A JJAEP campus is included on the list of campuses provided to the LEA from TEA.

The LEA obtains the campus number for the JJAEP in the drop down menu in the SPP 13 application in TEASE/TEAL.

The LEA obtains a list of students enrolled on the JJAEP campus from their PEIMS personnel.

No students are enrolled on the JJAEP campus. Therefore, there are no students from the JJAEP to include in the sampling list. Report “no student data to submit” for the JJAEP campus.

No further action is required.

Students are enrolled on the JJAEP campus. These students are included in the sampling list if they meet the eligibility criteria.

After following the sampling procedures, students enrolled on the JJAEP campus are included in the official list.

Enter data for the students in the SPP 13 application.

**Document procedures and maintain the list of students.**

Students enrolled on the JJAEP campus do not meet the eligibility criteria.

**or**

After following the sampling procedures, no students enrolled on the JJAEP campus are included in the official list.

Report “no student data to submit” for the JJAEP campus.

No further action is required.

*If a PET match is not found at the time data is entered into the SPP application, verify if the student is still enrolled on the JJAEP campus. If the student is no longer enrolled on the JJAEP campus, that student’s information will not be reported.