

Frequently Asked Questions

1. What is the timeline for SPP Indicator 11? Is it the state timeline or the federal timeline?

There is both a federally established timeline and a state established timeline. Although the federally established timeline states the initial evaluation “Must be conducted within 60 days of receiving parental consent for the evaluation” ([34 CFR §300.301\(c\)\(1\)\(i\)](#)), it defers to the state timeframe if one exists ([34 CFR §300.301\(c\)\(1\)\(ii\)](#)). The state established timeframe for completing the initial evaluation is “not later than the 45th school day following the date on which the school district ... receives written consent for the evaluation” ([TEC §29.004\(a\)\(1\)](#); [TAC §89.1011\(c\)\(1\)](#)).

2. Will data collected for SPP Indicator 11 also be considered as a factor in accountability/compliance?

SPP Indicator 11 includes data collection elements specific to Child Find evaluation timeline requirements calculated for compliance [(b./a.2)*100]. However, there are additional data elements collected within SPP 11 that are specific to meeting the State’s requirements in the April 23, 2018 corrective action response which are further analyzed by the Texas Education Agency (TEA) to determine additional support needs, but not calculated for compliance.

3. How do local education agencies (LEAs) collect and document data elements reported in SPP Indicator 11?

Each LEA is required to report accurate and timely data and, in so doing, it should determine and document in local policy how it will collect and manage the required data.¹ While TEA will not provide a template or a form to track data, LEAs may seek assistance from the regional education service centers (ESC) in developing templates or tools for collecting/tracking required data.

4. Which students are counted in line a. for the current data collection year (July 1 through June 30)?

Include in line a. any student aged 3-21 for whom a verbal or written request for a Full and Individual Initial Evaluation (FIIE) was received AND

- prior written notice ([34 CFR § 300.503](#)) was provided to the parent, parental consent was obtained, the student was evaluated, and the student had their eligibility determined within the current data collection year, or
- prior written notice ([34 CFR § 300.503](#)) was provided to the parent, parental consent was obtained, but the parent revoked consent to evaluate within the current data collection year, or
- prior written notice ([34 CFR § 300.503](#)) was provided to the parent and the parent refused to provide consent to evaluate within the current data collection year, or
- prior written notice ([34 CFR § 300.503](#)) was provided to the parent explaining why the LEA refused to evaluate the student within the current data collection year, or
- prior written notice ([34 CFR § 300.503](#)) was provided to the parent, a parental consent to evaluate was obtained during the previous data collection year (2019-2020), but the evaluation process and/or the eligibility determination was completed during the July 1, 2020 to June 30, 2021 data collection year.

¹ LEA = district and charter school

5. Which students are NOT counted in line a. for the current data collection year?

Any student aged 3-21 for whom a verbal or written request for a Full and Individual Initial Evaluation (FIIIE) was received and the process is still active (evaluation and/or eligibility determination has not been completed) should not be included in line a. These students will be included in the subsequent year's data collection.

Examples:

- A request was received less than 35 school days before the last instructional day of the school year and prior written notice ([34 CFR § 300.503](#)) was provided to the parent, but the evaluation and/or the Admission, Review, and Dismissal (ARD) committee eligibility determination has not been completed.
- A request was received at least 35 but less than 45 school days before the last instructional day of the school year, a prior written notice ([34 CFR § 300.503](#)) was provided to the parent and the FIIIE was completed and provided to the parent by June 30, but the ARD committee has not met to consider the evaluation to determine eligibility.

6. How many times can a student be counted in line a. in a single data collection year?

SPP Indicator 11 counts the number of students, not the number of requests. Any student, age 3-21, for whom a verbal or written request for an FIIIE was received (in compliance with [34 CFR §300.503](#), prior written notice must be provided for each request) is entered ONLY one time in a. regardless of how many times a request was made and prior written notice was given.

7. Which students are counted in a.1?

Any student counted in a. for whom a parent or a teacher asserts verbally or in writing, during the referral or the evaluation process, that the student should have been referred in prior school years. The student is counted ONLY one time in a.1. regardless of how many times a request was made and prior written notice was given.

8. What is the definition of each type of additional services listed in a.6?

The definitions for related services, supplementary aids and services, program modifications, and support personnel are consistent with the requirements under [34 CFR §300.34\(a\)](#) and [§300.320.](#)

9. What is meant by type of additional services in a.6?

The type of services for students counted in a.5. includes additional services that are above and beyond what would likely have been contained in the IEP if the student counted in a.1. (should have been referred prior to current school year), and counted in a. 4. (determined eligible) have additional services documented in the IEP. The ARD committee determines necessary additional services to accommodate for any missed services while taking into consideration the supports and services previously provided to the student.

NOTE: Only students reported in a.5. will be included in a.6 and can count in multiple service types.

(See next page for examples)

Example:

- Student A: The student referral indicated the student should have been referred in previous years. The ARD committee determined the student was eligible and needed 4 additional **OT sessions**
- Student B: The student referral indicated the student should have been referred in previous years. The ARD committee determined the student was eligible and needed 6 additional **counseling sessions** and 2 additional **training sessions** for teachers/paraprofessionals in support of the student.
- Student C: The student referral indicated the student should have been referred in previous years. The ARD committee determined the student was eligible and needed 2 additional **speech sessions**

The LEA should enter **3** on line a.6.i. **Related Services** (OT, counseling, speech) and **1** on line a.6.iv. **(training sessions)**.

NOTE: Report the number of types of services not total number of services.

10. What is meant by a timeline to implement services for a.7?

Timelines for implementation refers to the duration of time needed to provide each student's additional service(s) reported in a.6. For this data collection entry, the options include "Up to six months" and "More than six (6) months, up to one (1) year". LEAs should select the option that indicates the timeline for completing ALL additional service(s) for each student. Only students reported in a.5. will be included in a.7.

Example:

- Student A: The student referral indicated the student should have been referred in previous years. The ARD committee determined the student was eligible and needed 4 additional OT sessions completed in **3 months**
- Student B: The student referral indicated the student should have been referred in previous years. The ARD committee determined the student was eligible and needed 6 additional counseling sessions completed in **9 months** and 2 additional training sessions for teachers/paraprofessionals in support of the student completed in **6 weeks**
- Student C: The student referral indicated the student should have been referred in previous years. The ARD committee determined the student was eligible and needed 2 additional speech sessions completed in **5 months**

The LEA would enter **two (2)** for "Up to 6 six months" because the length of time to provide all of Student A and Student C's services was less than 6 months. Entered **one (1)** for "More than six (6) months, up to (1) year" because the length of time to provide all of Student B's services was over six months.

NOTE: a.7.i-ii. will equal the number of students entered in a.5.

11. Can multiple additional services per student be included in a.6 and a.7?

In a.6., multiple additional services can be included for each student. The LEA should select all services the ARD committee documented in each student's IEP. However, multiple additional services selected in a.6. should have only one duration timeline selected for a.7. LEAs should select the longest timeline to provide each student's additional services (see question 10). If the ARD committee did not determine additional services were needed, then a.6 and a.7 are not applicable for the student.

12. Do I include students in row a.2, who have written consent to evaluate but after giving consent to evaluate, the parents did not cooperate with the LEA and the eligibility process was not completed?

No, students for whom the evaluation process is active (evaluation and/or eligibility determination has not been completed) SHOULD NOT be included in the data collection for SPP Indicator 11. LEAs must keep a detailed record of their attempts to complete the evaluation process.

13. What constitutes detailed records?

Detailed records may include comprehensive records of phone calls made or attempted, copies of correspondence sent to parents and any responses received, or records of visits or attempted visits made to the parent's home or place of employment. The results of each attempt to contact parents should be documented. Important factors to document include, but are not limited to, time, date, location, individuals involved, mode of communication (e.g., email, phone, in-person), and a description of what occurred. It is recommended that LEAs create and maintain a centralized system of documentation for audit purposes.

14. Can a student be counted in a.2 more than once in a single reporting school year?

No. SPP Indicator 11 measures the number of students, not the number of consents or evaluations.

15. Where do I include students for whom the parents repeated failure or refusal to produce the student for evaluation caused the evaluation process to be delayed and completed outside of the state established timeline? Is the LEA counted as out of compliance?

If the LEA has made every attempt to meet the timeline and has detailed records that the parent's actions caused the delay in meeting the timeline, then this student would be included in row b. and the LEA is considered in compliance ([34 CFR §300.301\(d\)\(e\)](#)). This includes students for whom parents did not make the student available due to COVID concerns.

16. Do I include a student in which the initial evaluation process has begun, but the student moves to another LEA while the process is still active (prior to completion of the evaluation and/or eligibility determination)?

No.

- 17. If a student is in special education receiving speech services and the ARD committee requests additional testing for another suspected disability, would the student be reported in the data collection for SPP Indicator 11?**
No. The initial evaluation process was completed when the ARD committee determined the student had a speech disability and was eligible for speech services as indicated in the student's IEP.
- 18. If consent to evaluate was signed in the current school year and the evaluation and eligibility determination process was completed within the timeline before June 30th, but the ARD committee determined services would begin in August or the start of the next school year, would this student be reported in the current data collection?**
Yes. Report any student who was evaluated, and eligibility determined between July 1st and June 30th of the current school year. If the process is still active (prior to completion of the evaluation and/or eligibility determination) by June 30th of the current school year, the student would NOT be reported in the current data collection but the student would be included in the following year's data collection.
- 19. Must reason codes listed in e.1. through e.6. equal the number of students listed in d.?**
Yes. The number in e. (the total from e.1. through e.6.) must equal the total of d.
Discrepancies in totals for this section will result in a warning message (in red) to the right of the corresponding input field. Correct all errors and clear all warnings before saving.
- 20. A student is evaluated and determined not eligible in a previous school year, and subsequently, no services were provided. In the following school year, consent for evaluation is obtained and an ARD committee determines the student is eligible. Is this student reported in SPP Indicator 11?**
Yes. This would be considered an initial evaluation in both years for the purposes of reporting in SPP Indicator 11.
- 21. Do I report in SPP Indicator 11 a student who was served in Part C/Early Childhood Intervention (ECI) and reported in SPP Indicator 12²?**
No. The student would be reported in SPP 12 only.
- 22. When a student transfers from an LEA in another state ([19 TAC §89.1050\(j\)\(2\)](#)) and the new LEA determines the evaluation is necessary, is this considered a Full Individual Initial Evaluation?**
Yes. The student would be counted in SPP Indicator 11.
- 23. If the evaluation of the student was delayed due to COVID, do I need to include this student in the current year collection?**
The student is reported the year the evaluation and eligibility determination are completed. The delay reason will be "other". LEAs should refer to the [clarification process](#) and maintain detailed documentation.

² For Federal Reporting requirements, data are counted separately (i.e., data are mutually exclusive) for both SPP Indicator 11 and SPP Indicator 12.

24. A student is receiving remote instruction and is not counted absent; however, the student is not available for evaluation due to COVID. Is the student reported out of compliance?

The student is reported the year the evaluation and eligibility determination are completed. The delay reason will be "other". LEAs should refer to the [clarification process](#) and maintain detailed documentation.