

SPPI 13 Data Collection and Reporting Frequently Asked Questions (FAQs)

This document provides guidance for understanding and complying with State Performance Plan Indicator 13 (SPPI 13) in Texas. It is structured as a series of frequently asked questions and answers, categorized into six main sections for easy reference. This format aims to clarify the roles, responsibilities, and procedures for local education agencies (LEAs) in relation to SPPI 13, ensuring comprehensive compliance and effective data management and reporting.

1. Documentation and Compliance

This section focuses on the documentation and compliance standards for SPPI 13.

1.1. ARD Committee and IEP Documentation

- **Q:** Must the Admission, Review, and Dismissal (ARD) Committee include the postsecondary goal in the IEP documentation?
- **A:** Yes, it must be documented in the Individualized Education Program (IEP) (please refer to the [Model IEP Form and Guidance](#)).

1.2. Selection Procedures Documentation

- **Q:** What does “documentation of selection procedures” mean?
- **A:** LEAs must document how they create the Official Student List and choose students for review (for additional information, see the [Selection Procedures document on the SPPI 13: Secondary Transition webpage](#)).

1.3. ARD Meetings to Correct IEP Transition Requirements Prior to Reporting

- **Q:** Once the Official Student List is generated, can the LEA hold an ARD Committee meeting to make corrections due to transition requirement issues found in the IEP prior to submitting the SPPI 13 data in the SPP application?
- **A:** No. The LEA must utilize the IEP in effect on the date the Official Student List is generated for reporting SPPI 13 data. Documentation from subsequent ARDs held to address identified transition requirement issues can be included in data submitted for consideration during the clarification period.

2. Data Collection and Reporting

This section pertains to processes and responsibilities of LEAs in SPPI 13 data collection and reporting.

2.1. Transition Planning Age in SPPI 13

- **Q:** Does SPPI 13 require transition planning starting at age 14?

- **A:** No, SPPI 13 follows the federal requirement of starting at age 16, not the state requirement of age 14.

2.2. Data Collection for Juvenile Justice Alternative Education Programs

- **Q:** Who is responsible for collecting data on students in juvenile justice alternative education programs (JJAE)?
- **A:** The LEA where the student is enrolled is responsible for data collection and reporting.

2.3. Meeting Minimum Requirement on Official Student Lists

- **Q:** What if the Official Student List runs out of names before meeting the minimum requirement?
- **A:** Repeat the selection process from the beginning of the Official Student List, skipping already selected students, until the minimum is reached (see the [Selection Procedures document on the SPPI 13: Secondary Transition webpage](#)).

2.4. Limit on Data Entry

- **Q:** Should more than 250 students be entered in the data collection if the list exceeds this number?
- **A:** No, select up to 250 students following the outlined procedures (see the [Selection Procedures document on the SPPI 13: Secondary Transition webpage](#)).

2.5. Handling UID Match Issues

- **Q:** What does an LEA do if a TSDS Unique ID (UID) match for a student is not found?
- **A:** Verify the UID by consulting the Public Education Information Management System (PEIMS) or Texas Student Data System (TSDS) coordinator at your LEA to verify the student's Master Record in TSDS reflects the correct district, campus, and grade level. If the TSDS Master Record does not reflect accurate data, the student's TSDS Master Record must be updated. A student that has withdrawn from the campus will not get a match. If problems continue, document the specific issues, and replace the student with the next Nth student on the Official Student List.

2.6. Submitting Data from Multiple Campuses with Zero Students

- **Q:** How do I submit data for multiple campuses with no students meeting the data collection criteria?
- **A:** Using the selection box on the District Certifier screen, select multiple campuses and indicate "No students meet the data collection criteria for this campus."

3. Special Considerations

This section covers actions and protocols LEAs must follow in various scenarios for SPPI 13.

3.1. LEAs Serving Specific Grades and SPPI 13 Inclusion

- **Q:** Do we include 16-year-old students who are not in grades 9, 10, 11, or 12?
- **A:** No. LEAs only report students who meet the data collection criteria who are enrolled in grades 9-12. Only LEAs and campuses that list grades 9, 10, 11, and/or 12 in the AskTed database are

included in the SPP application drop-down menu for SPPI 13. Other grade level campuses are not included in the drop-down menu. However, if a 9th, 10th, 11th, or 12th grade campus is listed in the AskTed database but is not shown as a campus in the drop-down menu, the user should add/modify their SPPI 13 account and request access to the campus.

3.2. Data Collection and Reporting for Graduated Students Returning to School

- **Q:** Do LEAs collect data on students who graduated and then returned?
- **A:** Yes, if they meet the data collection criteria (see the [Selection Procedures document on the SPPI 13: Secondary Transition webpage](#)).

3.3. Data Collection and Reporting for Students Who Left the LEA

- **Q:** Should students who left the LEA during the year be included in the data collection?
- **A:** Include only those enrolled on the day the Official Student List is generated.

3.4. Private School Students in Data Collection and Reporting

- **Q:** Do LEAs include private school students in data collection and reporting?
- **A:** No. Students are only included if they are enrolled in the LEA and meet the data collection criteria (see the [Selection Procedures document on the SPPI 13: Secondary Transition webpage](#)).

4. Roles and Authorization

This section details the roles and permissions required for SPPI 13 data collection and reporting.

4.1. Data Submission for Shared Services Arrangements

- **Q:** How should a special education director of a shared services arrangement (SSA) submit data?
- **A:** Often the Special Education Director submits data for all member districts. However, this is a local decision. In some cases, the superintendent of an SSA member district prefers to submit data for SPPI 13.

4.2. Roles in LEA for SPPI 13

- **Q:** Should LEAs have separate roles for District Certifier and Data Entry Agent?
- **A:** LEAs are required to have at least one person with the Certifier role. The Certifier role can perform both data entry and data certification. However, an LEA can have multiple Data Entry Agents. Roles are requested through the [SPP application in TEAL](#). Once the superintendent approves the request, TEA will review and approve account access for the SPP Application.

5. Consequences and Monitoring

This section addresses repercussions of non-compliance and the monitoring process.

5.1. Consequences of Non-Compliance

- **Q:** What happens if LEAs don't comply with the data submission requirements for SPPI 13?

- **A:** Non-compliance issues related to the submission of inaccurate data, late data submission, or status of noncompliance, will be addressed by the Special Populations General Supervision & Monitoring Division.

6. Transfer Students

This section includes information on handling transfer students for SPPI 13.

6.1. Inclusion of Transfer Students

- **Q:** Are transfer students included in the Official Student List?
- **A:** Yes, if they were enrolled on the day the Official Student List was generated.

6.2. Responsibilities for New Transfer Students

- **Q:** Is the receiving LEA responsible for transition requirements if a student transfers close to turning 16 years old?
- **A:** Yes, the LEA must complete assessments and transition requirements before the student turns 16 years old.

6.3. Duplicate Data for Transfer Students

- **Q:** If a student was previously entered in the SPP application by another LEA and then transfers to a new LEA, can the new LEA enter data for that student in the SPP application?
- **A:** No, a student can only be entered once in the SPP application. If previously entered by another LEA, then document the issue and replace the student with the next Nth student on the Official Student List.

6.4. Compliance for Transfer Students

- **Q:** When a student transfers into an LEA after his/her 16th birthday, will the receiving LEA be out of compliance if the student's IEP did not address transition prior to the 16th birthday?
- **A:** No, the receiving LEA won't be considered non-compliant in this scenario.

If you have any further questions or concerns not addressed in this document, please email spp@tea.texas.gov.