Infinite Campus SPED End of Year Guidance



Extracted from Campus Community: 02/01/2024

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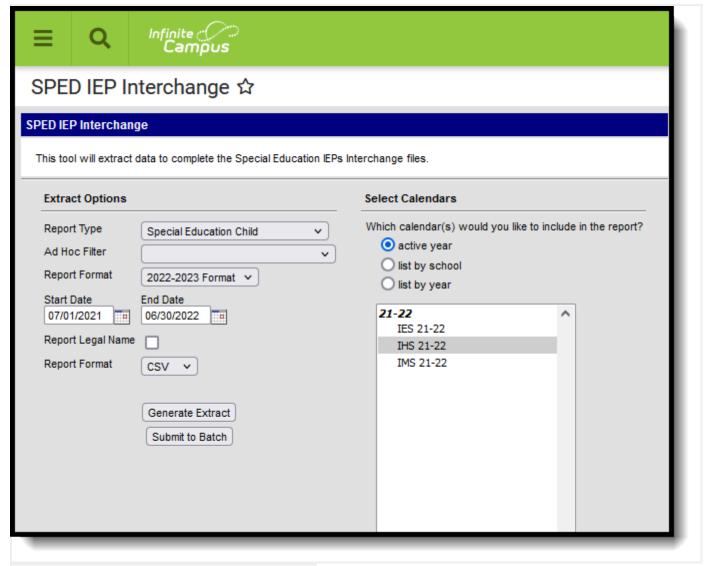
Guidance by SPED EOY File

| Special Education Child (Colorado |) | 3 |
|-------------------------------------|-------------|---|
| Student Participation End of Year (| (Colorado)1 | 0 |

SPED IEP Interchange - Special Education Child (Colorado)

Last Modified on 08/24/2023 10:44 am CDT

The Special Education Child Report captures and verifies the attributes of students who have disabilities as of the annual count date.



SPED IEP Interchange - Special Education Child

Report Logic

At least one of the following must be true in order for a student to be reported:

- At least one date (Special Education Start Date, Special Education End Date) falls within the reporting period.
- The student has an active and locked IEP AND at least one date of the plan falls within the reporting period.
- The student has an active and locked Evaluation AND the Effective Date of the evaluation falls within the reporting period.

Only one record per administrative unit code reports for the student.

This report does not include students who have an ILP or other plan type that is not an IEP.

Records are not included when:

- The student's enrollment record is marked as a No Show.
- The enrollment record is marked as State Exclude.
- The Grade Level of enrollment is marked as State Exclude.
- The Calendar selected is marked as State Exclude.

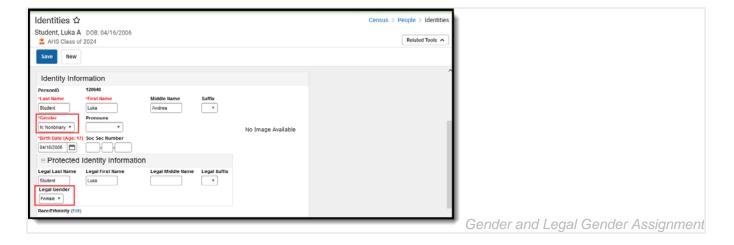
Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the <u>Identities</u> tool and/or the <u>Demographics</u> tool.

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

- 1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
- 2. Assign the **Protected Identity Information Legal Gender** field to either M: Male or F: Female.
- 3. Save the record when finished.



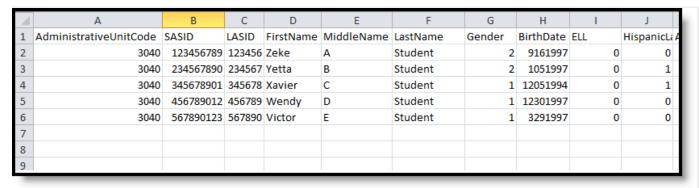
Report Editor

| Field | Description |
|---------------------------|--|
| Report Type | Selection determines the Special Education Interchange report that generates. Choose Special Education Child . |
| Ad hoc Filter | Select a saved ad hoc filter to only include those students in the filter in the report, assuming those students meet the reporting logic and business rules of this report. |
| Report Format | Determines which report format is used. When selecting a 2021-22 calendar, choose the 2021-2022 format; when selected a 2022-23 calendar, select the 2022-2023 format. |
| Start Date/End Date | The entered date is auto-populated to the current first and last dates of the selected calendar in the Campus toolbar. Students who have an Evaluation or IEP during the entered date range, even when the enrollment record is ended during the date range, are included on the report. |
| Report Legal Name | When marked, the student's name and gender report from the Protected Identity Information section on the student's <u>Identities</u> record. |
| Report Format | This report can be generated in either CSV or HTML formats. |
| Calendar Selection | At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year. |
| Report Generation | Use the Generate Report button to display the results of the report immediately. Use the Submit to Batch option to determine when the report generates. Submit to Batch is helpful when generating the report for multiple calendars and a large range of dates. |

Generate the Report

- 1. Select the **Special Education Child** option from the **Report Type** field.
- 2. If desired, select students from an existing Ad hoc Filter.
- 3. Select the desired **Report Format Layout.**
- 4. Enter the desired Start and End Dates.
- 5. Mark the **Report Legal Name**, if desired.
- 6. Select the **Report Format** of the report.
- 7. Select the **Calendar(s)** from which to report information.

8. Click the **Generate Extract** button or the **Submit to Batch** button. The report displays in the desired format.



Special Education Child Report, CSV Format

| AdministrativeUnitCode | SASID | LASID | FirstName | MiddleName | LastName | Gender | BirthDate | ELL | Hi |
|------------------------|-----------|--------|-----------|------------|----------|--------|-----------|-----|----|
| 03040 | 123456789 | 123456 | Zeke | | Student | 02 | 09161997 | 0 | 0 |
| 03040 | 234567890 | 234567 | Yetta | | Student | 02 | 01051997 | 0 | 1 |
| 03040 | 345678901 | 345678 | Xavier | | Student | 01 | 12051994 | 0 | 1 |
| 03040 | 456789012 | 456789 | Wendy | | Student | 01 | 12301997 | 0 | 0 |
| 03040 | 567890123 | 567890 | Victor | | Student | 01 | 03291997 | 0 | 0 |

Special Education Child Report, HTML Format

Report Layout

| Data Element | Description | Location |
|---------------------|---|--|
| Administrative Unit | The Administrative Unit Code assigned to the school by the Colorado Department of Education. This code is entered on the School tab. Numeric, 5 digits | School Information > School Detail > Admin Unit Code School.adminUnitCode |
| LASID | The district-defined local student ID. Numeric, 10 digits | Demographics > Person Identifiers > Local Student Number Person.studentNumber |

| Data Element | Description | Location |
|--------------|---|--|
| SASID | The unique 10 digit number assigned to each student by the Colorado Department of Education. Numeric, 10 digits | Demographics > Person Identifiers > Student State ID Person.stateID |
| First Name | Reports the student's first name. When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field. | Demographics > Person Information > First Name Identity.first Name |
| | Alphanumeric, 30 characters | Identities > Protected Identity Information > Legal First Name Identity.legalFirstName |
| Middle Name | Reports the student's middle name. Alphanumeric, 30 characters | Demographics > Person Information > Middle Name Identity.middleName |
| | | Identities > Identities Editor > Middle Name Identity.legalMiddleName |
| Last Name | Reports the student's last name. When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field. | Demographics > Person Information > Last Name Identity.last Name |
| | Alphanumeric, 50 characters | Identities > Protected Identity Information > Legal Last Name Identity.legalLastName |
| Gender | Reports the student's gender. • 01 - Female | Demographics > Person Information > Gender |

| Data Element | Description | Location |
|--------------------|--|---|
| | 02 - Male03 - Non-Binary | Identity.gender |
| | When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field. Numeric, 2 digits | Identities > Protected Identity Information > Legal Gender Identity.legalGender |
| Birth Date | The student's date of birth. Date field, 8 characters (MMDDYYYY) | Demographics > Person Information > Birth Date Identity.birthDate Identities > Identities Editor > Birth |
| ELL | Indicates if the student is Limited English Proficient (LEP) or an English Language Learner (ELL). The most recently created LEP Services record with an End Date equal to or greater than the Effective Date entered on the Report Editor reports as follows: • If the LEP State Services Code is ESLNEP, BLINEP, ESLLEP, BLILEP, BLIFEP or ESLFEP, a value of 1 reports. • Otherwise, a value of 0 reports. | English Learners (EL) Services > Service Type Lep.serviceType |
| Hispanic or Latino | Indicates if the student has a race ethnicity of Hispanic/Latino. This includes students of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. | Demographics > Person Information > Race Ethnicity > Is the Individual Hispanic/Latino? Identity.hispanicEthnicity |

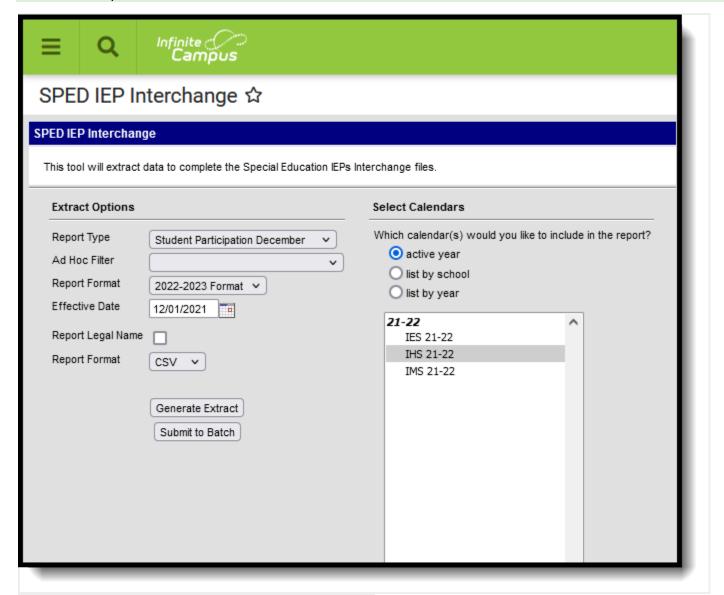
| If the student is Hispanic/Latino, this field reports 1. If not, this field reports 0. Numeric, 1 digit Indicates if the student has a race ethnicity of American Indian or Alaskan Native. If yes, this field | Identities > Identities Editor > Race/Ethnicity > Is the Individual Hispanic/Latino? Demographics > Person Information |
|--|---|
| ethnicity of American Indian or | Demographics > Person Information |
| reports as 1. If not, this field reports 0. Numeric, 1 digit | > Race Ethnicity > American Indian or Alaskan Native Identity.raceEthnicity |
| Indicates if the student has a race ethnicity of Asian. If yes, this field reports 1. If not, this field reports 0. | Identities > Identities Editor > Race/Ethnicity > American Indian or Alaskan Native Demographics > Person Information > Race Ethnicity > Asian Identity.raceEthnicity |
| | Identities > Identities Editor > Race/Ethnicity > Asian |
| Indicates if the student has a race ethnicity of Black or African American. If yes, this field reports 1. If not, this field reports 0. Numeric, 1 digit | Demographics > Person Information > Race Ethnicity > Black or African American Identity.raceEthnicity |
| | Identities > Identities Editor > Race/Ethnicity > Black or African American |
| Indicates if the student has a race ethnicity of White. If yes, this field reports 1. If not, this field reports 0. | Demographics > Person Information > Race Ethnicity > White Identity.raceEthnicity |
| In energy N | eports as 1. If not, this field eports 0. Ilumeric, 1 digit Indicates if the student has a race thnicity of Asian. If yes, this field eports 1. If not, this field reports 2. If not, this field reports 3. If not, this field reports 4. If not, this field reports 5. If not, this field reports 6. If not, this field reports 7. If not, this field reports 8. If not, this field reports 9. If not, this field reports 1. If not, this field reports 1. If not, this field reports 9. |

| Data Element | Description | Location |
|---|--|--|
| Native Hawaiian or Other Pacific Islander | Indicates if the student has a race ethnicity of Native Hawaiian or Other Pacific Islander. If yes, this field reports 1. If not, this field reports 0. Numeric, 1 digit | Identities > Identities Editor > Race/Ethnicity > White Demographics > Person Information > Race Ethnicity > Native Hawaiian or Other Pacific Islander Identity.raceEthnicity Identities > Identities Editor > Race/Ethnicity > Native Hawaiian or Other Pacific Islander |
| Student's District of Residence | Reports the four-digit code of the school where the student resides. If this field is null or is less than four digits, the value reports from the State District Number field. Numeric, 4 digits | Enrollments > State Reporting Fields > Resident District or State Enrollment.residentDistrict |
| Parents Resident or Non-Resident Students State | Reports the two-character state code if the Resident District or State field is populated with a two-digit state code. Otherwise, the field reports 00. Numeric, 2 digits | Enrollments > State Reporting Fields > Resident District or State Enrollment.residentDistrict |
| District Parents Residence | Reports the four-digit code indicating the student's district of residence if the field is populated. Otherwise, the field reports 0000. This field does NOT report in the 2022-2023 Format. Numeric, 4 digits | Enrollments > State Reporting Fields > Resident District or State Enrollment.residentDistrict |

SPED IEP Interchange - Student Participation December (Colorado)

The Student Special Education Participation Report collects information on the services students in Special Education receive. See the Colorado Special Education articles for more information.

Unless noted otherwise, data reports from the student's current enrollment record as of the entered Effective Date on the report editor.



SPED IEP Interchange - Student Participation December

Report Logic

A student is included in the report when at least ONE of the following is true:

- At least one date Special Ed Start Date, Special Ed End Date falls within the reporting period. OR
- The student has an active and locked IEP AND at least one date of the plan falls within the reporting period. OR
- The student has an active and locked Evaluation AND at least one date of the plan falls within the reporting period.
 - o If a student has an active and locked Evaluation with Part C Referral of 06 AND Eligibility & Services of 04 during the reporting period AND has an IEP with Services that were active during the reporting period, then the most recent service IEP is used to calculate the Service Hours per Week, Total School Hours per Week, Extended School Year Services. See the <u>Hours of</u> <u>Service</u> table for conversion values.

The student does not need to have a locked Evaluation to report, only a locked IEP.

Only one record per administrative unit code reports for the student.

This report does NOT include students who have an ILP or other plan type that is not an IEP.

Records are not included when:

- The student's enrollment record is marked as a No Show.
- The enrollment record is marked as State Exclude.
- The Grade Level of enrollment is marked as State Exclude.
- The Calendar selected is marked as State Exclude.

Special Education IEP

The following fields report from the IEP. Refer to the <u>Individual Education Plan</u> article for more information.

Education Plan Editor

PATH: Student Information > Special Education > General > Documents > IEP > Education Plan

- Field 10, SPED Program Code
- Field 17, Date of Entry into Special Education (IEP Start Date or Enrollment Start Date, whichever is first)
- Field 44, PATH 2 Date IEP was Implemented C to B (IEP Start Date)
- Field 51. PATH 3 Date Initial IEP was Finalized Part B
- Field 52, PATH 3 Reason for Delay in Finalizing the Initial IEP Part B

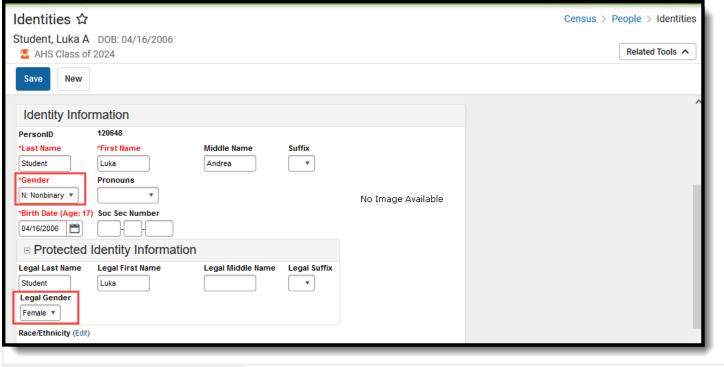
Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the <u>Identities</u> tool and/or the <u>Demographics</u> tool.

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

- 1. Assign the Gender of N: Non-Binary in the standard identify fields.
- 2. Assign the **Protected Identity Information Legal Gender** field to either M: Male or F: Female.
- 3. Save the record when finished.



Gender and Legal Gender Assignment

Report Editor

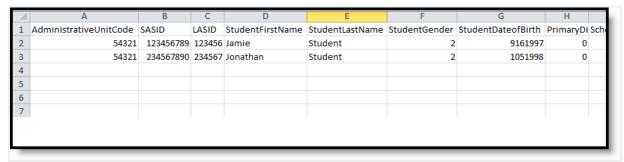
The following fields are available for selection:

| Field | Description |
|-----------------------|--|
| Report Type | Selection determines the Special Education Interchange report that generates. Choose Student Participation December. |
| Ad hoc Filter | Select a saved ad hoc filter to only include those students in the filter in the report, assuming those students meet the reporting logic and business rules of this report. |
| Report Format | Determines which report format is used. When selecting a 2021-22 calendar, choose the 2021-2022 format; when selected a 2022-23 calendar, select the 2022-2023 format. |
| Effective Date | The entered date is auto-populated to the December date (12/01/YYYY) of the selected calendar in the Campus toolbar. Only those students actively enrolled in the selected calendar on this date. |
| Report Legal Name | When marked, the student's name and gender report from the Protected Identity Information section on the student's <u>Identities</u> record. |
| Report Format | This report can be generated in either CSV or HTML formats. |
| Calendar Selection | At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year. |
| Report Generation | Use the Generate Report button to display the results of the report immediately. Use the Submit to Batch option to determine when the report generates. Submit to Batch is helpful when generating the report for multiple calendars and a large range of dates. |

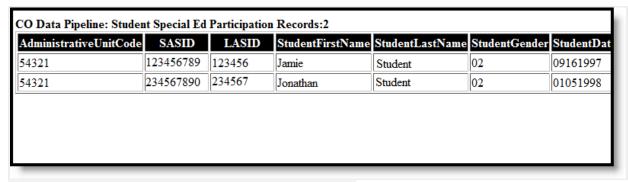
Generate the Report

- 1. Select the **Student Participation December** option from the **Report Type** field.
- 2. If desired, select students from an existing **Ad hoc Filter**.
- 3. Select the desired Format Layout

- 4. Enter the desired Effective Date.
- 5. Mark the Report Legal Name, if desired.
- 6. Select the **Report Format** of the report.
- 7. Select the Calendar(s) from which to report information.
- 8. Click the **Generate Extract** button or the **Submit to Batch** button. The report displays in the desired format.



Student Participation December Report - CSV Format



Student Participation December Report - HTML Layout

Report Layout

| Data Element | Description | Location |
|------------------------|---|--|
| Administrative Unit | The Administrative Unit Code assigned to the school by the Colorado Department of Education. This code is entered on the School tab. If the Admin Unit Code field is blank, this field reports 00000 (five zeros). Numeric, 5 digits | Data not stored |
| SASID | The unique 10 digit number assigned to each student by the Colorado Department of Education. | Demographics > Person Identifiers > Student State ID |

| Data Element | Description | Location |
|-----------------------|---|--|
| | Numeric, 10 digits | Person.stateID |
| LASID | The district-defined local student ID. Numeric, 10 digits | Demographics > Person Identifiers > Local Student Number Person.studentNumber |
| Student First Name | Reports the student's first name. When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field. | Demographics > Person Information > First Name Identity.first Name |
| | Alphanumeric, 30 characters | Identities > Protected Identity Information > Legal First Name Identity.legalFirstName |
| Student Last Name | Reports the student's last name. When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field. | Demographics > Person Information > Last Name Identity.last Name |
| | Alphanumeric, 30 characters | Identities > Protected Identity Information > Legal Last Name Identity.legalLastName |
| Student Gender | Reports the student's gender. • 01 - Female • 02 - Male • 03 - Non-Binary | Demographics > Person Information > Gender Identity.gender |
| | When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field. Numeric, 2 digits | Identities > Protected Identity Information > Legal Gender Identity.legalGender |

| Data Element | Description | Location |
|-----------------------|---|---|
| Student Date of Birth | The student's date of birth. Date field, 8 characters (MMDDYYYY) | Demographics > Person Information > Birth Date Identity.birthDate Identities > Identity Information > Birth Date |
| Primary Disability | A two-digit code representing the student's assigned disability when the effective date entered on report editor is after the start date entered in the Special Ed Start Date field on the student's enrollment record. If the student has more than one disability, the reported code is that of the major disability as reflected on the student's IEP. If there is no assigned primary disability, this field reports as 00. Numeric, 2 digits | Enrollments > Special Ed Fields > Disability Type Enrollment.disability1 |
| School Code | Reports the school number of the student's current enrollment as of the effective date or the end date of report generation. • If the student has a Special Education Attendance Code of 31 (Administrative Unit) or 32 (State Operated Program), the 4-digit code from the School of Accountability field reports. If this is NULL then this field reports from Serving District. • For all other students, reports the school number from the student's latest enrollment where IEP = Yes, as long as the enrollment is before or equal to the effective date. Numeric, 4 digits | Enrollments > State Reporting Fields > School of Accountability Enrollments > State Reporting Fields > Serving District Enrollment.residentSchool |

| Data Element | Description | Location |
|----------------------------------|---|---|
| SPED Program Code | Reports the code assigned to the special education program, as noted on the student's most recent IEP. A student must have an IEP with a date that continues in the date range chosen in the extract editor. The IEP start date can be before July 1 of the reporting year. If there is no assigned program code, this field reports 0000. Numeric, 4 digits | Special Education Documents > Plan > IEP > State Special Ed Program Code SEPlan.programCode Enrollments > Special Ed Fields > State Special Ed Program Code Enrollment.spedProgramCode |
| Grade Level | Reports the student's grade level of enrollment. Numeric, 2 digits | Enrollments > General Enrollment Information > Start Date Enrollment.gradeLevel |
| District of Attendance | If the Serving District field is blank, the last four digits of the district number reports. If Special Education Attendance Code is 19, 22, 27, 30 or 32, or if the serving district number is more than four digits, this field reports 0000. Otherwise, the field reports the Serving District number. If the State Code or Country Code is selected, the field reports 0000. Numeric, 4 digits | Enrollments > State Reporting Fields > Serving District Enrollment.servingDistrict |
| Pupils Attendance Information | Reports the selected Pupil Attendance Code. If this field is not populated, reports 00. Data reports from the student's current enrollment record. | Enrollments > Special Education Fields > Special Ed Attendance Enrollment.stateAid |

| Data Element | Description | Location |
|--|--|---|
| | Numeric, 2 digits | |
| State of Attendance | The state code of attendance for each student who attends school in a district other than their district of residence. • If Special Education Attendance Code is 19, 22, 27 or 30, the field reports 0000. • If the State Code or Country Code is selected, the field reports 0000. Numeric, 2 characters | Enrollments > State Reporting Fields > Serving District Enrollment.servingDistrict |
| Education Orphan | Indicates whether the student is an educational orphan (living in an approved residential facility within the boundaries of the reporting administrative unit). If no Educational Orphan code is selected on the enrollment record, this field reports 00. Numeric, 2 digits | Enrollments > Special Education Fields > Educational Orphan Enrollment.educationOrphan |
| Parentally Placed In Private School | Indicates whether the student is placed by their parents in a private or parochial school. If he/she is attending a private school, indicates whether they are receiving services on an ISP. If there is no parentally placed code selected on the enrollment record, this field reports 00. Numeric, 2 digits | Enrollments > Special Education Fields > Parentally Placed Enrollment.parentallyPlaced |
| Special Education Funding Status | Determines if the student record being submitted is eligible for ECEA funding. If there is no funding status code selected, this field reports 00. Numeric, 2 digits | Enrollments > Special Education Fields > Funding Status Enrollment.fundingStatus |

| Data Element | Description | Location |
|--------------------------------|---|---|
| Educational Environment | Reports the 3-digit code representing the student's educational setting. | Enrollments > Special Education Fields > Special Ed Settings |
| | When the Special Education Setting module overlaps the Effective Date entered on the report editor, the Special Education Setting Code reports from the Special Education Setting record. Otherwise, the Special Education Setting reports from the student's current enrollment record as of the entered Effective Date. When there is no educational environment code selected, this field reports 000. Numeric, 3 digits | Enrollments > Special Education Fields > Special Ed Settings Enrollment.specialEdSetting |
| Primary Service Providers EDID | Reports the staff ID of the Primary Provider/Service Coordinator. This is the student's Case Manager that is listed on the Team Members tab. The case manager must have an active District Assignment for the Admin Unit Code being reported. The Case Manager must have an active District Assignment on or before the Effective Date selected on the Report Editor. The Staff ID does not report if the Case Manager's District Assignment is inactive after the Effective Date selected on the Report Editor. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported. Case Managers who do not have a District Assignment in the Administrative Unit Code are not included. If more than one case | Demographics > Person Identifiers > Staff ID Special Education Team Members > Role Person.staffID |

| | manager is assigned, the manager with the lowest team member ID reports. • The student must have an IEP as designated on the Enrollment record. • The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor). • The most recent Case Manager reports, based on the start date. If an end date exists on all case managers but one, the non-ended case manager reports. • Note the following: o If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238. o If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238. o If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000. If there is no Case Manager, the field reports 000000000. Numeric, 8 digits | |
|--------------------------------------|--|---|
| Secondary Service Providers EDID1 | Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported. | Demographics > Person Identifiers > Staff ID Special Education Team Members > Role Person.staffID |

| Data Element | Description | Location |
|----------------------------------|---|---|
| | A team member may NOT be reported more than once per student record. If the team member has already been reported for the students, the secondary fields do not report. • The student must have an IEP as designated on the Enrollment record. • The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor). • The most recent Service Provider reports, based on the start date. • The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report. • Note the following: o If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238. o If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238. o If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000. If there is no provider, the field reports 000000000. Numeric, 8 digits | |
| Secondary Service Provider EDID2 | Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person | Demographics > Person Identifiers > Staff ID Special Education Team Members > Role |

| Ass Cod A te mor the repo | st have an active District signment for the Administrative Unit de being reported. eam member may NOT be reported re than once per student record. If team member has already been corted for the students, the condary fields do not report. The student must have an IEP as | Person.staffID |
|--|---|----------------|
| | designated on the Enrollment record. The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor). The most recent Service Provider reports, based on the start date. The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report. Note the following: If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238. If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238. If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 000000000. | |
| 000 | 000000. meric, 8 digits | |

| Data Element | Description | Location |
|-----------------------------------|--|---|
| Secondary Service Providers EDID3 | Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported. A team member may NOT be reported more than once per student record. If the team member has already been reported for the students, the secondary fields do not report. • The student must have an IEP as designated on the Enrollment record. • The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor). • The most recent Service Provider reports based on the start date. • The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report. • Note the following: • If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238. • If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238. • If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000. | Demographics > Person Identifiers > Staff ID Special Education Team Members > Role Person.staffID |

| Data Element | Description | Location |
|-----------------------------------|---|---|
| | If there is no provider, the field reports 00000000. Numeric, 8 digits | |
| Secondary Service Providers EDID4 | Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported. A team member may NOT be reported more than once per student record. If the team member has already been reported for the students, the secondary fields do not report. • The student must have an IEP as designated on the Enrollment record. • The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor). • The most recent Service Provider reports based on the start date. • The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report. • Note the following: o If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238. o If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238. | Demographics > Person Identifiers > Staff ID Special Education Team Members > Role Person.staffID |

| Data Element | Description | Location |
|--|---|--|
| | o If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000. If there is no provider, the field reports 00000000. Numeric, 8 digits | |
| Hours of Special Education Services per Week | Number of hours the student receives special education and related services per week as indicated on the current IEP as of the Effective Date. Both direct and indirect services are reported, but the total must not be greater than 80. Reports the sum of the number of minutes from the Direct and Indirect minutes from the Services editor for ALL services the student receives. If no services exists, this field reports 0000. If the calculated time is greater than 80, a value of 80 reports. This is a calculated value based on the hours per week. Total minutes are calculated as follows: Daily - (minutes)/12 Weekly - (minutes)/258 The first two characters report the hours and the last two characters report any portion of an hour. See the Hours of Service table at the end of this article for a complete list of calculations. Numeric, 4 digits | Special Education Documents > IEP > Services > Service Provided List > Service Provided Editor > Total Minutes PlanServiceProvided.providerID |

| Data Element | Description | Location |
|-----------------------------|---|---|
| Total School Hours Per Week | The total number of hours of instructional time per week for the school the student attends as indicated on the IEP current as of the entered Effective Date. This is the number of hours available for all students in the school. This is used to calculate the percent of time in Special Education. The total school hours per week cannot be greater than 40. If the calculated value is greater than 40, a value of 40 reports. The calculation is as follows: • The number of weeks in the school year based on the first day and the last day marked as instructional on the Calendar Days tab is counted. • The number of instructional days in the calendar is counted. • The number of instructional days is divided by the number of weeks. This equals the average number of days of each week in the school year, which is then rounded to the nearest whole number. • This average total is multiplies by the standard day minutes for the grade level in which the student is enrolled. • That numbers divided by a value of 60. If the Standard Day field is null, Student Day is calculated from the Calendar tab. This field reports a value of 0000 when there is not a value for the hours per week. See the Hours of Service table at the end of this article for a complete list of calculations. Numeric, 4 digits | Special Education Documents > IEP > Enrollment Status > Total Instructional Minutes per Week PlanState.totalMinutes |

| Data Element | Description | Location |
|--|---|---|
| Extended School Year Services | Indicates if the student receives Extended School Year Services as indicated on the current IEP as of the entered Effective Date. Reports 1 if Yes, reports 0 is No or blank. ESY services are special education and related services that provided beyond the normal school year in accordance with the child's IEP at no cost to the parents and includes summer as well as extended breaks. If a student is receiving special education services: The IEP exists that starts or continues in the date range set in the extract editor. The IEP has assigned services. For the question of Is the student eligible for Extended School Year Services? on the ESY editor on the IEP: If the Yes checkbox is marked, reports 1. If the No checkbox is marked, reports 0. If neither checkbox is marked, reports 0. Numeric, 1 digit | Special Education Documents > IEP > Extended School Year > Extended School Year sepExtendedYear.determinCheck |
| Date of Entry to Special Education | Reports the earliest date the student began receiving special education services. Date field, 8 characters (MMDDYYYY) | Enrollments > Special Ed Fields > Special Ed Start Date Enrollment.spedStartDate Special Education Documents > IEP > Education Plan > IEP Start Date sep.startDate |
| Date of Exit from Special Education | Reports the date the student ended special education services. | Enrollments > Special Ed Fields > Special Ed Exit Date |
| | 27 | |

| Data Element | Description | Location |
|-------------------------------|---|---|
| | This date must be on or before the entered Effective Date on the report editor. When reporting from the Enrollment record, the Special Education Exit Date reports. When reporting from the IEP, the IEP Plan End Date reports. An IEP End Date that is on or before the entered Effective Date on the Report Editor does NOT report when there is an active IEP as of the entered Effective Date. If there is no end date, this field reports 00000000 (8 zeros). | Special Education Documents > IEP > Education Plan > IEP End Date Sep.endDate |
| | Date field, 8 characters (MMDDYYYY) | |
| SPED Basis of Exit | Indicates the circumstances under which the student exited from Special Education. If there is no Exit Reason Code, reports 00. Numeric, 2 digits | Enrollments > Special Education Fields > Exit Reason Enrollment.spedExitReason |
| Special Education Referral | Indicates the type of referrals that occurred for each student. This field reports a value of 06 for all students. Numeric, 2 digits | Special Education Documents > Evaluation > Special Ed/Part C Referral Type Evaluation.referralType |
| Eligibility and Services | Indicates whether this student has received Early Intervening Services, Special Education Services, both or neither between July 1 and June 30. This field reports a value of 02 for all students. | Special Education Documents > Evaluation > Eligibility and Services PlanServiceProvided.serviceID |

| Data Element | Description | Location | |
|--|---|--|--|
| | Numeric, 2 digits | | |
| Path 1 These fields will be r | emoved in the 2023-2024 format. | | |
| Date Referred for Part C Evaluation | Reports the Referral Date from the Evaluation header. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Special Ed/Part C Referral Type > Date Referred for Part C Evaluation Evaluation.referralDate | |
| Date of Parental Consent to Evaluate Part C | Reports the date the parent consent was signed. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Special Ed/Part C Referral Type > Date of Parental Consent to Evaluate Part C Evaluation.consentDate | |
| Date Evaluation Completed Part C | Reports the date the evaluation for entrance into Part C was completed. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Special Ed/Part C Referral Type > Date Evaluation Completed Part C Evaluation.dateCompleted | |
| Reason for Delay in Completing Evaluation Part C | Reports the Reason for Delay in Completing Evaluation Part C from the Evaluation State Reporting Data editor. This field reports as zero-filled (00). Numeric, 2 digits | Special Education Documents > Evaluation > State Reporting Data > Special Ed/Part C Referral Type > Reason for Delay in Completing Evaluation Part C Evaluation.delayReason | |
| Eligibility and Services Path 1 | Tracks the eligibility and services based on evaluations of special education students. | Special Education Documents > Evaluation > Eligibility and Services | |

| Data Element | Description | Location |
|--|--|---|
| | This field reports as zero-filled (00). Numeric, 2 digits | Evaluation.eligibility |
| Path 2 | | |
| Date Child is Found Eligible for Part C Services | Reports the Eligibility Date when the Special Ed/Part C Referral Type Code is 02. | Special Education Documents > Evaluation > State Reporting Data > Date Child Found Eligible for Part C Services |
| | This field reports as zero-filled (00000000). | Evaluation.partCServiceseligibilityDate |
| | Numeric, 8 digits | |
| Date of Referral to Administration Unit | Reports the date the Administrative Unit from the Evaluation Header when the Part C Referral Type Code is 02. This field reports as zero-filled | Special Education Documents > Evaluation > State Reporting Data > Date of Referral to Administrative Unit from the Local Community Centered Board |
| | (0000000). Numeric, 8 digits | Evalution.AUNotification Date |
| Date of Parental Consent to Evaluate C to B | Reports the Date of Parental Consent to Evaluate C to B from the Evaluation State Reporting Data editor when the Special Ed/Part C Referral Type Code is 02: Part C to Part B Transition - Paths 2, 4 and 7. | Special Education Documents > Evaluation > State Reporting Data > Date of Parental Consent to Evaluate C to B Evaluation.consentDate |
| | This field reports as zero-filled (00000000). | |
| | Numeric, 8 digits | |

| Data Element | Description | Location | |
|--|---|--|--|
| Date Evaluation Completed C to B | Reports the Date Evaluation Completed C to B from the Evaluation State Reporting Data editor when the Special Ed/Part C Referral Type Code is 02: Part C to Part B Transition - Paths 2, 4 and 7. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Date Evaluation Completed C to B Evaluation.dateCompleted | |
| Reason for Delay in Completing Evaluation C to B | Reports the Reason for Delay in Completing Evaluation C to B from the Evaluation State Reporting Data editor where the student has a Special Education/Part C Referral Type Code of 02: Part C to Part B Transition - Paths 2, 4 and 7 from a locked evaluation between March 1 of the previous reporting year and June 30 of the current reporting year. This field reports as zero-filled (00). Numeric, 2 digits | Special Education Documents > Evaluation > State Reporting Data > Reason for Delay in Completing Evaluation C to B Evaluation.delayReason | |
| Date of Initial Eligibility Meeting C to B | Reports the Date of Initial Eligibility Meeting C to B from the Evaluation State Reporting Data editor where the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition between March 1 of the previous reporting year and June 30 of the current reporting year. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Date of Initial Eligibility Meeting C to B Evaluation.eligibilityDate | |
| Reason for Delay in Initial Eligibility Meeting C to B | Reports the selected code from Reason for Delay in Initial Eligibility Meeting C to B from Evaluation State Reporting Data editor where the student has a Special Education/Part | Special Education Documents > Evaluation > State Reporting Data > Reason for Delay in Eligibility Meeting C to B | |

| Data Element | Description | Location |
|--|--|---|
| | C Referral Type of Code 02: Part C to Part B - Paths 2, 4 and 7. Only between July 1 and June 30 of the reporting year. This field reports as zero-filled (00). Numeric, 2 digits | Evaluation.delayReason |
| Date IEP was Implemented C to B | Reports the earliest IEP Start Date where the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition - Paths 2, 4 and 7 from the selected school year. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data >Special Ed/Part C Referral Type: 02 Part C to Part B Transition Paths 2, 4 and 7 Plan.startDate |
| Reason for Delay in IEP Implementation C to B | Reports the selected code from the Reason for Delay in Initial Eligibility Meeting C to B from the Evaluation State Reporting Data editor where the the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition - Paths 2, 4, and 7 between July 1 and June 30 of the reporting year. This field reports as zero-filled (00). Numeric, 2 digits | Special Education Documents > IEP > Reason for Delay in IEP Implementation Plan.delayReason |
| Eligibility and Services Path 2 | Reports the selected code from the Evaluation State Reporting Data editor if the the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition - Paths 2, 4 and 7 between March 1 of the previous school year and June 30 of the reporting year. This field reports as zero-filled (00). | Special Education Documents > Evaluation > State Reporting Data > Eligibility and Services PlanServiceProvided. serviceID |

| Data Element | Description | Location | |
|--|---|--|--|
| | Numeric, 2 digits | | |
| Path 3 | | | |
| Date of Parental Consent to Evaluate Part B | Reports the Consent Date where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Date of Parental Consent to Evaluate Part B Evaluation.consentDate | |
| Date Evaluation Completed Part B | Reports the Date Evaluation Completed Part B from the State Reporting Data editor where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Date Evaluation Completed Part B Evaluation.completeDate | |
| Reason for Delay in Completing Evaluation Part B | Reports the selection code from the Reason for Delay in Completing Evaluation Part B from the State Reporting Data editor where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation. This field reports as zero-filled (00). | Special Education Documents > Evaluation > State Reporting Data > Reason for Delay in Completing Evaluation Part B Evaluation.delayReason | |

| Data Element | Description | Location | |
|---|--|---|--|
| | Numeric, 2 digits | | |
| Date of Initial Eligibility Meeting Part B | Reports the date of the initial eligibility meeting where the student has a Special Education/Part C Referral Type of Code 03: Part B Services Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > State Reporting Data > Date of Initial Eligibility Meeting Part B Evaluation.meetingDate | |
| Date Initial IEP was Finalized Part B | Reports the date the initial IEP was finalized on the student's locked IEP with a start date between July 1 and June 30 of the school year being reported. This field reports as zero-filled (00000000). Numeric, 8 digits | Special Education Documents > Evaluation > Date Initial IEP was Finalized Plan.startDate | |
| Reason for Delay in Finalizing the Initial IEP Part B | Reports the code selected for the delay in finalizing the Initial IEP for students who have an Initial IEP that is locked between July 1 and June 30 of the reporting year. This field reports as zero-filled (00). Numeric, 2 digits | Special Education Documents > Education Plan > IEP > Reason for Delay in Finalizing the Initial IEP Plan.delayReason | |
| Date IEP was Implemented Part B | Reports the date the student's IEP was implemented. When the student has an Evaluation between the dates of March 1 of the previous school year snd June 30 of the school year being reported AND Part C Referral Code = 03 Part B Services (Path 3 Only) AND the Evaluation Type is Initial, then: | Special Education Documents > Evaluation > Evaluation Header > Evaluation Editor > IEP Start Date, Date of Initial Eligibility Meeting Part B Plan.startDate | |

| Data Element | Description | Location | |
|---|--|---|--|
| | If Eligibility & Services = 02 AND IEP Start Date (Evaluation) contains a value, that value reports in MMDDYYYY format. If the IEP Start Date is NULL, a value of 00000000 reports. If Eligibility & Services = 04, the Date of Initial IEP Meeting Part B reports in MMDDYYYY format. Otherwise, a value of 00000000 reports. Numeric, 8 digits | | |
| Reason the IEP was Never Implemented Part B | Reports the selected code from the Reason IEP was Never Implemented where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation. This field reports as zero-filled (00). Numeric, 2 digits | Special Education Documents > Evaluation > State Reporting Data > Reason the IEP was Never Implemented Part B Evaluation.reasonNoIEP | |
| Eligibility and Services Path 3 | Reports the selected code from the Evaluation header if the Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation. This field reports as zero-filled (00). Numeric, 2 digits | Special Education Documents > Evaluation > Eligibility and Services PlanServiceProvided.serviceID | |

Hours of Service

| Minute | Calculated Value | Minute | Calculated Value |
|--------|------------------|--------|------------------|
| 1 | .02 | 31 | .52 |
| 2 | .03 | 32 | .53 |
| 3 | .05 | 33 | .55 |
| 4. | .07 | 34 | .57 |
| 5 | .08 | 35 | .58 |
| 6 | .10 | 36 | .6 |
| 7 | .12 | 37 | .62 |
| 8 | .13 | 38 | .63 |
| 9 | .15 | 39 | .65 |
| 10 | .17 | 40 | .67 |
| 11 | .18 | 41 | .68 |
| 12 | .20 | 42 | .70 |
| 13 | .22 | 43 | .72 |
| 14 | .23 | 44 | .75 |
| 15 | .25 | 45 | .75 |

| Minute | Calculated Value | Minute | Calculated Value |
|--------|------------------|--------|------------------|
| 16 | .27 | 46 | .77 |
| 17 | .28 | 47 | .78 |
| 18 | .30 | 48 | .80 |
| 19 | .32 | 49 | .82 |
| 20 | .33 | 50 | .83 |
| 21 | .35 | 51 | .85 |
| 22 | .37 | 52 | .87 |
| 23 | .38 | 53 | .88 |
| 24 | .40 | 54 | .90 |
| 25 | .42 | 55 | .92 |
| 26 | .43 | 56 | .93 |
| 27 | .45 | 57 | .95 |
| 28 | .47 | 58 | .97 |
| 29 | .48 | 59 | .98 |
| 30 | .50 | 60 | 1.00 |