

Texas Education Agency  
Division of Federal and State Education Policy  
**State Performance Plan Indicator 13: Secondary Transition  
Required Sampling Procedures for 2016-2017<sup>1</sup>**

All Districts must follow the required sampling procedures for 2016-2017 outlined in this document.

**Criteria for Data Collection:**

Data collection for 2016-2017 includes folders of students with disabilities who are at least age 16 between July 1, 2016, and June 30, 2017, and students up through age 21 (age 22 if appropriate). This sample will include students who are age 15 but will turn age 16 by June 30, 2017.

**Generation of Student List:**

**All Districts:**

- Districts will generate a list of students with disabilities from all campuses with enrolled student(s) that meet the “Criteria for Data Collection.”
- Once the list of students is generated, place the names in alphabetical order.
- Remove from the list all students whose folders were reviewed and reported in prior data collection years.
- This now becomes the official list and districts will follow Options One, Two, or Three, as described below.

**Option One: Districts with less than 10 students on the official list:**

Districts with less than ten students with disabilities receiving special education services who meet the “Criteria for Data Collection” must report on all students.

1. Once the official list is completed, no other students are required to be added to this list. This includes students who move into the district after the list is completed.
2. Document procedures and maintain the list of students for your records.

**Option Two: Districts with between 10 and 29 students on the official list:**

Districts with between 10 and 29 students who meet the “Criteria for Data Collection” will use Option Two to determine the minimum number (MINN) of student folders to review and report:

Districts with between 10 and 29 students with disabilities receiving special education services who meet the “Criteria for Data Collection” must select at least 10 students or 50% of all students, whichever number is greater, following the selection procedure below:

**Selection Procedure:**

1. Determine the minimum number (MINN) of students described in Option Two (either at least 10 students or 50% of all students, whichever number is greater).
2. Determine the selection interval: The selection interval (the NTH student) is calculated by dividing the total number of students on the alphabetized list by the minimum number (MINN) and round Nth to the nearest whole number.
3. Select every NTH student from the alphabetic list to determine your sample. Once the last student name is selected, if the total number of students selected does not meet the minimum number required for the sample, repeat the selection process by continuing to count down the list and then return to the top of the list, skipping all students already selected. Select students until the minimum number is reached.
4. Once the sample is completed, no other students are required to be added to the list. This includes students who move into the district after the sample is completed.

5. Document the sampling procedures and maintain the list of students included in the sample.

**Example:**

- a. There are 22 students with disabilities from **all** campuses with enrolled student(s) that meet the "Criteria for Data Collection," not reviewed/reported in prior data collection years.
- b. The district places these 22 students with disabilities in an alphabetically ordered list, (e.g. If there are three campuses, the students from all three are combined into one list).
- c. Districts must select at least 10 students to be included in the sample or 50 percent, whichever number is greater. Fifty percent of 22 equal 11 students. Because 11 is greater than 10, the district will sample 11 students:  $\text{MINN} = 11$ .
- d. The districts divides the total number of students (22) by MINN (11) = 2. This is the NTH value.
- e. Starting from the beginning of the list, the district will select every 2nd student to be included in the sample, repeating the process until 11 students are selected.
- f. The district documents the sampling procedures and maintains the list of students included in the sample.

**Option Three: Districts with 30 or more students on the official list<sup>2</sup>:**

Districts with 30 or more students who meet the "Criteria for Data Collection" will implement Option Three to determine the minimum number (MINN) of student folders to review and report.

Districts with thirty or more students with disabilities receiving special education services who meet the "Criteria for Data Collection" will select at least 20 students or 25% of all students, whichever number is greater, but not exceed 250 students total<sup>2</sup>, following the selection procedure below.

**Selection Procedure:**

1. Determine the minimum number (MINN) of students described in Option Three (either at least 20 students or 25% of all students, whichever number is greater, but not exceed 250 students total<sup>2</sup>).
2. Determine the selection interval: The selection interval (the NTH student) is calculated by dividing the total number of students on the alphabetized list by the minimum number (MINN) and round Nth to the nearest whole number.
3. Select every NTH student from the alphabetic list to determine your sample. Once the last student name is selected, if the total number of students selected does not meet the minimum number required for the sample, repeat the selection process by continuing to count down the list and then return to the top of the list, skipping all students already selected. Select students until the minimum number is reached.
4. Once the sample is completed, no other students are required to be added to the list. This includes students who move into the district after sample is completed.
5. Document the sampling procedures and maintain the list of students included in the sample.

**Example 1:**

- a. There are 200 students with disabilities from **all** campuses with enrolled student(s) that meet the "Criteria for Data Collection," not reviewed and reported in prior data collection years.
- b. The district places all students in an alphabetically ordered list, (e.g. If there are three campuses, the students from all three are combined into one list).

- c. Since there are more than 30 students, a district must select at least 20 students to be included in the sample or 25 percent, whichever number is greater. Twenty-five percent of 200 equal 50 students. Because 50 is greater than 20, the district must sample 50 students: MINN = 50.
- d. The district divides the total number of students (200) by MINN (50) = 4. This is the NTH value.
- e. Starting from the beginning of the list, the district selects every 4th student to be included in the sample, repeating the process until 50 students are selected.
- f. The district documents the sampling procedures and maintains the list of students included in the sample.

**Example 2:**

- a. There are 1200 students with disabilities from all campuses with enrolled student(s) that meet the “Criteria for Data Collection,” not reviewed and reported in prior data collection years.
- b. The district places all students in an alphabetically ordered list, (e.g. If there are three campuses, the students from all three are combined into one list).
- c. Since there are more than 30 students, a district must select at least 20 students to be included in the sample or 25 percent, whichever number is greater. Twenty-five percent of 1200 is 300 students (MINN = 300). Because 300 is greater than 250, the district must sample 250 students (not exceed 250 students total<sup>3</sup>).
- d. The district divides the total number of students (1200) by MINN (300) = 5 (4.8 rounded). This is the NTH value.
- e. Starting from the beginning of the list, the district selects every 5th student to be included in the sample, repeating the process until 250 students are selected.
- f. The district documents the sampling procedures and maintains the list of students included in the sample.

<sup>1</sup> New Sampling Procedures began in 2015-2016, and accounts for all campuses with enrolled student(s) that meet the “Criteria for Data Collection.”

<sup>2</sup> New sampling criteria specific to districts with more than 30 students on the final list.

<sup>3</sup> For large districts who generate a minimum number (MINN) greater than 250 students to be included in the sample, the sample shall not exceed 250 students total.