SPP Indicator 13, Secondary Transition

REPRESENTATIVE SAMPLE PROCEDURES

2011-2012 Data Submission Window: April 15 – June 30, 2012

1. The number of files to be reviewed is based on district enrollment as follows:
    - District enrollment of less than 5000 = 10 files
    - District enrollment from 5000 to 24,999 = 15 files
    - District enrollment of 25,000 and greater = 20 files

2. Student files must meet the following criteria:
    - Active Students,
    - Students with Disabilities, and
    - Students age 16 and over, or students for whom the IEP is the one that will be in effect when the student turns age 16.
    - Note:
        - If, as of the April 15, the district has less than the 10, 15, or 20 files required that meet the criteria, then continue to consider files through/by June 30 until the required number is reached or all available files have been reviewed.
        - If, as of April 15, the district has equal to or more than the required number of files, follow the representative sample procedures below to select the files to be reviewed; additional files available after April 15 are not required to be considered in the representative sample.

3. Each district must randomly select student files to assure representativeness for gender, ethnicity, and disability.
    - Randomly select the number of student files required for each district by:
        - Disability,
        - Gender, and
        - OSEP Race and Ethnicity code.
    - For larger districts, the sample should include student files from multiple high schools. Ensure that at least 1 student from each high school in larger districts is in the sample.

An Equal Employment/Educational Opportunity Agency

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KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201