

## Sampling Procedures for SPPI 13

Local Education Agencies (LEAs) must follow the required sampling procedures outlined in this document for the State Performance Plan Indicator 13 data collection.

### Criteria for Data Collection

Data for the collection period includes folders of students with Individualized Education Programs (IEPs) who are:

- at least age 16 between July 1 and June 30 of the data collection period,
- students up through age 21 (age 22 if appropriate), and
- students who are age 15 but will turn age 16 by June 30 of the data collection period.

LEAs will generate an Official Student List then follow Option One, Two, or Three based on the number of students on the official list.

### Generating the Official Student List

(All LEAs)

- Generate a list of students with IEPs from **all** campuses with enrolled student(s) that meet the “Criteria for Data Collection.”
- Place the names in alphabetical order.
- Remove from the list all students whose folders were reviewed and reported in prior data collection years.
- This becomes the Official Student List and LEAs will follow Options One, Two, or Three, as described below.

<b>Option One</b> LEAs with less than 10 students on the Official Student List
LEAs with less than ten students with IEPs who meet the “Criteria for Data Collection” <b>must report on all students.</b> <ol style="list-style-type: none"> <li>1. Once the official list is completed, no other students are required to be added to this list. This includes students who move into the LEA after the list is completed.</li> <li>2. Document the sampling procedures and maintain the list of students.</li> </ol>
<b>Option Two</b> LEAs with between 10 and 29 Students on the Official Student List
LEAs with between 10 and 29 students with IEPs who meet the “Criteria for Data Collection” will use Option Two to determine the minimum number (MINN) of student folders to review and report. <p style="text-align: center; margin-top: 20px;"><b>MINN will be at least 10 students or 50% of all students, whichever number is greater.</b></p> <p style="text-align: center; margin-top: 20px;">(continued on next page)</p>

**Selection Procedure:**

1. Determine the minimum number (MINN) of students described in Option Two (either at least 10 students or 50% of all students, whichever number is greater).

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2. Determine the selection interval: The selection interval (the  $N^{\text{TH}}$  student) is calculated by dividing the total number of students on the alphabetized list by the minimum number (MINN) and round  $N^{\text{th}}$  to the nearest whole number.
3. Select every  $N^{\text{TH}}$  student from the alphabetic list to determine your sample. 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.
4. Once the sample is completed, no other students are required to be added to the list. This includes students who move into the LEA after the sample is completed.
5. Document the sampling procedures and maintain the list of students included in the sample.

**Option 2 Example:**

- a. There are 22 students with IEPs from **all** campuses with enrolled student(s) that meet the "Criteria for Data Collection," not reviewed/reported in prior data collection years.
- b. The LEA places these 22 students in an alphabetically ordered list, (e.g., If there are three campuses, the students from all three are combined into one list).
- c. LEAs must select at least 10 students to be included in the sample or 50 percent, whichever number is greater. Fifty percent of 22 = 11 students. Because 11 is greater than 10, the LEA will sample 11 students: MINN = 11.
- d. The LEA divides the total number of students (22) by MINN (11) = 2. This is the  $N^{\text{TH}}$  value.
- e. Starting from the beginning of the list, the LEA will select every 2<sup>nd</sup> student to be included in the sample, repeating the process until 11 students are selected.
- f. The LEA documents the sampling procedures and maintains the list of students included in the sample.

**Option Three**

LEAs with 30 or more students on the Official Student List

LEAs with 30 or more students with IEPs who meet the "Criteria for Data Collection" will use Option Three to determine the minimum number (MINN) of student folders to review and report.

**MINN will be at least 20 students or 25% of all students, whichever number is greater, but not exceeding 250 students total.**

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**Selection Procedure:**

1. Determine the minimum number (MINN) of students described in Option Three (either at least 20 students or 25% of all students, whichever number is greater, but not exceeding 250 students total).  
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2. Determine the selection interval: The selection interval (the N<sup>TH</sup> student) is calculated by dividing the total number of students on the alphabetized list by the minimum number (MINN) and round N<sup>th</sup> to the nearest whole number.
3. Select every N<sup>TH</sup> student from the alphabetic list to determine your sample. 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.
4. Once the sample is completed, no other students are required to be added to the list. This includes students who move into the LEA after sample is completed.
5. Document the sampling procedures and maintain the list of students included in the sample.

**Option 3 Example #1:**

- a. There are 200 students with IEPs from **all** campuses with enrolled student(s) that meet the "Criteria for Data Collection," not reviewed and reported in prior data collection years.
- b. The LEA places all students in an alphabetically ordered list, (e.g., If there are three campuses, the students from all three are combined into one list).
- c. Since there are more than 30 students, the LEA must select at least 20 students to be included in the sample or 25 percent, whichever number is greater. Twenty-five percent of 200 = 50 students. Because 50 is greater than 20, the LEA must sample 50 students: MINN = 50.
- d. The LEA divides the total number of students (200) by MINN (50) = 4. This is the N<sup>TH</sup> value.
- e. Starting from the beginning of the list, the district selects every 4<sup>th</sup> student to be included in the sample, repeating the process until 50 students are selected.
- f. The LEA documents the sampling procedures and maintains the list of students included in the sample.

**Option 3 Example #2:**

- a. There are 1200 students with IEPs from **all** campuses with enrolled student(s) that meet the "Criteria for Data Collection," not reviewed/reported in prior data collection years.
- b. The LEA places all students in an alphabetically ordered list, (e.g., If there are three campuses, the students from all three are combined into one list).

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- c. Since there are more than 30 students, the LEA must select at least 20 students to be included in the sample or 25 percent, whichever number is greater. Twenty-five percent of 1200 = 300 students (MINN = 300). Because 300 is greater than 250, the LEA must sample 250 students (not exceed 250 students total).
- d. The LEA divides the total number of students (1200) by MINN (300) = 5 (4.8 rounded). This is the N<sup>TH</sup> value.
- e. Starting from the beginning of the list, the LEA selects every 5<sup>th</sup> student to be included in the sample, repeating the process until 250 students are selected.
- f. The LEA documents the sampling procedures and maintains the list of students included in the sample.