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

ALBANY, NY 12234

STRATEGIC EVALUATION DATA COLLECTION, ANALYSIS AND REPORTING (SEDCAR)
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TO: Chief Administrative Officers of Approved Special Education Programs for
Students with Disabilities (not including Article 81 Schools)
Chief Administrative Officers of State-supported Schools
Superintendent of BOCES
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 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 SEDCAR-1 form has an earlier due date, November 27, 2009. This 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. The number of students enrolled in
your educational program on October 7, 2009 will determine the amount of IDEA funds

for your program for the 2010-11 school year. See description of this form in the table below;

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 and PD-8 forms).

Special Education Data Collected Through SIRS

The chart below provides a description of each type of data that your educational program must review through SIRS, which verification reports will display the data and the verification time period. Special education data verification takes place through the PD data system at http://pd.nysed.gov. One PD data system contact person and one chief information officer (CIO) in each school has a user ID and password to access this system. If there are new contact persons in your educational program, 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	Verification Period, and Final Date for Data 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.

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 data system and the due date. One PD data system contact person and one chief

information officer (CIO) in each school has a user ID and password to access this system. If there are new contact persons in your educational program, please contact SEDCAR at (518) 486-4678 or by e-mail to <mark>dataquest@mail.nysed.gov</mark> 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, <mark>2009</mark> and February 2, 2010 Certification is required by February 2, 2010.

Special Education Data Collected Through Other Processes

| SEDCAR-1 Form | This form is used to request federal IDEA vendor funding amounts for the 2010-11 school year from school districts that have CPSE and CSE responsibility and have placed students in programs listed below. The amount of IDEA vendor funding for 2010-11 school year is based on October 7, 2009 enrollment of students with disabilities:
▪ Approved private schools for students with disabilities
▪ State-supported schools
▪ Approved preschool special education programs operated by a BOCES.

This form is posted at http://www.emsc.nysed.gov/sedcar/ , under the 2009-10 school year heading. | This form and accompanying student lists must be provided to school districts with CPSE or CSE responsibility by **November <mark>27,</mark> 2009**.

This form is **not** submitted to the State. |

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
        James DeLorenzo
        SEQA Supervisors
        Regional Information Centers
        Special Education Computer Management Companies