

Texas Education Agency  
Division of Federal and State Education Policy  
**State Performance Plan Indicator 13: Secondary Transition  
Frequently Asked Questions**

- 1. Is there a requirement that the Admission, Review, and Dismissal (ARD) committee place the post-secondary goal on the individualized education program (IEP) goal page documentation?**

The ARD committee must document the post-secondary goal within the IEP. Districts are encouraged to refer to the Legal Framework model document.

- 2. Which district collects data on students attending a juvenile justice alternative education program (JJAEP)?**

The enrolled student's district will collect the data for the appropriate JJAEP.

- 3. A district is listed in SPP 13 that currently serves students only through grade 7. Or, adversely a district currently serves students that meet the criteria on a campus that is not listed. What should they do?**

District and campus lists are populated from the AskTed database based on criteria as listed at the time of the SPP 13 application population. Districts and campuses that list grades 9, 10, 11, and/or 12 are included in the SPP 13 application population.

All districts and campuses that are included in the SPP 13 list must report accurate and reliable data in the SPP 13 application even if no students meet the data collection criteria at the time of collection. If there are no students that meet the data collection criteria, the district would report and certify that no students met the requirements.

All districts and/or campuses that are not included in the SPP 13 list are not required to report and certify student data.

- 4. How does a special education director of a shared services arrangement (SSA) handle the data submission for the member districts of their SSA?**

The Special Education Director or approved staff member will be the SSA certifier for the data for all districts in the SSA. It is highly recommended that there is only one certifier for each SSA. However, SSA member superintendents may determine provision for individual SSA district certifiers is needed. Communication with TEA SPP support staff is recommended for any special circumstances in handling data submission for member districts of their SSA.

- 5. Should districts designate two people per district; one to be the District Certifier and one designated as the Data Entry Agent?**

The district certifier is the person notified if TEA has questions about the data entered or data being returned. The certifier assures that the district is reporting valid and reliable data. There is only one district certifier per district. A district may have multiple data entry agents. Roles are

requested through the Texas Education Agency Security Environment (TEASE). Once the superintendent approves the request, TEA will approve account access.

**6. What is meant by the statement: “document the sampling procedures,” stated in the Required Sampling Procedures?**

Districts must be able to show documentation of how they determined the minimum number of student folders to be reviewed. They must also keep the alphabetized list of students indicating which selected student folders they reviewed for the data collection for audit purposes.

For additional guidance, see the [SPP 13 Sampling Procedures](#).

**7. Will districts include transfer students in their list of eligible students?**

Yes, districts will include transfer students in their list of eligible students.

**8. When a student transfers into a district after his/her 16th birthday, will the receiving district be out of compliance if the student’s IEP did not address transition prior to the 16th birthday?**

If a transfer student’s IEP does not include any evidence of transition services by the first IEP to be in effect when the student turns 16, the receiving district will not be out of compliance.

**9. If a student transfers into the district and the district discovers that the student will turn 16 during the 30-day review period, is the district responsible for conducting the transition assessments and developing a transition plan prior to the student turning 16?**

The receiving district is responsible for completing the transition assessments and having the transition plan and IEP in effect prior to the student’s 16<sup>th</sup> birthday.

**10. Will districts need to collect data on a student who has graduated and then returned to school?**

The district needs to collect data on students who meet the data collection with eligibility criteria.

The criterion is located on the TEA Special Education website at: [General Information SPP Indicator 13](#).

**11. Do districts include in the folder review students who have left the district during the school year?**

Districts should include students who meet the data collection criteria and who are enrolled in their district on the day the alphabetized list is generated.

**12. Do districts include private school students who receive proportionate share services in the folder review?**

No.

**13. What are the consequences to districts if they do not comply with SPP Indicator 13?**

Data certified and submitted by districts through the TEASE applications for Indicators 11, 12, and 13 will be used by the Agency in the annual Determinations analysis. District's performance on the compliance indicators will be reflected in the district public reporting on SPP Indicators in the spring. Any issues related to the submission of inaccurate data or status of noncompliance, will be addressed by the Division of School Improvement through monitoring efforts.

**14. What does a district do if they run out of names on the alphabetical list before they have the minimum number of students identified?**

Once the last student name is selected, if the total number of students selected does not meet the minimum number required for the sample, repeat the selection process by continuing to count down the list and then return to the top of the list, skipping all students already selected. Select students until the minimum number is reached. For additional guidance, see the [SPP 13 Sampling Procedures](#).

**15. After following the sampling procedure, the list of students to enter in the data collection is more than 250. Do you enter more than 250 students in the data collection?**

No. Starting from the beginning of the list, the district selects every NTH student to be included in the sample, repeating the process until 250 students are selected. For additional guidance, see the [SPP 13 Sampling Procedures](#).

**16. What does the data entry agent or certifier do when they cannot get a PET match for a student?**

Check to make sure the correct SSN/Alt ID/TSDS Unique ID was entered and confirm with the campus PEIMS coordinator that the student is currently enrolled on the campus. A student that has withdrawn from the campus will not get a PET match. In addition, check with the PEIMS Coordinator to make sure the student has a correct SSN/Alt ID/TSDS Unique ID and an up to date PET entry. If problems continue, document the specific issues, put the student's record aside, and replace the student with the next NTH student on the sampling list.

**17. The state law (TEC 29.0111) requires that appropriate transition planning under state law must begin no later than when the child reaches 14 years of age. Will SPP 13 be collecting transition planning on students turning 14 instead of 16 years of age?**

No. SPP 13 collects data on the federal requirement (300.320(b)) rather than the state requirements (TEC 29.0111). Indicator 13, designated for secondary transition, identifies the "Percent of youth with IEPs aged 16 and older with an IEP. The IEP needs to include 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 services needs. There also must 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. (20 U.S.C. 1416(a)(3)(B))".

**18. If a student has been entered previously in another district and transfers to us, are we allowed to enter data for that student in Indicator 13?**

A student may only be entered into the SPP 13 data collection one time. If a district attempts to enter data for a student entered in a previous year at another district, they will receive an error message in the SPP 13 application stating the student's data currently exist in the data collection application. When this occurs, the district may return to their sampling list and select the next NTH student or the next student on the list. The sampling list does not need to be recreated. Document the sampling procedures and maintain the list of students included on the sample.

**19. I have multiple campuses in the dropdown with zero students to report. How can I easily submit these?**

Using the selection box on the District Certifier screen, you can select multiple campuses to move and indicate "No Student Data to Report". For additional instructions see [SPP 13 Help file](#).