Changes in SPP 7:

- 3 new exit reasons
- All entries must now have an exit reason before certification if student turns 6 on or before September 1 of upcoming school year (no roll-offs)
- No summary needed for new exit reasons, only for “Child has aged out” and “Dismissed by ARD”
Student First Name: EPIPHANY
Student Last Name: SMITH
Student Date of Birth: 10/30/2010
SSN /Alt ID: XXXXX2226
Exit Reason: Child has left the district
Date Services Began: 08/01/2015
Date Services Ended: 02/03/2016
Primary Disability: Emotional-Disturbance
Multiple Disabilities: Yes
Instructional Setting: 00-NoInstructSetting
Survey Status: Complete
Campus Administration

Use the Campus Administration page to submit student records to the District Certifier.

As new student records are entered on the Entry and Exit Child Outcomes Summary Form pages, the names of the students appear in a list at the bottom of the Campus Administration status of Complete before records for a campus can be submitted.

Submitting Student Records
Resubmitting Data
Printing Data
Indicating You Have No Student Records to Submit
Deleting Records That Are Not Submitted

Submitting Student Records

1. Click Campus Admin to access the Campus Administration page.

2. Select the school year, district, and campus, and click Go. Campus detail information appears.
Changes in SPP 13:

- New sampling procedures, but will only affect the largest districts (no cyclical campus assignments)
- All appropriate campuses are listed in district dropdown
- District Certifier may “bulk” apply the “no data to report” feature.

The District Administration page appears:

2. Select the school year and the district and click Go.

3. In the table below the summary information, called Campus Return Process, is a list of all district campuses. To examine campus data, click the link under Campus Number Admin page, where you can review the data.

If there is more than one page of data, click a number in the blue bar at the bottom of the pane to change pages.
Certifying and Submitting Data

You cannot certify and submit data until all campuses have submitted their data.

There is now a bulk method for submitting inactive campuses without student data.

1. Open the District Administration page.
2. Select the school year and district and click Go.
3. In the Campus Return Process pane is the list of all district campuses. Check the Status column to see that all the campuses are in submitted status and you are ready to certify, scroll down to the bottom of the screen.
4. In the section labeled Campuses with No Student Data to Submit, there will be a list of campuses which have a campus status data has been entered for them.
Changes to SPP 7, 13 and 14

- A district is not listed in the dropdown of SPP 7, 13, or 14 if the data supplied in AskTed indicates the population served does not meet the requirements of the indicator. (i.e. a district that does not have a campus that serves ages 3-5 will not be included in SPP 7)
- A district will not have to certify data if they are not listed in the dropdown for that indicator.
- You will be provided a list of districts that meet this criteria.

There are no changes to SPP 11 or 12 as these do not require campus loads and are aggregate totals for the district. There will still be districts that may need to report ‘no student data to report’ in these two indicators.