

## Entry and Exit Data Collection Criteria (Updated September 2024)

The Texas Education Agency (TEA) requires local educational agencies (LEAs) to assess children aged 3-5 with individualized education programs (IEPs) at two points in time spaced at least 6 months apart. This process generates both an SPPI 7 entry record and an SPPI 7 exit record for each child.

### Assessment Process

1. **Assessment Team:** The assessment must be conducted by a team of individuals familiar with the child's functioning in various situations and settings. This team includes parents or guardians.
2. **Assessment Tool:** The Child Outcomes Summary (COS) Process and the COS Form are used by the team to collect and summarize data for each child included in the SPPI 7 data submission.
3. **Documentation:** A copy of the COS Form, whether in paper or electronic format, must be securely stored in an accessible location for verification and SPPI 7 data submission purposes. It is recommended that a copy be placed in the child's IEP folder.

### Data Submission

Entry and exit data must be submitted annually through the SPPI 7 application in the TEA Login (TEAL) for children who meet the entry or exit criteria.

### Entry Criteria

An entry record is required when a child:

1. Is between the ages of 3-5 (not in kindergarten)
2. Has a current IEP
3. Begins receiving early childhood special education services (ECSE)

**Note:** Entry record is required if the child was enrolled in the preschool program before entering Part B.

### Exit Criteria

An exit record is required when a child:

1. Exits Part B of ECSE
2. Transitions to kindergarten
3. Has received at least 6 months of ECSE between the entry date and the exit date

Additional Exit scenarios:

- If a child transfers out of state, an exit record must be completed if the child received at least 6 months of services
- If a child turns 6 years old without transitioning to kindergarten, an exit record must be completed

### Important Notes

- Ensure there are at least 6 months between the entry and exit assessments
- Complete all assessments before the child enters kindergarten
- Maintain accurate and up-to-date records for all children in the program

### Contact

Programmatic questions should be directed to [specialeducation@tea.texas.gov](mailto:specialeducation@tea.texas.gov). For questions related to SPPI 7 data submissions, please contact [spp@tea.texas.gov](mailto:spp@tea.texas.gov).