RF Tracker End-of-Year Activities

- A To the Administrator Addressed letter will be sent out in March informing districts of their obligation to complete the end of the year data submission for RF Tracker.
The end-of-year date for districts reporting that students with disabilities reside in an RF is **on or before May 13, 2016.** Additional guidance regarding completion of the RF Tracker data collection, including the 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/pmu/SPEDRFmonitoring/](http://www.tea.state.tx.us/pmu/SPEDRFmonitoring/).

If you need assistance completing the RF Tracker data collection, please communicate with your ESC monitoring/special education contact for support.

**IMPORTANT DATE TO REMEMBER!!!**

Report all RF students in RF Tracker that were served by the district **on or before May 13, 2016.**

After May 13, districts will continue to serve students that enter RFs, but these students will **not** be entered into RF Tracker.
JUNE 13, 2016

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 districts 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 September 21, 2015, districts were informed that, during the 2015-2016 program year, districts would continue to use the RF Tracker data collection system to enter data from RF districts. **Districts must complete the 2015-2016 data collection no later than June 13, 2016.**

**IMPORTANT DATE TO REMEMBER!!!!**

Districts must have end of year or withdrawal entries completed for every RF student by: 11:59 PM
For more questions, contact:

Lelah Moseley, Special Education Accountability Specialist
(210)370-5781  lelah.moseley@esc20.net