

SC5100—Coordinated Early Intervening Services (CEIS) Data Collection Form

Submit this form electronically through the TEA eGrants system. It will not be accepted by TEA via any other means. Please read all of these instructions in their entirety before beginning.

The **SC5100—Coordinated Early Intervening Services Data Collection Form** is a special collections report to be submitted by local educational agencies (LEAs) to annually report the number of children who received coordinated early intervening services (CEIS) and subsequently received special education and/or related services. Refer to Code of Federal Regulations (CFR) §300.226 and to [TEA's CEIS webpage](#) for further information.

Part 1: Student Information

Use this section to report information on the LEAs serving and students that have been served.

Name of Local Educational Agency (LEA)

Select the name of the LEA providing CEIS services.

Adding LEAs

If more than one LEA provided CEIS services, as a member of a shared services arrangement (SSA), follow these instructions to add an LEA:

1. Click **Add LEA** to add another field.
2. Select the LEA name.

Up to ten LEAs may be added. When a new LEA is added to the list, a new section is added to the form that displays the Students Served questions.

Deleting LEAs

To delete an LEA from the list, do the following:

1. Check the box next to the number and name of the district.
2. Click **Delete LEA**.

Students Served

1. Enter the number of students served by CEIS during the reporting year.
2. Enter the number of students who were served by CEIS and received Special Education and/or related services during the reporting year.
3. Enter the number of students served by CEIS in the year preceding the reporting year, who also first received Special Education and/or related services during the reporting year.

4. Enter the number of students served by CEIS two years prior to reporting year, and who also first received Special Education and/or related services during the reporting year.

Part 2: Assurances

Select the check boxes to certify compliance with federal regulations.

Part 3: Certification and Approval

Before submitting this report, ensure that the information contained within is based on actual number of students served (no projections accepted) and has been thoroughly reviewed and routed through any required approvals.

Any grantee organization staff with an approved access ID through the eGrants system can access the report and enter information across multiple access sessions, but once submitted, the report cannot be retrieved to make additional changes. No approvals will be granted to make changes to the reported student numbers once it is submitted and certified by the Grantee Official.

Select the Authorized Official from the **Select Contact** droplist, which will populate the contact information on the form. (The authorized official must be the eGrants Grantee Official on file with TEA for your organization.) If authorized official is not listed, click on **Add New Contact**. Be sure to save the form as this will redirect you to the Contacts Page on eGrants.

As a reminder, the **Exit** button at the bottom of each schedule page allows you to exit the form without submitting it to TEA. Information entered up to the last save will be available at a later date. To submit the form to TEA, the organization's Grantee Official must select the **Certify and Submit** button.