Idaho State Board of Education

Introduction to Special Education Reporting

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Overview

- Child Count - Why report Special Education Data
- Where to find documentation
- Assignment codes
- Data Elements
- Different scenarios
- Errors and warnings

Who to Report - Special Education

LEA must report **ALL** students – ages 3-21 who

- Received written consent for initial evaluation
- Regardless of determination status

LEAs may have a single record on the Sped file for each student

Who enters and exits during the school year

Who Counts?

- All disability categories;
  - Speech/Language Impairment;
- All grade levels (PK – 12, and NG);
  - **PK** regardless of service location;
  - Kindergarten (**KG**) age eligible
  - Grade **12** may include students participating in secondary transition services;
  - **NG** – Private school students on a service plan

What is Child Count?

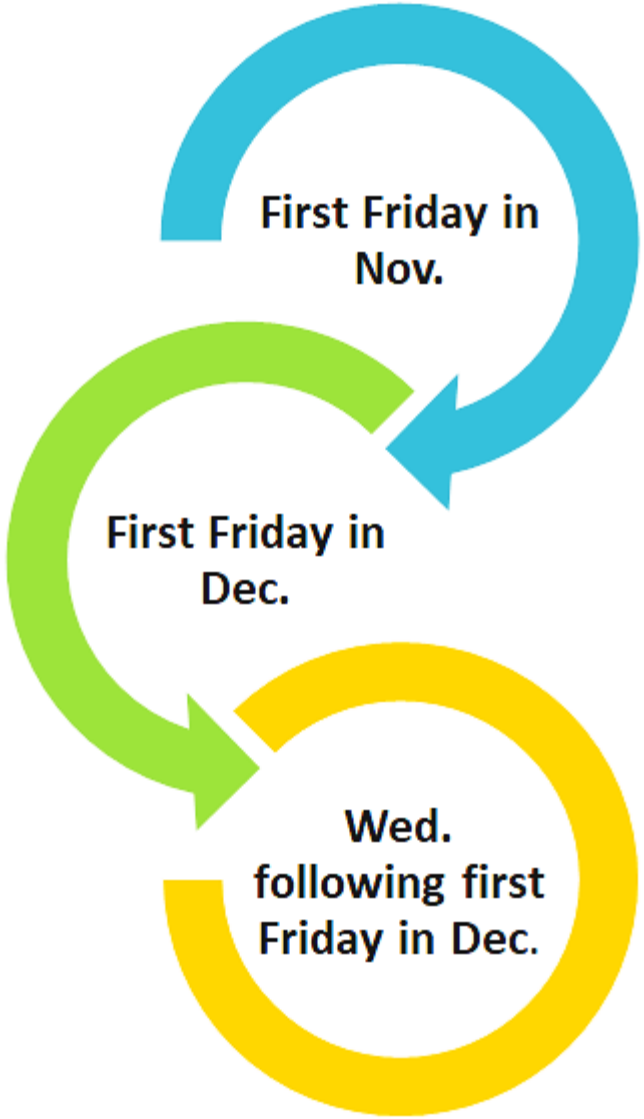
Annual report of students receiving special education and related services. The data captures a snapshot on the first Friday in November (Nov. 4, 2022) of students who have;

- An active individual education program (IEP) or service plan
- Active services

Child Find – 60-day Timeline

- Child Find or 60-day timeline reporting is required for all initial eligibility determinations including students transitioning from the Infant Toddler Program.

Child Count

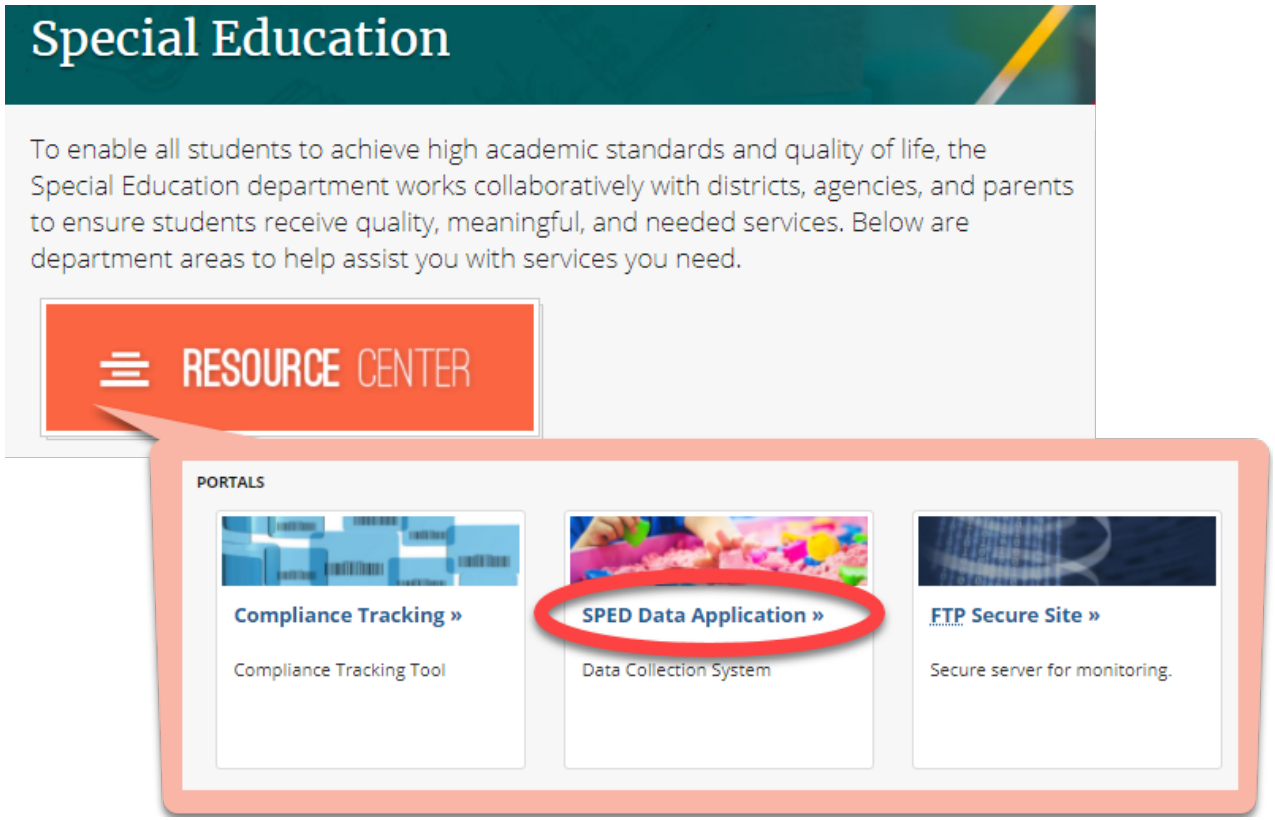


- Child Count Date
- Last Date to Upload Corrections through ISEE
- Last Date to Submit Verification Statement

Submit and Certify Child Count

Wed. following first Friday in Dec.

Last Date to Submit Certification Statement



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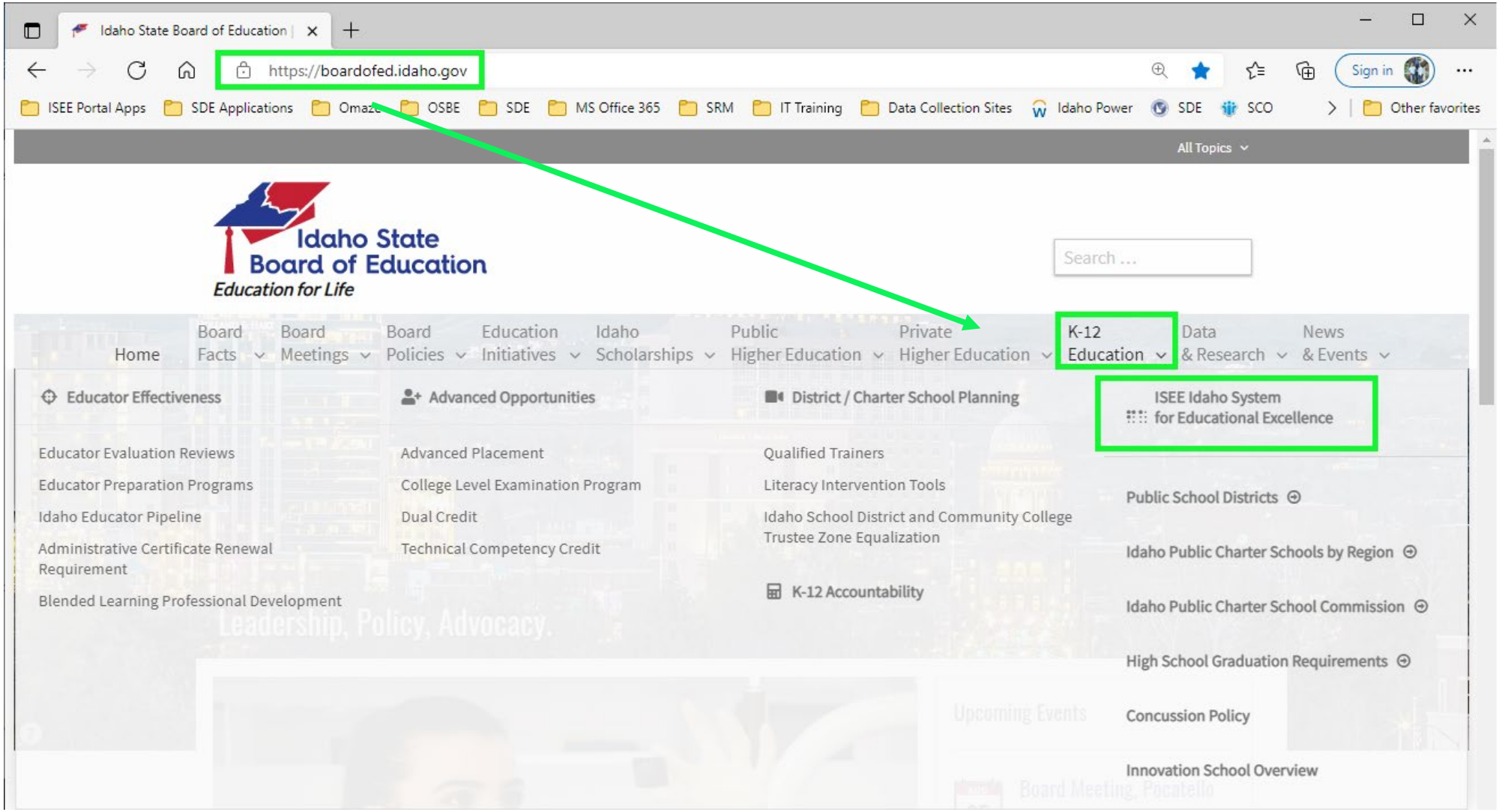
Documents and Resources

From SBOE Website



Manuals and Data Definitions

boardofed.idaho.gov/isee

Assignment Credential Manuals
Special Education Manual
Reporting Special Education in ISEE

Items and Option Sets

Special Education Resources

ISEE Manuals

2022-2023

- 2022-2023 SDE Assignment Credential Manual
- 2022-2023 SDE Assignment Reporting Guidance
- Special Education Manual
- CTE Assignment Manual and ISEE Resources
- Reporting Special Education Data in ISEE

Assignment Codes

Assignment Credential Manual – filter Assignment Title by Special Ed

Cod	Assignment Title	Assignment/Content Description	Endorsement
00080	Special Education (K-8)	The Special Education teacher provides specially designed instruction to students who are eligible for special education services, grades K-8. This code can also be used for all supplemental special education services and/or to facilitate the instruction provided by a teacher of record.	7036 Exceptional Child Generalist (K-8) 7029 Exceptional Child Generalist (K-12)
00082	Special Education (4-6)	The Special Education teacher provides specially designed instruction to students who are eligible for special education services, grades 4-6	7014 Blended Elementary Education/Elementary Special Education (4-6)
00083	Early Childhood - Special Education (Pre-K)	The Early Childhood/Early Childhood Special Education teacher provides case management to students ages three through five who attend an early intervention special education program. Or, the Special Education teacher provides specially designed instruction to students who are eligible for special education services Pre-K.	7019 Early Childhood Special Education (Pre-K-3) 7083 Blended Early Childhood/Early Childhood Special Education (Birth-Grade 3)
00084	Early Childhood - Special Education (K-3)	The Early Childhood/Early Childhood Special Education teacher provides case management to preschool through grade three students who attend an early intervention special education program. Or, the Special Education teacher provides specially designed instruction to students who are eligible for special education services, grades K-3.	7019 Early Childhood Special Education (Pre-K-3) 7083 Blended Early Childhood/Early Childhood Special Education (Birth-Grade 3) 7029 Exceptional Child Generalist (K-12) 7036 Exceptional Child Generalist (K-8)

Assignment Code Overview

These are the instructional Sped assignment codes

- 00080 Special Education (K-8)
- 00082 Special Education (4-6)
- 00083 Early Childhood – Special Education (Pre-K)
- 00084 Early Childhood – Special Education (K-3)
- 73006 Special Education - Support (5-12)
- 73007 Special Education –Self Contained (5-12)
- 73008 Visual Impaired Instruction – Special Education
- 73009 Deaf/Hard of Hearing – Special Education
- 31610 Teacher Leader– Special Education

This is an administrative assignment and requires the Special Education director endorsement

- 43040 Special Education Director

Assignment Codes (2)

- **00080 SPED (K-8)** – Specially designed Instruction, pullouts, help in classroom, self-contained
- **73006 Special Education – Support (5-12)** – not for teacher of record for core content
- **73007 Special Education Self contained (5-12)** – may provide instruction in core content

Assignment Codes (3)

- **00083 Early Childhood - Special Education (Pre-K)**
  - Early intervention SPED age 3-5
- **00084 Early Childhood - Special Education (K-3)**
  - Requires Early childhood, Blended or Generalist endorsements
- **00082 Special Education (4-6)**
  - Requires 7014 blended early childhood

Assignment Codes (4)

- **73008 Visual Impaired Instruction – Special Ed (K-12)**
- **73009 Deaf/hard of hearing – Special Ed (K-12)**
- **43040 Special Education Director**
- **31610 Teacher Leader – Special Education**

Assignment Codes (5)

Pupil/Related Services

OT, PT, Audiologist and SLP may have either a certified assignment or non-certified assignment based on their credentials

• 97712	Occupational Therapist	Idaho Bureau of Occupational Therapist License
• 97713	Physical Therapist	Idaho Bureau of Physical Therapist License
• 97750	Audiologist	Appropriate State License
• 97755	Speech-Lang Pathologist	Appropriate State License
• **32120**	**Occupational Therapist**	**7000 OT Endorsement**
• **32130**	**Physical Therapist**	**7001 Physical Therapist Endorsement**
• 32010	Audiologist	7018 Audiology Endorsement
• 32050	Speech-Lang Pathologist	7025 Speech-Language Pathologist

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Special Education Data Elements

Data Sources

Where does this information come from?

- Student information system
- Special Education Software
- Excel Spreadsheet

Understanding Data Elements

ISEE Data Collection Files

- 2022-2023 ID Unit Record Collection Items & Option Sets

Collection	v12	Thursday, August 19, 2021	
Edit		File List	Items
Updated	▶	Master Course Schedule	15
Updated	▶	Student Demographics	50
		Student Course Enrollment	17
		Student Attendance	5
		District Calendars	7
Updated	▶	Special Education Students	26
		Gifted Students	12
		Staff Demographics and Employment	126
		Staff Assignments	15
Updated	▶	Disciplinary Action	19
		Total Possible Items	292
Key			
Added			
Removed			
Updated			

Data Element Definitions

ISEE Data Collection Files

2022-2023 ID Unit Record Collection Items & Option Sets

Field Name	Definition	Type	Leng	Format	Option Set Name
IEPDate	The current IEP meeting date. The date that a fully constituted IEP team met and	Date	10	MM/DD/YYYY	
consentDate	The date the LEA received the parent's written (signed) consent for initial	Date	10	MM/DD/YYYY	
60DTline	A flag indicating if the determination for special education eligibility was completed	Option	1	X	Yes/No
DaysLate	If eligibility determination was not completed within the required 60 calendar day	Integer	3	999	
LDRea	The reason the determination was late. Report ONLY when 60DTline = No	Option	2	XX	Special Ed
ExRule	Explanation for choosing state exception rule (SE) as the reason determination	Option	2	XX	State Exception Rule
SpedEligible	A flag indicating if the child was found eligible for special education services based	Option	1	X	Special Ed Eligibility
UndetRea	The Reason for selecting undetermined for eligibility of special education services.	Option	2	X	Undetermined Reason
SEStatus	The status of the student relative to special education (active, inactive, tested-	Option	1		Program Status
SEExitDate	The date the student left special education services for the current school year.	Date	10	MM/dd/YYYY	
SEExitReason	If the student left special education services, the reason that they exited.	Option	2	XX	Program Exit Reason
caseManager	The Case Manager's unique Idaho Staff Identification Number. (i.e. Sped Director,	VarChar	9	XXXXXXXXXX	

Sped Data Elements

- **idStuID** - **Idaho State Student ID** (EDUID)
- **resSchoolID** - **Resident School ID** – school responsible for primary education - state assigned number
- **servSchoolID** - **Service School ID** – school responsible for SPED services - state assigned number

Sped Data Elements (2)

- **Exceptionality1 - Primary disability category**
- **Environment –** this is a change
  - Early Childhood - age 3-5 not Kindergarten age eligible (44-52)
  - School Age – age 5 Kindergarten age eligible through age-21 (01-21)
  - If the reported environment is inappropriate for the students age the student will be excluded from child count

Sped Data Elements (3)

minPerWeek - Minutes Per Week – only required for PK

- Used for calculating the Current Year Support Unit Calculation

age	Minutes Per Week	Calc	FTE	Max FTE
5	30.00		0.03	0.03
5	30.00		0.03	0.03
4	30.00		0.03	0.03
3	30.00		0.03	0.03
3	30.00		0.03	0.03
5	60.00		0.06	0.06
4	30.00		0.03	0.03
3	30.00		0.03	0.03
	270.00		**0.28**	**0.28**

Days in Session may not equal actual Days in Session due to rounding.

Average Daily Attendance (A.D.A.)	Term
Preschool (Special Ed)	0.28
Kindergarten	26.93
Elementary	188.22
Secondary	177.35
Exceptional	25.47
Alternative Secondary	
Total	418.25
Summer Alternative Secondary	
Summer Juvenile Detention	

Sped Data - Early Childhood Transition

Referred by Health and Welfare

- **ECReferredDhw** - **Early Childhood Referred by DHW** - yes or no
- **ECDecTim** - **EC Eligibility Decision Timeliness** – by 3rd birthday?
  - IDspedDate and IEPDate must be by 3rd birthday
- **ECDecLate** - **Eligibility Determination was late** – how many days
- **ECLateRea** – **Eligibility Determination late reason** – why
- **ECLROther** – Late Reason of "**other" explanation**

Sped Data – Dates, Dates, Dates

- **IDSpedDate - Initial Determination Date –** date that team comes to consensus on initial eligibility, whether eligible or not
- **SEEntryDate – Program Entry Date -** in current year
- **IEPDate - Active IEP meeting Date** (current IEP) should be updated every year
- **consentDate –** Initial **consent Date**
  - **Only required** if IDSpedDate is in current year

Sped Data – 60 Day Timeline

- **60DTline - 60-timeline**
  - Was initial eligibility determined within 60 calendar days of receipt of parental consent
  - The Yes or No response is not a compliance determination
  - Required only if IDSpedDate in current year (the day after last year ends)
- **DaysLate - Days late –** How many days beyond 60 calendar days?
- **LDRea - Late Determination Reason**
  - AA Additional Assessment(s) needed
  - EM Extended Medical Issues
  - SD Scheduling Difficulties
  - **SE State Exception Rule**
  - SM Student moved into district with written extension request
  - ST Staffing Issues
  - WE Written Extension

Sped Data – State Exception Rule

- **State Exception Rule –** regular school not in session for 5 or more consecutive days

- **ExRule** - **If late due to state exception rule**
  - AN Acts of Nature — Fire, Snow, Communicable Illness
  - HB Holiday Break — Thanksgiving, Winter Break
  - OB Other School Break — Harvest Break, Hunting, etc.
  - SB Spring Break — Spring Break period
  - SM Summer Break — Summer Break period

Sped Data – Coding State Exception Rule

- When using state exception code this way
  - 60DTline = N
  - DaysLate = however many
  - LDRea = SE
  - ExRule = whichever apply

Sped Data Elements

- **SpedEligible – Sped Eligibility –** from most recent evaluation
  - N – No Eligible
  - U – Undetermined – initial eligibility only
  - E – Eligible
- **UndetRea - Undetermined Reason**
  - MO Moved out of district
  - SD student is deceased
  - WD withdrawn by parent

Sped Data Elements cont.

- **SEStatus – Special Ed Status**
  - A- Active
  - I – Inactive
  - T – Tested–Ineligible – **initial eligibility only**
- **SEExitDate – date left** for the current year – required!
- **SEExitReason** – from option sets
- **Case manager** – EDUID

Sped Data Elements (cont. 3)

End of year – **exit all students from Sped file**

- **SpedEligible** = E - Eligible
- **SEExitDate** = should be less than or equal to the District Exit
- **SEExitReason** =
  - 12-Summer Break
    - **SEStatus** = I–Inactive
  - 10-ESY -extended school year
    - **SEStatus** = Active

Sped Data Elements - SPED & District Exit

SEExitReason

- **01** (Graduate – met state standards)
- **02** (Completed – Adapted Requirements)
- **04** (Reached Maximum Age)
- **08** (Deceased)

District Exit Type

= **4A** (Graduated – Met State Standards), 4G, 4H, or 4I (early)

= **4C** (Completed – Adapted Requirements)

= **3B** (Reached Maximum Age)

= **6A** (Deceased)

Program Exit to Demographic Exit

SPED Program Exit Reason Code	District Exit Reason Code
01 - Graduated – Met State Standards	4A – Graduated – Met State Standards 4G – Early Graduate 1 Year 4H – Early Graduate 2 Year 4I – Early Graduate 3 Year
02 - Completed - Adapted Requirements	4C – Completed - Adapted Requirements
04 - Reached Maximum Age	3B – Reached Maximum Age
05 - Dropped Out	3A – Confirmed Drop Out 3D – Transfer to Adult Education 3E – Unknown
If student continues to receive special education adjust environment code, if needed. Do not list program exit reason or program exit date (**Mid-School-Year**).	1B – Within District to Different Public School
06 - Transfer to Another Education Environment	2A - Within Idaho To Different Public-School District 2B - Within Idaho To Private School or Federal/State Setting 2C – Transfer Out of Idaho to US Public or Non-Public Setting 2D – Transfer Out of Country 2E – Within Idaho to Homeschool
07 - No Longer Eligible for Program / Returned to General Education	No District Exit Required – Cannot be coded as follows: 3B – Maximum Age 4A – Graduate 4C – Completed - Adapted Requirements 4G – Early Graduate 1 Year 4H – Early Graduate 2 Year 4I – Early Graduate 3 Year 6A – Deceased
08 - Deceased	6A – Deceased
09 – Revoked Consent	No District Exit Required (see 07 coding restrictions)
10 – Extended School Year (Only allowable after May 1)	1A – Within District to Same School 1B – Within District to Different Public School
12 - Summer Break (Only allowable after May 1)	1A – Within District to Same School 1B – Within District to Different Public School

Sped Transition Students 18-21

Sped students entering a transition program

- not going to attempt to complete state graduation requirements
- Graduation Quick Guide

(GR)Year – Entry Code

(12) 19-20 – 1A(Same School)

(12) 20-21 – 6C (sped transition)

(12) 21-22 – 6C (sped transition)

(12) 22-23) - 6C (sped transition)

(GR)Year – Exit Code

(12) 19-20 – 1A/1B (returning)

(12) 20-21 – 1A(returning) or 4C (goals met, not returning)

(12) 21-22 – 1A(returning) or 4C (goals met, not returning)

(12) 22-23) - 3B (Max age) or 4C (completed adapted) goals met

Sped file would report

12 – summer break until the final year and then

02 – Completed Adapted Requirements

Sped students 18-21 not in transition program

Sped Students attempting to complete state graduation requirements

- Not going into transition services

(GR)Year – Entry Code	(GR)Year – Exit Code
(12) 19-20 – 1A(Same School)	(12) 19-20 – 1A/1B (returning)
(12) 20-21 – 6B (Repeating 12th grade)	(12) 20-21 – 4A(if graduated) or 1A (returning)
(12) 21-22 – 6B (Repeating 12th grade)	(12) 21-22 – 4A(if graduated) or 1A (returning)
(12) 22-23 – 6B (Repeating 12th grade)	(12) 22-23 - 4A(if graduated) or 3B (max age)

Sped file would report
12 – summer break until they graduate or age out of program
01 – Graduated or
04 – Reached Maximum age

Grade Levels Issues – Student Demo File

NG grade level is for age 3-21private - SPED services only. These students are actually receiving services through a service plan.

- NG = P (Private)
  - School age (KG age eligible – 21)
    - Environment 21 – Parentally Placed in Private School
  - Early Childhood (age 3-5 not KG age eligible)
    - Environment determine using Decision Tree
- Students in 18-21 program = Grade 12 until they graduate or age out

Summer Reporting

- Sped information is not necessary in Summer Alt uploads – can submit just the headers
- If a Sped Student graduates through a Summer Alt program the Program Exit information must be updated in the June ISEE upload.
- If working with students in summer through ESY this is identified by the 10- ESY Extended School Year exit code in your June upload

Scenarios

Service Plan

- The below coding is for private school students who are receiving **only** special education and related services (Proportionate Share).
- Grade Level = NG
- PhSchool= P – Private
- School-age environment = 21
  - Parentally Placed in a Private School
- Early Childhood environment = see decision tree
- Courses and attendance are not required

Expelled

Do not exit student from district/charter

1. Exit the student from the School
2. Re-enroll in School entry (or create new school entry)
   - Grade level = list current grade level
   - Add course to address IEP goals and services
   - Switch to the DR calendar (if less than 150 minutes per day)
3. Update Special Education data
   - Environment = 11 (Separate School)

Who counts ISDB Campus Students?

Idaho School for the Deaf and the Blind reports students receiving education services at the ISDB campus.

- Residential
- Day School
- Sending districts do not report these students at all

Who Counts ISDB Outreach Students?

- The reports local education agency (LEA) reports students receiving outreach services through the Idaho Bureau of Educational Services for the Deaf and the Blind (IBESDB).
- Itinerant services
- Onsite services
- Regional Services
- IBESDB Regional Preschools (does not include PK on ISDB campus)

Sped file K-12 Tested and Ineligible

Special Ed File for K-12 Tested and Ineligible

idStuId	EDUID		
resSchoolId	School of residence		
servSchoolId	School providing services if the student was eligible		
exceptionality1			
environment			
minPerWeek			
ECReferredDhw			
ECDecTim			
ECDecLate			
ECLateRea			
ECLROther			
IDSpedDate	Date eligibility was determined whether eligible or not		
SEEntryDate			
IEPDate			
consentDate	Date LEA received consent		
60DTline	Y/N was the dermination within 60 days of consent	Y (yes	N (no)
DaysLate			# of days late
LDRea			reason late
ExRule			if Reason is SE
SpedEligible	N-Not Eligible		
UndetRea			
SEStatus	T-Tested Ineligible		
SEExitDate			
SEExitReason			
caseManager	EDUID of case manager		
notes			

Sped File - Eligible but parents refused services

Special Ed File for Eligible but parents refused services

idStuId	EDUID		
resSchoolId	School of residence		
servSchoolId	School providing services if the student was eligible		
exceptionality1			
environment			
minPerWeek			
ECReferredDhw	Y (yes, the student was not referred by DHW)	Only for PK. if yes, then answer ECDecTim	
ECDecTim	Was determination by 3rd bday	Y (Yes)	N (No)
ECDecLate			how many days late
ECLateRea			reason late
ECLROther			if other, explain
IDSpedDate	Date eligibility was determined whether eligible or not		
SEEntryDate			
IEPDate			
consentDate	Date LEA received consent		
60DTline	Y/N was the dermination within 60 days of consent	Y (yes	N (no)
DaysLate			# of days late
LDRea			reason late
ExRule			if Reason is SE
SpedEligible	E - Eligible		
UndetRea			
SEStatus	I - Inactive		
SEExitDate			
SEExitReason	09 - Revoked Consent		
caseManager	EDUID of case manager		
notes			

Sped File - Parent withdraws before determination

Special Ed File for Parent withdraws before determination

idStuId	EDUID		
resSchoolId	School of residence		
servSchoolId	School providing services if the student was eligible		
exceptionality1			
environment			
minPerWeek			
ECReferredDhw	Y (yes, the student referred by DHW)	Required for PK. if yes, then answer ECDecTim	
ECDecTim	Was determination by 3rd bday	Y (Yes)	N (No)
ECDecLate			how many days late
ECLateRea			reason late
ECLROther			if other, explain
IDSpedDate		there is no IDSpedDate if SpedEligible= U	
SEEntryDate			
IEPDate			
consentDate	Date LEA received consent		
60DTline			
DaysLate			
LDRea			
ExRule			
SpedEligible	U - Undetermined		
UndetRea	WD - Withdrawn by Parent		
SEStatus			
SEExitDate			
SEExitReason			
caseManager	EDUID of case manager		
notes			

Student Demo File -PK Tested and Ineligible

Only need limited student demographic data

- IDStuId
- lastName, firstName, middleName,
- birthdate
- gender
- baseSchoolid
- Zip code
- phSchool
- Gradelevel = PK
- specialEd = N
- MilitaryConnected
- idResident
- onVisa
- tdPeer
- District and school entry and exit = blank

Sped File - PK Referred by DHW and Ineligible

Special Ed File for PK - Referred by DHW and Ineligible

idStuId	EDUID		
resSchoolId	School of residence		
servSchoolId	School providing services if the student was eligible		
exceptionality1			
environment			
minPerWeek			
ECReferredDhw	Y (yes, the student was referred by DHW)		
ECDecTim	Was determination by 3rd bday	Y (Yes)	N (No)
ECDecLate			how many days late
ECLateRea			reason late
ECLROther			if other, explain
IDSpedDate	Date eligibility was determined whether eligible or not		
SEEntryDate			
IEPDate			
consentDate	Date LEA received consent		
60DTline	Y/N was the dermination within 60 days of consent	Y (yes)	N (no)
DaysLate			# of days late
LDRea			reason late
ExRule			if Reason is SE
SpedEligible	N-Not Eligible		
UndetRea			
SEStatus	T-Tested Ineligible		
SEExitDate			
SEExitReason			
caseManager	EDUID of case manager		
notes			

Sped File - PK not referred by DHW ineligible

Special Ed File for PK - Not Referred by DHW and Ineligible

idStuId	EDUID		
resSchoolId	School of residence		
servSchoolId	School providing services if the student was eligible		
exceptionality1			
environment			
minPerWeek			
ECReferredDhw	N (no) the student was not referred by DHW		
ECDecTim			
ECDecLate			
ECLateRea			
ECLROther			
IDSpedDate	Date eligibility was determined whether eligible or not		
SEEntryDate			
IEPDate			
consentDate	Date LEA received consent		
60DTline	Y/N was the dermination within 60 days of consent	Y (yes)	N (no)
DaysLate			# of days late
LDRea			reason late
ExRule			if Reason is SE
SpedEligible	N-Not Eligible		
UndetRea			
SEStatus	T-Tested Ineligible		
SEExitDate			
SEExitReason			
caseManager	EDUID of case manager		
notes			

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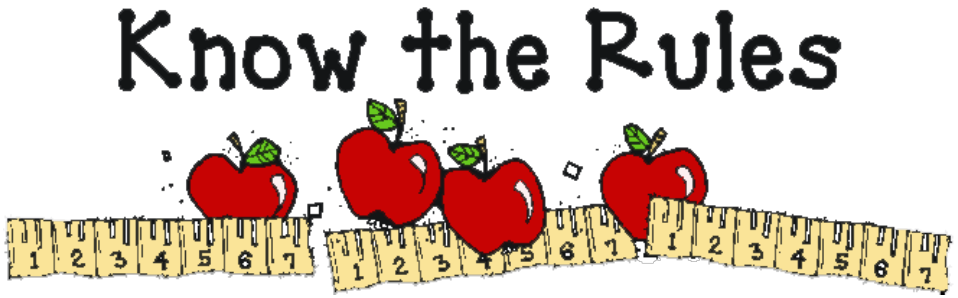
Correct Warnings When Possible



Correct Warnings when possible

Warning R113933: Mismatch of IDSpedDate, consentDate, and 60DTline

- IDSpedDate is 69 days after ConsentDate. Therefore 60DTline should be N.

Warning R113522: Missing Staff Demographics record

- Case Manager does not match any Staff Demographics record

Warning R113940: Active Sped enrollment after 'District Exit Date'

- All sped students should be exited at end of year upload
  - Extended school year would exit with exit reason 10

Correct Warnings when possible (2)

Warning R113447: Mismatch of SpedStudent and Student Demographic data

- If SEExitReason = 12 (Summer Break) then Student Demographic districtExitType should = 1A, 1B, or 5A

Warning R113446: Mismatch of SEExitDate and SEExitReason

- If SEExitDate is before 5/1/2020, then SEExitReason cannot be 12 (Summer Break)

Warning R113910: SEEntryDate before entry into district

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Questions

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