

2024-2025 Special Education IEP Interchange – Child File

CSI clarifications and additions are in green font in this document



Changes from 2023-2024 are highlighted in yellow.

Purpose:

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

Important:

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

Dependencies:


- Student has been assigned a SASID (if required) and updated in the RITS system. If SASID is not required, student must have a LASID.
- Student's LASID should match the LASID reported by the district in the Student Interchange Demographic file to ensure demographic information is pulled into the snapshots from that file.

Record Expectation:

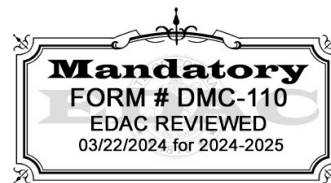
Report a record for each student who was referred, evaluated, and/or received Special Education services in your Administrative Unit or State Operated Program at any point during the reporting period 7/01/2023 – 6/30/2024.

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

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

 indicates primary key

CSI seeks to ensure its resources are accessible as possible. If you experience any difficulty in accessing a resource, please reach out to: communications_CSI@csi.state.co.us



Last Updated: March 2024

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Field List:

*Indicates required field.

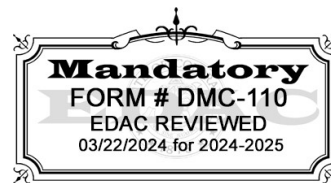
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS

A header row is required

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>

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Administrative Unit/SOP Code*	5	1	5	1	A2	00000	Valid 5-digit AU code 80010
Student's State ID (SASID)	10	6	15	2	B2	0000000000	Validated against RITS
Local ID (LASID)	10	16	25	3	C2	0000000000	Locally assigned 10-digit Student ID
Student's First Name*	30	26	55	4	D2	Valid name	Validated against RITS
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
Student's Gender*	2	116	117	7	G2	01	Validated against RITS
Student's Date of Birth*	8	118	125	8	H2	MMDDYYYY	Validated against RITS
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

Both the Ethnicity and one Race must be selected.



Last Updated: March 2024

2024-2025 Special Education IEP Interchange – Child File



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Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
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* Should be district student resides in	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 Zero filled in district is provided	2	137	138	17	Q2	00	Valid two-digit state abbreviation. Only required if NOT Colorado when District of Residence is zero-filled and PAI Code is 04 or 05. Zero-fill if not applicable.

Field Descriptions:

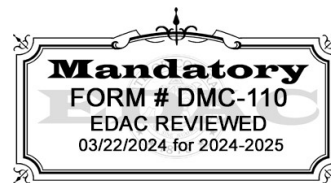
Admin Unit/SOP Code - A unique five-digit code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes posted on Data Pipeline at [Frequently Requested Codes link](#). 80010 for all CSI Schools

Student's State ID (SASID) – A unique ten-digit number must be assigned to each student by CDE's Record Integration Tracking System (RITS).

Local ID (LASID) – A locally assigned unique ten-digit student ID number that should match what the district is reporting for the student in the Student Interchange – Student Demographic File.

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.



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2024-2025 Special Education IEP Interchange – Child File



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

Student’s Gender - An individual's sex.

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

Nonbinary added in 23-24

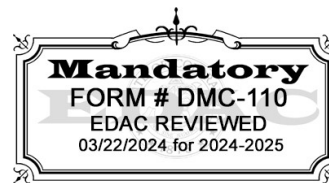
Student's Date of Birth – The month, day, and year on which an individual was born (i.e. 09151989).

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.

Code	Description
0	No - student is not an English Language Learner
1	Yes - student is 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.



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

Last Updated: March 2024

2024-2025 Special Education IEP Interchange – Child File



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Code	Description
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.

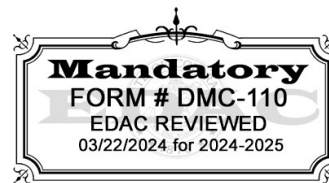
Code	Description
0	No – Not American Indian or Alaska Native
1	Yes – American Indian or Alaska Native

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.

Code	Description
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.

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



Last Updated: March 2024

2024-2025 Special Education IEP Interchange – Child File



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

Code	Description
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.

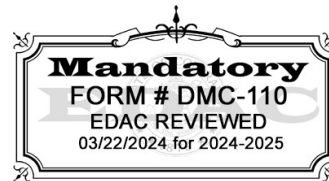
Code	Description
0	No – Not Native Hawaiian or Other Pacific Islander
1	Yes – Native Hawaiian or Other Pacific Islander

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 abbreviation 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



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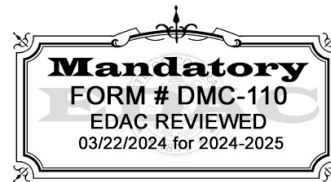
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Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected



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