



MANAGER, STRATEGIC EVALUATION DATA COLLECTION, ANALYSIS AND REPORTING
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To: Special Education Data Managers of Public School Districts **Date:** September 2004

From: Inni Barone

Subject: PD-7 – Public School District Report of Preschool Special Education Programs and Services (Provided Pursuant to Section 4410 or 4201) for Students with Disabilities, Ages 2-5.

Important: Due Date is Between July 1, 2005 and August 12, 2005. All school districts must submit data for this report electronically through the PD web-based system at <http://pd.nysed.gov> or through the File Transfer Protocol (FTP) process. **Paper copies of this report will not be accepted.**

Attached is a PD-7 form for your use in reporting data regarding the total number of preschool students with disabilities provided 12 types of special education programs/services during a 12 month period (July 1, 2004 to June 30, 2005). The 12, program/service categories reflect the intensity of services, and whether special class services are provided in integrated classrooms. (In contrast, the PD-1/4 data form collects data regarding the extent to which preschool students receive services in natural and integrated settings, or receive such services in separate settings, on December 1, 2004.)

A User ID and password to access the PD web-based system has been mailed to the contact person identified on your latest PD-1/4 report. If your school has a new contact person, or did not get this information, please contact our office. **Please note, if your school district has the capability of submitting PD-7 data through the FTP process, the User Name and password for that process are different from the User ID and password that has been assigned to the contact person to submit PD data through the web-based system. If your school district needs a User Name and password to submit data through the FTP process, please contact this office. The due date for this report is between July 1, 2005 and August 12, 2005. Paper copies of this report will not be accepted.** Your timely and accurate completion of this report is appreciated.

Compared to the PD-7 form issued for 2003-2004, the PD-7 form for 2004-2005 is identical.

Please note that the data collected through the PD forms are used in one or more of the following reports and activities:

- Annual Performance Report for Special Education
- Pocketbook of Goals and Results for Individuals with Disabilities
- Chapter 655 Report to the Governor and the Legislature on the Status of the State's Schools
- Special Education Quality Assurance Reviews
- School Report Cards
- BOCES Report Cards
- Charter School Report Cards
- Calculations to identify instances of possible race/ethnicity disproportionality
- Other reports required by State or federal statutes
- Summary reports for public information to be placed on the Department's website
- Evaluation of programs and policies

If you have any questions or are in need of assistance in completing this report, please contact the Strategic Evaluation Data Collection, Analysis and Reporting (SEDCAR) Unit by using the contact information provided in the letterhead. Thank you.

cc: Rebecca H. Cort

PD-7 — Public School District Report:
Preschool Special Education Programs and Services (Provided Pursuant to Section 4410 or 4201)
for Students with Disabilities, Ages 2-5.
July 1, 2004 to June 30, 2005

Instructions:

1. All Public School Districts must complete this side of the report, and, as appropriate, the entries on the reverse side.
2. This report must be submitted through our web-based PD data system at <http://pd.nysed.gov> between July 1, 2005 and August 12, 2005. Paper copies of this report will not be accepted.
3. Retain one copy (and supporting documentation) in your school district for reference and audit purposes. The required retention period ends June 30, 2011.
4. If you have questions about this report, please call (518) 486-4678, or e-mail your question to vesidcar@mail.nysed.gov

Check here if no students were provided preschool special education services pursuant to Section 4410 or 4201. If this box is checked and you have submitted this information through our website at <http://pd.nysed.gov> your report is complete.

<i>School District Information</i>											
(Enter 12-digit SED Code Below)											
SCHOOL DISTRICT NAME											
ADDRESS (include building name, room number, or mail stop information)											
CITY						STATE			ZIP		

<i>Contact Person Information *</i>	
NAME	
TITLE	
TELEPHONE (include Area Code)	FAX
E-MAIL ADDRESS	

*All correspondence from the address at the top of this page will be directed to the contact person reported in the PD web-based system at <http://pd.nysed.gov>. You may update the contact person at any time through the PD web-based system located at <http://pd.nysed.gov>.

General Instructions for Completing the PD-7 Report

1. Report information for **all** preschool students who were the responsibility of your school district Committee on Preschool Special Education (CPSE) and were provided preschool special education programs/services, pursuant to Section 4410 or 4201 of the Education Law, during the time period July 1, 2004 to June 30, 2004.
 - Any student who is declassified or relocates or otherwise discontinues such services any time after July 1, 2004 should be reported.
 - Any student who is classified by the CPSE or relocates to this school district and receives such programs/services any time during the period on or after July 1, 2004 and on or before June 30, 2005 should be reported.
2. Preschool students who discontinue to receive programs/services pursuant to Section 4410 or 4201 of the Education Law before July 1, 2004 or begin to receive such services after June 30, 2005 should **not** be included in this report.
3. Student age should be based on December 1, 2004.
4. Each student should be reported once. Students receiving two types of programs/services should be reported in the category attended for the majority of time they received programs/services pursuant to Section 4410 or 4201 of the Education Law. Students provided two types of programs/services, each for 50 percent of the school day, should be reported in the numerically lower line number. (For example, a student receiving a Half-Day Integrated Special Class Program (line 04) for 50 percent of the day and a Half-Day Special Class Program in Segregated Setting (line 05) for 50 percent of the school day, should be reported in line 04.)
5. A student whose program/service is changed during the school year should be reported according to the most recent program/service.

2004-2005
School District Information

(Enter 12-digit SED Code Below)

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PD-7 - Public School District Report:

Table 1 - Preschool Special Education Programs and Services for Students with Disabilities

Line Number	<i>Report on behalf of all preschool students who were the responsibility of your Committee on Preschool Special Education and who received services any time between July 1, 2004 and June 30, 2005</i> Program/Placement	A	B	C	D	E
		Age as of December 1				Total Ages 2-5
		Age 2	Age 3	Age 4	Age 5	
01	Related Services Only					
02	Special Education Itinerant Teacher (SEIT) Services Only					
03	Related Services and SEIT Services					
04	Half-Day (2.5 hours or less) Special Class Program in Integrated Setting *					
05	Half-Day (2.5 hours or less) Special Class Program in Segregated Setting **					
06	Full-Day (more than 2.5 hours, up to 3 hours) Special Class Program in Integrated Setting *					
07	Full-Day (more than 2.5, up to 3 hours) Special Class Program in Segregated Setting **					
08	Full-Day (more than 3 hours, up to 4 hours) Special Class Program in Integrated Setting *					
09	Full-Day (more than 3 hours, up to 4 hours) Special Class Program in Segregated Setting **					
10	Full-Day (more than 4 hours) Special Class Program in Integrated Setting *					
11	Full-Day (more than 4 hours) Special Class Program in Segregated Setting **					
12	Residential Program					
13	<i>Total</i>					

* Integrated Setting - The **classroom**, in which services are provided, includes both students with disabilities and children who do not have disabilities.

** Segregated Setting - The **classroom**, in which services are provided, includes students with disabilities only.