Special Education Data Collection in 2007-08 School Year

Information is posted at:

http://www.vesid.nysed.gov/sedcar/

http://www.emsc.nysed.gov/irts/SIRS/home.shtml

Contact information for technical assistance:

SEDCAR: vesidcar@mail.nysed.gov (518) 486-4678

IRS: studentdata@mail.nysed.gov (518) 474-7965

Regional Information Center: Contact Information is found in Appendix J
    of 2007-08 SIRS Policy Manual

Information on State Performance Plan

http://www.vesid.nysed.gov/specialed/spp/home.html

July 2008
Inni Barone

No Changes

There are no changes to forms in 2007-08 school year and the process for reporting these data is the same (through the PD data reporting system):

PD-6: Report of Personnel Employed or Contracted to Provide Special Education and Related Services to Students with Disabilities

PD-8: Report of Students with Disabilities Subject to Disciplinary Removal

SEDCAR-1: Request for IDEA federal funds

SEDCAR-2: Designated LEA through whom to receive an allocation of IDEA federal funds

Data Collection System Change

See memo from Johanna Duncan Poitier and Rebecca Cort of June 19, 2007

Data for the following reports will be submitted at the individual student level through SIRS, not through the PD data reporting system:

All school districts:

    PD-1/4, PD-2A/4 and PD-3A/4: child count, LRE for preschool and school age students with disabilities

    PD-5: exiting (diploma, dropped out, declassified, moved, etc.)

    PD-7: preschool services, data on parentally placed school age students in nonpublic schools

Selected school districts (see schedule of the year in which school districts are assigned to submit or resubmit these data at http://www.vesid.nysed.gov/sedcar/sppschedule.html and http://www.vesid.nysed.gov/sedcar/resubschedule.html) :

    PD-10: preschool outcomes (SPP Indicator 7)

    PD-11: timely evaluations of preschool and school age students for eligibility for special education (SPP Indicator 11)

    PD-12: transition of preschool students from Early Intervention to preschool (SPP Indicator 12)

Reporting Special Education Data Through SIRS

Regional Information Centers provide data warehouse services and support.

Collaboration required between general education and special education personnel to ensure all students are in the system and the data are complete and accurate.

All preschool and school age students require unique student IDs, enrollment records, annual submission of records including all required data elements in all required templates.

Two new templates added to accommodate special education
Thirteen new special education data elements added
Two new reasons for beginning enrollment (5905 and 4034)
One new reasons for ending enrollment (140)
Two reasons for ending "disability program service" (901 and 912)
A new test group added to Assessment Fact table to collect preschool outcomes on Child Outcomes Summary Form (COSF)

Information on special education data collection included in:
SIRS Policy Manual
Guidelines for Creating Data Extracts
Dictionary of Reporting Data Elements

All Data Sets Include Preschool and School Age Students with Disabilities

Information from these data sets is needed for students with disabilities:
• Student Identification (NYSSIS)
• Student Demographic Data
• Student Enrollment Data
• Program Service Data (this is where disability is identified, including reasons for ending disability)
• Student Assessment Data (including data on Child Outcomes Summary Form for preschool students with disabilities)
• Student Assessment Item Data
• Special-Education Data Sets
    December 3 snapshot
    End Of Year snapshot
    Special Education Events (evaluation of preschool and school age students; transition of children from Early Intervention to preschool; evaluation and services for parentally placed students in nonpublic schools)

Special Education Data Collection Through SIRS
in 2007-08 School Year

Student IDs

•Student ID's for all preschool and school-age students who are referred to the CPSE or CSE for eligibility determination or who are provided special education services.

Who Submits Special Education Records?

• Special education records must be submitted by the following entities for students for whom they have CPSE or CSE responsibility:

- ➢ school districts
- ➢ State agencies with educational programs
- ➢ Child care institutions with affiliated schools (for students placed by courts and social service agencies)
- ➢ NYS School for the Blind
- ➢ NYS School for the Deaf

Differentiating Accountability Responsibility from CSE Responsibility
(Some students will be reported by two entities)

In the following cases two entities will submit records on the same students. Enrollment code 0011 (or 5544, 5654, 7000, 7011) from schools where students are enrolled. Enrollment code 5905 from districts with CSE/CPSE responsibility, but not accountability responsibility:

> ➢ students enrolled by parents in charter schools;
> ➢ students enrolled by parents in a different district from the one
>   in which they reside; and
> ➢ students enrolled by parents in nonpublic schools located in the school district.

School districts will also submit student records with enrollment code 5905 for the following students if they are referred for special education eligibility determination or are receiving special education services:

> ➢ students who are home-schooled by parent choice;
> ➢ kindergarten age students who are not enrolled in kindergarten programs but are receiving special education services as school age students.
> ➢ students who are placed by the courts or social service agencies in out-of-State facilities and who resided in the district at the time of placement.
> ➢ preschool students with disabilities enrolled in Pre-K programs in districts other than their own districts of residence.

Reporting on Preschool Students with Disabilities

- Student IDs must be assigned to preschool students when they are initially referred to the CPSE for preschool special education eligibility determination.

- All identified preschool students with disabilities must be added to SIRS with enrollment code 0011.

- Use the new reason for beginning enrollment code 4034 to designate that a preschool child has been referred to the CPSE.

- Use the new reason for ending enrollment code 140 to designate that special education eligibility decision for the preschool child has been made or the decision making process has ended for any reason.

- If the preschool child has been determined to be eligible for special education, and the student is enrolled in a preschool special education program, a new enrollment record must be submitted with code 0011.

Building of Enrollment (Location) Information

- Building of enrollment (location) codes will be provided by school districts. These will identify the building in which the school age student is enrolled and the special education service provider for the preschool student. This will permit the Department to aggregate data for students with disabilities attending BOCES, approved private schools, State-supported schools, or other programs.

- The Department will discontinue requesting data directly from BOCES, approved private schools, State supported schools except for the PD-6, SEDCAR-1 and SEDCAR-2 forms.

Selecting Building of Enrollment (Location) Codes

- Selecting Building of Enrollment Code for preschool students with disabilities (in order):
  - If student is participating in a pre-k or UPK program, location code is BEDS code of district building or BOCES in which pre-K or UPK program is provided. If not a district or BOCES building, use district code ending with "0666"
  - If not in pre-K or UPK program, use BEDS code of "coordinating service provider" or sole preschool special education service provider. (Use BEDS code of an APPROVED preschool special education provider.)
  - If no approved preschool special education service provider is involved, and the county is providing special education service by contracting with an independent service provider (not an approved provider), use BEDS code of the county.
- Selecting Building of Enrollment Code for school age students with disabilities:
  - For students with disabilities in BOCES programs, use the generic 12 digit BOCES code that ends with "9000000000".
  - For parentally placed students with disabilities in nonpublic schools that do not have a BEDS code, district applies to SEDREF@mail.nysed.gov for a code.
  - For school age students who are instructed full-time in community based organizations that do not have a BEDS code, district applies to cmessick@mail.nysed.gov for a code.
- Building of enrollment codes for all approved preschool and school age special education programs for students with disabilities are posted at http://www.emsc.nysed.gov/irts/SIRS/documentation/location-codes.shtml and at http://www.vesid.nysed.gov/sedcar/locationcodes.html.

Special Education Snapshot Template
Six Data Elements

1. Primary Service Code - for preschool students with disabilities only. This data element is required with the December 3, 2007 snapshot and End of Year. End of Year snapshot is called 07-01-07 (first day of the 2007-08 school year).

SVC01	Related services only
SVC02	Special Education Itinerant Teacher (SEIT) only
SVC03	Related Services and Special Education Itinerant Teacher (SEIT)
SVC04	Half-day (2.5 hours or less) Special Class program in integrated setting
SVC05	Half-day (2.5 hours or less) Special Class program in segregated setting
SVC06	Full-day (more than 2.5 hours, up to 3 hours) Special Class program in integrated setting
SVC07	Full-day (more than 2.5 hours, up to 3 hours) Special Class program in segregated setting
SVC08	Full-day (more than 3 hours, up to 4 hours) Special Class program in integrated setting
SVC09	Full-day (more than 3 hours, up to 4 hours) Special Class program in segregated setting
SVC10	Full-day (more than 4 hours) Special Class program in integrated setting
SVC11	Full-day (more than 4 hours) Special Class program in segregated setting
SVC12	Residential program

Special Education Snapshot Template

2. Primary Service Provider: for preschool students with disabilities who receive services from more than one service provider. CPSE designates a "coordinating service provider". This is the institution code for the coordinating service provider. This data element is required with the December 3 snapshot and End of Year snapshot. If the student receives special education services from only one service provider, use the code of that service provider.

3. Primary Placement Type: for school age students with disabilities only Indicates the type of placement of school age students with disabilities. This data element is required with the December 1 snapshot.

PLC01	Court or State agency placement (Article 81)
PLC02	Residential placement (Article 89)
PLC03	Non residential placement (Article 89)

Special Education Snapshot Template

4. Primary Setting Code (Least Restrictive Environment Code): for preschool and school age students with disabilities This data element is required with the December 3 snapshot.

Preschool Settings (LRE Codes)	
PS01	In regular Early Childhood program at least 80% of the time
PS02	In regular Early Childhood program 40% to 79% of the time
PS03	In regular Early Childhood program less that 40% of the time
PS04	Separate Classroom
PS05	Separate School
PS06	Residential Facility
PS07	Home
PS08	Service Provider Location

Special Education Snapshot Template

Primary Setting Code (Least Restrictive Environment Code): Continued

School Age Settings (LRE Codes)	
SA01	Inside the regular classroom 80 percent or more of the day
SA02	Inside the regular classroom 40% to 79% of the day
SA03	Inside the regular classroom less than 40% of the day
SA04	Separate School
SA05	Hospital In Patient
SA06	Home Instruction – Placed on Home Instruction by the CSE
SA07	Incarcerated
SA08	Parentally placed in a nonpublic school located in this district and receiving special education services
SA09	Parentally placed in a nonpublic school located in this district and **not** receiving publicly funded special education services.
SA10	Home Schooled at parent's choice

Special Education Snapshot Template

5. Snapshot Date: December 3 (2007-12-03) or End Of Year (2007-07-01)

6. School Aged Indicator: Y for school age student, otherwise N. This data element is required with the December 3 snapshot.

Students for whom Special Education Events Template Data are Required

Status of student is reported as of August 31, 2008

Referral of preschool children for special education eligibility determination:
- Report on all preschool children for whom parent consent to evaluate is received between July 1 and June 30 (include children who are referred from Early Intervention).
- Reported by districts assigned Indicator 11 for 2007-08.

Referral of School age students for special education eligibility determination:
- Report on all school age students for whom parent consent to evaluate is received between July 1 and June 30 (include parentally placed students in nonpublic schools).
- Reported by districts assigned Indicator 11 for 2007-08.

Transition of children from IDEA, Part C (Early Intervention) to IDEA, Part B (preschool):
- Report on all children referred from Part C (EI), prior to age 3, between July 1 and June 30.
- Reported by districts assigned Indicator 12 for 2007-08.

Evaluation of parentally placed students in nonpublic schools for determination of eligibility and provision of special education services:
- Report on parentally placed students in nonpublic schools for whom a written referral was received between July 1 and June 30.
- Reported by all school districts.

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Special Education Events Template
Seven Data Elements

1. Event Type Code: Report at End Of Year

Each event that occurs in the following four chains of events has a code as follows:

1. Referral of preschool student for special education eligibility determination	
CPSE01	Initial referral to CPSE
CPSE02	Parental consent to evaluate
CPSE03	CPSE meeting at which evaluation results are discussed (all evaluations are completed)
2. Referral of School age student for special education eligibility determination	
CSE01	Initial referral to CSE
CSE02	Parental consent to evaluate
CSE03	CSE meeting at which evaluation results are discussed (all evaluations are completed)
3. Transition of children from IDEA, Part C (Early Intervention) to IDEA, Part B (preschool)	
EI01	Initial referral to CPSE
EI02	Parental consent to evaluate
EI03	CPSE meeting to determine eligibility (all evaluations are completed)
EI04	Full IEP implementation
4. Evaluation of parentally placed students for determination of eligibility and provision of special education services	
CSENP01	Initial referral to CSE
CSENP02	Parental consent to evaluate
CSENP03	CSE meeting to discuss evaluation results (all evaluations are completed)
CSENP04	Full Implementation of IEP or IESP or SP

Special Education Events Template

2. Event Date: Report at End Of Year
Report date of each event type code

3. Initial Event Type Code: Report at End Of Year
Provide the event type code for the first event in the chain of events being reported for the student. The initial event type codes are all codes for initial referral to the CPSE or CSE (EI01 or CPSE01 or CSE01 or CSENP01). The initial event type code is not required when there is only one event type code being submitted for a student. The initial event type code is to be submitted with all records after the initial referral event type code record is submitted.

4. Initial Event Date: Report at End Of Year
Provide the date associated with the Initial Event Type Code.

5. Event Outcome Code: Report at End Of Year
Identify whether or not the student was determined to be eligible for special education (Y or N or U) for the following event type codes: CPSE03, CSE03, EI03, CSENP03. This information is to be provided with the initial referral event type record. Provide a "U" if eligibility is undetermined or if the committee did not meet by August 31, 2008.

Special Education Events Template

6. Number of Days: Report at End Of Year. Report with the initial referral event type record for the following three chains:

Referral of preschool student for special education eligibility determination:

Number of school days between CPSE02 (consent) and CPSE03 (CPSE meeting). (count the date on which consent to evaluate is received as day 1)

If there is no CPSE03, report number of school days between CPSE02 and August 31, 2008.

Referral of school age student for special education eligibility determination:

Number of calendar days between CSE02 (consent) and CSE03 (CSE meeting). (count the date on which consent to evaluate is received as day 1)

If there is no CSE03, report number of calendar days between CSE02 and August 31, 2008.

Transition of children from IDEA, Part C (Early Intervention) to IDEA, Part B (preschool):

NOT eligible or "U" - number of school days between EI02 (consent) and EI03 (CPSE meeting). (count the date on which consent to evaluate is received as day 1)

If there is no EI03, report the number of school days between EI02 and August 31, 2008. If there is no EI02, report the number of school days between EI01 and August 31, 2008.

IS eligible - number of calendar days that EI04 (IEP implemented) is past student's third birthday. Report "0" if EI04 is not past 3rd birthday. If there is no EI04 and the Event Outcome Code is "Yes", report the number of calendar days that August 31, 2008 is past child's third birthday.

Special Education Events Template

7. Noncompliance Reason (Reason Code): Report at End Of Year. Report with the initial referral event type record for the following three chains:

Referral of preschool student for special education eligibility determination
    If Number of Days is more than 30 school days;

Referral of School age student for special education eligibility determination
    If Number of Days is more than 60 calendar days;

Transition of children from IDEA, Part C (Early Intervention) to IDEA, Part B (preschool)
    NOT Eligible or U -- If Number of Days is more than 30 school days;

    IS ELIGIBLE – If Number of Days is 1 or more calendar days past the child's third birthday.

Special Education Events Template

Noncompliance Reason (Reason Code): Continued

Reasons for delays in evaluating **preschool students** (past 30 school days from date of written receipt of parent consent to evaluate to date of CPSE meeting to discuss evaluation results) for special education eligibility.
The "C" next to the reason indicates the reason is in compliance with State requirements, the "NC" next to the reason indicates the reason is **not** in compliance with State requirements. Found in Appendix 12 of SIRS Dictionary of Reporting Data Elements

CPSER01	Parents withdrew referral or consent to evaluate (C)
CPSER02	Student moved out of the district (C)
CPSER03	Student died (C)
CPSER04	An approved evaluator was not available to provide a timely evaluation (NC)
CPSER05	Delays in making contact with parents to schedule the evaluation (There is documentation of repeated attempts to make contact (C)
CPSER06	Parents cancelled the scheduled evaluation and/or selected another approved evaluator (C)
CPSER07	Parents refused or repeatedly did not make the child available for the evaluation (C)
CPSER08	Evaluator delays in completing the evaluation (NC)
CPSER09	Student transferred to this school district after the evaluation period began and the parent and school district agreed in writing to an extended time period. (C)
CPSER10	Delays in scheduling CPSE meetings (NC)

Special Education Events Template

Noncompliance Reason (Reason Code): Continued

Reasons for delays in evaluation of **school-age students** (past 60 calendar days from date of written receipt of parental consent to evaluate to the date of CSE meeting at which evaluation results are discussed). The "C" next to the reason indicates the reason is in compliance with State requirements, the "NC" next to the reason indicates the reason is **not** in compliance with State requirements.

CSER01	Parents withdrew referral or consent to evaluate (C)
CSER02	Student moved out of the district (C)
CSER03	Student died (C)
CSER04	Evaluator was not available to provide a timely evaluation (NC)
CSER05	Delays in making contact with parents to schedule the evaluation (There is documentation of repeated attempts to make contact (C)
CSER06	Parents refused or repeatedly did not make the child available for the evaluation (C)
CSER07	Evaluator delays in completing the evaluation (NC)
CSER08	Student transferred to this school district after the evaluation period began and the parent and school district agreed in writing to an extended time period. (C)
CSER09	Delays in scheduling CSE meetings (NC)
CSER10	The evaluation was completed and a CSE meeting to discuss evaluation results was scheduled to occur within 60 calendar days from date of written parent consent to evaluate the student, but postponed due to documented request by the parents (C)

Reason Codes are on next slide for:

Reasons for delays in determining eligibility for preschool special education of children transitioning from IDEA, Part C (Early Intervention) to IDEA, Part B (preschool) if found NOT eligible or reasons for implementing IEPs of children found eligible for preschool special education past the children's third birthday. The "C" next to the reason indicates the reason is in compliance with State requirements, the "NC" next to the reason indicates the reason is **not** in compliance with State requirements

Special Education Events Template

Noncompliance Reason (Reason Code): Continued

EIR01	Parents withdrew referral or consent to evaluate (C)
EIR02	Student moved out of the district (C)
EIR03	Student died (C)
EIR04	Parent provided consent to evaluate less than 30 school days prior to child's third birthday (C)
EIR05	Evaluator was not available to provide a timely evaluation (NC)
EIR06	Delays in making contact with parents to schedule the evaluation (There is documentation of repeated attempts to make contact (C)
EIR07	Parents cancelled the scheduled evaluation and/or selected another approved evaluator (C)
EIR08	Parents refused or repeatedly did not make the child available for the evaluation (C)
EIR09	Additional evaluations were requested (NC)
EIR10	Evaluator delays in completing the evaluation (NC)
EIR11	Student transferred to this school district after the evaluation period began and the parent and school district agreed in writing to an extended time period (C)
EIR12	Delays in scheduling CPSE meetings (NC)
EIR13	Parents chose to continue their student in Early Intervention Program (EIP) and transition to preschool special education after the child became three years of age (C)
EIR14	Parents did not provide consent for services (C)
EIR15	The recommended Part B program and/or services were not available when the child turned three years of age (NC)
EIR16	The Board of Education of school district arranged for the full implementation of the child's IEP, within 30 school days of the CPSE recommendation, however, the program's starting date and/or days of operation were after the child's 3rd birthday. (C)

Sample Special Education Events Data

Scenario: This is a parentally placed school age student in a nonpublic school located in the district who is referred to the CSE. The reporting district is assigned Indicator 11. This student must be reported in two chains. See SIRS Guidelines for Extracts for specific layout instructions.

Row	District Code	Location Code	School Year Date	Student ID	Event Type Code	Event Date	Event Outcome Code	Non Comp. Reason	Initial Event Type Code	Initial Event Date	Number of Days
1	NY12345	0003	2008-06-30	900000001	CSE01	2007-07-15	Y				17
2	NY12345	0003	2008-06-30	900000001	CSE02	2007-07-15			CSE01	2007-07-15	
3	NY12345	0003	2008-06-30	900000001	CSE03	2007-08-01			CSE01	2007-07-15	
4	NY12345	0003	2008-06-30	900000001	CSENP01	2007-07-15	Y				
5	NY12345	0003	2008-06-30	900000001	CSENP02	2007-07-15			CSENP01	2007-07-15	
6	NY12345	0003	2008-06-30	900000001	CSENP03	2007-08-01			CSENP01	2007-07-15	
7	NY12345	0003	2008-06-30	900000001	CSENP04	2007-09-05			CSENP01	2007-07-15	

Sample Special Education Events Data

Scenario: This is a preschool child who is transitioning from EI to preschool. The district is re-assigned to report on Indicator 11 and is assigned to report on Indicator 12 in 2007-08 school year. The student is reported in two chains. This child's birthday is on September 5, 2004. See SIRS Guidelines for Extracts for specific reporting instructions.

Row	District Code	Location Code	School Year Date	Student ID	Event Type Code	Event Date	Event Outcome Code	Non Comp. Reason	Initial Event Type Code	Initial Event Date	Number of Days
1	NY12345	0004	2008-06-30	900000002	EI01	2007-07-06	Y	EIR13			5
2	NY12345	0004	2008-06-30	900000002	EI02	2007-07-10			EI01	2007-07-06	
3	NY12345	0004	2008-06-30	900000002	EI03	2007-08-23			EI01	2007-07-06	
4	NY12345	0004	2008-06-30	900000002	EI04	2007-09-10			EI01	2007-07-06	
5	NY12345	0004	2008-06-30	900000002	CPSE01	2007-07-06	Y	CPSER04			32
6	NY12345	0004	2008-06-30	900000002	CPSE02	2007-07-10			CPSE01	2007-07-06	
7	NY12345	0004	2008-06-30	900000002	CPSE03	2007-08-23			CPSE01	2007-07-06	

Sample Special Education Events Data

Scenario: This is a school age student who attends a public school and is referred to the CSE for determination of eligibility for special education on May 1, 2008 but the CSE meeting to discuss evaluation results is not held by August 31, 2008. The district is assigned to submit data for Indicator 11 for the 2007-08 school year. See SIRS Guidelines for Extracts for specific reporting instructions.

Row	District Code	Location Code	School Year Date	Student ID	Event Type Code	Event Date	Event Outcome Code	Non Comp. Reason	Initial Event Type Code	Initial Event Date	Number of Days
1	NY12345	0004	2008-06-30	900000002	CSE01	2008-01-05	U	CSER 09			88
2	NY12345	0004	2008-06-30	900000002	CSE02	2008-06-05			CSE01	2007-01-05	

Preschool Outcomes-Indicator 7

- Special education preschool outcomes data are collected through the Assessment Fact template. Child Outcomes Summary Form (COSF) has been added as a test group for preschool students with disabilities. This is End Of Year reporting.

- To be reported by school districts assigned to report on State Performance Plan Indicator 7 for the 2007-08 school year.

- Report on preschool children who received an initial evaluation on March 1, 2006 or later, received at least 6 months of preschool special education service, and left preschool special education between September 1, 2007 and August 31, 2008. **For the 2008-2009 school year, school districts that are assigned to report on Indicator 7 will be asked to report on children who left preschool special education between July 1, 2008 and June 30, 2009.**

- Report on all children who meet the above criteria, even if only partial information is available on some children (e.g., entry level assessment results only or exit level assessment results only). The students with partial data will appear in the list of excluded students in the reports, however, the size of this population will provide useful information to the Department.

- Nationally standardized rating scale- Child Outcomes Summary Form. Children are evaluated at entry into preschool and at exit from preschool. Scale from 1-7, measures how close children are to the functional level of typically developing children in three early childhood outcome areas. This indicator is about the amount of progress children make between entry into and exit from preschool special education.

Assessment Fact Template

Test Group: "COSF" for Child Outcomes Summary Form for Preschool Students with Disabilities				
Name	**Description**	**Subject Area**	**Code**	**Type**
Entry Level Positive Social Emotional Skills	COSF: Entry Level Social Emotional	Social Emotional	00931	Numeric scale (1-7)
Entry Level Acquisition of Knowledge and Skills	COSF: Entry Level Knowledge and Skills	Knowledge and Skills	00932	Numeric scale (1-7)
Entry Level Use of Appropriate Behaviors to Meet Their Needs	COSF: Entry Behaviors	Behaviors	00933	Numeric scale (1-7)
Exit Level Positive Social Emotional Skills	COSF: Exit Level Social Emotional	Social Emotional	00941	Numeric scale (1-7)
Exit Level Acquisition of Knowledge and Skills	COSF: Exit Level Knowledge and Skills	Knowledge and Skills	00942	Numeric scale (1-7)
Exit Level Use of Appropriate Behaviors to Meet Their Needs	COSF: Exit Behaviors	Behaviors	00943	Numeric scale (1-7)
Progress in Positive Social Emotional Skills	COSF: Progress Social Emotional	Social Emotional	00951	Alpha (Y or N)
Progress in Acquisition of Knowledge and Skills	COSF: Progress Knowledge and Skills	Knowledge and Skills	00952	Alpha (Y or N)
Progress in Use of Appropriate Behaviors to Meet Their Needs	COSF: Progress Behaviors	Behaviors	00953	Alpha (Y or N)

Sample Assessment Fact Template Data for COSF

Row	District Code	Test Description	Assessment School Year Date	Item Description	Test Date	Student ID	Location Code	Alpha Score	Numeric Score
1	NY12345	COSF	2008-06-30	COSF: Entry Level Social Emotional	2008-06-30	900000002	0001		1-7
2	NY12345	COSF	2008-06-30	COSF: Entry Level Knowledge and Skills	2008-06-30	900000002	0001		1-7
3	NY12345	COSF	2008-06-30	COSF: Entry Behaviors	2008-06-30	900000002	0001		1-7
4	NY12345	COSF	2008-06-30	COSF: Exit Level Social Emotional	2008-06-30	900000002	0001		1-7
5	NY12345	COSF	2008-06-30	COSF: Exit Level Knowledge and Skills	2008-06-30	900000002	0001		1-7
6	NY12345	COSF	2008-06-30	COSF: Exit Behaviors	2008-06-30	900000002	0001		1-7
7	NY12345	COSF	2008-06-30	COSF: Progress Social Emotional	2008-06-30	900000002	0001	Y or N	
8	NY12345	COSF	2008-06-30	COSF: Progress Knowledge and Skills	2008-06-30	900000002	0001	Y or N	
9	NY12345	COSF	2008-06-30	COSF: Progress Behaviors	2008-06-30	900000002	0001	Y or N	

Exiting Data for Students with Disabilities

End of year enrollment records with reasons for ending enrollment will be used
(these records are submitted for all students, not just students with disabilities)
See Appendix 4 of Dictionary of Reporting Data Elements:
  Codes for high school graduates
  Codes for high school completers
  Codes for transfers to other schools
  Codes for dropouts
  Codes for other circumstances for ending enrollment

End of the year Student records will be used to identify the postgraduate plans
  (See postgraduate plans description in Dictionary of Reporting Data Elements
    in the "Student Lite" and "Student" template)

End of the year Programs Fact records will be used to identify preschool and
school age students with disabilities who were declassified:
  Use reason for ending disability code 901 to indicate student is declassified.
  Use reason for ending disability code 912 to indicate change in disability.

Reporting Reasons for Ending Enrollment and Postgraduate Plans

- Public school districts report for students with disabilities enrolled in school district programs or placed by the school district in out-of-district programs (e.g., in other school district programs, BOCES, approved private schools for students with disabilities).

- Child care institutions with affiliated schools, report on students placed by the courts and provided educational services pursuant to Article 81.

- State agencies report for students provided educational services in State agency operated programs.

- NYS School for the Blind and NYS School for the Deaf, report on students enrolled in their programs.

Appendix 4 of Dictionary of Reporting Data Elements
(Reasons for Ending Enrollment Codes)

Code	Reason
High School Graduates	
799	Graduated (earned a Regents or local diploma) Credential Type Description must be provided as a data element in the Student Lite template.
High School Completers	
085	Earned an IEP diploma
629	Previously earned an IEP diploma
GED	
816	Earned a High School Equivalency Diploma (GED)
Transfer to Other Schools	
153*	Transferred to another school in this district or to an out-of-district placement
170*	Transferred to another NYS public school outside this district with documentation. *Note: documentation of transfer is not required for preschool students with disabilities*
204*	Transferred to a NYS nonpublic school with documentation
221*	Transferred to a school outside NYS with documentation. Note: documentation of transfer is not required for preschool students with disabilities.
238*	Transferred to homebound instruction provided by this district
255	Transferred to home-schooling by parent or guardian
272	Transferred to postsecondary school prior to earning a diploma
5827	Leaving a school under NCLB-a victim of a serious violent incident
5938	Leaving a NYC community district under NCL B- a victim of a serious violent incident

Appendix 4 of Dictionary of Reporting Data Elements
(Reasons for Ending Enrollment Codes - Continued)

Code	Reason
Dropouts	
136	Reached maximum legal age and has not earned a diploma or certificate
340	Left school: first-time dropout
391	Long-term absence (20 consecutive unexcused days)
408	Permanent expulsion (student must be over compulsory attendance age)
425*	Left school, no documentation of transfer *(Note: use this code for students who are not yet of compulsory school age and who are withdrawn by their parents. These students will not be considered dropouts)*
306	Transferred to other high school equivalency (GED) preparation program
357	Left school: previously counted as a dropout
Other circumstances for ending enrollment	
140*	Preschool special education status determined or determination process ended for any reason
289	Transferred to an AHSEP or HSEP program
323	Transferred outside district by court order
442*	Left the U.S.
459*	Deceased
782*	Entry into a different grade in the same building
8228	End "Walk-In" enrollment

Note: codes that are shaded and asterisked are suitable to be used to end enrollment of preschool students

Post Graduate Plan
(Postgraduate Plan Description – data element in Student Lite Template)

Description	Code
4-year college in NYS	1
2-year college in NYS	2
Other postsecondary school in NYS	3
4-year college outside NYS	4
2-year college outside NYS	5
Other postsecondary school outside NYS	6
Seek employment	7
Enlist in the military	8
Other plan	9
Adult Services (students with disabilities only)	10
Unknown	11

Reasons for Ending Disability

School districts, Article 81 Schools, State agencies and NYS School for the Deaf and NYS School for the Blind report reasons for ending disability for all preschool and school age students with disabilities for whom they have CPSE or CSE responsibility, regardless of where students are enrolled.

Declassification- Use reason for ending disability code 901:
- Preschool students with disabilities who are declassified by the CPSE.
- Preschool students with disabilities who are found NOT eligible for school-age special education services.
- Preschool students with disabilities who enter school age program without a disability.
- School age students with disabilities who are declassified.

Change of disability- Use reason for ending disability code 912:
- Preschool students with disabilities who are classified as school age students with disabilities.
- School age students with disabilities whose disabilities is changed by the CSE

2007-08 School Year Special Education Data Due Dates

December 3, 2007 Special Education Snapshot data:

Due to Level 2 Warehouse**:** February 8

Verification period: February 18, 2008 to March 31, 2008

Reasonability Checks: By April 28, 2008

- Certification and Assurance: Original Ink signature is required upon verification
- Nine reports display data in the aggregate
- Lists of "Included Student Records" and "Excluded Student Records to "verify" data submitted at individual student level

Reasons for Ending Enrollment, Disability and Postgraduate Plans (final due dates):

Verification and reasonability check period: August 1, 2008 to October 1, 2008

Data in Level 2 Warehouse on October 1, 2008 is **FINAL**

- Certification and Assurance must be submitted between August 1, 2008 and October 1, 2008 - Electronic assurance
- Reports to display data in the aggregate
- Lists of "Included Student Records" and "Excluded Student Records" to "verify" data submitted at individual student level

2007-08 School Year Special Education Data Due Dates - Continued

End of Year Data on Preschool Services, Preschool Outcomes and Special Education Events:

Special education vendors will be ready by July 1, 2008
Level 2 Warehouse will be ready by August 1, 2008

Verification and reasonability check period: September 3, 2008 to November 5, 2008
Data in Level 2 Warehouse is **FINAL** on November 5, 2008

- Certification and Assurance must be submitted between September 3, 2008 and November 5, 2008 - Electronic assurance
- Reports to display data in the aggregate
- Lists of "Included Student Records" and "Excluded Student Records" to "verify" data submitted at individual student level

NO Extensions

VR-10 Section A: Report of Students with Disabilities Exiting Special Education
July 1, 2007 to June 30, 2008
Declassified Only

	Preschool	Preschool-School Age Transition	School-Age Ages 4-8	School-Age Ages 9-13
1. Autism				
2. Emotional Disturbance				
3. Learning Disability				
4. Mentally Retardation				
5. Deafness				
6. Hearing Impairment				
7. Speech or Language Impairment				
8. Visual Impairment				
9. Orthopedic Impairment				
10. Other Health Impairment				
11. Multiple Disability				
12. Deaf- Blindness				
13. Traumatic Brain Injury				
14. Preschool Students				
15. Column Totals				

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VR-10 Section B: Report of Students with Disabilities Exiting Special Education July 1, 2007 to June 30, 2008 by Disability (Reports 1-14)

	Basis of Exit	Age as of December 1, 2007								
		14	15	16	17	18	19	20	21	Total
1	Regents Diploma									
2	Local Diploma									
3	High School Equivalency Diploma (Also referred to as GED Diploma)									
4	Individualized Education Program Diploma									
5	Declassified and Returned to General Education									
6	Reached Maximum Age									
7	Died									
8	Moved, Known to be Continuing									
9	Dropped Out									
10	Total Lines 1-9									

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VR-10 Section B, Report 15A: Report of Students with Disabilities Exiting Special Education July 1, 2007 to June 30, 2008 by Race/Ethnicity

	Basis of Exit	American Indian/Alaska Native	Asian/Pacific Islander	Black (not of Hispanic origin)	Hispanic or Latino	White (not of Hispanic origin)	Multi-Racial (not of Hispanic origin)	Total of Race
1	Regents Diploma							
2	Local Diploma							
3	High School Equivalency Diploma (Also referred to as GED Diploma)							
4	Individualized Education Program Diploma							
5	Declassified and Returned to General Education							
6	Reached Maximum Age							
7	Died							
8	Moved, Known to be Continuing							
9	Dropped Out							
10	Total							

VR-10 Section B, Report 15B: Report of Students with Disabilities Exiting Special Education July 1, 2007 to June 30, 2008 by Gender and LEP Status

	Basis of Exit	Male	Female	Total by Gender	LEP-Yes	LEP-No	Total by LEP Status
1	Regents Diploma						
2	Local Diploma						
3	High School Equivalency Diploma (Also referred to as GED Diploma)						
4	Individualized Education Program Diploma						
5	Declassified and Returned to General Education						
6	Reached Maximum Age						
7	Died						
8	Moved, Known to be Continuing						
9	Dropped Out						
10	Total						

VR-10 Section C: Report of Students with Disabilities Exiting Special Education
July 1, 2007 to June 30, 2008
Postgraduate Plans
(Report for all High School Completers)

Basis of Exit	Number to Postsecondary Education			Seek Employment*	Military Service	Adult Services	Other	Unknown	Total
	4-Year College	2-Year College	Other Post-Secondary School						
Regents Diploma									
Local Diploma									
HSE Diploma (Also referred to as GED Diploma)									
IEP Diploma									
Total									

VR-11: Indicator 11 - Timely Evaluation of Preschool and School Age Students

		Preschool Children	School Age Students
1.	Number of students for whom parental consent to evaluate was received (July 1, 2007 to June 30, 2008).	11	6
2.	Number of students whose evaluations were completed within State established timeline.	2	2
3.	Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be in compliance with State requirements.	3	0
4.	Number of children whose evaluations were not completed within State established time lines for reasons that are considered to be NOT in compliance with State requirements.	6	4
5.	Compliance Rate [Line 2 divided by (Line 1 minus Line 3)*100]	**25.0 %**	**33.3 %**

Reasons provided by the school district:

Reasons in Compliance with State Requirements	Number of Preschool Children	Number of School-Age Students
Of the children in Line 1 above, report the number who moved to another school district before the evaluation was completed.	1	
Of the children in Line 1 above, report the number whose parents refused or repeatedly did not make the child available for the evaluation.	2	
Reasons NOT in Compliance with State Requirements		
An approved evaluator was not available to provide a timely evaluation	2	2
Evaluator delays in completing the evaluation	2	2
Delays in scheduling CPSE meetings	2	

VR-12: Indicator 12 - Transition of Children From Early Intervention to Preschool

	Number of Children
1. Number of children who were served in Part C and referred to Part B for eligibility determination.	8
2. Number of those referred determined to be NOT eligible and whose eligibilities were determined prior to their third birthday.	0
3. Number of those found eligible who had an IEP developed and implemented by their third birthday.	2
4. Number of children for whom delays in determination of eligibility or delays in implementing the IEP were caused by reasons that are in "in compliance" with State requirements.	6
5. Number of children for whom delays in determination of eligibility or delays in implementing the IEP were for reasons that are NOT in compliance with State requirements.	0
6. Compliance Rate [Line 3 divided by (Line 1 minus Line 2 minus Line 4) *100]	100.0 %

Reasons provided by the school district :

Reasons in Compliance with State Requirements	Number of Children
Of the children reported in Line 1, report the number whose parents chose to continue their children in Early Intervention Program and transition to preschool special education after the child became three years of age.	4
Of the children in Line 1, report the number who started receiving services on the recommended program's beginning date, even though it was after the child's third birthday.	2
Reasons NOT in Compliance with State Requirements	

VR-13 Report of Preschool Special Education Programs and Services Provided any Time During the 2007-08 School Year (July 1, 2007- June 30, 2008)

Program/Placement	Age 2	Age 3	Age 4	Age 5	Total Age 2-5
1. Related Services Only					
2. Special Education Itinerant Teacher (SEIT) Services Only					
3. Related Services and SEIT Services					
4. Half Day (2.5 hours or less) Special Class in Integrated Setting					
5. Half Day (2.5 hours or less) Special Class in Segregated Setting					
6. Full Day (more than 2.5 hours, up to 3 hours) Special Class Program in Integrated Setting					
7. Full Day (more than 2.5 hours, up to 3 hours) Special Class in Segregated Setting					
8. Full Day (more than 3 hours, up to 4 hours) Special Class in Integrated Setting					
9. Full Day (more than 3 hours, up to 4 hours) Special Class in Segregated Setting					
10. Full Day (more than 4 hours) Special Class in Integrated Setting					
11. Full Day (more than 4 hours) Special Class in Segregated Setting					
12. Residential Program					
13. Total					

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VR-14 Parentally Placed Students with Disabilities in Nonpublic Schools Report

School-Age Special Education Programs and /or Services for Students with Disabilities
who are Parentally Placed in Nonpublic Schools Located in the School District During the 2007-08 School Year.

Line Number	Program/Services	A Number of Students
01	The number of parentally placed students in nonpublic schools located in the district who were evaluated for eligibility for special education services during the 2007-08 school year.	
02	Of the students reported in Line 01, the number of students who were determined to be eligible for special education services.	
03	Of the students reported in Line 02, the number of students whose IEP was implemented.	

Verification Report 15: Preschool Outcomes Report for 2007-08

Table 1: Positive Social Emotional Skills (Tables 2-3 for Acquisition of Knowledge and Skills and Use of Appropriate Behaviors to Meet Their Needs)

	Performance on Rating Scale	What was the Child's Functional Rating on Child Outcomes Summary Form at Exit from Preschool Special Education?						
		1	**2**	**3**	**4**	**5**	**6**	**7**
What was the Child's Functional Rating on Child Outcomes Summary Form at Entry Into Preschool Special Education?	**1**	A (no) / B (yes)	C	C	C	C	D	D
	2	A (no) / B (yes)	B	C	C	C	D	D
	3	A (no) / B (yes)	A (no) / B (yes)	B	C	C	D	D
	4	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	B	C	D	D
	5	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	B	D	D
	6	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	E	E
	7	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	A (no) / B (yes)	E	E

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Verification Report 15: Preschool Outcomes Report for 2007-08

Table 4: **Number of Preschool Children by the Amount of Progress in Each Preschool Outcome Area**

Preschool Outcome Area	Progress Reporting Category					
	A	**B**	**C**	**D**	**E**	**F**
	The number of children who did not improve functioning.	The number of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers.	The number of children who improved functioning to a level nearer to same-aged peers but did not reach it.	The number of children who improved functioning to reach a level comparable to same-aged peers.	The number of children who maintained functioning at a level comparable to same-aged peers.	**Total Number of Preschool Children**
1. Positive social emotional skills						
2. Acquisition of knowledge and skills						
3. Use of appropriate behaviors to meet their needs						

VR-16: Report of Students with Disabilities Exiting Special Education by Building of Enrollment
July 1, 2007 to June 30, 2008

School districts are to report these data for students with disabilities enrolled in their own district program or placed in other school districts, BOCES, approved private schools, and State-supported schools. School districts do not report these data for students in Charter Schools or parentally placed in nonpublic schools, or home schooled by parents.

	Basis of Exit	Age as of December 1, 2007								
		14	15	16	17	18	19	20	21	Total
1	Regents Diploma									
2	Local Diploma									
3	High School Equivalency Diploma (Also referred to as GED Diploma)									
4	Individualized Education Program Diploma									
5	Declassified and Returned to General Education									
6	Reached Maximum Age									
7	Died									
8	Moved, Known to be Continuing									
9	Dropped Out									
10	Total									

VR-17: Provider Report of Students with Disabilities Exiting Special Education by CSE Responsible District
July 1, 2007 to June 30, 2008

District reported data will be used for students with disabilities placed in other school district, BOCES, approved private schools, and State-supported schools.

Basis of Exit		Age as of December 1, 2007								
		14	15	16	17	18	19	20	21	Total
1	Regents Diploma									
2	Local Diploma									
3	High School Equivalency Diploma (Also referred to as GED Diploma)									
4	Individualized Education Program Diploma									
5	Declassified and Returned to General Education									
6	Reached Maximum Age									
7	Died									
8	Moved, Known to be Continuing									
9	Dropped Out									
10	Total									

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2008-09 Final Special Education Data Collection Due Dates

Special Education October 1, 2008 Snapshot:

Verification and reasonability check period: October 22, 2008 to December 24, 2008
Data in Level 2 Warehouse must be certified between October 22, 2008 and December 24, 2008.
Certification and Assurance with Superintendent's signature must be mailed to SEDCAR
  (No extensions)

Reasons for ending disability, enrollment and postgraduate plans:

Verification and reasonability check period: July 22, 2009 to September 30, 2009
Data in Level 2 Warehouse must be certified between July 22, 2009 and September 30, 2009 – Electronic assurance
  (No extensions)

End of Year Data on Preschool Services, Preschool Outcomes and Special Education Events:

Verification and reasonability check period: September 2, 2009 to November 4, 2009
Data in Level 2 Warehouse must be certified between September 2, 2009 and November 4, 2009 – Electronic assurance
  (No extensions)