

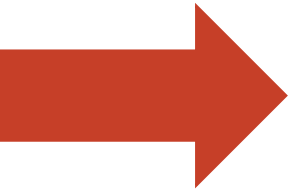
# Special Education End of Year Training

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Summary Certification Report Review

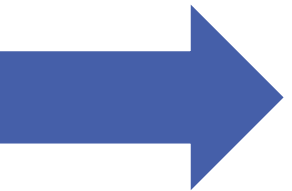


# Agenda



## Importance of SPED EOY

- **Collection Details**
- **Confirmation of Data Accuracy**



## Example Report – Tab Walk through

**Review Each Tab and Discuss Importance**





# Importance of SPED EOY



# Purpose of the SPED EOY Collection

**The SPED End of Year Snapshot collects information on the following:**

- **Students who were referred, evaluated, and/or received services during the current school year of July 1<sup>st</sup> to June 30<sup>th</sup>.**
- **The specific services the students received.**
- **Dates of parental consent, evaluations completed, and meetings.**
- **Information on students exiting Special education, the basis for the exit, and Part C Evaluations.**



courtesy of clipart.email



# Importance of Reviewing Data for Accuracy

## Verify...

- All students who have an active IEP and receiving services are being reported as such.
- Students who have exited Special Education and reason for the exit (including Graduates/Completers).
- Services provided and hours SPED Team has spent working with the students.
- Newly tested students for the current year versus returning students.
- The path student is being reported on for newly tested (typically path 3 for CSI)



courtesy of clipartkey.com

It is important that this information is reviewed by the school and CSI prior to submitting to the State – **Accuracy is Key!**



# Example Report Tab Walkthrough



# Summary Report Tabs

Instructions

Certification

“1” Tab

“2” Tab

Program Participation

Student Snapshot Records

Warnings



# Instructions Tab

## 22-23 SPED EOY Summary Report and Certification

### Instructions

The purpose of the **Special Education End of Year Collection** is to obtain data on students who were referred, evaluated, or received special education services throughout the current school year.

The **data included in this summary report** were derived from the following interchange file submissions for the Special Education End of Year and End of Year Collections:  
Child and Participation (SPED EOY)  
Student Demographics (SD) and Student School Association (SSA) from the Student Interchange.

**Please see the table below this Instructions section that describes both the content of each tab and how to review the data in each one for accuracy.** If you need to look up codes listed in either the child or participation files, the file layout files are available on the CSI website under the Special Education EOY at <https://resources.csi.state.co.us/special-education-end-of-year/>

**If you find discrepancies**, update the data in your system and either create new files and submit them to CSI or you can notify CSI of the errors and we will correct the applicable files on our end. The second option is often preferable to limit the possibility of altering other data in your files and potentially creating new errors. We only follow this process after you are error free and have been provided your first summary report. After we have corrected the data, then CSI will provide you with an updated summary report to review again. To notify CSI of discrepancies in your data, simply send an email to [submission\\_csi@csi.state.co.us](mailto:submission_csi@csi.state.co.us).

**After your review is complete and your school is in agreement with the data provided**, then have all required staff sign the Certification tab and return an electronic copy to CSI. Please email electronic copies to [submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us). **You must complete your review and return the certification tab by the deadline of June 16, 2023.** Please notify CSI as soon as possible of any discrepancies so that we can get those corrected and provide you with a new summary report as quickly as possible and stay well within the CDE deadlines for the SPED EOY collection.

### Criteria for inclusion in the Special Education Snapshot:

- o Must be included in both the Child and Participation files
- o Must contain a matching SASID and/or LASID in both the Child and Participation files.
- o Must be error free in both the Child and Participation Files
- o All records that meet the above criteria will be pulled into the snapshot EXCEPT those with a PAI code of 23, 24, 31, or 32 or a Special Education Part C Referral code of 00.

### Notes

- o The Student Interchange is the primary source for SASID, LASID, Student's First Name, Student's Middle Name, Student's Last Name, Gender, Date of Birth, Ethnicity, Race, and Grade.
- o If the record is not submitted in the Student Interchange, the demographic fields listed above will be pulled from the Special Education IEP Interchange.
- o The Special Education, Child, Participation, and Student Interchange files will be joined based on the following criteria: SASID, LASID, School Year, Admin Unit, and error free records.
- o Data pulled from the Student Profile Interchange will be non-tagged data.

**Note: The primary key for the Special Education End of Year Snapshot aligns with the primary key for the IEP Interchange and Student Interchange.**

Instructions

Certification

1

2

Program Participation

Student Snapshot Records

Warnings







# Certification Tab



Certification

## 2022-2023 Special Education End of Year Certification

By signing below, I agree that I have reviewed all applicable data for the 2022-2023 SPED EOY submission and certify its accuracy to the best of my knowledge.

	Signature	Date
School Leader:		
Data Submissions Coordinator:		
Special Education Contact:		

Please return this signed certification to [submissions\\_CSI@csi.state.co.us](mailto:submissions_CSI@csi.state.co.us) no later than **June 16th, 2023**.



# “1” Tab – IEP Not Finalized within 90 Days

Listing of Children whose IEP was not finalized within 90 calendar days

SASID	LASID	Last Name	First Name	MI	Date of Birth	Date of Parental Consent	Date Initial IEP Was Finalized	# Days Consent to IEP Finalize	# of Days Beyond 90	Rsdnday Finalz Init IEP	Date IEP Implemented Part B	District Code	School Code
None to Report.													

Certification **1** 2 | Program Participation | Student Snapshot Records | Warnings | (+) | ⋮ | ◀



# “2” Tab – IEP Completed within 5 Days

Listing Of School Age Students Whose Evaluation Was Completed Within 5 Days Of Parental Consent To Evaluate										
SASID	LASID	Last Name	First Name	Middle Name	Date of Birth	Date of Parental Consent	Date Evaluation Completed	# Days Between Consent & Eval	District Code	School Code
None to Report.										

ons | Certification | 1 | **2** | Program Participation | Student Snapshot Records | Warnings | +



# Program Participation Tab

22-23 Special Education End of Year Summary		
<b>Summary of SPED Student Count Reported by Year</b>		
School Year	Total SPED Students Reported	Students w/Disability Reported, EOY
2020-2021	85	
2021-2022 Current	87	87
<b>Current Year SPED Student Count by SPED Part C Referral (New vs. Returning)</b>		
SPED Part C Referral Code	Part C Description	Total SPED Students Reported
03 (New)	Part B Services (Path 3 Only)	7
06 (Returning)	No initial referral during the current reporting period	80
	<b>Total</b>	<b>87</b>
<b>Current Year SPED Student Count by Grade</b>		
Grade Level Code	Grade	Total SPED Students Reported
002	Infant	0
004	Preschool	0
006	Half Day Kindergarten (450+ hours)	0
007	Full Day Kindergarten (900+ hours)	7
010	Grade 1	7
020	Grade 2	9
Instructions   Certification   1   2   <b>Program Participation</b>   Student Snapshot Records   Warnings		



# Student Snapshot Records Tab

Admin Un	SASID	LASID	First Name	Middle Name	Last Name	Gender	St	Birth Date	Stu	Ethnicity	S Race	India Race	Asiar Race	Black Race	Whit Race	Haw Race	Primary D	ELL Yes/N	Entry Gra
80010						02		6/5/2009	0		0	0	0	1	0	04	0		030
80010						01		10/2/2007	0		0	0	0	1	0	04	0		050
80010						02		10/5/2009	1		0	0	0	1	0	04	0		030
80010						02		9/27/2010	0		0	0	1	0	0	04	0		020
80010						01		2/16/2008	1		1	0	0	1	0	08	0		050
80010						02		9/6/2012	1		0	0	0	1	0	08	0		007
80010						02		10/14/2006	0		0	0	0	1	0	04	0		050
80010						02		7/4/2011	0		0	0	0	1	0	08	0		020
80010						02		5/28/2009	0		0	0	0	1	0	04	0		030
80010						02		8/20/2012	0		0	0	1	0	0	11	0		007
80010						02		9/19/2007	0		0	0	0	1	0	08	0		050
80010						02		3/29/2013	0		0	0	0	1	0	08	0		007
80010						02		8/29/2013	1		0	0	0	1	0	08	0		007
80010						02		11/21/2008	0		0	0	0	1	0	13	0		040
80010						02		9/5/2009	0		0	0	0	1	0	04	0		040
80010						01		1/26/2010	1		0	0	1	0	0	04	0		030
80010						02		5/23/2008	0		0	0	1	0	0	04	0		030
80010						02		3/11/2008	0		0	0	0	1	0	16	0		050

Student Snapshot Records



# Warnings Tab

Admin Un	Error Type	Error Code	Error Mes	SASID	LASID	First Name	Middle Na	Last Name	Gender St	Birth Date	Ethnicity	S Race	India Race
80010	W	SY295	Student is	▲	▲				02	01/24/2000	0	0	0
80010	W	SY295	Student is	▲	▲				01	10/20/2001	0	0	0
80010	W	SY295	Student is	▲	▲				01	12/27/2001	0	0	0
80010	W	SY295	Student is	▲	▲				02	12/08/1990	0	0	0
80010	W	SY295	Student is	▲	▲				02	11/27/2000	0	0	0

▶ | Instructions | Certification | 1 | 2 | Program Participation | Student Snapshot Records | **Warnings** | (+)



# Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:  
[Submissions\\_CSI@csi.state.co.us](mailto:Submissions_CSI@csi.state.co.us)

