Selection Procedures

This document provides guidance for local educational agencies (LEAs) on selecting students for the State Performance Plan Indicator (SPPI) 13 data collection. SPPI 13 data are required for the annual State Performance Plan/Annual Performance Report (SPP/APR) submission to the Office of Special Education Programs (OSEP). The goal of this guidance is to ensure efficient and effective data collection that minimizes the burden placed on LEAs.

Selection Procedures

1. **Compile a List:** Generate a list of students with Individualized Education Programs (IEPs) from all LEA campuses who meet the following criteria:
   - Age 16 through age 21on the date the list of students is generated for the data collection year ranging from July 1 to June 30, and
   - Enrolled in the LEA at the time the list is generated.

2. **Organize the List:** Sort the student list alphabetically by last names.

3. **Exclude Previous Participants:** Remove students reported in previous SPPI 13 collections.

4. **Finalize the Official List:** Confirm the list as "Official Student List" documenting the date created. No student additions after this date.

5. **Determine Review Scope:** Identify the number of students and the interval of selection following specified reporting Option (One, Two, or Three).

6. **Record Keeping:** Retain the Official Student List and selection documentation for audit purposes.

Option One: Small LEAs (Less than 10 Students on the Official Student List)

- All students are reported from the Official Student List.

Option Two: Medium LEAs (10-29 Students on the Official Student List)

Procedures for Option Two:

1. Calculate the minimum number (MINN) of students to report for Option Two: MINN (minimum number of students to report) must be the greater of either 10 students or 50% of the total students on the Official Student List.

2. Determine the selection interval (the Nth student): Divide the total number of students on the Official Student List by MINN. Round this number to the nearest whole number to obtain Nth.

3. Begin selecting students for review from the Official Student List at the calculated interval, Nth. After reaching the end of the list, if the number of students selected is below MINN, continue the process from the top of the list. Skip any students who have already been selected and continue until the MINN is satisfied.

Example for Option Two:

Let's assume we have a population of 24 students on the Official Student List, and we need to follow the instructions to select the appropriate number of students for review.

- **Calculate MINN:**
  - 50% of all students = 50% of 24 = 12 students.
  - The greater number between 10 and 12 is 12.
  - So, MINN is 12.
- **Determine the selection interval (Nth student):**
  - Total number of students = 24
  - MINN = 12
  - Selection interval, Nth = Total number of students / MINN = 24 / 12 = 2
  - So, every 2nd student will be selected.
- **Select every Nth student from the Official Student List:**
  - Begin with the 2nd student on the list and select every 2nd student (2, 4, 6, ..., 24).
  - In this case, after one pass through the list, you would have selected 12 students, which meets the MINN.
  - There would be no need to loop back to the top of the list since the MINN has already been met.

For these 24 students, you would select student numbers 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, and 24 for review. This satisfies the requirement of selecting at least 50% of the student population, which is 12 students in this case.

Option Three: Large LEAs (30 or More Students on the Official Student List)

Procedures for Option Three:

1. Calculate the minimum (MINN) number of students to report for Option Three: MINN (minimum number of students to report) must be the greater of either 20 students or 25% of the total students on the Official Student List, without surpassing a cap of 250 students.

2. Determine the selection interval (the Nth student): Divide the total number of students on the Official Student List by MINN. Round this number to the nearest whole number to obtain Nth.

3. Begin selecting students for review from the Official Student List at the calculated interval, Nth. After reaching the end of the list, if the number of students selected is below MINN, continue the process from the top of the list. Skip any students who have already been selected and continue until the MINN is satisfied.

Example for Option Three:

Let's assume we have a population of 400 students on the Official Student List, and we need to follow the instructions to select the appropriate number of students for review.

- **Calculate MINN:**
  - 25% of all students = 25% of 400 = 100 students
  - The greater number between 20 and 100 is 100, and since 100 does not exceed the maximum cap of 250, MINN is 100.
- **Determine the selection interval (Nth student):**
  - Total number of students = 400
  - MINN = 100

- Selection interval, Nth = Total number of students / MINN = 400 / 100 = 4
- So, every 4th student will be selected.
- **Select every Nth student from the Official Student List:**
  - Start with the 4th student on the list and select every 4th student thereafter.
  - After selecting a student, count three students not selected and then select the next one.
  - If upon reaching the end of the list, fewer than 100 students have been selected (which in this case should not happen since 400 is a multiple of 4), we would cycle back to the top of the list and continue the process, skipping any students already selected, until reaching the MINN of 100 students.

In this example, students numbered 4, 8, 12, ..., up to the student numbered 400 would be selected, giving us exactly 100 students for the review.