for non-disabled peers at North High School is 420 minutes per day, then the length of the traditional home campus school day for non-disabled peers is 420 minutes.
Multiple Disabilities	If true, the student has been determined by the ARD committee to meet the definition of "Multiple Disabilities" as referenced in 19 TAC §89.1040(c)(6). Does not reference a student with more than one identified area of disability but for whom the definition in TAC does not apply.
PEIMS	Public Education Information Management System.
Primary Disability	Identifies the type of primary disability recorded in the student's individualized education program (IEP) that meets criteria specified in 19 TAC §89.1040.
Primary Disability at Time of Previous Year's State Assessment	Identifies the type of primary disability recorded in the student's IEP at the time of the most recent administration of a state assessment applicable to the student. Note: *This data element appears only on Withdrawal and End of Year event student records*. It should be completed if the Withdrawal or End of Year event takes place after the most recent administration of a state assessment applicable to the student.
Residential Facility	For purposes of reporting and monitoring under 19 TAC §97.1072, a residential facility: • provides 24-hour custody or care of a student 22 years of age or younger if the student resides in the facility for detention, treatment, foster care, or any non-educational purpose; and • does not include traditional foster homes licensed by the Department of Family and Protective Services as Foster Family Homes (Independent).
School Year End Date	The date the school year ends for the district. Updating a district's School Year End Date on the District Maintenance page will automatically update any End of Year events for students or staff that may already exist. This ensures consistency between the district's School Year End Date and any End of Year events that already have been created.

School Year Start Date	The date the school year begins for the district. Updating a district's school year start date automatically updates the event dates of any Start of Year events for students or staff. Updating a district's School Year Start Date on the District Maintenance page will automatically update any Start of Year events for students or staff that already exist. This ensures consistency between the district's School Year Start Date and any Start of Year events that already have been created.
Secondary Disability	Identifies the type of secondary disability recorded in the student's IEP that meets criteria specified in 19 TAC §89.1040.
Secondary Instructional Arrangement (00)	If true, this student receives speech therapy services either alone or in combination with other special education services. For students who receive speech therapy services only, indicate "Yes" for "Secondary Instructional Arrangement" and leave the "Instructional Arrangement" field blank.
Student	Student with a disability who resides in a residential facility.
Student's School Calendar	Identifies whether the school year for a student is scheduled as a traditional school year (e.g., August through May) or year-round school.
Student's School Day in Minutes	The number of minutes in an RF student's actual school day as scheduled by the ARD committee.
Tertiary Disability	Identifies the type of tertiary disability recorded in the student's IEP that meets criteria specified in 19 TAC §89.1040.
Total Number of Students	The total number of students (with or without disabilities) who reside at a residential facility.
Type of Other Health Impairment	Describes whether a student with an "Other Health Impairment" has been determined OHI-eligible based on a diagnosis of attention deficit disorder (ADD) / attention deficit hyperactivity disorder (ADHD) or due to another condition which results in OHI eligibility.

Attachment A: Understanding Events in RF Tracker

For the purposes of *RF Tracker*, events are defined as the specific reporting periods when the LEA is required to report on RF students and staff members. Information regarding a student must be entered at the beginning of each school year or at the time the student enters an RF, whichever is later. Additionally, information regarding a student must be entered at the end of each school year or at the time the student withdraws from an RF, whichever is earlier. A student may enroll and withdraw from a facility multiple times throughout the school year. Each of these enrollment and withdrawal events must be captured in *RF Tracker* using these predefined event types:

Start of Year – this event should be created when a student **enrolls in an RF** on or before the first day of school.

Enrollment – this event should be created when a student **enters an RF** after the first day of school. A student can enroll and withdraw from a facility multiple times.

Withdrawal – this event should be created when a student **withdraws from an RF** before the 'End of Year' snapshot date. A Withdrawal event cannot be created until either a Start of Year or Enrollment event has been established.

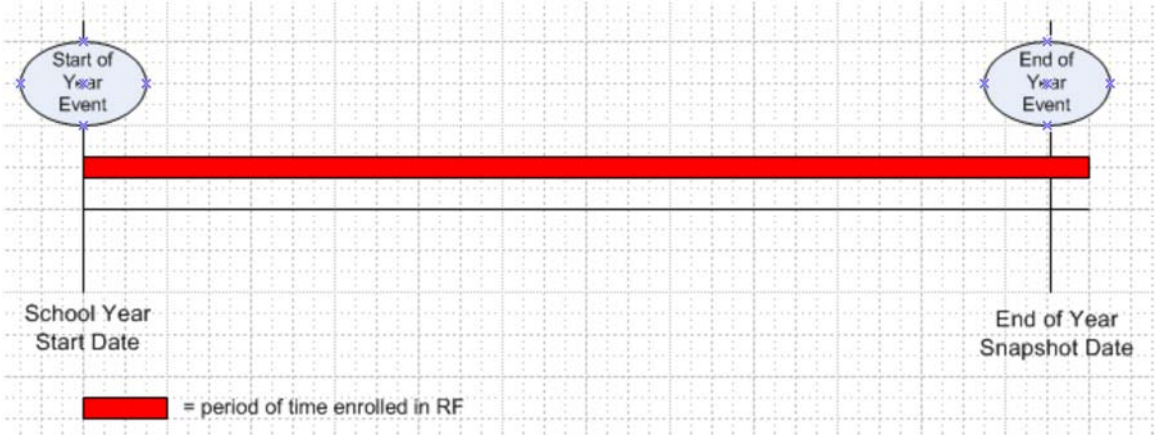
End of Year – this event should be created at the time of the 'End of Year' snapshot date for a student who **remains enrolled at the RF at the time of the snapshot date**. This event type cannot be created until either a Start of Year or Enrollment event has been established.

The following are several scenarios to help define typical RF student event sequences.

Scenario #1: RF student is enrolled in an RF on the first day of school and remains at the RF for the duration of the school year.

Required Events:
Start of Year – Because the RF student is enrolled in an RF at the time school begins for the LEA, the user should create this event in order to enter all information pertaining to the student as it exists at the beginning of the school year.

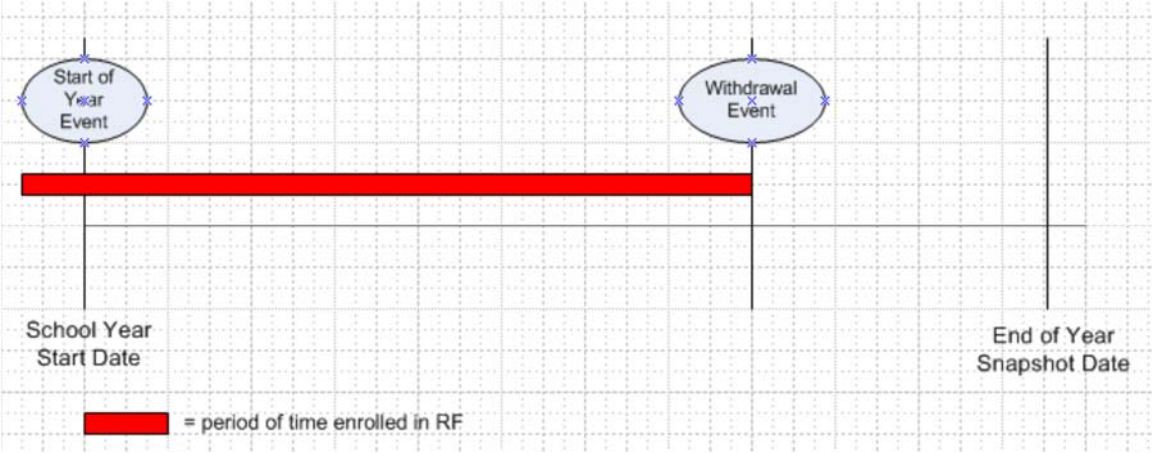
End of Year – Because the RF student remains at the RF at the time of the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the 'End of Year' snapshot date.



Scenario #2: RF student is enrolled in an RF three weeks before the first day of school and withdraws from the RF at some point during the school year.

Required Events:
Start of Year – Because the RF student is enrolled in an RF at the time school begins for the LEA, the user should create this event in order to enter all information pertaining to the student as it exists at the beginning of the school year.

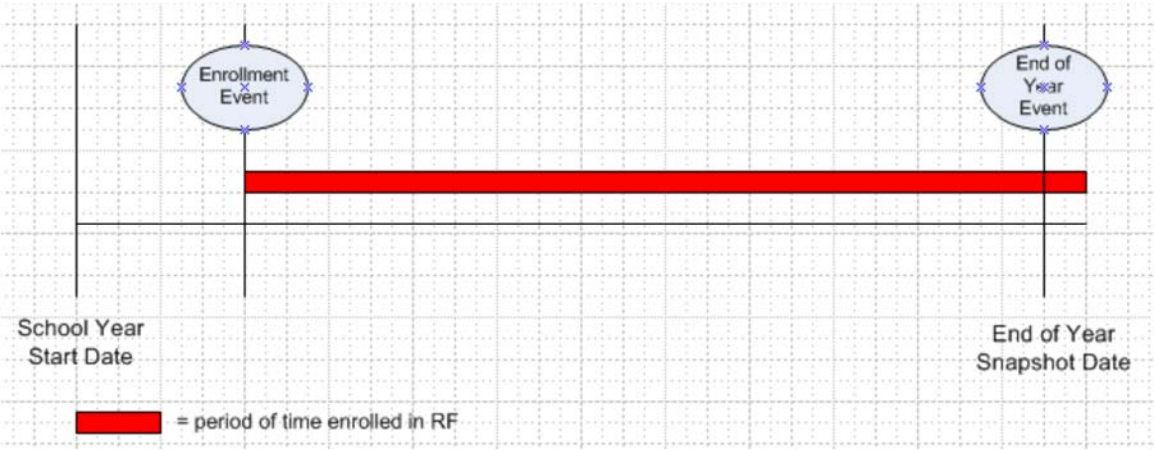
Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.



Scenario #3: RF student is enrolled in an RF after the first day of school and remains at the RF for the duration of the school year.

Required Events:
Enrollment – Because the RF student has enrolled in the RF after the first day of school, the user should create this event in order to enter all information pertaining to the student as it exists at the time of enrollment in the RF.

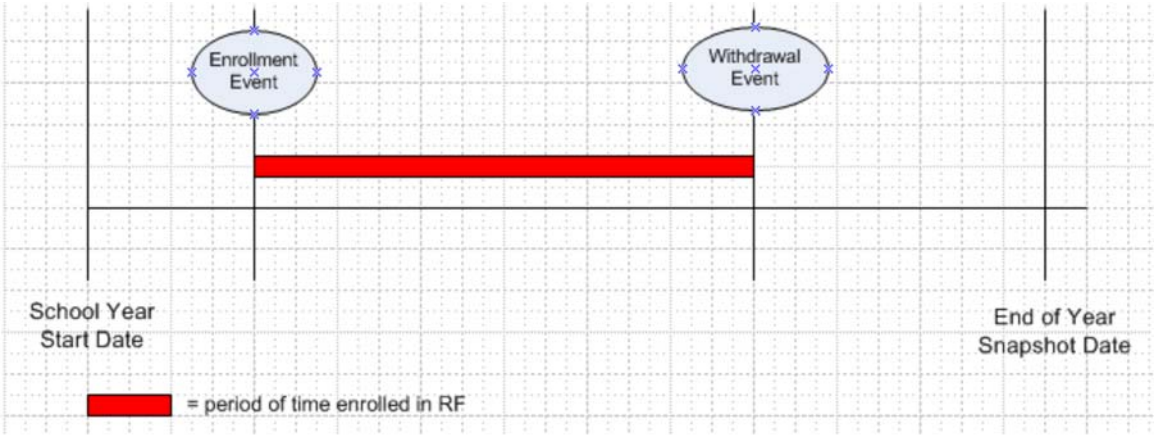
End of Year – Because the RF student remains at the RF at the time of the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the 'End of Year' snapshot date.



Scenario #4: RF student is enrolled in an RF after the first day of school and withdraws from the RF at some point during the school year.

Required Events:
Enrollment – Because the RF student has enrolled in the RF after the first day of school, the user should create this event in order to enter all information pertaining to the student as it exists at the time of enrollment in the RF.

Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.



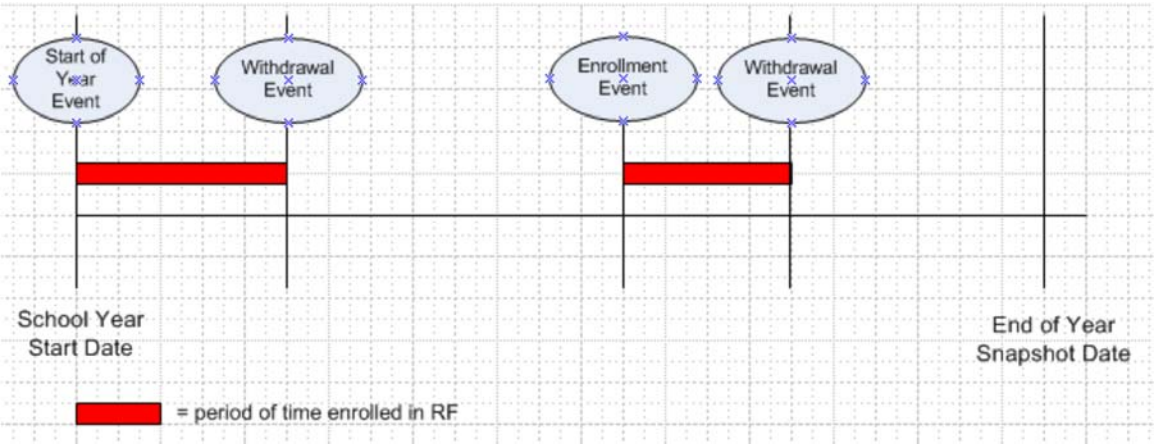
Scenario #5: RF student is enrolled in an RF on the first day of school and withdraws from the RF two months later. The same student re-enrolls in the RF three months later and withdraws from the RF again five weeks later.

Required Events:
Start of Year – Because the RF student is enrolled in an RF at the time school begins for the LEA, the user should create this event in order to enter all information pertaining to the student as it exists at the beginning of the school year.

Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.

Enrollment – Because the RF student has already withdrawn from the RF and is now re-entering the RF in the same school year, the user should create this event in order to update all information pertaining to the student as it exists at the time of re-enrollment in the RF.

Withdrawal – Because the RF student has withdrawn from the RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.



Scenario #6: RF student is enrolled in XYZ Residential Facility three weeks after school starts and withdraws from that facility two months later. The same student enters ABC

Residential Facility three months after withdrawing from XYZ, and remains at ABC for the duration of the school year.

Required Events:
Enrollment (XYZ Facility) – Because the RF student has enrolled in the first RF after the first day of school, the user should create this event in order to enter all information pertaining to the student as it exists at the time of enrollment in the RF.

Withdrawal (XYZ Facility) – Because the RF student has withdrawn from the first RF before the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the student's withdrawal from the RF.

Enrollment (ABC Facility) – Because the RF student has already withdrawn from the first RF and is now enrolling in a second RF in the same school year, the user should create this event in order to update all information pertaining to the student as it exists at the time of enrollment in ABC Residential Facility.

End of Year (ABC Facility) – Because the RF student remains at the second RF at the time of the 'End of Year' snapshot date, the user should create this event in order to update information pertaining to the student as it exists at the time of the 'End of Year' snapshot date.