

Requesting a Data Submission Extension

This guidance document outlines the process for local educational agencies (LEAs) to formally request a data submission extension from the Texas Education Agency (TEA) for certain State Performance Plan Indicators (SPPIs). The processes detailed in this document apply to data submitted for the Child Find collection (including SPPI 11 and 12) to the Texas Student Data System (TSDS) and for State Performance Plan Indicator (SPPI) 7 and 13 to the SPP Application in the Texas Education Agency Login (TEAL).

General Extension Request Information

Timing and Limitations

- No LEA will be granted an extension request prior to the data submission deadline.
- LEAs can submit a data extension request for up to 5 business days following the data collection deadline.
- Extensions can be requested for up to an additional 3 business days for submission. Extensions requests for more than an additional 3 business days will either be rejected or updated by TEA to only grant 3 additional business days. The data must be submitted by 11:59 PM on the third business day starting the day after the extension request is granted.
- **Assumption:** Late submission of data is not attributed to any TEA systems.

Submission Status Requirements

- Child Find collection data must be in "Complete" status.
- SPPI 7 and 13 data must be in "Certified" status.

Penalties for Late Submission

- LEAs experiencing technical issues attributable to TEA will not be penalized.
- LEAs submitting data late or requesting an extension due to non-TEA technical reasons will be penalized for failing to meet the timely submission requirement. This will be reflected in FRE #2: Timely Submission of Valid and Reliable Data.

Specific Extension Request Process

Child Find Collection (SPPI 11 and 12)

The Child Find collection data submission deadline is the last Thursday in July by 11:59 PM of each school year. The timeline for the Child Find collection can be viewed at the [TSDS Web-Enabled Data Standards](#).

1. **Request Submission:** LEAs should submit extension requests through the TSDS Core application.
2. **Acknowledgment and Approval:** TEA will acknowledge and approve the submission extension via the TSDS Core application. LEAs will receive confirmation through the TSDS Core application.
3. **Access:** Extension request access is restricted to the following individuals:
 - LEA Superintendent
 - Delegates with "Core LEA Data Approver" TEAL role and "Child Find Access" privileges.

4. Pre-Post Deadline Functions:

- Prior to the data submission deadline, the following functions remain available:
 - Promoting data
 - Running reports
 - Correcting data validation errors
 - Fatal errors (F) must all be cleared
 - Special Warnings (SW) must be investigated to ensure data quality

5. **Technical Issues:** Submit technical issues or questions via the TSDS Incident Management System (TIMS) by clicking the Help/Support link in the dark blue header at the top of all TSDS subsystems. Refer to the TIMS User Guide for more information:

<https://www.texasstudentdatasystem.org/TSDS/About/Training/Support>

SPP Application (SPPI 7 and 13)

The SPP application data submission deadline is the Friday of the first full week in August by 11:59 PM. The data submission timeline for SPPI 7 and 13 in the SPP application can be viewed on the [SPPI Data Collection Source and Schedule](#).

1. **Request Submission:** LEAs should submit extension requests by emailing spp@tea.texas.gov.
2. **Acknowledgment and Approval:** TEA will acknowledge and approve the submission extension by sending the requester a confirmation email from the SPP Mailbox.
3. **Access:** Extension request access is restricted to the following individuals:
 - LEA Special Education Directors
4. **Pre-Post Deadline Functions:**
 - **Before Deadline:** LEAs can notify TEA about technical issues with the SPP Application in the TEA Login (TEAL) that prevent achieving a “Certified” status by emailing spp@tea.texas.gov. These technical issues must be outside the control and scope of the LEA to avoid penalties.
 - **After Deadline:** LEAs can notify TEA by emailing spp@tea.texas.gov up to one week after the submission deadline if their data are submitted but not “Certified” or if their data were not submitted at all by the deadline.
5. **Acknowledgment and Approval:** TEA must acknowledge the technical issue or reason why data were not “Certified” or not submitted. LEAs will receive the acknowledgment and approval confirmation for an extension request via the SPP Mailbox: spp@tea.texas.gov.
6. **Technical Issues:** Submit technical issues or questions via the SPP Mailbox: spp@tea.texas.gov.

Best Practices

- LEAs should allow adequate time before the deadline to address technical issues by submitting a TIMS ticket for the Child Find collection or by emailing the SPP Mailbox for SPPI 7 and 13.
- LEAs must ensure their data are accurate and trustworthy by the submission deadline, not relying on an extension request or the SPP clarification period to fix data quality issues.
- LEAs that knowingly submit data requiring an extension request or clarification, even if submitted by the deadline, will not meet the requirements for submitting timely, valid, and reliable data.