THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /

ALBANY, NY 12234

TO: Chief School Administrators of Article 81 Schools (not including Special Act Schools)
Special Education Contact Persons in the PD Data System
Chief Information Officers

FROM: Ken Wagner, Data Director
Inni Barone, Special Education Data Manager

SUBJECT: Special Education Data Collection Requirements for the 2009-10 School Year

DATE: September 2009 (Updates are highlighted)

This memo contains important and timely information regarding special education data collection requirements for the 2009-10 school year. Please review the information provided below and if you have any questions regarding your reporting responsibilities, contact the SEDCAR unit by telephone at (518) 486-4678 or by sending an e-mail message to dataquest@mail.nysed.gov.

Compared to the 2008-09 school year, the following changes will be implemented during the 2009-10 school year:

- The special education snapshot (child count and least restrictive environment in which students with disabilities receive educational services) will be on Wednesday, October 7, 2009;

- The verification and certification process for the special education reports displayed through the PD data system for data collected through the Student Information Repository System (SIRS) will be different during the 2009-10 school year. In the 2009-10 school year, data will be refreshed on a weekly basis from the Level 2 repository and displayed in the VR reports for your review. After the last refresh, all schools will certify their data electronically by selecting one of the following two certification options. These options will appear below each VR report on the last refresh date:
  - I certify that my school district's data are complete and accurate;
  - I cannot certify that my school district's data are complete and accurate, however, I understand that the deadline for making corrections has passed and that these data will be used for all State and district reports and decisions.

- The VR10, Report of Students with Disabilities Exiting Special Education has been revised to include a display of all the required data elements for all students with disabilities for whom your school has CSE responsibility as well as a display of data that will be reported to the USDOE.

- The 2009-10, PD-6, Report of Special Education Personnel Employed or Contracted to Provide Special Education Services is posted at http://www.emsc.nysed.gov/sedcar/ under the 2009-10 school year. The due date for this report is February 1, 2010. Revisions from the previous year are contained in the cover memo accompanying this report.

- The 2009-10, PD-8, Report of Students with Disabilities Suspended or Removed to an Interim Alternative Education Setting is posted at http://www.emsc.nysed.gov/sedcar/, under the 2009-10 school year. The due date for this report is on August 6, 2010. There are no revisions to this report compared to the previous year.

- The SEDCAR-1 form must be provided to each school district of residence by November 27, 2009 to request an IDEA vendor funding amount for the 2010-11 school year for students with disabilities who are placed in your educational program by school districts as of October 7, 2009;

- The SEDCAR-2 form must be provided to a school district and to the State by November 27, 2009 to designate the school district through whom to receive a proportionate share of federal IDEA funds for the 2010-11 school year for students who are placed in your program through the courts or State agencies;

All materials related to requirements for reporting special education data to the State for the 2009-10 school year are posted or a link to them is available at http://www.emsc.nysed.gov/sedcar/. Special education data are collected through the Student Information Repository System (SIRS) and the PD data system. The primary documentation for data that must be submitted through SIRS is the 2009-10 SIRS Manual, the link to which will be available at the websites identified above. The documentation for data that must be submitted directly through the PD data system is included with each form (i.e., PD-6, PD-8, SEDCAR-1 and SEDCAR-2 forms).

Special Education Data Collected Through SIRS

The chart below provides a description of each type of data that Article 81 schools must submit through SIRS, which verification reports will display the data, the verification time period, and the certification due date. Special education data verification and certification takes place through the PD data system at http://pd.nysed.gov. One special education contact person and one chief information officer (CIO) in each school has a user ID and password to access this system. Certification can only be provided by the PD data system contact person. If there are new contact persons in your school, please contact SEDCAR at (518) 486-4678 or by e-mail to dataquest@mail.nysed.gov to request a new user ID and password.

Verification Report	Type of Data and Required Templates	Verification Period, and Final Date for Data Certification
VR1-6, and VR8	These reports display preschool and school age students with disabilities for whom your school has CPSE and CSE responsibility and who are provided special education services in accordance with an IEP and in accordance with State standards as of October 7, 2009.	Data verification period is between October 14, 2009 and January 13, 2010.

Verification Report	Type of Data and Required Templates	Verification Period, and Final Date for Data Certification
	These data are submitted through SIRS, using the Special Education Snapshot, School Enrollment, Student Demographic, and Programs Fact templates. These reports also display the least restrictive environment in which preschool and school age students with disabilities are provided special education services. Data in these reports are displayed by age-range, race/ethnicity, gender and LEP status.	An electronic certification is required on January 13, 2010. A Statement of Assurance form (printed from the PD data system) must be mailed to SEDCAR after completing the certification.
VR7 and VR9	The VR7 report provides a VIEW of the aggregate count of preschool children with disabilities reported by each school district of residence according to type of educational services provided by your program. The VR9 report provides a VIEW of the aggregate count of school age students by age range and by the least restrictive environment setting in which students are provided special education services as reported by each school district of residence that placed students in your educational program. The above reports do NOT provide individual student identification information. If these reports do not agree with your record of how many preschool children and school age students with disabilities your school is serving from each school district of residence or if you do not agree with the least restrictive environment setting in which school age students are reported by their school district of residence, please contact the school districts to let them know so they may correct their reporting. In order to be proactive and assist school districts of residence report accurate enrollment and least restrictive environment setting information, we recommend that you provide each district of residence this information for preschool and school age students with disabilities they placed in your school as of October 7, 2009. Please do this as soon as possible in October or early November to ensure all students are accurately reported by school districts of residence.	Please view the VR7 and VR9 reports beginning on October 14, 2009. These reports will be refreshed every Wednesday until January 13, 2010. No certification is required for these reports.
VR10	This report displays preschool and school-age students with disabilities who are declassified or end enrollment during the 2009-10 school year. Information is also included regarding type of credential students earn and their postgraduate plans. Data are displayed for all students with disabilities for whom your school has CPSE or CSE responsibility. Data are displayed by disability, age, race/ethnicity, gender and LEP status of students with disabilities who leave school during the 2009-10 school year. These data are reported through SIRS, using the School Enrollment, Student Demographic and Programs Fact templates.	Data verification is between June 1, 2010 and August 4, 2010. Data displayed in VR10 Report on August 4, 2010 will need to be certified.

Special Education Data Collected Directly Through the PD Data System

The chart below provides a summary of aggregate data that is required to be submitted through the PD system and the due dates. One special education contact person and one chief information officer (CIO) in each school has a user ID and password to access this system. Data entry and certification can only be provided by the PD data system contact person. If there are new contact persons in your

school, please contact SEDCAR at (518) 486-4678 or by e-mail to dataquest@mail.nysed.gov to request a new user ID and password.

Type of School	Type of Data	Due Date
PD-6	This report requests the total full-time equivalent (FTE) number of special education personnel in selected titles who are employed or contracted to provide special education services to preschool and school age students with disabilities on or about October 7, 2009. This form and its accompanying directions is posted at http://www.emsc.nysed.gov/sedcar/ , under the 2009-10 school year heading.	Between October 7, 2009 and February 2, 2010 Certification is required by February 2, 2010.
PD-8	This report requests the number of students with disabilities for whom your school has CSE responsibility who are suspended, expelled or removed to an interim alternative education setting during the 2009-10 school year. Data are collected by type of disciplinary removal, by disability, race/ethnicity, gender and LEP status. Data regarding provision of educational services during expulsion is also requested for students without disabilities and students with disabilities. This form is posted at http://www.emsc.nysed.gov/sedcar/ , under the 2009-10 school year heading.	Between July 1, 2010 and August 6, 2010. Certification is required by August 6, 2010.

Special Education Data Collected Through Other Processes

Type of School	Type of Data	Due Date
SEDCAR-1 Form	This form is used by your program to request 2010-11, federal IDEA vendor funding amounts from school districts that have CPSE and CSE responsibility and have placed students in your program. The amount of vendor funding for 2010-11 school year is to be based on the number of students placed in your program by school districts as of October 7, 2009. This form is posted at http://www.emsc.nysed.gov/sedcar/ , under the 2009-10 school year heading.	This form must be provided to school districts with CPSE or CSE responsibility by **November 27, 2009**. This form is **not** submitted to the State.
SEDCAR-2	Child care institutions with affiliated schools (Article 81 Schools) will use the SEDCAR-2 form to designate a public school district through whom to receive 2010-11 federal IDEA funds for students who are placed by the courts or State agencies in your program as of October 7, 2009. This form is posted at http://www.emsc.nysed.gov/sedcar/ , under the 2009-10 school year heading.	This form must be provided to the designated LEA and to the State through regular mail by **November 27, 2009.**

For your reference, this memo will be posted at http://www.emsc.nysed.gov/sedcar/, look under the 2009-10 school year heading and under the communications section of this website.

cc: Rebecca H. Cort
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        SEQA Supervisors
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