

Texas Education Agency
Division of Special Education Program Reporting
**State Performance Plan Indicator 13: Secondary Transition
Data Integrity Checklist**

Data Integrity Checklist for SPP Indicator 13

States and Local Education Agencies (LEAs) are required to provide valid and reliable data that reflect the measurement for each SPP indicator. This requirement is a factor in the annual state and local determination processes. When districts certify their data in the SPP13 data collection system, they are assuring the State that they “understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency Division of Special Education.” This *Data Integrity Checklist* has been developed to assist LEAs prior to the certification of their data.

Data Integrity Checklist

- Did you follow the data collection requirements including criteria for data collection and sampling plan outlined in the instructions?

- Did you follow the Indicator 13 Checklist and corresponding Student Folder/IEP Review Chart in collecting data on each student?

- Did you review the FAQ for this indicator?

- Did you review the previous year’s submission to determine whether the current year’s submission data are accurate according to the sampling plan? If not, do you have an explanation or current documentation?

- Have you checked the student’s status in PEIMS to be accurate for a PET Match?

- Did you document and maintain within the district all checklists and data collection procedures for audit purposes?

- If you are reporting noncompliance, are you aware of the issues causing the noncompliance that is not the result of not following instructions?

Consequences

When the LEA clicks the Certify button, the LEA is assuring the State that it is submitting valid and reliable data. District’s performance on the compliance indicators will be reflected in the district public reporting on SPP Indicators in the spring. Any issues related to the submission of inaccurate data or the Division of Program Monitoring and Intervention will address the non-submission of data.

Technical Assistance

When in doubt, read the instructions, consult the FAQ on the web, or contact your ESC prior to certifying your data.