



TSDS Child Find: Frequently Asked Questions (FAQs)

Introduction

The **Texas Student Data System (TSDS) Child Find: Frequently Asked Questions (FAQs)** document provides comprehensive answers to frequently asked questions about the TSDS Child Find collection. This collection encompasses State Performance Plan Indicators (SPPI) 11 and 12, ensuring timely and accurate reporting of data for assessing procedural compliance with initial evaluations and early childhood transition timelines for children. 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.

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 local educational agencies and other stakeholders; **Answer** provides a detailed response to each question.

Frequently Asked Questions

1. General Child Find Questions (1.1 to 1.9)

Provides an overview of the Child Find collection, its purpose, and reporting requirements.

| Number | Question | Answer |
|--------|---|--|
| 1.1 | What is the Texas Student Data System (TSDS) Child Find collection? | The Child Find data collection uses student-level data to calculate procedural compliance for State Performance Plan Indicator (SPPI) 11, Timely Initial Evaluations, and SPPI 12, Early Childhood Transition, in the TSDS Core Collection at the Texas Education Agency. The data are then federally reported in the State Performance Plan and Annual Performance Report (SPP/APR) submission to the Office of Special Education Program (OSEP) at the US Department of Education. |
| 1.2 | How is the reporting year defined for Child Find, and | The reporting year for State Performance Plan Indicator (SPPI) 11 and SPPI 12 is defined as July 1 through June 30 , which |

| Number | Question | Answer |
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| | how does it align with the school year? | aligns with the federally recognized school year. This timeframe ensures that data reflects activities and compliance within a complete academic cycle. For example, for a child to be included in a reporting year, their EligibilityDeterminationDate E1716 must occur within the reporting period from July 1 to June 30. |
| 1.3 | What does State Performance Plan Indicator (SPPI) 11 measure in the Texas Student Data System (TSDS) Child Find collection? | SPPI 11 measures the percentage of children evaluated within timelines set by the Individuals with Disabilities Education Act (IDEA) , which permits states to establish their own requirements under 34 Code of Federal Regulations (CFR) §300.301(d)(1). In Texas, evaluations must be completed within 45 instructional days of receiving parental consent, as specified in 19 Texas Administrative Code (TAC) §89.1011. Federal reporting includes the initial evaluation timelines, while eligibility determinations are reported for general supervision and monitoring purposes, as mandated by IDEA. |
| 1.4 | What does State Performance Plan Indicator (SPPI) 12 measure in the Texas Student Data System (TSDS) Child Find collection? | SPPI 12 measures the percentage of children referred by Part C before age three who are found eligible for Part B and have an individualized education program (IEP) developed and implemented by their third birthday. This applies to children who received Early Childhood Intervention (ECI) services for 90 or more calendar days before their third birthday. Children receiving Early Childhood Intervention (ECI) services for fewer than 90 calendar days are reported under SPPI 11 timelines. SPPI 12 compliance requires both the initial evaluation and eligibility determination to be completed by the child's third birthday. |
| 1.5 | Which students are reported for State Performance Plan Indicator (SPPI) 11 in the Texas Student Data System (TSDS) Child Find collection? | SPPI 11 includes children aged 3-21 with an EligibilityDeterminationDate E1716 between July 1 and June 30 of the reporting year, a period federally recognized as the school year. It also includes children who received Part C Early Childhood Intervention (ECI) services for fewer than 90 calendar days before their third birthday, based on the OriginalECIServicesDate E1737 , provided they also have an EligibilityDeterminationDate E1716 within the same reporting school year. |
| 1.6 | Which students are reported for State Performance Plan Indicator (SPPI) 12 in the Texas Student Data System (TSDS) Child Find collection? | SPPI 12 includes children who received Part C Early Childhood Intervention (ECI) services for 90 or more calendar days before their third birthday, based on the OriginalECIServicesDate E1737 , and have an EligibilityDeterminationDate E1716 between July 1 and June 30 of the reporting year. Children who received ECI services for fewer than 90 days before their third birthday are initially included in SPPI 12 but excluded from the compliance calculation. The SPPI 12 equation for calculation compliance is in the Part B State Performance Plan/Annual Performance Report (SPP/APR) Measurement Table . |
| 1.7 | What if a local educational agency (LEA) does not have | If an LEA has no students meeting the reporting criteria for State Performance Plan Indicator (SPPI) 11 and/or SPPI 12 |

| Number | Question | Answer |
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| | any students to report for the Child Find Collection? | during the reporting year from July 1 and June 30 based on the Eligibility Determination Date E1716 , then the Texas Student Data System (TSDS) assumes there are no data to submit, and the LEA will not be considered out of compliance for timely submission. However, the LEA must maintain internal documentation confirming that no students met the criteria. The Texas Education Agency will mark the LEA as not having submitted Child Find data for the reporting year, which may be subject to verification as part of the general supervision and monitoring required by the Individuals with Disabilities Education Act (IDEA) . |
| 1.8 | Why are some children showing up in both State Performance Plan Indicator (SPPI) 11 and SPPI 12? | Children will appear in both SPPI 11 and SPPI 12 if they were referred by Part C Early Childhood Intervention (ECI), received services for fewer than 90 calendar days before their third birthday based on the Original ECIServicesDate E1737 , and have an Eligibility Determination Date E1716 between July 1 and June 30 of the reporting year. However, these children will not have their compliance assessed under SPPI 12. Instead, their compliance will be assessed according to the timeline requirements for SPPI 11. As a result, they will appear in the Texas Student Data System (TSDS) student level reports for both SPPI 11 and SPPI 12. |
| 1.9 | How long must Child Find student records be kept? | The retention period for special education records is cessation of services plus five years , as specified in Section 3-1: Special Education Program Records of the Local Schedule SD: Retention Schedule for Records of Public School Districts issued by the Texas State Library and Archives Commission. The Commission's authority to issue records retention schedules is established under 13 Texas Administrative Code (TAC) §7.125(a)(6) . |

2. Child Find Compliance Questions (2.1 to 2.4)

Explains compliance targets, calculations, and possible outcomes for State Performance Plan Indicator (SPPI) 11 and SPPI 12.

| Number | Question | Answer |
|--------|---|---|
| 2.1 | What are the Texas Student Data System (TSDS) Child Find calculation requirements for State Performance Plan Indicator (SPPI) 11 and SPPI 12? | The Texas Education Agency adheres to the calculation and reporting requirements for SPPI 11 and SPPI 12 as established by the U.S. Department of Education's Office of Special Education Programs (OSEP) . These requirements are outlined in the Part B State Performance Plan/Annual Performance Report (SPP/APR) Measurement Table . Local educational agencies should refer to this document for detailed guidance on calculation and compliance requirements for completing SPPI 11 and SPPI 12 reporting. |
| 2.2 | What percentage is considered compliant vs. noncompliant? | The compliance targets for both for State Performance Plan Indicator (SPPI) 11 and SPPI 12 are 100% , as set by the Office of Special Education Programs (OSEP). This percentage is |

| Number | Question | Answer |
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| | | calculated for each local educational agency (LEA), and any result below 100% requires corrective action as part of general supervision and monitoring. The Texas Education Agency reports the aggregate compliance percentage for all LEAs in the state to OSEP in the State Performance Plan/Annual Performance Report (SPP/APR) submission and is also required to publicly report compliance at the LEA level, as mandated by 34 CFR §300.602(b)(1)(i)(A) . |
| 2.3 | What happens if a local educational agency (LEA) does not have 100% compliance for State Performance Plan Indicator (SPPI) 11 or SPPI 12? | LEAs with less than 100% compliance for SPPI 11 or SPPI 12 are required to complete a corrective action plan as part of the general supervision and monitoring mandate under the Individuals with Disabilities Education Act (IDEA) . This plan must be completed no later than one year from the date the LEA receives written notification of noncompliance. |
| 2.4 | What are the possible compliance outcomes for State Performance Plan Indicator (SPPI) 11 and SPPI 12? | <p>Both SPPI 11 and SPPI 12 have two time-based measures for evaluating procedural compliance: one for the Full and Individual Initial Evaluation (FIIIE) and another for the Eligibility Determination (ED). This results in four possible compliance outcomes:</p> <p>Compliance/Compliance: The child met compliance for both the FIIIE and the ED</p> <p>Noncompliance/Compliance: The child did not meet compliance for the FIIIE but met compliance for the ED</p> <p>Compliance/Noncompliance: The child met compliance for the FIIIE but did not meet compliance for the ED</p> <p>Noncompliance/Noncompliance: The child did not meet compliance for neither the FIIIE nor the ED</p> <p>For federal reporting, SPPI 11 compliance focuses solely on the initial evaluation, while SPPI 12 compliance includes both the initial evaluation and eligibility determination, which must be completed by the child's third birthday. This breakdown reflects all potential compliance scenarios for SPPI 11 and SPPI 12.</p> |

3. TSDS Submission (3.1 to 3.7)

Details data entry, submission timelines, and technical requirements for Child Find data in the Texas Student Data System (TSDS).

| Number | Question | Answer |
|--------|--|--|
| 3.1 | How are data entered and submitted for the Texas Student Data System (TSDS) Child Find collection? | Child Find data are entered into the local educational agency's (LEA's) local Student Information System (SIS) or a third-party software that integrates with the SIS. The data are then extracted and loaded into TSDS , following the same |

| Number | Question | Answer |
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| | | <p>process as other TSDS data collections, as they cannot be entered directly into TSDS. The Texas Education Agency recommends that LEAs work closely with their LEA TSDS Data Steward to ensure timely and accurate submissions. For more information about the technical data flow, visit the TSDS Child Find webpage.</p> |
| 3.2 | How do I enter Child Find data into a Student Information System (SIS)? | <p>Local educational agencies (LEAs) should coordinate with their LEA Data Steward, consult their education service center (ESC) Child Find Champion, or contact their SIS vendor for assistance with entering data in their specific SIS for the Child Find collection.</p> |
| 3.3 | What is the timeline for submitting data to the Texas Student Data System (TSDS) Child Find collection? | <p>The timeline for submitting data to the TSDS Child Find collection is available on the Texas Web-Enabled Data Standards (TWEDS) website under the Data Submission Timelines section for the Child Find collection.</p> <p>TWEDS Legacy XML system timelines</p> <p>TWEDS Upgrade system timelines</p> |
| 3.4 | Which students are promoted for the Child Find data submission? | <p>The following students must be included in the Child Find data submission:</p> <p>Age Requirement: Students who are 21 years of age or younger as of September 1st of the current school year</p> <p>Eligibility Determination Date: Students reported with an EligibilityDeterminationDate E1716 that falls from July 1 to June 30</p> <p>Please note that the federally recognized school year runs from July 1 to June 30 each year.</p> |
| 3.5 | What is the Texas Education Agency’s (TEA’s) recommendation for how often a local educational agency (LEA) should upload Child Find data into Texas Student Data System (TSDS)? | <p>TEA does not restrict the number of times an LEA can promote their data in TSDS. LEAs are encouraged to establish local processes for determining the frequency of data promotion. TEA recommends promoting data as soon as the Child Find collection opens to:</p> <p>Identify and address fatal errors (Error Level: “F”).</p> <p>Investigate and resolve special warnings (Error Level: “S”).</p> <p>Allow sufficient time to submit and resolve TSDS Incident Management System (TIMS) tickets.</p> <p>However, all LEAs are required to “Complete” their Child Find submission by the deadline.</p> |

| Number | Question | Answer |
|--------|---|---|
| 3.6 | Which roles in the Texas Education Agency Login (TEAL) are used for the Texas Student Data System (TSDS) Child Find collection? | <p>The Child Find collection uses the following TEAL roles for both education service centers (ESCs) and local educational agencies (LEAs):</p> <ul style="list-style-type: none"> Core ESC Data Viewer Core LEA Data Approver Core LEA Data Completer Core LEA Data Promoter Core LEA Data Viewer <p>For each role, the “Child Find Access” privilege must be added to enable access to the Child Find collection. For more information, refer to Texas Student Data System Knowledge Base article TSDSKB-606 - TEAL: TEAL Roles for Core Collections.</p> |
| 3.7 | How do local educational agencies (LEAs) report Child Find data if they operate on a year-round calendar? | LEAs with year-round calendars are not exempt from the Child Find data submission requirements. All LEAs must report data for children with an EligibilityDeterminationDate E1716 between July 1 and June 30 of the reporting year, which is the federally recognized school year. However, timeframe exceptions, such as the number of instructional days remaining in the school year, may not apply to year-round LEAs. |

4. Data Elements and Calculations (4.1 to 4.12)

Focuses on specific data elements, compliance timelines, and reporting scenarios.

| Number | Question | Answer |
|--------|--|---|
| 4.1 | Which ProgramType E1337 should be reported for the Child Find data submission? | The PROGRAM-TYPE "Special Education" should be reported for the Child Find submission. |
| 4.2 | How is the parent consent date reported in the Child Find collection? | The ConsentToEvaluationReceivedDate E1738 represents the exact month, day, and year the local educational agency (LEA) received written consent from the student's parent for the evaluation. The Texas Student Data System (TSDS) system begins counting day one of the initial evaluation timeline on the next instructional day following the date entered for data element E1738 . Entering an incorrect date for this element may cause the system to inaccurately calculate student compliance. |
| 4.3 | How does the Child Find collection calculation account for changes in a campus instructional calendar? | The Child Find calculation relies on the Public Education Information Management System (PEIMS) calendar data reported for the local educational agency's (LEA's) InterchangeEducationOrgCalendar to distinguish instructional days from non-instructional days. This calendar must be up-to-date and should be submitted with the Child Find collection. The CalendarEvent E1582 with code 01 – |

| Number | Question | Answer |
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| | | Student Instructional Day is used to count toward the 45-day initial evaluation timeline. LEAs must ensure their calendar information is accurate and up to date in the Texas Student Data System (TSDS) before they “Complete” the Child Find submission to ensure correct compliance calculations. |
| 4.4 | What if parental consent, the initial evaluation, and/or the eligibility determination occur on the same day the local educational agency (LEA) received parental consent? | The LEA should report the exact date on which the parental consent, initial evaluation, and/or eligibility determination event occurred. The Texas Student Data System (TSDS) Core application will accurately process and calculate compliance when multiple events are reported on the same date. |
| 4.5 | If one local educational agency (LEA) completes a student’s evaluation and another LEA completes the eligibility determination after the student enrolls, should both LEAs report the student? | No, only the LEA that completes the eligibility determination should report the student. All LEAs are required to report data for children with an EligibilityDeterminationDate E1716 between July 1 and June 30 of the reporting year, which aligns with the federally recognized school year. |
| 4.6 | What is a "holdover student" in the context of the Child Find collection? | A "holdover student" refers to a student whose evaluation process spans two school years. For example, if parental consent for the initial evaluation is received toward the end of one school year but the initial evaluation or eligibility determination is completed in the following school year, the student is considered a holdover. |
| 4.7 | For holdover students, how does Texas Student Data System (TSDS) determine the instructional days from the prior school year that count toward the compliance timeline? | TSDS combines calendar data from the prior school year , reported in the local educational agency’s (LEA’s) Public Education Information Management System (PEIMS) Summer submission , with calendar data from the current school year , reported in the TSDS InterchangeEducationOrgCalendar , to calculate the total instructional days used to assess compliance with the initial evaluation timeline. |
| 4.8 | For holdover students, do local educational agencies (LEAs) need to reload prior year calendar information into the current year's Texas Student Data System (TSDS) InterchangeEducation OrgCalendar? | No, LEAs do not need to reload prior year calendar information. TSDS automatically uses the campus instructional calendar data from the prior year's accepted Public Education Information Management System (PEIMS) Summer submission to calculate compliance timelines. |
| 4.9 | How should IDEAIndicator E1717 be reported if a student is determined eligible but does not enroll in special education services? | If a student is determined eligible for special education services but does not enroll, IDEAIndicator E1717 should be reported as “false”. Reporting “false” indicates that, although the student was eligible, they are not receiving special education services . |

| Number | Question | Answer |
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| 4.10 | What should be reported if a student was evaluated twice for special education within the same data collection period? | Data from the most recent evaluative process should be reported. This includes the ConsentToEvaluationReceivedDate E1738 , EligibilityEvaluationDate E1715 , and Eligibility DeterminationDate E1716 associated with the latest evaluation. |
| 4.11 | Why is EligibilityDelayReason Code 05 - Parent Delay considered noncompliant for State Performance Plan Indicator (SPPI) 11B eligibility determinations? | The EligibilityDelayReason Code 05 - Parent Delay , as defined by EligibilityDelayReason E1731 and specified in EligibilityDelay Reason C347 , is not recognized as a valid exception for delays in eligibility determinations. As a result, delays attributed to this reason are considered out of compliance for SPPI 11B. |
| 4.12 | Has the Texas Student Data System (TSDS) compliance calculation for State Performance Plan Indicator (SPPI) 11B been updated to reflect the new rule change to Texas Administrative Code (TAC) §89.1011 regarding the eligibility determination deadline? | Yes, the TSDS compliance calculations for SPPI 11B have been updated to align with the changes to 19 TAC §89.1011 . The revised rule, effective for the 2023-24 school year and onward, requires eligibility determinations to be completed by the 15th instructional day of the school year, rather than the first day of school, when the 30-day period falls during the summer break. |

5. SPPI 12 Specific Questions (5.1 to 5.4)

Highlights questions and requirements unique to State Performance Plan Indicator (SPPI) 12 reporting.

| Number | Question | Answer |
|--------|---|---|
| 5.1 | Should children with an OriginalECIServicesDate E1737 date less than 90 calendar days before their third birthday be reported under State Performance Plan Indicator (SPPI) 11? | The Child Find data collection system automatically determines whether a student’s compliance is assessed under SPPI 11 or SPPI 12. Children with an OriginalECIServicesDate E1737 less than 90 calendar days before their third birthday must be reported with the relevant Early Childhood Intervention (ECI)-related data elements, including TransitionNotificationDate E1712 , TransitionConferenceDate (E1713) , and OriginalECIServicesDate (E1737) . If no transition conference was held, Local educational agencies may omit TransitionConferenceDate E1713 , as it is an optional data element. Compliance calculations for the initial evaluation and eligibility determination for these students will be performed under SPPI 11. |
| 5.2 | What should a local educational agency (LEA) do if the Early Childhood Intervention (ECI) provider does not provide | If the ECI program fails to notify the LEA at least 90 calendar days before the child’s third birthday, the LEA is still responsible for completing the evaluation and determining eligibility by the child’s third birthday. In such cases, Delay Reason Code “08” (Part C Did Not Notify/Refer Child to Part B) must be reported. However, this code does not exempt the |

| Number | Question | Answer |
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| | notification within the required timeline? | LEA from compliance, and all evaluations and eligibility determinations must still be completed by the child's third birthday. |
| 5.3 | Is TransitionConferenceDate E1713 required if the parent opted out of the Early Childhood Intervention (ECI) transition conference? | For Texas Student Data System (TSDS) State Performance Plan Indicator (SPPI) 12 compliance calculations, TransitionConferenceDate E1713 is optional. If no transition conference occurred, the local educational agency should leave this data element blank. However, if a conference was held, the date must be reported in TransitionConferenceDate E1713 . |
| 5.4 | Is OriginalECIServicesDate E1737 mandatory for State Performance Plan Indicator (SPPI) 12 students? | Yes, OriginalECIServicesDate E1737 is mandatory for SPPI 12 students. This date is when the child began receiving Early Childhood Intervention (ECI) services. It is used to determine whether the child's initial evaluation compliance and eligibility determination compliance will be calculated and included under SPPI 11 or SPPI 12. |

6. Absences (6.1 to 6.6)

Discusses how student absences impact initial evaluation timelines and data reporting.

| Number | Question | Answer |
|--------|--|---|
| 6.1 | Can the timeframe for completing the full and individual initial evaluation be extended for State Performance Plan Indicator (SPPI) 11 due to student absences in the Child Find collection? | <p>Yes. For SPPI 11, the evaluation timeframe can be extended if the student has three or more absences during the 45 instructional day period. In such cases, the timeframe is extended by the number of absences. If the student has two or fewer absences, the timeframe is not extended. The Texas Student Data System (TSDS) automatically calculates this adjustment based on the absences reported in EvaluationDelayDays E1711.</p> <p>For SPPI 12, the evaluation and eligibility determination must be completed by the child's third birthday, and the timeframe is not extended for absences. This applies to children with an OriginalECIServicesDate E1737 that is 90 or more calendar days before their third birthday because they are included in SPPI 12.</p> <p>Special Note: For scenarios involving the June 30th deadline, only absences from the prior school year should be reported.</p> |
| 6.2 | When reporting EvaluationDelayDays E1711 , are additional days added to the 45-school-day timeline if a student is absent during the extended timeline? | <p>Yes, the timeline is extended by the total number of days the student was absent, including absences during the initial 45-school-day timeline and additional absences occurring during the extension period.</p> <p>Example: If a student has 3 absences during the initial 45-school-day timeline, the timeline is extended to 48 school days. If the student is then absent for an additional 2 days during the</p> |

| Number | Question | Answer |
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| | | extended period, the timeline is further extended to 50 school days . This ensures that the local educational agency has the full number of instructional days required to complete the evaluation. |
| 6.3 | How is an absence defined for the Child Find collection? | An absence is defined according to 19 Texas Administrative Code (TAC) §89.1011(j) , which states that a student is considered absent if they are not present at the school’s official attendance-taking time or an alternative attendance-taking time, as outlined in the Student Attendance Accounting Handbook . |
| 6.4 | How is a student’s evaluation timeline affected if the student was absent during the official attendance-taking time but present for other purposes? | For evaluation timeline purposes, the student is considered absent if they were not present during the official attendance-taking time. Local educational agencies must report such absences in EvaluationDelayDays E1711 , which is specific to the Child Find collection. Absence counts used in other collections or Public Education Information Management System (PEIMS) submissions may not align with the definition used for this data element and should not be used for Child Find reporting. |
| 6.5 | How should an absence be handled if a student was counted as PRESENT for funding purposes due to a college visit? | Absences for events like college visits, which are counted as PRESENT for funding purposes, should not be included in the absence count for the Child Find collection. Local educational agencies (LEAs) must report EvaluationDelayDays E1711 specifically for absences that occur after the LEA receives written parental consent for the Full and Individual Initial Evaluation (FIIE) . LEAs should work with their Student Information System (SIS) vendors to ensure reporting aligns with the definitions used in the Child Find collection. For additional guidance, refer to the Texas Student Data System (TSDS) Web-Enabled Data Standards . |
| 6.6 | Are school closures considered in the Texas Student Data System (TSDS) calculations for the eligibility determination timeline? | No, school closures are not factored into the TSDS calculations for the eligibility determination timeline. The timeline for eligibility determination is 30 calendar days , as outlined in 19 Texas Administrative Code (TAC) §89.1011(g) . This 30-day period begins the day after the completion of the Full and Individual Initial Evaluation (FIIE) and continues uninterrupted, regardless of school closures or non-instructional days. Local educational agencies must complete eligibility determinations within this timeframe, even if closures occur during the process, to ensure procedural compliance. |

7. Reporting Nonpublic Students (7.1 to 7.5)

Covers the reporting of non-enrolled students, including private and homeschooled students.

| Number | Question | Answer |
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| 7.1 | Are local educational agencies (LEAs) required to | Each LEA is responsible for locating, identifying, and evaluating all children with disabilities within its administrative |

| Number | Question | Answer |
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| | report non-enrolled students in the Child Find collection? | jurisdiction , including those enrolled in private or religious schools or homeschooled. Both enrolled and non-enrolled students with an EligibilityDeterminationDate E1716 within the reporting year, from July 1 to June 30 , must be reported in the Child Find collection . Non-enrolled students do not need to be enrolled in the LEA to be included in the LEA's Child Find submission to the Texas Student Data System (TSDS) . |
| 7.2 | How should the data be reported for non-enrolled students? | Non-enrolled students are generally reported in Child Find using the same process as enrolled students, with one key exception: StudentSchoolAssociation data in the InterchangeStudentEnrollmentExtension is not reported for non-enrolled students. Additionally, optional data elements such as CalendarCode E0975 and EvaluationDelayDays E1711 may not apply to non-enrolled students. However, local educational agencies must obtain and report a Unique ID (UID) for all non-enrolled students included in Child Find. |
| 7.3 | How do local educational agencies (LEAs) get a unique identifier (UID) number for non-enrolled students? | Each child reported for Child Find must be assigned a UID. LEAs can generate a UID through the UNIQUE ID HOME in the Texas Student Data System (TSDS), using either the student's Social Security Number (SSN) or an S-Number from the block assigned to the LEA if the SSN is unavailable. For more details, refer to the TSDS Unique ID section or submit a TSDS Incident Management System (TIMS) ticket for assistance. |
| 7.4 | Does the local educational agency (LEA) report the CalendarCode E0975 for non-enrolled students? | The CalendarCode E0975 is optional for non-enrolled students. Since non-enrolled students are not on campus for instruction, this data element does not need to be reported. The default campus calendar of the LEA conducting the evaluation will be used. |
| 7.5 | Should the local educational agency (LEA) report EvaluationDelayDays E1711 for non-enrolled students? | EvaluationDelayDays E1711 is optional and does not apply to non-enrolled students, including those in private schools or homeschooled. Attendance reporting is the responsibility of the private school, not the public school conducting the initial evaluation. For these students, leave EvaluationDelayDays E1711 blank or report "0." The evaluation timeframe will default to 45 instructional days , calculated based on the LEA's default campus calendar . LEAs should also review any applicable EvaluationDelayReason C348 to ensure accurate reporting. |

8. Training and Guidance (8.1–8.4)

Provides information on available training, guidance documents, and support resources.

| Number | Question | Answer |
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| 8.1 | Where can I get help with the Child Find collection? | The Texas Education Agency (TEA) uses a train-the-trainer model for Child Find. TEA trains education service center (ESC) Child Find Champions , who are required to complete training, pass a certification exam, and serve as the |

| Number | Question | Answer |
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| | | <p>primary point of contact for Child Find information and training. A list of Child Find Champions for ESCs 1-10 and ESCs 11-20 is available on the Texas Student Data System (TSDS) Champions webpage and in the Resources section of this Frequently Asked Questions (FAQ) document.</p> |
| 8.2 | Where should program-specific or technical questions be directed? | <p>For technical, programmatic, or measurement-related questions, local educational agencies (LEAs) should submit a Texas Student Data System (TSDS) Incident Management System (TIMS) ticket within the TSDS portal.</p> <p>To submit a TIMS ticket:</p> <ul style="list-style-type: none"> Log into the Texas Education Agency Login (TEAL) secure portal Open the TSDS Portal Click the Support tab Click Submit and View Incidents Complete the Create Issue section Click Create Issue <p>Users without a TEAL account may request access via the Request New User Account link on the TEAL login screen. Guidance for accessing the TSDS Portal is located under the Help section of TEAL. For further assistance, email TSDSCustomerSupport@tea.texas.gov.</p> |
| 8.3 | Where can I find guidance documents and resources for State Performance Plan Indicator (SPPI) 11 and SPPI 12? | <p>Guidance for SPPI 11 and SPPI 12 can be found on the TEA website under the SPPI 11 Timely Initial Evaluation (Child Find) webpage and the SPPI 12 Early Childhood Transition webpage. Additional support is available through the Texas Student Data System (TSDS) Incident Management System (TIMS) Knowledge Base (KB), accessible from the top menu on the TIMS ticket submission screen in the TSDS Portal. For general questions, you can email spp@tea.texas.gov.</p> |
| 8.4 | Where can I find support for troubleshooting issues with a third-party vendor or Student Information System (SIS)? | <p>Local educational agencies (LEAs) should directly contact their third-party vendor or SIS provider for assistance with Child Find data issues, as these vendors are contracted by the LEA. Additionally, Education service center (ESC) Child Find Champions, trained by the Texas Education Agency, can provide further support to LEAs. A list of Child Find Champions for ESCs 1-10 and ESCs 11-20 is available on the ESC Texas Student Data System (TSDS) Champions webpage.</p> |

Acronym List

Following is an alphabetized list of acronyms used in the FAQ document:

- **CF:** Child Find
- **CFR:** Code of Federal Regulations
- **ECI:** Early Childhood Intervention
- **ED:** Eligibility Determination
- **ESC:** Education Service Center
- **FFY:** Federal Fiscal Year
- **FIIE:** Full and Individual Initial Evaluation
- **FAQ:** Frequently Asked Questions
- **IDEA:** Individuals with Disabilities Education Act
- **IEP:** Individualized Education Program
- **LEA:** Local Educational Agency
- **PEIMS:** Public Education Information Management System
- **SAAH:** Student Attendance Accounting Handbook
- **SIS:** Student Information System
- **SPED:** Special Education
- **SPPI:** State Performance Plan Indicator
- **SSN:** Social Security Number
- **TAC:** Texas Administrative Code
- **TEA:** Texas Education Agency
- **TEAL:** Texas Education Agency Login
- **TIMS:** TSDS Incident Management System
- **TSDS:** Texas Student Data System
- **TWEDS:** Texas Web-Enabled Data Standards
- **UID:** Unique ID

Resources

- [Education Service Center \(ESC\) Child Find Champions, Regions 1-10](#)
- [Education Service Center \(ESC\) Child Find Champions, Regions 11-20](#)
- [Office of Special Education Programs \(OSEP\) QA 23-01](#)
- [State Performance Plan Indicator 11](#)
- [State Performance Plan Indicator 12](#)
- [Part B State Performance Plan/Annual Performance Report \(SPP/APR\) Measurement Table](#)
- [TSDS Web-Enabled Data Standards \(TWEDS\)](#)
- [Texas Student Data System \(TSDS\) Incident Management System \(TIMS\) Knowledge Base: Accessed through the TSDS Portal.](#)

Contact

For assistance, contact Texas Student Data System (TSDS) Customer Support at TSDSCustomerSupport@tea.texas.gov or submit a TSDS Incident Management System [TIMS ticket](#). For general inquiries, reach out to the Office of Special Populations and Student Supports (OSPSS) at spp@tea.texas.gov.