

Instructions for Entering Data in the SPPI-13 TEAL Application

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The State Performance Plan Indicator 13 (SPPI-13) online application in the Texas Education Agency Login (TEAL) is designed to collect data from local education agencies (LEAs) for SPPI-13: Secondary Transition. The data are included annually in the State Performance Plan/Annual Performance Report (SPP/APR) reported to the Office of Special Education Programs (OSEP).

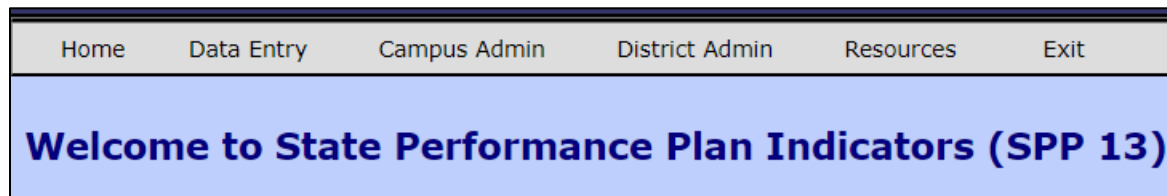
State Performance Plan Indicators Page

To access the SPPI-13 application click **SPP13** on the navigation menu bar on the State Performance Plan Indicators page.



SPPI-13 Application Page

Each page in the SPPI-13 application has a menu located at the top of the page that allows the user to open the other pages within the application.



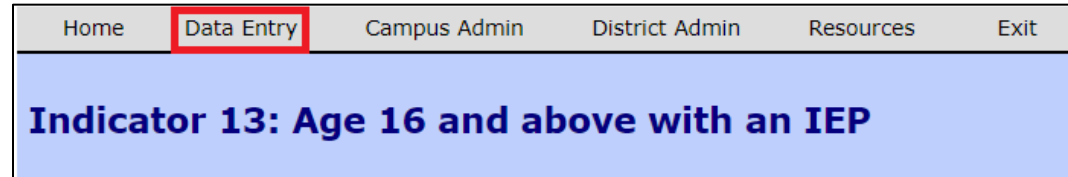
NOTE: Menu options can vary based on the user's permission level.

Data Entry Page

The Data Entry Agent or District Certifier can perform the following functions on the **Data Entry** page.

- Add student records
- Report no students meet data collection criteria
- Add multiple student records through the import process
- View/edit student records

Select **Data Entry** on the menu bar.



The **Data Entry** page populates.

Note: The campus status will be **Inactive** until a student is entered and saved, or the campus has been submitted due to no students meeting data collection criteria.

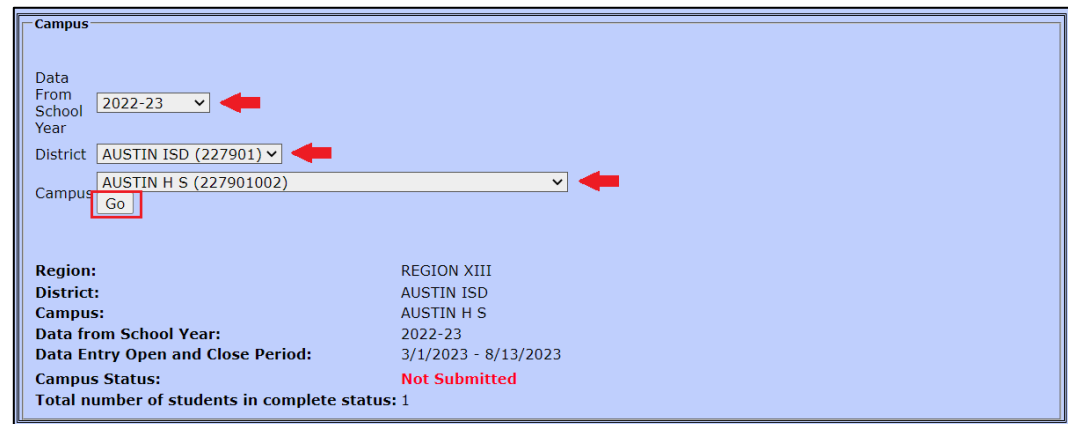
Campus Section

In the **Campus** section select the appropriate **school year**, **district**, and **campus** from the menus and click **Go**.

The LEA and campus information will populate.

The current year is the default school year.

Options in the district and campus fields are based on user roles.



Region:	REGION XIII
District:	AUSTIN ISD
Campus:	AUSTIN H S
Data from School Year:	2022-23
Data Entry Open and Close Period:	3/1/2023 - 8/13/2023
Campus Status:	Not Submitted
Total number of students in complete status:	1

Note: Only LEAs and campuses that list grades 9, 10, 11, and/or 12 in the [AskTed](#) database are included in the SPPI-13 application drop-down menu. Other grade level campuses are not included in the SPPI-13 list and LEAs are not required to report and certify student data from those campuses. If a 9th, 10th, 11th, and/or 12th grade campus is listed in the [AskTed](#) database and the user does not see the campus in the drop-down menu, the user must add/modify their SPPI-13 account and request access to the campus.

Student Roster Section

As student records are entered, they will populate in the Student Roster.

Edit	Student Name	Date Of Birth	Grade Level	Status	In Compliance	Student UID
<input type="button" value="Edit"/>	Student, Transition	2/1/2006	10	Complete	Yes	2589736959
<input type="button" value="Edit"/>	Student, Transition2	2/10/2006	10	Complete	No	1845626516
<input type="button" value="Edit"/>	Student, Transition3	1/13/2006	10	Complete	Yes	8754315913

If the campus status is **Inactive**, **NotSubmitted**, or **LEA Returned**, records can be edited by clicking the **Edit** button. The **Edit** button will change to **View** when the campus is in **Submitted** or **Certified** status.

Import Data Section

Reporting No Students Meet the Data Collection Criteria

Even if a campus does not have students who meet the criteria for SPPI-13, the LEA must report this in the SPPI-13 application.

Click the **Click here if no students meet the data collection criteria for this campus** link.



The link opens the **Campus Administration** page. Campus data can be reviewed, and the assurance statements read/accepted by **checking** the appropriate boxes. Click **Submit** to submit the campus.

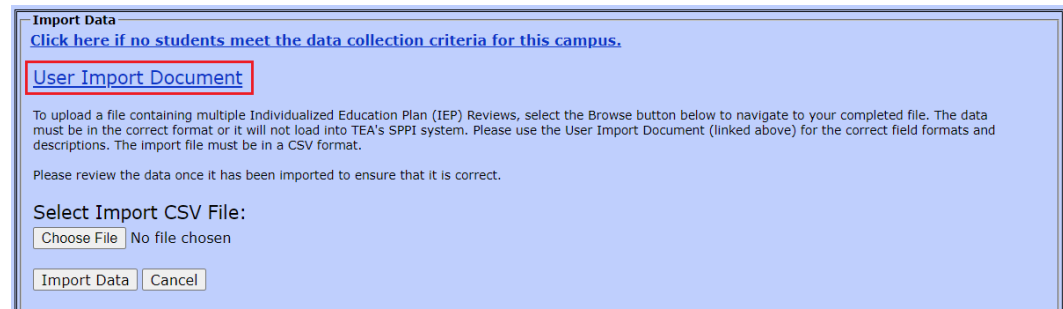
The campus status will change to **Submitted**.

NOTE: All campuses must be in **Submitted** status before the LEA can **Certify/Submit** their SPPI-13 application.

Importing Student Records

LEAs may upload a large number of student records into the SPPI-13 application rather than entering them one by one.

In the **Import Data** section, click the **User Import Document** link.



An **Excel** document downloads. There are two tabs in the document. The first tab (**IEP Review Help**) details how to enter data. The second tab (**IEP Review Data**) provides the template for entering student records.

A	B	C	D
Element Name	Description	Requirement	Format
First Name	First name of Child	Not Required	Fname
Last Name	Last name of Child	Not Required	Lname
Student UID	Student UID	Required	1234567899 (No Dashes)
Grade Level	Grade level of Child	Required	7 8 9 10 11 12
Folder Review Date	Folder Review Date	Required	MM/DD/YYYY
			AI - Auditory Impairment AU - Autism DB - Deaf-Blindness ED - Emotional-Disturbance

NOTE: Guidelines outlined in the **IEP Review Help** tab must be followed to prevent a formatting discrepancy which will cause an error in the upload process.

Enter the student records on the **IEP Review Data** tab according to the instructions. Data are entered manually in columns **A, B, C,** and **E**. Data in all other columns are entered by choosing the appropriate selection in the drop-down menus.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
First Name	Last Name	Student UID	Grade Level	Folder Review Date	Primary Disability	Instructional Setting	1.	2.	3.	4.	5.	6.	7.	8.	8a.	8b.
Student	One	1236547897	10	03/02/2023	AI - Auditory Impairment											

Once all student data have been entered, save the document as a **CSV** file.

NOTE: Save only the active sheet (**IEP Review Data**).

Import the completed CSV file by clicking the **Choose File** button, selecting the **saved CSV file**, clicking **Open**, and clicking the **Import Data** button.



Note: A message is displayed if the import is successful. If the import is not successful, a message will display with details of import errors.

The student record will populate in the **Student Roster**.

Edit	Student Name	Date Of Birth	Grade Level	Status	In Compliance	Student UID
<input type="button" value="Edit"/>	Student_SecundaryTwo	1/5/2007	10	Complete	Yes	7457362622

Student Section

Adding a New Student Record

In the **Student** section, type the student's unique identification (UID) in the **Student UID** field and click the **UID Match** button. The student's name, birthdate, ethnicity, and gender will populate.

Select the **Grade Level**, **Primary Disability**, and **Instructional Setting**. Enter the **Folder Review Date**.

Student

Student UID:

Student's First Name: Student's Last Name:

Student's Date of Birth:

Grade Level: ←

Ethnicity (PEIMS): Gender:

Instructional Setting: ← Primary Disability: ←

Student Status: Folder Review Date:

In compliance:

NOTE: If a UID match is not found, contact the campus PEIMS coordinator to ensure the student's **TSDS master record** lists the correct LEA and campus.

IEP Section

In the **IEP** section, complete the **Individualized Education Program (IEP) Review** for the student by selecting the appropriate responses to the eight questions. All questions in this section must be answered for the student's record to be complete.

IEP

Individualized Education Program (IEP) Review

Check the Appropriate Response (Any 'No' response in this section will result in non compliance with Indicator 13.)

Yes No 1. Are there appropriate measurable postsecondary goals in the areas of training, education, employment, and, where appropriate, independent living skills?

Yes No 2. Are the postsecondary goals updated annually?

Yes No 3. Is there evidence that the measurable postsecondary goals were based on age appropriate transition assessment(s)?

Yes No 4. Are there transition services in the IEP that will reasonably enable the student to meet his or her postsecondary goals?

Yes No 5. Do the transition services include courses of study that will reasonably enable the student to meet his or her postsecondary goals?

Yes No 6. Is (are) there annual IEP goal(s) related to the student's transition services needs?

Yes No 7. Is there evidence that the student was invited to the Admission, Review, and Dismissal Committee (ARD) meeting where transition services were discussed?

Yes No N/A 8. If appropriate, is there evidence that a representative of any participating agency was invited to the Admission, Review, and Dismissal Committee (ARD) meeting with the prior consent of the parent or student who has reached the age of majority?

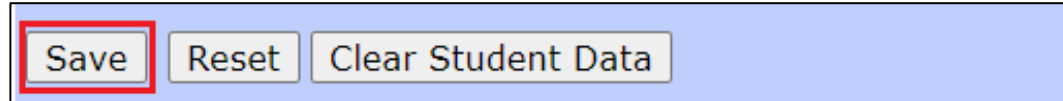
Note: NA is an acceptable response **only** for the following reasons. Check one that applies:

It is not appropriate to invite an agency.

There is no documentation that the parent's or adult student's consent was given.

This student's IEP meets the requirements of Indicator 13. Yes No

Click the **Save** button to add/save the record. An error message will populate if a response is missing.



The **Clear Student Data** button clears the current student data fields so a new student record can be entered for the campus. The **Reset** button clears all data on the page and a new district/campus must be selected.

Edit and View Student Records

If the campus data have not been submitted, the **Edit** button will be available, and student records can be edited.

Edit	Student Name	Date Of Birth	Grade Level	Status	In Compliance	Student UID
Edit	Student, Transition	2/1/2006	10	Complete	Yes	2589736959

After the campus is in **Submitted** or **Certified** status, the **Edit** button will no longer be available. The **Edit** button will change to **View**.

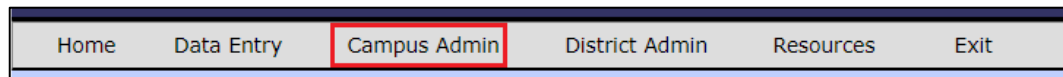
Campus Administration Page

The Data Entry Agent or District Certifier can perform the following functions on the **Campus Administration** page.

- Review student records and record status
- Complete assurance statements and submit the campus data
- Print student records
- Edit/delete student records

After all student records are entered on the **Data Entry** page, the campus data must be submitted on the **Campus Administration** page.

Click on the **Campus Admin** tab.



The **Campus Administration** page populates.

Selecting a Campus

Select the appropriate **school year, district, and campus** from the menus. Click **Go**.

The LEA and campus information will populate.

The current year is the default school year.

Options in the district and campus fields are based on user roles.

Indicator 13: Campus Administration

Note: If your campus was not selected to participate in the current year's sampling, the Search Campuses drop-down list will not be active.

Data From School Year: 2022-23
District: AUSTIN ISD (227901)
Campus: AUSTIN H S (227901002) Go

Region: REGION XIII
District Name: AUSTIN ISD
County District Number: 227901
Campus Name: AUSTIN H S
Data from School Year: 2022-23
Data Entry Open and Close Period: 3/1/2023 - 8/13/2023

Student records saved on the **Data Entry** page will populate in the student roster.

Total number of students in complete status: 3

Edit	Delete	Student Name	Date Of Birth	Grade Level	Status	In Compliance	Student UID
Edit	Delete	Student_Transition	2/1/2006	10	Complete	Yes	2589736959
Edit	Delete	Student_Transition2	2/10/2006	10	Complete	No	1845626516
Edit	Delete	Student_Transition3	1/13/2006	10	Complete	Yes	8754315913

Note: Student records must be in **Complete Status** before the campus can be submitted.

Editing and Deleting Student Records on the Campus Admin Page

If the campus status is not **Submitted** or **Certified**, student records can be edited or deleted.

Editing a Student Record

Click the **Edit** button by the student's name. The student's data populates in the **Student Section** and the **IEP Section** on the **Data Entry** page. The student's record can be edited. The record must be saved again.

Edit	Delete	Student Name	Date Of Birth	Grade Level	Status	In Compliance	Student UID
Edit	Delete	Student_Transition	2/1/2006	10	Complete	Yes	2589736959

NOTE: After the campus is in **Submitted** or **Certified** status, the **Edit** button will no longer be available. The **Edit** button will change to **View**.

Deleting a Student Record

Student records should only be deleted due to data entry errors. LEAs are accountable for annually reporting all children who meet the criteria.

Click the **Delete** button by the student's name.

Edit	Delete	Student Name	Date Of Birth	Grade Level	Status	In Compliance	Student UID
Edit	Delete	Student, Transition	2/1/2006	10	Complete	Yes	2589736959

A pop-up message generates to confirm deletion of the student record. Click **OK** to complete the process.

tealtst.tea.state.tx.us says

Warning Message!

Are you sure you want to delete?

After the campus is in **Submitted** or **Certified** status, the **Delete** button will be inactive.

Printing Campus Records

To view and print the complete list of records, click **Print** under the student roster.

Edit	Delete	Student Name	Date Of Birth	Grade Level	Status	In Compliance	Student UID
Edit	Delete	Student, Transition	2/1/2006	10	Complete	Yes	2589736959
Edit	Delete	Student, Transition2	2/10/2006	10	Complete	No	1845626516
Edit	Delete	Student, Transition3	1/13/2006	10	Complete	Yes	8754315913

Note: For issues printing Campus Records, please use **Firefox** browser.

Submit Campus Data Section

Review student records to verify accuracy of data and status.

Read and **accept** the assurance statements by **checking** the appropriate boxes.

Click the **Submit** button.

The campus status changes to **Submitted**.

Submit Campus Data

- I understand and assure that no student records match the data collection criteria.
- I understand and assure that the submitted data collection is accurate and reliable.
- I understand and assure that information must be submitted to the district administrator for certification.

Note: If the campus has student records to submit, the first statement is inactive and the last two statements should be selected. If no students meet the data collection criteria for the campus, the first statement should be selected.

District Administration Page

The District Certifier can perform the following functions on the **District Administration** page.

- Review campus data and campus status
- Return campus data
- Bulk submission of campuses with no students meeting data collection criteria
- Complete the assurance statement and certify/submit the LEA application to the Texas Education Agency (TEA)
- Request the LEA application be returned from TEA

Click the **District Admin** tab.

Home Data Entry Campus Admin **District Admin** Resources Exit

The **District Administrator** page populates.

Selecting the District

Select the appropriate **school year** and **district** from the menus. Click **Go**.

The LEA information will populate.

The current year is the default school year.

Options in the district field are based on user roles.

Data From School Year: 2022-23
District: AUSTIN ISD (227901)

Region: REGION XIII
District Name: AUSTIN ISD
County District Number: 227901
Data from School Year: 2022-23
Data Entry Open and Close Period: 3/1/2023 - 8/13/2023

Campus Return Process Section

On occasion, an LEA will decide that the data for a campus must be returned so that it can be corrected or modified. Data can be returned as long as the SPPI-13 application has not been certified/submitted to TEA.

Campuses are listed in the **Campus Return Process** section.

In the **Select Campus** column, click the **radio button** to select the campus to return.

In the **Return Reason** column, select either **Campus Request** or **District Decision**.

- **Campus Request:** The campus asked for their data to be returned for modification/correction.
- **District Decision:** The LEA found a problem or issue with the data that needs correction.

Type a description of the reason for the return or any other pertinent notes in **Return Notes**.

Click **Return**.

Note: All campuses must be in **Submitted** status prior to certifying/submitting the LEA's SPPI-13 application.

Campus Return Process

Note: Select the appropriate radio button to enable the Return Reason/Notes

Select Campus	Campus Number	Campus Name	Status	Compliance Status	Student Count	Return Reason
<input checked="" type="radio"/>	227901002	AUSTIN H S	LEA Returned	Noncompliant	3	▼
<input type="radio"/>	227901036	TRAVIS COUNTY J J A E P	Certified	Compliant	0	Campus Request
<input type="radio"/>	227901030	TRAVIS COUNTY JUVENILE DETENTION CENTER	Certified	Compliant	0	District Decision

Return History:

Return Notes: (150 characters maximum)
Return for corrections

Return

Bulk Submission of Campuses with No Students Meeting Data Collection Criteria

If an LEA has multiple campuses with no students meeting the data collection criteria, these campuses can be submitted using a bulk submission.

In the section labeled **Campuses with No Student Data to Submit**, a list of campuses which have a campus status of **Inactive** are listed. Inactive status indicates the campus has not been modified for the current data collection year and no student data have been entered and saved for the campus.

LEAs must verify if the campuses listed in this section have students who meet the data collection criteria. If the campus has students meeting the data collection criteria, the LEA should report these students on the Data Entry page.

Campuses with No Student Data to Submit

NOTE: The campuses listed below have a status of 'Inactive'. Only Inactive campuses are available for selection.

AVAILABLE CAMPUSES

SELECTED CAMPUSES

Add ==>

<== Remove

Add All ==>

<== Remove All

Submit Campuses with No Student Data

If the campus list is incorrect, the District Certifier should select the campus and click the **Remove** button or click the **Remove All** button to remove all campuses. After verifying all campuses listed do not have students who meet the data collection criteria, click the **Submit Campuses with No Student Data** button. Clicking this button sets the Campus Status to **Submitted** for all selected campuses, and the **Selected Campuses** queue refreshes to appear empty. The top of the page will refresh, displaying the newly submitted campuses in the **Campus Return Process** section of the page.

District Certification Section

District Certifiers must certify/submit the LEA's SPPI-13 application after all campuses are in **Submitted** Status.

The District Certifier must read the **District Certification statement**, check the box, and click the **Certify** button.

District Certification

I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency.

Certify Request TEA Return

The LEA's SPP-13 application status will change to **Certified**.

Data From School Year: 2022-23

District: AUSTIN ISD (227901) Go

Region: REGION XIII

District Name: AUSTIN ISD

County District Number: 227901

Data from School Year: 2022-23

Data Entry Open and Close Period: 3/1/2023 - 8/13/2023

Current Status: **Certified**

Total number of campuses submitted: 4

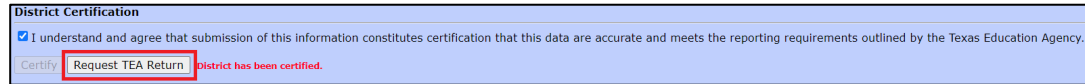
Total number of students submitted: 1

Note: The LEA's SPPI-13 application is not considered certified/submitted to TEA until it is in **Certified** Status.

Requesting TEA to Return the Application

On occasion, an LEA needs to correct and/or modify their SPPI-13 application after it has been certified/submitted to TEA. The District Certifier can request TEA return the application if the data collection window has not closed.

Scroll to the bottom of the **District Administration** page and click **Request TEA Return**. This action generates an email to TEA, who can return the LEA's application. The LEA's application status will be **TEA Returned**.



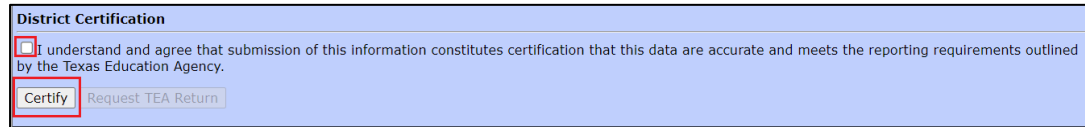
District Certification

I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency.

Certify Request TEA Return District has been certified.

Once the data are returned, the District Certifier can return data for campus(es) as needed for corrections/modifications.

The LEA's application MUST be recertified/resubmitted after corrections and/or modifications prior to the application close date. LEAs must verify the application has been resubmitted and in Certified status.



District Certification

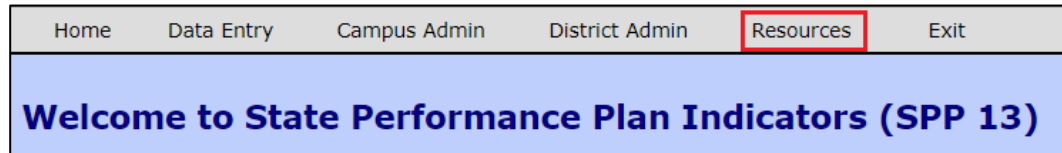
I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency.

Certify Request TEA Return

Resources Page

Additional resources for SPPI-13 can be found on the [SPPI-13: Secondary Transition](#) website.

Click the **Resources** tab in the menu bar. The SPPI-13: Secondary Transition webpage will open.



Home Data Entry Campus Admin District Admin Resources Exit

Welcome to State Performance Plan Indicators (SPP 13)