

State Performance Plan (SPP) Indicator 11: Child Find (Timely Initial Evaluation) Frequently Asked Questions (FAQs)

1. What is the timeline for SPP Indicator 11? Is it the state timeline or the federal timeline?

There is both a federally established timeline and a state established timeline. Although the federally established timeline states the initial evaluation “Must be conducted within 60 days of receiving parental consent for the evaluation” (34 CFR §300.301(c)(1)(i)), it defers to the state timeframe if one exists (34 CFR §300.301(c)(1)(ii)). The state established timeframe for completing the initial evaluation is “**not later than the 45th school day following the date on which the school district ... receives written consent for the evaluation**” (TEC §29.004(a)(1); TAC §89.1011(c)(1)).

2. Will data collected for SPP Indicator 11 also be considered as a factor in accountability/ compliance?

SPP Indicator 11 includes data collection elements related to Child Find requirements (a.2., a.3., a.4., b, d.1, d.2.)

3. How do LEAs collect and document data elements reported in SPP Indicator 11?

Each LEA is required to report accurate and timely data and, in so doing, it should determine and document in local policy how it will collect and manage the required data.¹ While TEA will not provide a template or a form to track data, LEAs may seek assistance from its regional Education Service Centers (ESC) in developing templates or tools for collecting/tracking required data.

4. Which students are counted in line a. for the current data collection year (July 1 through June 30)?

Students counted in line a. include the following:

Any student aged 3-21 for whom a verbal or written request for a full and individual initial evaluation (FIIE) was received

AND

- prior written notice (34 CFR § 300.503) was provided to the parent, parental consent was obtained, the student was evaluated, and the student **had their eligibility determined within the current data collection year,**

OR

- prior written notice (34 CFR § 300.503) was provided to the parent and parental consent was obtained, but the parent revoked consent to evaluate within the current data collection year,

OR

- prior written notice (34 CFR § 300.503) was provided to the parent and the parent refused to provide consent to evaluate within the current data collection year,

OR

- prior written notice (34 CFR § 300.503) was provided to the parent explaining why the LEA refused to evaluate the student within the current data collection year,

OR

- prior written notice (34 CFR § 300.503) was provided to the parent, a parental consent to evaluate was obtained during the previous data collection year (2018-2019), **but** the

¹ LEA = district and charter school

evaluation process and/or the eligibility determination was completed during the **July 1, 2019, to June 30, 2020** data collection year.

5. Which students are NOT counted in line a. for the current data collection year?

Any student aged 3-21 for whom a verbal or written request for a full and individual initial evaluation (FIIE) was received and the process is still ongoing or pending. These students will be included in the subsequent year's data collection.

Examples include:

- a request was received less than 35 school days before the last instructional day of the school year and prior written notice (34 CFR § 300.503) was provided to the parent, but the evaluation and the Individualized Education Program (IEP) committee eligibility determination **has not been completed**, and
- a request was received at least 35 but less than 45 school days before the last instructional day of the school year, a prior written notice (34 CFR § 300.503) was provided to the parent and the FIIE was completed and provided to the parent by June 30, but the IEP committee **has not met** to consider the evaluation to determine eligibility.

6. How many times can a student be counted in line a. in a single data collection year?

SPP Indicator 11 count the number of students, not the number of requests. Any student, age 3-21, for whom a verbal or written request for an FIIE was received (in compliance with CFR §300.503, prior written notice must be provided for each request) is entered **ONLY** one time in a. regardless of how many times a request was made and prior written notice was given.

7. Which students are counted in a.1?

Any student counted in a. for whom a parent or a teacher asserts verbally or in writing, during the referral or the evaluation process, that the student should have been **referred** in prior school years is counted **ONLY** once in a.1.

8. What is the definition of each type of additional services listed in a.6?

The definitions for related services, supplementary aids and services, program modifications, and support personnel are consistent with the requirements under [34 CFR §300.34\(a\)](#) and [§300.320](#).

9. What is meant by additional services in a.6?

Additional services refer to the services the IEP committee determines necessary to accommodate for any missed services while taking into consideration of the supports and services previously provided to the student. LEAs enter the total number of additional services in each of the service categories. Only students reported in a.5. will be included in a.6

Example:

- *Student A: The IEP committee determined 4 additional OT sessions were needed.*
- *Student B: The IEP committee determined 6 additional counseling sessions and 12 additional one-on-one math tutorial sessions were needed.*
- *Student C: The IEP committee determined 2 additional speech sessions were needed.*

The LEA should report 3 on line a.6.1 Related Services (OT, counseling, speech) and 1 on line a.6.iv. (one-on-one math tutorial).

10. What is meant by a timeline to implement services for a.7?

Timelines for implementation refers to the duration of time needed to provide all the additional services reported in a.6. For this data collection entry, the options include "Up to six months" and "More than six (6) months, up to one (1) year". LEAs should select the option that indicates the timeline for ALL additional services for all students to be completed. Only students reported in a.5. will be included in a.7.

Example:

- **Student A:** The IEP committee determined 4 additional OT sessions were needed.
- **Student B:** The IEP committee determined 6 additional counseling sessions and 12 additional one-on-one math tutorial sessions were needed.
- **Student C:** The IEP committee determined 2 additional speech sessions were needed.
 - OT sessions were completed in 3 months
 - Counseling sessions were completed in 9 months
 - One-on-one math tutorial sessions were completed in 6 weeks
 - Speech sessions were completed in 5 months

The LEA would select “More than six (6) months”. Although the timeline to complete the OT, math tutorial, and speech sessions were under 6 months, the longest duration for completing the counseling services was 9 months.

11. Can multiple additional services per student be included in a.6 and a.7?

In a.6., multiple additional services can be included for each student. The LEA should select all services the IEP committee documented in each student’s IEP.

However, multiple additional services selected in a.6. should have only one duration timeline selected for a.7. LEAs should select the longest timeline to provide all additional services (see question 10). If the IEP committee did not determine additional services were needed, then a.6 and a.7 are not applicable for the student.

12. Do I include students in row a.2, who have written consent to evaluate but after giving consent to evaluate, the parents did not cooperate with the LEA and the eligibility process was not completed?

No, students for whom the evaluation process was not completed and, therefore eligibility was not determined, **SHOULD NOT** be included in the data collection for SPP Indicator 11. LEAs must keep a detailed record of their attempts to complete the evaluation process.

13. What constitutes detailed records?

Detailed records may include comprehensive records of phone calls made or attempted, copies of correspondence sent to parents and any responses received, or records of visits or attempted visits made to the parent’s home or place of employment. The results of each attempt to contact parents should be documented. Important factors to document include, but are not limited to, time, date, location, individuals involved, mode of communication (e.g., email, phone, in-person), and a description of what occurred. It is recommended that LEAs create and maintain a centralized system of documentation for audit purposes.

14. Can a student be counted in a.2 more than once in a single reporting school year?

No. SPP Indicator 11 measures the number of students, not the number of consents or evaluations. Students for whom request(s) for evaluation are made and not evaluated due to revocation of consent by the parent or adult student are not included in the SPP Indicator 11 data collection.

15. Where do I include students for whom the parents repeated failure or refusal to produce the student for evaluation caused the evaluation process to be delayed and completed outside of the state established timeline? Is the LEA counted as out of compliance?

If the LEA has made every attempt to meet the timeline and has detailed records that the parent’s actions caused the delay in meeting the timeline, then this student would be included in row b. and the LEA is considered in compliance (34 [CFR §300.301\(d\)\(e\)](#)).

16. Do I include a student in which the initial evaluation process has begun, but the student moves to another LEA?

No. The student would not be included in the SPP Indicator 11 report. However, report any students that enroll in the LEA after the timeline has begun and prior to eligibility determination by another LEA. LEAs must make sufficient progress to ensure prompt completion of the evaluation, and the LEA and the parent must agree to a specific time when the evaluation will be completed (34 § 300.301(d)(2)(e)). The LEA holding the IEP committee meeting should count this student in row a.2 and the compliance section located in rows b. and c.

17. If a student is in special education receiving speech services and is referred for another suspected disability for additional testing by the IEP committee, would the student need to be reported in the data collection for SPP Indicator 11?

No. The initial evaluation process was completed when the IEP committee determined the student had a speech disability and was eligible for speech services as indicated in the student's IEP.

18. If consent to evaluate was signed in the current school year and the evaluation and eligibility determination process was completed within the timeline before June 30th, but the IEP committee determined services would begin in August or the start of the next school year, would this student be reported in the current data collection?

Yes. Report any student who was evaluated, and eligibility determined between July 1st and June 30th of the current school year.

If the process (evaluation and eligibility determination made by the IEP committee) is not completed by June 30th of the current school year, the student would NOT be reported in the current data collection but the student would be included in the following year's data collection.

19. Must reason codes listed in e.1. through e.6. equal the number of students listed in d.?

Yes. The number in e. (the total from e.1. through e.6.) must equal the total of d.

Discrepancies in totals for this section will result in a warning message (in red) to the right of the corresponding input field. Correct all errors and clear all warnings before saving.

20. A student is evaluated and determined not eligible in a previous school year, and subsequently, no services were provided. In the following school year, consent for evaluation is obtained and an IEP committee determines the student is eligible. Is this student reported in SPP Indicator 11?

Yes. This would be considered an initial evaluation in both years for the purposes of reporting in SPP Indicator 11.

21. Do I report in SPP Indicator 11 a student who was served in Part C/Early Childhood Intervention (ECI) and reported in SPP Indicator 12²?

No. The student would be reported in SPP 12 only.

22. When a student transfers from an LEA in another state ([19 TAC §89.1050\(i\)\(2\)](#)) and the new LEA determines the evaluation is necessary, is this considered a full individual initial evaluation?

Yes. The student would be counted in SPP Indicator 11.

² For Federal Reporting requirements, data are counted separately (i.e., data are mutually exclusive) for both SPP Indicator 11 and SPP Indicator 12.