

# 2023-2024 Special Education IEP Interchange – Child File

CSI clarifications and additions are in green font in this document

## Purpose:

The purpose of the Special Education Child File is to capture and verify the attributes of children with disabilities while he/she attended your AU at any point during the current reporting period.

## Dependencies:

- Student has been assigned a SASID (if required) obtained from the RITS system. For students without a SASID, this field is zero-filled and LASID is required.
- If student has been assigned a LASID by the district, the LASID reported in the Child File must match the LASID reported by the district in the Student Interchange files.
- A record with the student's SASID and or LASID combination also exists in the Special Education Participation File.

**Important!** If there is not a matching record in the Participation File, the record will not be included in the snapshot.

## Record Expectation:

There should be a record for each student who was referred, evaluated, or received special education services in your Administrative Unit or State Operated Program.

**Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):**

[Special Education December Count](#), [Special Education End of Year](#), [Special Education Discipline](#)






- Indicates Primary Key

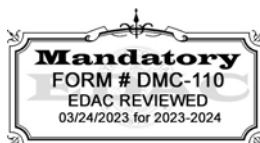
\* Indicates required (ZERO-FILL ALL NON-APPLICABLE FIELDS)

Accepted formats are CSV, Excel, or Text and a header row is required in CSV and Excel

No spaces permitted in file name

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel	Examples	Remarks
Administrative Unit/SOP Code*  80010	5	1	5	1	A2	00000	Valid 5 digit AU code
Student's State ID (SASID) 	10	6	15	2	B2	0000000000	Validated against RITS using four locator fields: last name, first name, date of birth, and gender.
Local ID (LASID) 	10	16	25	3	C2	0000000000	Locally assigned 10-digit Student ID

Must be zero filled if being used across multiple CSI schools



Ensure SASID matches what is in RITS for First Name, Last Name, DOB, and Gender. Check at: <https://www.cde.state.co.us/idm/rits>

Last updated: March 30, 2023

Last CSI Update: 01/29/2024

# 2023-2024 Special Education IEP Interchange – Child File

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel	Examples	Remarks
Student's First Name*	30	26	55	4	D2	Valid name	Validated against RITS at time of submission to Data Pipeline
Student's Middle Name*	30	56	85	5	E2	Valid name	Use NMN for students with no middle name
Student's Last Name*	30	86	115	6	F2	Valid name	Validated against RITS at time of submission to Data Pipeline
Student's Gender*	2	116	117	7	G2	01	Validated against RITS at time of submission to Data Pipeline. NEW code option 03 <sup>23-24</sup>
Student's Date of Birth*	8	118	125	8	H2	MMDDYYYY	Validated against RITS at time of submission to Data Pipeline
ELL Status*	1	126	126	9	I2	0	yes-1 or no-0
Student's Ethnicity: Hispanic or Latino*	1	127	127	10	J2	0	yes-1 or no-0
Student's Race: American Indian or Alaska Native*	1	128	128	11	K2	0	yes-1 or no-0
Student's Race: Asian*	1	129	129	12	L2	0	yes-1 or no-0
Student's Race: Black or African American*	1	130	130	13	M2	0	yes-1 or no-0
Student's Race: White*	1	131	131	14	N2	0	yes-1 or no-0
Student's Race: Native Hawaiian or Other Pacific Islander*	1	132	132	15	O2	0	yes-1 or no-0
Student's District of Residence* District student resides in, not 8001	4	133	136	16	P2	0000	Must be a valid school district code representing the student's school district of residence. Cannot be a BOCES code.
State of Parent's Residence for Non-Resident Students Generally zero-filled if District is completed	2	137	138	17	Q2	00	Only required if NOT Colorado. When District of Residence is zero-filled and PAI Code is 04 or 05. Zero-fill if not applicable.



# 2023-2024 Special Education IEP Interchange – Child File

## Special Education Child File

**Admin Unit/SOP Code** - A unique five digit code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes in Student Code Table document. **80010 for CSI Schools**

**Student's State ID (SASID)** – A **unique** ten digit number must be assigned to each student by CDE's Record Integration Tracking System (RITS). If a student was included in the Student October report, the same SASID number must be used.

**If school is receiving an 99999 SASID error, verify information being used by your October Count counterpart**

**Local ID (LASID)** – A locally assigned **unique** ten digit student ID number. Field may be zero-filled if student has a SASID.

**Student's First Name** – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Student's Middle Name** – A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Use NMN if the student has no middle name.

**Student's Last Name** – The name born in common by members of a family.

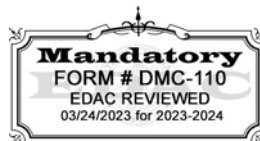
**Student's Gender** - An individual's sex.

01	<b>Female</b> - identifies as female (including a transgender student who identifies exclusively as female).
02	<b>Male</b> - identifies as male (including a transgender student who identifies exclusively as male).
03	<b>Nonbinary</b> - - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student who identifies exclusively as either male or female

**New Gender option added for 23-24: 03 - Nonbinary**

**Student's Date of Birth** – The month, day, and year on which an individual was born (i.e. 09151989).

**Ensure leading zero is included if birth month is prior to October**



Last updated: March 30, 2023

Last CSI Update: 01/29/2024

# 2023-2024 Special Education IEP Interchange – Child File

**ELL Status** – A student who has a Language Background other than English and is currently being served or monitored by a Language Instruction Program. This includes all students who have a language proficiency of Non-English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP) Monitor Year 1, or FEP Monitor year 2.

All students reported as in EL should match what is in the Student Interchange and should remain consistent with the Fall collections.

0	No, student <u>is not</u> an English Language Learner
1	Yes, student <u>is</u> an English Language Learner

**Student's Ethnicity: Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino". A student marked 1 Yes-Hispanic or Latino must also have one race field marked as 1.

0	No – Not Hispanic or Latino
1	Yes – Hispanic or Latino

**Student's Race: American Indian or Alaska Native** - A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community recognition.

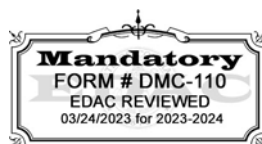
0	No – Not American Indian or Alaska Native
1	Yes – American Indian or Alaska Native

At least one Race must be selected with at 1 - Yes for each student in this collection. This is in addition to Ethnicity

**Student's Race: Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

0	No – Not Asian
1	Yes – Asian

**Student's Race: Black or African American** - A person having origins in any of the Black racial groups of Africa.



# 2023-2024 Special Education IEP Interchange – Child File

0	No – Not Black or African American
1	Yes – Black or African American

**Student's Race: White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

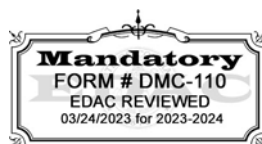
0	No – Not White
1	Yes – White

**Student's Race: Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

0	No – Not Native Hawaiian or Other Pacific Islander
1	Yes – Native Hawaiian or Other Pacific Islander

**Student's District of Residence** - The appropriate four-digit code for a student's school district of residence.  
*Should be actual District the student resides in, not 8001*

**State of Parent's Residence for Non-Resident Students** - State code where the parent/guardian resides if other than CO and the student attends a district other than the school district of residence. Cannot be zero-filled if PAI Code is 04 or 05 and District of Residence and District Code of Parents Residence are zero-filled.  
*Should be zero filled if living in Colorado and District of Parents Residence is provided*



# 2023-2024 Special Education IEP Interchange – Child File

## Document Changes

Date	Description of change	Reason for change	Elements affected
03/10/2023	Add new Gender Code 03 - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female.	Need a non-binary gender option	Gender

