Texas Education Agency
Division of Federal and State Education Policy

Flowchart for Reporting a JJAEP campus in SPP 13

Districts will generate a list of students with disabilities from all campuses, including JJAEPs, with enrolled student(s) that meet the “Criteria for Data Collection.”

The LEA obtains the campus number for the JJAEP in the drop down menu in the SPP 13 application in TEASE/TEAL.

The LEA obtains a list of students enrolled on the JJAEP campus from their PEIMS personnel.

No students are enrolled on the JJAEP campus. Therefore, there are no students from the JJAEP to include in the sampling list. Report “no student data to submit” for the JJAEP campus.

No further action is required.

Students are enrolled on the JJAEP campus. These students are included in the sampling list if they meet the eligibility criteria.

After following the sampling procedures, students enrolled on the JJAEP campus are included on the official list.

Enter data for the students in the SPP 13 application.

Students enrolled on the JJAEP campus do not meet the eligibility criteria.

or

After following the sampling procedures, no students enrolled on the JJAEP campus are included in the official list.

Report “no student data to submit” for the JJAEP campus.

No further action is required.

*If a PET match is not found at the time data is entered into the SPP application, verify if the student is still enrolled on the JJAEP campus. If the student is no longer enrolled on the JJAEP campus, that student’s information will not be reported.

Document procedures and maintain the list of students.