



SPPI 13 Secondary Transition: Frequently Asked Questions (FAQs)

Introduction

The **State Performance Plan Indicator (SPPI) 13 Secondary Transition: Frequently Asked Questions (FAQs)** document provides comprehensive answers to frequently asked questions about the SPPI 13 data collection in the State Performance Plan (SPP) application in the [Texas Education Agency Login \(TEAL\)](#). This collection encompasses secondary transition data for SPPI 13, ensuring timely and accurate reporting of data for assessing procedural compliance of federal requirements for data collection and reporting. The FAQs are designed to support local educational agencies (LEAs) and education service centers (ESCs) with understanding the data submission requirements and timelines for meeting the federal reporting requirements.

This SPPI 13 Secondary Transition: FAQ document has been updated to reflect the Transition Planning Requirements outlined in the [Texas Administrative Code \(TAC\) §89.1055](#). These legislative updates ensure compliance with state regulations and clarify the requirements for transition planning within Individualized Education Programs (IEPs).

Structure of the FAQs

The FAQs are organized into tables with three columns: **Number** assigns unique identifiers to related questions that have been grouped together; **Question** reflects common inquiries from LEAs and other stakeholders; **Answer** provides a detailed response to each question.

Frequently Asked Questions

1. Documentation and Compliance (1.1 to 1.3)

This section focuses on the documentation and compliance standards for State Performance Plan Indicator (SPPI) 13.

Number	Question	Answer
1.1	Is the Admission, Review, and Dismissal (ARD) Committee required to include	Yes, the ARD Committee must document the postsecondary goals in the student's Individualized Education Program (IEP). This requirement ensures alignment with state and federal guidelines for special education. For additional details, refer to the Model IEP Form and Guidance provided by the Texas Education Agency.

Number	Question	Answer
	postsecondary goals in a student's Individualized Education Program (IEP) documentation?	
1.2	What is meant by "documentation of selection procedures"?	“Documentation of selection procedures” refers to how local educational agencies (LEAs) record the process used to create the Official Student List and select students for State Performance Plan Indicator (SPPI 13) review. This ensures transparency and compliance with requirements. For more details, visit the Selection Procedures document on the SPPI 13: Secondary Transition webpage.
1.3	After the Official Student List is generated, can the local educational agency (LEA) hold an Admission, Review, and Dismissal (ARD) Committee meeting to correct transition requirement issues in the Individualized Education Program (IEP) before submitting State Performance Plan Indicator (SPPI 13) data in the State Performance Plan (SPP) application?	No, the LEA must report SPPI 13 data using the IEP that was in effect on the date the Official Student List was generated. However, if an ARD Committee meeting is held afterward to address transition requirement issues, the resulting documentation can be submitted during the clarification period for consideration.

2. Data Collection and Reporting (2.1 to 2.6)

Local educational agencies' (LEAs') processes and responsibilities in terms of data collection and reporting for SPPI 13.

Number	Question	Answer
2.1	Does the State Performance Plan Indicator (SPPI) 13 selection of	No, SPPI 13 does not include 14-year-olds in its selection of students. SPPI 13 adheres to the federal requirement, which mandates transition planning in the Individualized Education Program (IEP) by age 16. While Texas law requires transition planning to begin at age 14 (19 Texas

Number	Question	Answer
	students include 14-year-olds, as required by Texas law?	Administrative Code §89.1055), the federal SPPI 13 indicator specifically measures the percentage of youth with IEPs aged 16 and older who have appropriate transition planning in their IEPs. For more details, refer to the FFY 2020-2025 Part B State Performance Plan/Annual Performance Report (SPP/APR) Indicator/Measurement Table (OMB NO: 1820-0624).
2.2	Who is responsible for collecting data on students in Juvenile Justice Alternative Education Programs (JJAEP)?	The local educational agency (LEA) where the student is enrolled is responsible for collecting and reporting data on students in JJAEPs.
2.3	What should be done if the Official Student List is exhausted before meeting the minimum required number of students?	If the Official Student List is exhausted before reaching the minimum required number of students, restart the selection process from the beginning of the list. Skip any students who have already been selected and continue until the minimum is met. For additional guidance, refer to the State Performance Plan Indicator (SPPI) Selection Procedures document on the SPPI 13: Secondary Transition webpage .
2.4	If the list exceeds 250 students, should more than 250 be included in the data collection?	No, include a maximum of 250 students in the data collection. Select these students according to the established procedures outlined in the State Performance Plan Indicator (SPPI) Selection Procedures document on the SPPI 13: Secondary Transition webpage .
2.5	What should a local educational agency (LEA) do if a Texas Student Data System (TSDS) Unique ID (UID) match for a student cannot be found?	<p>If a TSDS UID match is not found, follow these steps:</p> <p>Verify the UID: Consult the Public Education Information Management System (PEIMS) or TSDS coordinator at your LEA to ensure the student’s Master Record in TSDS reflects the correct district, campus, and grade level.</p> <p>Update inaccurate records: If the TSDS Master Record contains errors, update the record to ensure accuracy.</p> <p>Account for withdrawn students: Note that a match will not be found for students who have withdrawn from the campus.</p> <p>Document unresolved issues: If problems persist, document the specific issues encountered during the process.</p>

Number	Question	Answer
		<p>Replace the student: Replace the unmatched student with the next Nth student on the Official Student List.</p> <p>For further guidance, consult your LEA’s TSDS or PEIMS coordinator.</p>
2.6	How should data be submitted for multiple campuses within a local educational agency (LEA) where no students meet the data collection criteria?	To submit data for multiple campuses with no students meeting the criteria, navigate to the District Certifier screen. Use the selection box to choose the campuses in question and indicate, “No students meet the data collection criteria for this campus.” Following this process ensures accurate reporting for all campuses at an LEA.

3. Special Considerations (3.1 to 3.4)

This section covers actions and protocols local educational agencies (LEAs) must follow in various scenarios for SPPI 13.

Number	Question	Answer
3.1	Should 16-year-old students who are not in grades 9, 10, 11, or 12 be included in the data collection?	<p>No, local educational agencies (LEAs) should only report students who meet the data collection criteria and are enrolled in grades 9 through 12. Only LEAs and campuses with grades 9, 10, 11, and/or 12 listed in the AskTED database are included in the State Performance Plan (SPP) application drop-down menu for State Performance Plan Indicator (SPPI) 13. Campuses serving other grade levels are not included in the SPP application drop-down menu.</p> <p>If a campus with grades 9 through 12 appears in the AskTED database but is not available in the SPPI 13 drop-down menu, the user should update their SPPI 13 account and request access to the campus at their LEA to ensure accurate reporting.</p>
3.2	Should local educational agencies (LEAs) collect data on students who have graduated and then returned?	Yes, LEAs should collect data on students who have graduated and subsequently returned if those students meet the data collection criteria. For detailed guidance, refer to the State Performance Plan Indicator (SPPI) Selection Procedures document on the SPPI 13: Secondary Transition webpage.
3.3	Should students who left the local educational agency (LEA) during the year be included in the data collection?	No, only students who were enrolled in the LEA on the day the Official Student List was generated should be included in the data collection. Students who left the LEA prior to this date are not part of the data collection criteria.
3.4	Should local educational	No, LEAs should not include private school students in data collection and reporting. Only students who are enrolled in the LEA and meet the

Number	Question	Answer
	agencies (LEAs) include private school students in data collection and reporting?	data collection criteria should be included. For further details, refer to the State Performance Plan Indicator (SPPI) Selection Procedures document on the SPPI 13: Secondary Transition webpage.

4. Roles and Authorization (4.1 to 4.2)

This section details the roles and permissions required for State Performance Plan Indicator (SPPI) 13 data collection and reporting.

Number	Question	Answer
4.1	How should the special education director of a shared services arrangement (SSA) submit data?	In an SSA, the special education director often submits data on behalf of all local educational agencies (LEAs). However, this is determined locally. The superintendent of a member LEA within the SSA may choose to submit data for State Performance Plan Indicator (SPPI) 13 instead. Decisions about data submission responsibilities should be made collaboratively at the local level between the SSA special education director and the LEA to ensure accurate and efficient reporting.
4.2	Should local educational agencies (LEAs) assign separate roles for District Certifier and Data Entry Agent?	LEAs are required to assign at least one individual to the District Certifier role. The Certifier role allows a person to perform both data entry and data certification tasks. However, LEAs may assign multiple individuals to the Data Entry Agent role to assist with data entry responsibilities. Roles are requested through the State Performance Plan (SPP) application in the Texas Education Agency Login (TEAL) system. Once the superintendent approves the request, the Texas Education Agency (TEA) will review and approve access to the SPP application. This structure for roles and responsibilities provides flexibility while ensuring accountability in data submission and certification.

5. Consequences and Monitoring (5.1)

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

Number	Question	Answer
5.1	What happens if local educational agencies (LEAs) fail to comply with the data submission requirements for State Performance Plan Indicator (SPPI) 13?	If an LEA fails to comply with the data submission requirements for SPPI 13—such as submitting inaccurate data, submitting data late, or being in a status of noncompliance—the matter will be addressed by the Special Populations General Supervision and Monitoring (GSM) Division within the Office of Special Populations and Student Supports (OSPSS) at the Texas Education Agency (TEA). This division ensures adherence to data reporting requirements and may implement corrective actions, as necessary.

6. Transfer Students (6.1 to 6.4)

This section includes information on handling transfer students for State Performance Plan Indicator (SPPI) 13.

Number	Question	Answer
6.1	Are transfer students included in the Official Student List?	Yes, transfer students are included in the Official Student List if they were enrolled in the local educational agency (LEA) on the day the list was generated. Their inclusion in the State Performance Plan Indicator (SPPI) 13 is based on enrollment status at the time of the list's creation.
6.2	Is the receiving local educational agency (LEA) responsible for completing transition requirements if a student transfers close to their 16th birthday?	Yes, the receiving LEA is responsible for completing the required assessments and transition planning before the student turns 16 years old. Adhering to this requirement ensures compliance with federal and state requirements for transition services in the student's Individualized Education Program (IEP).
6.3	If a student was previously entered in the State Performance Plan (SPP) application by one local educational agency (LEA) and then transfers to a new LEA, can the new LEA enter data for that student in the SPP application?	No, a student can only be entered once in the SPP application in the Texas Education Agency Login (TEAL) system. If the student was previously entered by another LEA, the new LEA should document the issue and replace the student with the next Nth student on the Official Student List to meet the data submission requirements for the LEA.
6.4	If a student transfers into a local educational agency (LEA) after their 16th birthday, will the receiving LEA be considered out of compliance if the student's Individualized Education Program (IEP) did not address transition planning before the 16th birthday?	No, the receiving LEA will not be considered non-compliant in this situation. Compliance is based on the circumstances at the time of the student's enrollment in the receiving LEA, not on the actions of the previous LEA.

Acronym List

Following is an alphabetized list of acronyms used in the Frequently Asked Questions (FAQ) document:

- **ARD:** Admission, Review, and Dismissal
- **AskTED:** Ask Texas Education Directory
- **FFY:** Federal Fiscal Year
- **IEP:** Individualized Education Program
- **JJAEP:** Juvenile Justice Alternative Education Program
- **LEA:** Local Educational Agency
- **PEIMS:** Public Education Information Management System
- **SPP:** State Performance Plan
- **SPPI:** State Performance Plan Indicator
- **SSA:** Shared Services Arrangement
- **TAC:** Texas Administrative Code
- **TEA:** Texas Education Agency
- **TEAL:** Texas Education Agency Login
- **TSDS:** Texas Student Data System
- **UID:** Unique ID

Resources

- [Legal Framework: Transition Planning Requirements](#)
- [Model Individualized Education Program \(IEP\) Form](#)
- Office of Special Education Programs ([OSEP](#)) [QA 23-01](#)
- [Part B State Performance Plan/Annual Performance Report \(SPP/APR\) Measurement Table](#)
- [State Performance Plan Indicator 13](#)
- [State Performance Plan Indicator \(SPPI\) Selection Procedures](#)
- [Texas Education Agency Login \(TEAL\)](#)

Contact

For assistance, contact the Office of Special Populations and Student Supports (OSPSS) at spp@tea.texas.gov.