

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

Instructions for Entering Data for State Performance Plan Indicator 13

Indicator 13: Secondary Transition

The percentage 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 service needs. There must also 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.

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

Due Date: **August 31, 2012**

Sampling Allowed: Yes

Online Submission: SPP 13 can be accessed through TEASE at
<https://sequin.tea.state.tx.us/apps/logon.asp>

General Instructions

1. The 2011-2012 data collection period is **July 1, 2011** to **June 30, 2012**.
2. Indicator 13 refers to students with disabilities who are at least age 16 between July 1, 2011 and June 30, 2012, and students up through age 21 (age 22 if appropriate). This sample will include students who are age 15 but will turn age 16 by June 30, 2012.
3. From the list of campuses provided by the TEA, districts will generate a list of students with disabilities that meets the **Criteria for Data Collection**. Once the 2011-2012 list of students is generated, place the names in alphabetical order.
4. Remove from the list all students whose folders were reviewed and reported in prior data collection years. This now becomes the official list and districts will follow the **Required Sampling Procedures**.
5. Enter the student's SSN or alternate student ID. The student's name and DOB will appear and pre-fill. Complete remaining fields.
6. Select **Yes** or **No** for each question. All 13 questions must be completed. For Questions 2, 12 & 13 **NA** is an acceptable response **only** for the reasons listed.
7. The final compliance status of each IEP is automatically populated at the bottom of the IEP review section.
8. Sampling is permitted for this data collection.

Specific Instructions

Data Entry- Individual Education Plan (IEP) Review Form

STEPS TO ADD A NEW STUDENT RECORD

1. Click on the **Data Entry** button in the navigation toolbar. The Individual Education Plan (IEP) Review form will display.
2. Select the appropriate School Year, District, and Campus from the drop-down lists and then click on the **GO** button. The current year is the default school year. The ability to select Districts and Campuses is based on your user role.
3. Scroll to the PET match section in the middle of the screen and enter the student's SSN/Alt ID in the SSN/Alt ID field, then click on the **PET Match** button. The student record is highlighted automatically after a PET Match is found.
4. System will allow student data entry only after a **PET MATCH** is made.
5. IF NO MATCH IS FOUND:
 - **Check to be sure you have entered the SSN/Alt ID correctly.**
 - **Check to be sure the student is currently enrolled on campus.**
 - **Check with your PEIMS Coordinator to be sure you have the correct SSN/Alt ID.**
6. When the system has found a matching record from the PET database, the student record is highlighted automatically. Once the student's name is highlighted, the user may click the **Select Student** button.
7. The system will fill in the student's first name, last name, and date of birth.
8. Select the student's Grade Level from the drop-down list.
9. Select the student's Primary Disability from the drop-down list.
10. Select the appropriate answer for the Multiple Disabilities question.
11. Select the student's current Instructional Setting from the drop-down menu. Refer to the Help document for the list of instructional settings.

Note: A student's Entry record can be saved with a status of **Incomplete** as long as the following fields are complete: SSN, First Name, Last Name, DOB, Grade Level, Primary Disability, Multiple Disabilities, Instructional Setting and Date Services Began.
12. Scroll down to the next section of the screen **Individualized Education Plan (IEP) Review** and select the appropriate answers for questions 1-13. Any **No** response in this section will result in noncompliance with Indicator 13. The final compliance status of each IEP is automatically populated at the bottom of the IEP review section.
13. Scroll down to **Quality Analysis** section of the screen. For each statement, indicate the quality level that best reflects data collected from the student's folder. If Q. 4 is **Yes** then proceed to Q. 5 and identify the appropriate answer. (Check **ALL** that apply).

NO STUDENT DATA TO SUBMIT:

If you have **NO** data to submit for the current school year, then follow the steps below:

1. Click on the **Data Entry** tab on the navigation toolbar at the top of the screen.
2. Select the district and appropriate campus using the drop-down list and then click on the **Go** button. Campus detail information is displayed, including the nine digit campus number.
3. Scroll down the page to click the following link: [Click here if you have no student data to submit.](#)
4. The user will be directed to the Campus Administration page.
5. Scroll to the bottom of the screen to **review and check the assurance statements** and then click on the **Submit** button. The campus status changes from **Not Submitted** to **Submitted** and is now transferred to the District Certifier screen.
6. Notify district certifier that campus data has been submitted.

Campus Administration

STEPS TO SUBMIT CAMPUS RECORDS

1. Click on the **Campus Admin** button in the navigation toolbar.
2. Select the appropriate School Year, District, and Campus from the drop-down lists and then click on the **GO** button. The current year is the default school year. The ability to select Districts and Campuses is based on your user role.
3. Scroll down the page to student list. Check each student record to confirm it is accurate. If corrections need to be made, the option to delete or edit the student is available. Print the list and maintain the record.
4. Scroll to the bottom of the screen to [Submit Campus Data.](#) Review and check the assurance statements and then click on the **Submit** button. The campus status changes from **Not Submitted** to **Submitted** and is now transferred to the District Certifier screen.
5. Notify district certifier that campus data has been submitted.

District Administration

STEPS TO CERTIFY CAMPUS RECORDS:

1. Click on the District Home button from the menu at the top of any screen to access the District Administration screen.
2. The name of the assigned District will be displayed in the **Search District** field. Click the **Go** button and the system will display specific District information.
3. A list of submitted campuses is displayed at the bottom of the screen. To see detailed information for a campus, click on the campus name.
4. Click on the **Accept** button for each campus that is complete.

5. If a campus's status is incomplete the District Certifier must notify the campus with the incomplete status to inform them of their responsibility to complete the records and submit.
6. The **Certify** button will not be activated until all campus records have been **Submitted** and **Accepted**.
7. Verify that all campuses have been **Submitted**. Read and check the assurance statements and then click on the **Certify** button to submit the data to TEA.
8. The Current Status at the top of the page will indicate **Certified**.

STEPS TO REQUEST DATA TO BE RETURNED:

District Data

1. Once the district has **Certified**, the District Certifier can request TEA to return data for corrections or additions by accessing the **District Admin** tab.
2. Select the appropriate school year and district. Click **Go**.
3. An email will be generated to TEA. Once TEA returns the data, the status will change to **TEA Returned**.
4. The District Certifier notifies the Data Entry Agent and returns the campus level data through the Campus Return Process.

Campus Return Process

1. From the **District Admin** page select a campus by clicking the button next to the campus number.
2. Select **Return Reason** button from the drop-down menu. A **Return** notes box will appear above the campus list. (The return text box will only allow 150 characters.) Enter return notes and then click on the **Return** button again. The campus status will change to **LEA Returned**.
3. Notify Data Entry agent that the campus data has been returned. Once the status has changed from **Submitted** to **LEA Returned**, the Data Entry agent may add, delete and/or correct student level data.
4. The Data Entry agent will need to resubmit the campus data.

Certifying TEA Returned District Data

1. Verify all campuses are in **Submitted** status.
2. Read and check the assurance statements.
3. Click **Certify**.
4. The Status will change from **TEA Returned** to **Certified**.