

**Texas Education Agency
Division of Federal and State Education Policy**

Instructions for Entering Data for State Performance Plan Indicator 11

Indicator 11: Child Find (Compliance with Initial Evaluation Timelines)

The percentage of students, ages 3 through 21, who were evaluated and whose Admission, Review, and Dismissal Committee (ARDC) meetings were held to determine eligibility within 90 calendar days of the receipt of parental consent to evaluate. This includes students who were determined to be eligible and not eligible for special education services.

Authorization: 20 U.S.C. 1416 (a)(3)(B)

Due Date: **August 31, 2012**

Sampling Allowed: No

Online Submission: SPP 11 can be accessed through TEASE at
<https://sequin.tea.state.tx.us/apps/logon.asp>

General Instructions

Terms *underlined in italics* denote terms defined in the glossary located at the end of the instructions.

1. The 2011-2012 data collection period is **July 1, 2011 to June 30, 2012**. All students, ages 3-21, who were evaluated, had their eligibility determined and had an IEP developed between July 1, 2011 and June 30, 2012 should be reported.
2. Indicator 11 refers to "*initial*" *eligibility determinations* made for students ages 3-21.
3. **Report** students for whom the evaluation process was *completed during* the **July 1, 2011 to June 30, 2012** school year. Students for whom the parental consent was obtained in 2010-11 and the eligibility process was completed between **July 1, 2011** and **June 30, 2012** would be included in this data collection.
4. **Report** three-year-old students who are transitioning from Part C (Early Childhood Intervention) to Part B (Preschool Programs for Children with Disabilities) in both SPP 11 (Compliance with Initial Evaluation Timelines) and SPP 12 (Early Childhood Transition Timelines) online applications.
5. **Report** students for whom the evaluation process was completed, but not within the timeline because the parent of the child repeatedly failed or refused to produce the child for evaluation. Only districts or charter schools that maintain *detailed records of attempts* to contact parents should report these students within the timeline and in compliance. All reasons for delays will need to be reported.
6. **Do not report** students for whom the evaluation process was interrupted and the district or charter school **was unable to complete the evaluation process, therefore eligibility was not determined**. *Detailed records of attempts* must be documented and maintained at the local level for audit purposes.
7. Sampling is **not** permitted for this data collection.

Specific Instructions

Section One: Students ages 3-21 for whom parental consent to evaluate was received and ARDC meetings were held within 90 calendar days.

In row a. Enter the total number of students ages 3 through 21 for whom signed, written consent to evaluate was received and the process was completed between **July 1** to **June 30**.

- In row b. Of the total number of students in row a., enter the number of students ages 3 through 21 whose ARDC meetings were held within 90 calendar days of the receipt of parental consent to evaluate AND who were **determined not eligible**. Also include the number of students in row b. for whom the district has detailed records of attempts to contact parents to complete the timeline, but the parent's lack of action prevented the district from meeting the timeline.
- In row c. Of the total number of students in row a., enter the number of students ages 3 through 21 whose ARDC meetings were held within 90 calendar days of the receipt of parental consent to evaluate AND who were **determined eligible**. Also **include** the number of students in row c. for whom the district has detailed records of attempts to contact parents to complete the timeline, but the parent's lack of action prevented the district from meeting the timeline.

Note: District percentages relative to the 100% State Target are automatically populated by the data collection application. Application software will not allow a person completing the application to enter data in the gray section. (No Action Required.)

Section Two: Students ages 3-21 for whom parental consent to evaluate was received and the ARDC meetings were NOT held within 90 calendar days.

In row d. Of the total number of students in row a., enter the number of students who were **determined not eligible** and whose ARDC meetings were NOT held within 90 calendar days.

- **Do not include** the number of students in row d. for whom the district has detailed records of attempts to contact parents to complete the process within 90 calendar days, but the parent's inactions prevented the district from meeting the timeline. All reasons for delays will need to be reported in d.3.

In rows d.1. and d.2. The total number of students recorded in row d. will be disaggregated further in the following manner:

- In row d.1. Enter the number of students ages 3 through 21 **determined not eligible** AND whose ARDC meetings were held within **91-121 calendar-days** of receipt of parental consent to evaluate.
- In row d.2. Enter the number of students ages 3 through 21 **determined not eligible** AND whose ARDC meetings were held **121 or more calendar-days** after receipt of parental consent to evaluate.
- In row d.3. Record all possible reasons for the delays in holding the ARDC meetings within 90 calendar days. All reasons for delay are for data collection purposes only. The reasons do not serve as an explanation for compliance or non-compliance.

In row e. Of the total number of students in row a., enter the total number of students **determined eligible** and whose ARDC meetings were NOT held within 90 calendar days.

- **DO NOT** include the number of students in **row e.** for whom the district has detailed records of attempts to contact parents to complete the process within 90 calendar days, but the parent's lack of action prevented the district from meeting the timeline. All reasons for delay will need to be reported in e.3.

- **In rows e.1. and e.2.** The total number of students recorded in **row e.** will be disaggregated further in the following manner:
 - **In row e.1.** Enter the number of students ages 3 through 21 determined **eligible** AND whose ARDC meetings were held within **91-121 calendar days** of receipt of parental consent to evaluate.
 - **In row e.2.** Enter the number of students ages 3 through 21 determined **eligible** AND whose ARDC meeting were held **121 or more calendar days** after receipt of parental consent to evaluate.
 - **In row e.3.** Record all possible reasons for the delays in holding the ARDC meetings within 90 calendar days. All reasons for delay are for data collection purposes only. The reasons do not serve as an explanation for compliance or non-compliance.

Glossary

1. Completed
Evidence or documentation that the student's ARDC meeting was held and the student was determined eligible (e.g. a student's individualized education program (IEP)) or not eligible for special education services.
2. Consent
Evidence of documentation that the parent provides written consent, that they has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or other mode of communication; and the parent understands and agrees in writing to the implementation of the activity for which his or her consent is sought.
3. Eligibility Determinations
Refer to 34 CFR §300.306 and 19 TAC §89.1040 for specific procedures and rules for determinations of eligibility for special education services. In summary, Eligibility Determinations are a written decision regarding eligibility for special education services made by a group of qualified professionals and the parents utilizing data gathered through formal and informal evaluations.
4. Evaluation
Refer to 34 CFR §§300.301-305 and 19 TAC §89.1011. Evaluation process is completed when the Full and Individual Evaluation (FIE) is finalized by a signature and dated.
5. Initial
The first procedure used to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs.
6. Not Eligible
The student does not meet the eligibility criteria for special education services as determined by a review of the FIE and the subsequently held ARDC meeting.
7. Detailed Records
Detailed Records may include, but are not limited to: certified letters; detailed physician's letters, comprehensive records of phone calls made or attempted along with the results of those calls, copies of correspondence sent to parents and any responses received, records of visits made to the parent's home or place of employment and the results of those visits, log of multiple attempts to contact parents or guardians; etc. and all should be collected as circumstances warrant.