

Data Integrity Checklist

Local Education Agencies (LEAs) must provide valid and reliable data for the measurement of State Performance Plan Indicator 7 (SPPI 7). This requirement is a factor in the annual LEA determination processes and in the annual federal determination process for the State of Texas.

When an LEA certifies data in the SPPI 7 Texas Education Agency Login (TEAL) application, the LEA is assuring the Texas Education Agency (TEA) they “understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by TEA’s Division of Special Education Program Reporting.”

Data Integrity Checklist

Use this checklist prior to data certification.

- Did you read the SPPI 7 guidance documents?
- Did you follow the data collection requirements outlined in the SPPI 7 guidance documents?
- Did all appropriate staff receive data collection and reporting training?
- Was the Child Outcome Summary (COS) Process and the Child Outcome Summary Form (COSF) completed for all students who met the Entry/Exit criteria for the current data collection year?
- Are you able to account for missing data?
- Were multiple sources of information considered by the team when completing the COS Process?
- Did you review the previous year’s submission to determine whether or not the current year’s data submission was consistent? If not, do you have an explanation?

Technical Assistance

When in doubt, review the guidance documents on the [SPPI 7: Preschool Outcomes](#) website, or contact your [Education Service Center \(ESC\)](#) prior to certifying the integrity of your data.