

State Performance Plan Indicator 13 Required Sampling Procedures for 2012-2013

All Districts must follow the required sampling procedures for 2012-2013 outlined in this document.

Criteria for Data Collection:

Data collection for 2012-2013 includes folders of students with disabilities who are at least age 16 between July 1, 2012, and June 30, 2013, and students up through age 21 (age 22 if appropriate). This sample will include students who are age 15 but will turn age 16 by June 30, 2013.

From the list of campuses provided by the TEA, districts will generate a list of students with disabilities that meets the Criteria for Data Collection. Once the 2012-2013 list of students is generated, districts must remove from the list all students whose folders were reviewed and reported in prior data collection years.

Generation of Student List:

All Districts: From the list of campuses provided by the TEA, combine on one list all students with disabilities who meet the Criteria for Data Collection. Once the 2012-2013 list of students is generated, place the names in alphabetical order. Remove from the list all students whose folders were reviewed and reported in prior data collection years. This now becomes the official list and districts will follow Options One, Two, or Three as described below.

Districts with less than 10 students on the official list:

Option One: Districts with less than ten students with disabilities receiving special education services who meet the "Criteria for Data Collection" must report on all students.

1. Once the official list is completed, no other students are required to be added to this list. This includes students who move into the district after the list is completed.
2. Document procedures and maintain the list of students for your records.

Districts with between 10 and 29 students on the official list:

Districts with between 10 and 29 students who meet the "Criteria for Data Collection" will use Option Two to determine the minimum number (MINN) of student folders to review and report:

Option Two: Districts with between 10 and 29 students with disabilities receiving special education services who meet the "Criteria for Data Collection" must select at least 10 students or 50% of all students, whichever number is greater, following the selection procedure below:

Selection Procedure:

1. Determine the minimum number (MINN) of students described in Option Two (either at least 10 students or 50% of all students, whichever number is greater).
2. Determine the selection interval: The selection interval (the Nth student) is calculated by dividing the total number of students on the alphabetized list by the minimum number (MINN). Round Nth to the nearest whole number.

3. Select every Nth student from the alphabetic list to determine your sample. 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.
4. Once the sample is completed, no other students are required to be added to the list. This includes students who move into the district after the sample is completed.
5. Document the sampling procedures and maintain the list of students included in the sample.

Example:

1. There are 22 students with disabilities meeting the "Criteria for Data Collection" who are enrolled on the list of campuses provided by the TEA. Districts must select at least 10 students to be included in the sample or 50 percent, whichever number is greater. Fifty percent of 22 is 11 students. Because 11 is greater than 10, The district will sample 11 students: $\text{MINN} = 11$.
2. The district places all students who meet the "Criteria for Data Collection" in an alphabetically ordered list. (e.g. If there are three campuses, the students from all three are combined into one list).
3. The districts divides the total number of students (22) by MINN (11) = 2. This is the Nth value.
4. Starting from the beginning of the list, the district will select every 2nd student to be included in the sample, repeating the process until 11 students are selected.
5. The district documents the sampling procedures and maintains the list of students included in the sample.

Districts with 30 or more students on the official list:

Districts with 30 or more students who meet the "Criteria for Data Collection" will implement Option Three to determine the minimum number (MINN) of student folders to review and report.

Option Three: Districts with thirty or more students with disabilities receiving special education services who meet the "Criteria for Data Collection" will select at least 20 students or 25% of all students, whichever number is greater, following the selection procedure below.

Selection Procedure:

1. Determine the minimum number (MINN) of students described in Option Three (either at least 20 students or 25% of all students, whichever number is greater)
2. Determine the selection interval: The selection interval (the Nth student) is calculated by dividing the total number of students on the alphabetized list by the minimum number (MINN). Round Nth to the nearest whole number.
3. Select every Nth student from the alphabetic list to determine your sample. 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.
4. Once the sample is completed, no other students are required to be added to the list. This includes students who move into the district after sample is completed.
5. Document the sampling procedures and maintain the list of students included in the sample.

Example:

1. There are 200 students with disabilities on the final list. Since there are more than 30 students, a district must select at least 20 students to be included in the sample or 25 percent, whichever number is greater. Twenty-five percent of 200 is 50 students. Because 50 is greater than 20, the district must sample 50 students: $\text{MINN} = 50$.
2. The district places all students in an alphabetically ordered list. (e.g. If there are three campuses, the students from all three are combined into one list).
3. The district divides the total number of students (200) by MINN (50) = 4. This is the Nth value.
4. Starting from the beginning of the list, the district selects every 4th student to be included in the sample, repeating the process until 50 students are selected.
5. The district documents the sampling procedures and maintains the list of students included in the sample.