

SPPI 13: Secondary Transition Frequently Asked Questions (FAQs)

- 1. Is there a requirement that the Admission, Review, and Dismissal (ARD) committee place the postsecondary goal on the Individualized Education Program (IEP) goal page documentation?**

The ARD committee must document the postsecondary goal within the IEP. Local education agencies (LEAs) are encouraged to refer to the [Model IEP Form and Guidance for the Model IEP Form document](#).

- 2. Which LEA collects data on students attending a juvenile justice alternative education program (JJAEP)?**

The enrolled student's LEA will collect the data for the appropriate JJAEP.

- 3. An LEA that currently serves students only through grade 7 is listed in the State Performance Plan (SPP 13) Texas Education Agency Login (TEAL) application or, adversely an LEA currently serves students that meet the criteria on a campus that is not listed. What should they do?**

Only LEAs and campuses that list grades 9, 10, 11, and/or 12 in the AskTed database are included in the SPP 13 application drop-down menu. Other grade level campuses are not included in the SPP 13 list and LEAs are not required to report and certify student data from those campuses. If a 9th, 10th, 11th, and/or 12th grade campus is listed in the AskTed database and the user does not see the campus in the drop-down menu, the user should add/modify their SPP 13 account and request access to the campus.

All LEAs and campuses that are included in the SPPI 13 list must report accurate and reliable data in the SPP 13 TEAL application even if no students meet the data collection criteria at the time of collection. If there are no students that meet the data collection criteria, the LEA would report and certify that no students met the requirements.

- 4. How does a special education director of a shared services arrangement (SSA) handle the data submission for the SSA member districts?**

The Special Education Director or approved staff member will be the certifier for all SSA member districts. Although it is highly recommended that there is only one certifier for each SSA, SSA member superintendents may determine if individual district certifiers are needed. Communication with the Texas Education Agency's (TEA) SPP team is recommended for any special circumstances in data submission for SSA member districts.

- 5. Should LEAs designate two people per district: one to be the District Certifier and one designated as the Data Entry Agent?**

LEAs must have an employee with the Certifier role to submit/certify the LEA's SPPI 13 data by the close of the application each year. LEAs may have an additional certifier to ensure the LEA's data can be submitted/certified in the event of personnel changes or availability. An LEA may have multiple Data Entry Agents.

Certifier Role

- Enter, review, edit, and save student and/or LEA level data
- Return campus data
- Assure that the district is reporting valid and reliable data
- Submit/Certify SPPI 13 data in a timely manner
- Notified if TEA has questions about data entered or data being returned

Data Entry Agent Role

- View student level data for an assigned campus
- Enter, edit, and save data for an assigned campus

Roles are requested through the SPP 13 TEAL application. Once the superintendent approves the request, TEA will review approve account access.

6. What is meant by the statement “document the sampling procedures” in the Sampling Procedures document?

LEAs must be able to show documentation of how they determined the minimum number of student folders to be reviewed. They must also keep the alphabetized list of students indicating which selected student folders they reviewed for the data collection for audit purposes.

For additional guidance, see the Sampling Procedures document on the [SPPI 13: Secondary Transition](#) webpage.

7. Will LEAs include transfer students in their list of eligible students?

Yes, LEAs will include transfer students in their list of eligible students.

8. When a student transfers into an LEA after his/her 16th birthday, will the receiving LEA be out of compliance if the student's IEP did not address transition prior to the 16th birthday?

If a transfer student's IEP does not include any evidence of transition services by the first IEP to be in effect when the student turns 16, the receiving LEA will not be out of compliance.

9. If a student transfers into the LEA and the LEA discovers that the student will turn 16 during the 30-day review period, is the LEA responsible for conducting the transition assessments and developing a transition plan prior to the student turning 16?

The receiving LEA is responsible for completing the transition assessments and having the transition plan and IEP in effect prior to the student's 16th birthday.

10. Will LEAs need to collect data on a student who has graduated and then returned to school?

The LEA needs to collect data on students who meet the data collection and eligibility criteria. The criterion is located in the Sampling Procedures document on the [SPPI 13: Secondary Transition](#) webpage.

11. Do LEAs include in the folder review students who have left the LEA during the school year?

LEAs should include students who meet the data collection criteria and who are enrolled in the LEA on the day the alphabetized list is generated.

12. Do LEAs include private school students who receive proportionate share services in the folder review?

No.

13. What are the consequences to LEAs if they do not comply with SPP Indicator 13?

Data certified and submitted by LEAs through the SPP 13 TEAL application will be used by the Agency in the annual determinations analysis. An LEA's performance on the compliance Indicators will be reflected in the LEA's public reporting on SPP Indicators in the spring. Any issues related to the submission of inaccurate data or status of noncompliance, will be addressed by the Department of Review and Support through monitoring efforts.

14. What does an LEA do if they run out of names on the alphabetical list before they have the minimum number of students identified?

Once the last student name is selected, if the total number of students selected does not meet the minimum number required for the sample, repeat the selection process by continuing to count down the list and then return to the top of the list, skipping all students already selected. Select students until the minimum number is reached. For additional guidance, see the Sampling Procedures document on the [SPPI 13: Secondary Transition](#) webpage.

15. After following the sampling procedure, the list of students to enter in the data collection is more than 250. Do you enter more than 250 students in the data collection?

No. Starting from the beginning of the list, the LEA selects every Nth student to be included in the sample, repeating the process until 250 students are selected. For

additional guidance, see the Sampling Procedures document on the [SPPI 13: Secondary Transition](#) website.

16. What does the data entry agent or certifier do when they cannot get a unique ID (UID) match for a student?

Check to make sure the correct Texas Student Data System (TSDS) Unique ID was entered and confirm with the campus Public Education Information Management System (PEIMS) coordinator that the student is currently enrolled on the campus. A student that has withdrawn from the campus will not get a match. In addition, check with the PEIMS coordinator to verify the student's UID master record in TSDS reflects the correct district, campus, and grade level. If the master record in TSDS does not reflect accurate data, the TSDS UID master record for the student must be updated. If problems continue, document the specific issues, put the student's record aside, and replace the student with the next Nth student on the sampling list.

17. Texas Education Code 29.0111 requires that appropriate transition planning under state law must begin no later than when the child reaches 14 years of age. Will SPPI 13 be collecting transition planning on students turning 14 instead of 16 years of age?

No. SPPI 13 collects data on the federal requirement (300.320(b)) rather than the state requirements (TEC 29.0111). Indicator 13, designated for secondary transition, identifies the "Percent of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age-appropriate transition assessment, transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals, and annual IEP goals related to the student's transition services needs. There also must be evidence that the student was invited to the IEP Team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority. (20 U.S.C. 1416(a)(3)(B))".

18. If a student has been entered previously in another LEA and transfers to us, are we allowed to enter data for that student in the SPP 13 TEAL application?

A student may only be entered into the SPP 13 TEAL application one time. If an LEA attempts to enter data for a student entered in a previous year at another LEA, they will receive an error message stating the student's data currently exist in the application. When this occurs, the LEA may return to their sampling list and select the next Nth student or the next student on the list. The sampling list does not need to be recreated. Document the sampling procedures and maintain the list of students included on the sample.

19. I have multiple campuses in the drop-down list with zero students to report. How can I easily submit these?

Using the selection box on the District Certifier screen, you can select multiple campuses and indicate "No Student Data to Report."