

# Requesting a Data Submission Extension (SY 2023-24)

This guidance document outlines the process for educational agencies (LEAs) to request a data submission extension for the State Performance Plan Indicators (SPPIs). Extension requests are a formal appeal by an LEA to the Texas Education Agency (TEA) for additional time to meet the submission requirement. The extension request applies to data submitted for the Child Find collection (including SPPI 11 and 12) to the Texas Student Data System (TSDS) and for State Performance Plan Indicator (SPPI) 7 and 13 to the SPP Application in the Texas Education Agency Login (TEAL).

## General Extension Request Information

### Key Information

- x No LEA will be granted an extension request prior to the data submission deadline.
- x LEAs can submit a data extension request for up to 5 business days following the data collection deadline.
- x Extensions can be requested for up to an additional 3 business days for submission. Extension requests for more than an additional 3 business days will either be rejected or updated by TEA to only grant 3 additional business days. Data must be submitted by 11:59 PM on the third business day starting the day after the extension request is granted.
- x Assumption: Late submission of data is not attributed to any TEA systems.

### Child Find Collection Data Requirements

- x Child Find collection data must be in "Complete" status.
- x Data must be submitted to TSDS by the deadline.

### Technical Issues and Extensions

- x LEAs experiencing technical issues attributable to TEA will not be penalized.
- x LEAs submitting data late or requesting an extension due to technical reasons will be granted an extension of up to 5 business days. The extension request must be submitted by 11:59 PM on the third business day starting the day after the extension request is granted.

1. Request Submission: LEAs should submit extension requests through the TSDS Core application.
2. Acknowledgment and Approval: TEA will acknowledge and approve the submission extension via email.
3. Access: LEAs should access the TSDS Core application to submit extension requests.

