RF Tracker End of Year Activities

A To the Administrator Addressed letter will be sent out later this month or early in April informing districts of their obligation to complete the end of year data submission for RF Tracker.
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, 2016, districts were informed that, during the 2016-2017 program year, districts would continue to use the RF Tracker data collection system to enter data from RF districts. Districts must complete the 2016-2017 data collection no later than June 12, 2017.
the end-of-year date for districts reporting that students with disabilities reside in an RF is on or before May 12, 2017. 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 need assistance completing the RF Tracker data collection, please communicate with your ESC monitoring or special education contact at the phone numbers available from the TEA website at http://www.tea.state.tx.us/regional_services/esc/, or you may contact the Division of School Improvement at SIdivision@tea.texas.gov or (512) 463-5226.
• Report all RF students in RF Tracker that were served by the district on or before May 12.

• After May 12, LEAs will continue to serve students that enter RFs, but these students will not be entered into RF Tracker.
June 12, 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A student may have enrolled and withdrawn from a facility multiple times throughout the year, **BUT** at the end of the year, there should be an **even number of events.**
If you need a refresher...

- RF Tracker Guidance Document
- RF Tracker Helpful Hints

Special Education Residential Facilities Intervention Guidance and Resources
LEAs may use the report function to run a Student Details report to verify that all students have an even number of events.