



## SPP Indicator 12: Early Childhood Transition Data Integrity Checklist

Local education agencies (LEAs) must provide valid and reliable data for the measurement of State Performance Plan Indicator 12 (SPP12).<sup>1</sup> This requirement is a factor in the annual LEA determination processes and in the annual federal determination process for the State of Texas.

**When the LEA certifies data in the SPP12 data collection system, the LEA is assuring the State of Texas 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 Program Reporting.”**

### Data Integrity Checklist

Use the below checklist prior to data certification:

- Did you read and follow the data collection requirements for SPP 12 outlined in the instructions?*
- Did you read the following SPP 12 guidance documents: the SPP 12 Instructions for Entering Data, the SPP 12 FAQ, and the SPP 12 Flowchart for Data Collection and Submission?*
- Did you review the previous year’s SPP 12 data submission to determine whether or not the current year’s data submission is consistent? If not, do you have an explanation for why the data are inconsistent with the previous year?*

**Example:** *In 2018-19, LEA A reported that 4 students were referred from Part C to B. In 2017-18, LEA A reported that 25 students were referred from Part C to B. The difference between the two years was 21 students. Were those 25 students enrolled the previous year? Was there an influx of enrolled students? Can you justify why there was an increase (or decrease) in districtwide special education applicable to SPP12? This type of data analysis and critical examination of the reported SPP12 data provides an opportunity to check if the LEA has over (or under) reported data and make systemic changes as a result.*

- If reporting SPP12 noncompliance, did you identify the root causes contributing to the noncompliance?
- Have you responded to the issue(s) that caused SPP12 noncompliance?
  - Did the LEA revise its policies and procedures and/or operating guidelines to address noncompliance?*
  - Did the LEA train personnel in the identified area(s) of noncompliance?*
  - Did the LEA implement a system of self-monitoring to prevent noncompliance from occurring in the future?*

### Technical Assistance

When in doubt, read the instructions, consult the FAQ and guidance documents on the website, and contact your Education Service Center (ESC) **prior** to certifying the integrity of data.

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<sup>1</sup> LEA = district and charter schools