

RF Tracker End of the Year Activities

UPDATE FROM TEA MARCH 1, 2018

RF Tracker End of Year Activities

A To the Administrator Addressed letter will be sent out in March informing local education agencies (LEAs) of their obligation to complete the end of year data submission for *RF Tracker*.

June 11, 2018

A blue, multi-pointed starburst graphic is positioned in the upper right area of the slide. Inside the starburst, the text "1st Date to remember!" is written in a bold, black, sans-serif font.

**1st Date to
remember!**

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Required *RF Tracker* Data Collection for Districts with Residential Care and Treatment Facilities within Their Geographic Boundaries and/or Jurisdiction

The purpose of this letter is to notify local education agencies (LEAs) of timelines related to the required collection of data for students with disabilities, who reside in residential care and treatment facilities (RFs) within the geographic boundaries or jurisdiction of a district. In a Texas Education Agency (TEA) letter dated October 12, 2017, districts were informed that, during the 2017-2018 program year, districts would continue to use the *RF Tracker* data collection system to enter data from RF districts. **Districts must complete the 2017-2018 data collection no later than Monday, June 11, 2018.**

A large blue arrow pointing to the right, with the text "2nd Date to remember!" written inside it in white, bold, sans-serif font.

**2nd Date to
remember!**

May 11, 2018

The **end-of-year date** for districts reporting that students with disabilities reside in an RF is **on or before Friday, May 11, 2018**. Additional guidance regarding completion of the *RF Tracker* data collection, including an *RF Tracker Guidance Document* and a *Helpful Hints* document that provides information on data documentation, data definitions, and use of the system, is available under the Special Education-Residential Facilities Monitoring website at <http://www.tea.state.tx.us/pmi/SPEDRFmonitoring/>.

If you are an LEA in Region 13 and need assistance completing the *RF Tracker* data collection, please communicate with Ann Jenkins, ann.Jenkins@esc13.txed.net or 512-919-5207 or you may contact the Division of School Improvement at SIdivision@tea.texas.gov or (512) 463-5226. If you are in a LEA in other regions communicate with the special education contact at the phone numbers available from the TEA website at http://www.tea.state.tx.us/regional_services/esc/,

- Report all RF students in *RF Tracker* that were served by the district **on or before May 11.**
- After May 11, LEAs will continue to serve students that enter RFs, but these students will not be entered into *RF Tracker*.

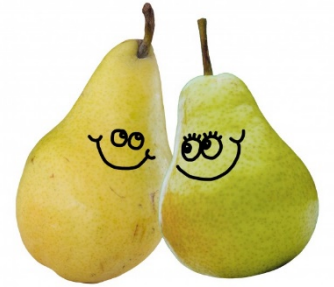


June 11, 2017

Districts must have end of year or withdrawal entries completed for every RF student--by 11:59 PM.

Students must have an **equal** # of events/entries in *RF Tracker*

- The first event of the pair will be either a **Start of Year or Enrollment** event.
- The second event of the pair will be either a **Withdrawal or End of Year** event.



A student may have enrolled and withdrawn from a facility multiple times throughout the year, BUT at the end of the year, there should be an **even number of events.**

Even Numbers

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Even Numbers end in



0 2 4 6 or 8

If a refresher is needed...



- RF Tracker Guidance Document
- RF Tracker Helpful Hints

[Special Education Residential Facilities Intervention Guidance and Resources](#)




a reminder:



LEAs may use the report function to run a Student Detail report to verify that all students have an even number of events.

*Remember that there will be blanks in the report for data fields that are no longer collected in RF Tracker.



PROGRESS

report

RF Tracker and TSDS PEIMS

- February 2018 - meeting with key staff in the Division of Information Technology Services (ITS)
- December 1, 2018 - Data Governance Review & Texas Education Data Standards (TEDS) Publication Processes will be completed
- *RF Tracker* will continue to be the data collection system for the 2018-2019 school year



2019-2020 School Year

RF TRACKER DATA ELEMENTS WILL BE
INCORPORATED IN TSDS PEIMS