

## SPP 11 and SPP 12 Clarification Process – Verify Correction

After the State Performance Plan (SPP) Application close date each year, the Texas Education Agency (TEA) offers local education agencies (LEAs) the opportunity to submit updated data for Compliance Indicators 11, 12, and 13. This clarification period allows LEAs to correct data entry errors and/or to document correction of any potential noncompliance found in the State’s database for these Indicators using the 2-prong criteria of [OSEP Memo 09-02](#) prior to the state issuing a finding of noncompliance. TEA returns SPP applications for all LEAs reporting less than 100%. LEAs are not required to participate in the clarification process and may choose one of three options: do nothing, verify noncompliance, or verify correction. An overview of the clarification process is located on the [State Performance Plan Indicator](#) webpage.

### Process for Verify Correction

LEAs who choose to verify correction should use the following instructions to update and **recertify data by the close of the clarification period**. The LEA Certifier receives an email notifying the LEA that the SPP application has been placed in “TEA Returned” status for clarifications. LEAs must maintain clarification documentation at the district level that may be subject to further review by the TEA.

Use the following links to navigate to the applicable section.

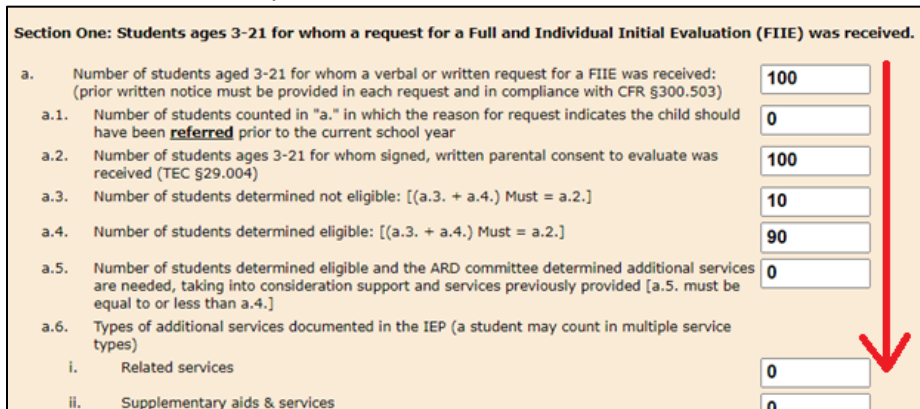
[Data Entry Errors Only](#)

[Documenting Corrections of Potential Noncompliance Only](#)

[Data Entry Errors AND Documenting Corrections of Potential Noncompliance](#)

### Data Entry Errors Only

1. Navigate to the **Data Entry** screen.
2. Review and correct any clerical errors.



**Section One: Students ages 3-21 for whom a request for a Full and Individual Initial Evaluation (FIIIE) was received.**

a.	Number of students aged 3-21 for whom a verbal or written request for a FIIIE was received: (prior written notice must be provided in each request and in compliance with CFR §300.503)	100
a.1.	Number of students counted in "a." in which the reason for request indicates the child should have been <b>referred</b> prior to the current school year	0
a.2.	Number of students ages 3-21 for whom signed, written parental consent to evaluate was received (TEC §29.004)	100
a.3.	Number of students determined not eligible: [(a.3. + a.4.) Must = a.2.]	10
a.4.	Number of students determined eligible: [(a.3. + a.4.) Must = a.2.]	90
a.5.	Number of students determined eligible and the ARD committee determined additional services are needed, taking into consideration support and services previously provided [a.5. must be equal to or less than a.4.]	0
a.6.	Types of additional services documented in the IEP (a student may count in multiple service types)	
i.	Related services	0
ii.	Supplementary aids & services	0

3. Scroll to the clarifications section on the bottom of the **Data Entry** screen.
4. Select **No, noncompliance was due only to clerical errors**.
5. Complete the **Explanation of Correction** field with details about the data entry corrections.
6. Click **Save**.

**Do you need to provide clarification for any evaluations or eligibility determinations completed although late?**

☐ No, noncompliance was due only to clerical errors. You must select one of the above radio buttons. ☐ Yes, I have clarifications to provide for missed timelines.

**Noncompliance due to Clerical Errors**

If the district determines that the data entered is inaccurate, the district must:

- update the data
- provide an explanation and
- maintain documentation at the district level that may be subject to further review by the TEA

Explanation of Correction:

Additional Information  
The only acceptable exceptions are outlined in IDEA 34 CFR§300.300(b), §300.301(d), or §300.301(e). The district must make the proper assurances and certification statement before re-submitting.

Save Print

7. A message will display that data was successfully saved. Click **OK** to proceed to the District Administration screen.


tealtst.tea.state.tx.us says

Data successfully saved and ready to be certified.

Proceed to the District Admin screen?

OK Cancel

8. On the **District Administration** screen review and consent to the certification statement by **checking** the box.
9. Click **Certify**. **NOTE:** Clarification data must be recertified and submitted by the clarification period close date.

 ☐ I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements

Certify Request TEA Return

10. LEAs can **verify their application is certified** by viewing the status of their application on the **District Administration** screen.

Data from School Year: 2020-21

District: MIDWAY ISD (161903) Go

District: MIDWAY ISD

Region: 12

Data from School Year: 2020-21

Data Entry Open and Close Period: 6/1/2021 - 8/14/2021

Status: Certified

## Documenting Corrections of Potential Noncompliance Only

1. Navigate to the **Data Entry** screen.
2. Scroll to the clarifications section on the bottom of the **Data Entry** screen.
3. Select **Yes, I have clarifications to provide for missed timelines**.
4. Click **Save**.

**Do you need to provide clarification for any evaluations or eligibility determinations completed although late?**

☐ No, noncompliance was due only to clerical errors.  
You must select one of the above radio buttons

☐ Yes, I have clarifications to provide for missed timelines.

**Noncompliance due to Clerical Errors**

If the district determines that the data entered is inaccurate, the district must:

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**Additional Information**  
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tealtst.tea.state.tx.us says

Data successfully saved and ready to be certified.

Proceed to the District Admin screen?

6. On the **District Administration** screen, provide data for **each student** that the compliance requirement not completed within the timeline was completed, although late (Prong 1). In the **Additional Information** field, provide documentation that the LEA is implementing the regulatory requirements related to the Compliance Indicator (Prong 2). **NOTE: The additional information (Prong 2) should correspond to the reported reason(s) for delay and include actions the LEA took in implementing the regulatory requirements.**
7. Click **Save**. Repeat the process for additional students.

#### SPP 11

**Evaluations and Eligibility Determinations Completed (although late)**

In accordance with OSEP Memorandum 09-02, States must verify that each identified noncompliance has been corrected (evaluations and eligibility determinations completed although late) and that the specific regulatory requirements are being correctly implemented through a review of updated data. If the district feels it can demonstrate correction for both prongs of OSEP Memorandum 09-02, the district must provide additional information using the template below. The district must make the proper assurances and certification statement before re-submitting any information.

Student ID	Date of Written Consent Received from Parent MM/DD/YYYY	Date of Evaluation Report MM/DD/YYYY	Written Consent to Evaluation Report (school days)	Date of Initial ARDC/IEP Meeting MM/DD/YYYY	Evaluation Report to Initial Meeting (calendar days)	Additional Information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### SPP 12

**Evaluations and Eligibility Determinations Completed (although late)**

In accordance with OSEP Memorandum 09-02, States must verify that each identified noncompliance has been corrected (evaluations and eligibility determinations completed although late) and that the specific regulatory requirements are being correctly implemented through a review of updated data. If the district feels it can demonstrate correction for both prongs of OSEP Memorandum 09-02, the district must provide additional information using the template below. The district must make the proper assurances and certification statement before re-submitting any information.

Student ID	Student Birthdate DD/MM/YYYY	Date of Written Consent Received from Parent DD/MM/YYYY	Date of Initial ARDC/IEP	Additional Information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. The student's data will populate in a table below the entry fields. **NOTE:** Click **Show/Hide Entries** to expand the table and see all entries. For LEAs entering multiple rows of student data, additional pages may be viewed by selecting the page number below the table.

#### SPP 11

You have successfully saved the timeline clarification record.  
[Show/Hide Entries](#)

Student ID	Date of Written Consent Received from Parent	Date of Evaluation Report	Written Consent to Evaluation Report (school days)	Date of Initial ARDC/IEP	Evaluation Report to Initial Meeting (calendar days)	Additional Information	Edit	Delete
*****4321	9/1/2020	3/2/2021	183	5/9/2021	68		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

You are viewing page: 1 of 1  
Search Results: 1

## SPP 12

Show/Hide Entries					
Student ID	Student Birthdate	Date of Written Consent Received from Parent	Date of Initial ARDC/IEP	Additional Information	Edit Delete
*****7123	10/2/2017	10/1/2020	12/7/2020		Edit Delete

You are viewing page: 1 of 1  
Search Results: 1

- Review and consent to the certification statements by **checking** the boxes.
- Click **Certify**. **NOTE:** Clarification data must be recertified and submitted by the clarification period close date.

☐ The district has corrected each individual case of noncompliance (evaluations and eligibility determinations completed although late)  
☐ The district is correctly implementing the specific regulatory requirements as of 5/9/2021 and has achieved and sustained 100% compliance since that date.  
☐ I understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency Division of Federal and State Education Policy

- LEAs can **verify their application is certified** by viewing the status of their application on the District Administration screen.

Data from School Year: 2020-21  
 District: MIDWAY ISD (161903)   
 District: MIDWAY ISD  
 Region: 12  
 Data from School Year: 2020-21  
 Data Entry Open and Close Period: 6/1/2021 - 8/14/2021  
 Status: **Certified**

## Data Entry Errors AND Documenting Corrections of Potential Noncompliance

- Navigate to the **Data Entry** screen.
- Review and correct any clerical errors.

**Section One: Students ages 3-21 for whom a request for a Full and Individual Initial Evaluation (FIIIE) was received.**

a. Number of students aged 3-21 for whom a verbal or written request for a FIIIE was received: (prior written notice must be provided in each request and in compliance with CFR §300.503)

a.1. Number of students counted in "a." in which the reason for request indicates the child should have been **referred** prior to the current school year

a.2. Number of students ages 3-21 for whom signed, written parental consent to evaluate was received (TEC §29.004)

a.3. Number of students determined not eligible: [(a.3. + a.4.) Must = a.2.]

a.4. Number of students determined eligible: [(a.3. + a.4.) Must = a.2.]

a.5. Number of students determined eligible and the ARD committee determined additional services are needed, taking into consideration support and services previously provided [a.5. must be equal to or less than a.4.]

a.6. Types of additional services documented in the IEP (a student may count in multiple service types)

i. Related services

ii. Supplementary aids & services

- Scroll to the **clarifications** section on the bottom of the screen.
- Select **Yes, I have clarifications to provide for missed timelines.**
- Complete the **Explanation of Correction** field with details about the data entry corrections.
- Click **Save**.

**Do you need to provide clarification for any evaluations or eligibility determinations completed although late?**

☐ No, noncompliance was due only to clerical errors. ☒ Yes, I have clarifications to provide for missed timelines.

**Noncompliance due to Clerical Errors**

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Additional Information

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Save Clear

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Student ID	Date of Written Consent Received from Parent	Date of Evaluation Report	Written Consent to Evaluation Report (school days)	Date of Initial ARDC/IEP	Evaluation Report to Initial Meeting (calendar days)	Additional Information	Edit	Delete
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