Special Education
End-of-Year Student
2012-2013

Webinar Training

Colorado Department of Education
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Special Education End-of-Year Student Training Agenda:

- Timeline
- Students Reported on SPED EOY
- Data Requirements that are met with the SPED EOY
- New for 2012-13
- Data Fields Reported with an emphasis on Changes
- The 3 Paths
- Contact Fields
- Exception Requests
- Warnings
- Data Summary Reports
- Question & Answer period
Reporting Period:

- This Special Education End of Year Student data collection covers the time period of July 1, 2012 through June 30, 2013
  - Last SPED EOY submitted through ADE
  - 2013-14 in the Pipeline
Indicator 20 Impacts of 2012-2013 SPED EOY Student Data Collection

<table>
<thead>
<tr>
<th>Due Dates (3:00pm)</th>
<th>What is Due</th>
<th>Indicator 20 implications for Determinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 28, 2013</td>
<td>Date by which you must have made your first file submission.</td>
<td>Indicator 20 Timeliness</td>
</tr>
<tr>
<td>August 14, 2013</td>
<td>Date by which you must have passed Level 1 edits.</td>
<td>Indicator 20 Timeliness</td>
</tr>
<tr>
<td>September 4, 2013</td>
<td>Date by which all Exceptions requests must be received by CDE to allow sufficient time for processing and to allow you to pass all edits by the deadline.</td>
<td>Indicator 20 Timeliness</td>
</tr>
<tr>
<td>September 6, 2013</td>
<td>Date by which you must have passed ALL edits (Level 1 and Level 2) in preparation for report review and the Validation and Duplicate process.</td>
<td>Indicator 20 Timeliness</td>
</tr>
<tr>
<td>September 13, 2013</td>
<td>Date by which the Administrative Unit must approve their data in ADE electronically verifying that the data submitted is valid and reliable AND also submit a signed emailed or faxed report verifying the validity of data submitted. Any changes identified by the Administrative Unit during the report review week must be resolved by this date (data corrected, resubmitted and passed all edits). Any changes (not related to duplicates) required after this date will impact Indicator 20 validity. AUs should not submit any files to ADE after this date. File changes to resolve duplicates will be made by CDE.</td>
<td>Indicator 20 Timeliness – 2 points</td>
</tr>
<tr>
<td>September 30, 2013</td>
<td>Duplicates and data validity issues resolution information due to CDE.</td>
<td>Indicator 20 Timeliness</td>
</tr>
<tr>
<td>October 9, 2013</td>
<td>Final report review and approval. Date by which all duplicates and data validity issues identified by CDE in the Duplicate and Data Validity process must be resolved and data approved by the Administrative Unit. Any changes requested by the AU after this date will impact Indicator 20 validity. Changes will be considered and may or may not be made, depending on the request and the impact on the validity of the collection for the state.</td>
<td>Indicator 20 Timeliness – 2 points</td>
</tr>
<tr>
<td>October 9, 2013</td>
<td>Date by which ALL Final signed reports must be received by CDE via email or fax by 3:00pm.</td>
<td>Indicator 20 Timeliness</td>
</tr>
</tbody>
</table>

Submit early and submit often.
Report students who:

- received services in your Administrative Unit or State Operated Program (include students who were served by your Administrative Unit on a tuition basis);
- were detained at a Detention Center located in your Administrative Unit (the AU where the Detention Center is located reports the detained portion of the student’s stay and DYC reports the committed portion of the student’s stay);
- were placed in an Eligible Facility and are the responsibility of your Administrative Unit (students in Eligible Facilities should be reported by the Administrative Unit of Residence).
- were birth to age 3 and were referred for a Part C Evaluation, whether or not they were determined to be eligible for Part C Services (this does NOT include children who were referred and had a screening only);
Report students who:

- were 2.5 but not 4 years old when they were referred from Part C to Part B, whether or not they were determined to be eligible for Part B Services (this does NOT include children who were referred and had a screening only);

- were referred for a Part B special education *Initial Evaluation (parents request an Initial Evaluation or school asks parents for consent to evaluate), completed an Initial Evaluation, or began receiving Part B Services in your Administrative Unit/State Operated Program any time during the reporting period, but were not referred from Part C. Please Note: a building level referral or a referral for screening is not a Special Education referral per ECEA Rule 4.02(3)
Report students who:

- **An Initial Evaluation includes students:**
  - who were not eligible at the time of evaluation – student may have received Special Education Services in the past but had returned to regular education prior to this evaluation.
  - for whom parents revoked consent for services – student received Special Education Services for a period of time prior to parent deciding to cease services. When child is again referred/re-evaluated, please report them as an initial evaluation.
  - who have never been evaluated for Part B Services - these students have never had an evaluation in your Administrative Unit/State Operated Program, another Administrative Unit/State Operated Program, or an Eligible Facility in Colorado.
  - who received Special Education Services in another state, for whom it was determined that an initial evaluation was needed.
  - who are parentally placed in a private school and had a Part B Initial Evaluation during the current reporting period (these students are reported by the Administrative Unit in which the private school is located).
  - were educated in a non-public home-based educational program (i.e., homeschooled) and had a Part B initial evaluation during the reporting period.
Also, report students who:

- were on an IEP (not an ISP) and received services at a private school on a tuition basis (these students are placed at a private school by the IEP team and should be reported by the Administrative Unit of Residence).
- received services outside of the State of Colorado and are the responsibility of your Administrative Unit (these students are placed out of state per their IEP and should be reported by the Administrative Unit of Residence).
- were parentally placed in a private school, have an ISP and received services from the Administrative Unit (these students must be reported by the Administrative Unit where the private school is located).
Be sure to report all students who:

- were active at the end of the previous reporting period (these students must be included in this submission either as active or with the Date of Exit and Basis of Exit completed)

- were reported on your 2012 December Count in attendance in your Administrative Unit or State Operated Program. If this student exited your Administrative Unit or State Operated Program after November 30, 2012 you must include the Date of Exit and Basis of Exit. You must also complete all other relevant fields; i.e. Hours of Special Education Services per Week according to the latest IEP (for the portion of the year that he/she received services)

- were evaluated, even if they were found not eligible. Check your data extracts to make sure students found not eligible are being reported too!
If an Administrative Unit/State Operated Program chooses to use up to 15 percent or was required to use 15 percent of its IDEA or ARRA funds for Early Intervening Services (K-12), and had an approved Federal Application Narrative and Budget for the use of those funds, they must report all students with and without disabilities, grades kindergarten through 12, who were enrolled in their Administrative Unit/State Operated Program and who were provided Early Intervening Services (EIS) during the course of the reporting period. Even if the student received Early Intervening Services only, they must be included in this report. Early Intervening Services refers to School Age (K-12) only and is not the same as Early Intervention Services (related to Part C).
To clarify….

- AUs should report students in kindergarten through grade 12 who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in general education.

- AUs should report only students who receive targeted academic and behavioral supports, not those who receive incidental benefit from such services.
The following students should NOT be reported by the AU of Residence...

- Students who were at CSDB, CHMI-P, DOC or DYC the entire reporting period should be reported by the State Operated Program, NOT by the Administrative Unit of Residence.
In Summary, Report All Students Who:

- **Received services** in your Administrative Unit

- were placed in an Eligible Facility and are the responsibility of your Administrative Unit

- **Had an initial evaluation for Part C or Part B services:**
  - were birth to age 3 and were referred for a Part C Evaluation
  - were 2.5 but not 4 years old when they were referred from Part C to Part B
  - were referred for a Part B special education Initial Evaluation
Data Requirements fulfilled by the EOY Student Collection

- Data submitted to the US Department of Education as required by 34 CFR §300.618
- APR Indicators 2, 11, 12, and 20
- Contact information to collect required data for Indicators 8 and 14
- Special Education Fiscal Advisory Committee (SEFAC) CRS 22-20-114
Addition of delay reason code 55
New data field for date child found eligible
Rename phone contact fields to “Primary” contact
Reporting requirements revision
New disability codes

https://cdeapps.cde.state.co.us/doc_toc.htm#spedeoy
New for 2012-13

- **Path 1** – Reason for Delay in Completing the Evaluation. Add on delay reason code: 55 – “Referral received with less than 30 days to complete the evaluation” as a delay code for this field.

- **Path 2** – Add a new data field to capture Date Child is Found Eligible for Part C Services.

  Date Child is Found Eligible for Part C Services $^{NEW}$ – The month, day, year (mmddyyyy) the child was found eligible for Part C Services.

- Rename Home Phone and Cell Phone contact fields to Primary Phone and Secondary Phone.
New for 2012-13

Reporting requirements for Indicator 12 Section E were recently revised from:

“# of children who were referred to Part C less than 90 days before their third birthdays”, to now reflect

“# of children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays”

The new field will be added rather than replacing the existing field Date Child is Referred to the Part C System as the Federal Q&A guidance reflects section E should include students who are referred 90-135 days prior to their third birthday, but found eligible less than 90 days before their third birthday; in addition to students who are referred less than 90 days before their third birthday that we had already captured in section E. We need to collect both the date the child is referred and the date the child is found eligible for Part C services.
### Primary Disability

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td><strong>Intellectual Disability</strong> (Significant Limited Intellectual Capacity)</td>
<td>Changed 2012-2013</td>
</tr>
<tr>
<td>03</td>
<td><strong>Serious Emotional Disability</strong> (Emotional Disability)</td>
<td>Changed 2012-2013</td>
</tr>
<tr>
<td>04</td>
<td>Specific Learning Disability</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td><strong>Hearing Impairment, including Deafness</strong> (Hearing Disability)</td>
<td>Changed 2012-2013</td>
</tr>
<tr>
<td>06</td>
<td><strong>Visual Impairment, including Blindness</strong> (Visual Disability)</td>
<td>Changed 2012-2013</td>
</tr>
<tr>
<td>07</td>
<td>Physical Disability</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Speech or Language Impairment</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td><strong>Deaf-Blindness</strong> (Deaf-Blind)</td>
<td>Changed 2012-2013</td>
</tr>
<tr>
<td>10</td>
<td>Multiple Disabilities</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Preschooler with a Disability</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Infant/Toddler with a Disability</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><strong>Autism Spectrum Disorders</strong> (Autism)</td>
<td>Changed 2012-2013</td>
</tr>
<tr>
<td>14</td>
<td>Traumatic Brain Injury (TBI)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td><strong>New</strong> Orthopedic Impairment <strong>New 2012-2013</strong></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td><strong>New</strong> Other Health Impairment <strong>New 2012-2013</strong></td>
<td></td>
</tr>
</tbody>
</table>
Collection Process Overview

**Schools**
- Track data throughout school year
- Provide data to Admin Unit/SOP

**Admin Unit/SOP**
- Combines data from schools. Determines the appropriate coding for each record.
- Reports data to CDE
- Verifies accuracy, corrects and approves data.

**ADE**
- Collects data from Admin Unit/SOP
- Checks data for accuracy
- Edits data, all errors must be corrected
- Allows approval once passed all edits

**CDE**
- Reviews Data
- Reports data as required
Admin Unit/ SOP Steps

Submit

- Admin Unit/SOP submits data file
  - Uses ADE (https://cdeapps.cde.state.co.us/)

Edits

- Preliminary Edits check file length
- Pre-Level 1 Edit—checks Special Education/Part C Referral Field
- 1st Level Edits—check validity of codes
- 2nd Level Edits—check for data accuracy between fields
- Warnings—help with data validity review

Review

- Admin Unit/SOP Review Reports
  - Approves and Certifies Data is Accurate and Valid
  - Authorizes Reports and Submits Signed Reports to CDE
Data Collected on SPED EOY:

More information on the following data fields:

- Race and Ethnicity Fields
- ELL Status
- Special Education/Part C Referral
- Path 1
- Path 2
- Path 3
- Dual Path Reporting
- Eligibility and Services
- Parent and Student Contact Information
Starting in 2010-2011 Race/Ethnicity Reporting is now a two-part question. Both parts must be answered.

Question 1: Do you consider yourself to be of Hispanic/Latino ethnicity?
  - Yes
  - No

Question 2: Which of the following groups describe your national origin or ancestry? (you may select more than one)
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - White
  - Native Hawaiian or Other Pacific Islander
Federal Race/Ethnicity Reporting Definitions:

The federal government definitions for the now six ethnic and racial categories are:

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic/Latino or Latino.”

American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including central America), and who maintains a tribal affiliation or community attachment.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: a person having origins in any of the Black racial groups of Africa.

White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
For all CDE data collections, districts will report the race and ethnicity information collected for each student and the racial and ethnic category to be used in state and federal reporting.

Districts will provide race and ethnicity information in the format in which it was collected...

Race/Ethnicity information as collected by the district from the student or the student’s family

<table>
<thead>
<tr>
<th>Ethnicity Field</th>
<th>Race Field 1</th>
<th>Race Field 2</th>
<th>Race Field 3</th>
<th>Race Field 5</th>
<th>Race Field 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic or Latino</td>
<td>04 = Yes</td>
<td>02 = Yes</td>
<td>03 = Yes</td>
<td>05 = Yes</td>
<td>06 = Yes</td>
</tr>
<tr>
<td>00 = No</td>
<td>00 = No</td>
<td>00 = No</td>
<td>00 = No</td>
<td>00 = No</td>
<td>00 = No</td>
</tr>
</tbody>
</table>

... and as it will be reported

Race/Ethnicity categories to be used in Federal and State Reporting

Federally Reported Race/Ethnic Category Field

- 01: American Indian or Alaska Native
- 02: Asian
- 03: Black or African American
- 04: Hispanic or Latino
- 05: White
- 06: Native Hawaiian or other Pacific Islander
- 07: Two or more races
## Race and Ethnicity Reporting

### Specific Ethnicity and Race Reporting

<table>
<thead>
<tr>
<th>Hispanic</th>
<th>Native American</th>
<th>Asian</th>
<th>Black</th>
<th>White</th>
<th>Hawaiian/Pac Island</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

- **Any single race or combination of races**
- **Any combination of races, but not Hispanic**

### Federal Reporting Category

- Hispanic
- Native American
- Asian
- Black
- White
- Hawaiian/Islander
- Two or More Races
ELL Status:

- An English Language Learner as defined for December Count, Discipline and SPED EOY Student purposes is a student who has a Language Background other than English and is currently being served or monitored by either a Bilingual or an English as a Second Language (ESL) program or was identified and Parent(s) refused services. (For additional information on ELL please see the Student October Data Elements and Definitions posted on ADE at: https://cdeapps.cde.state.co.us/doc_toc.htm#student.)
  - 01 Yes, student is an English Language Learner
  - 02 No, student is not an English Language Learner

- Students who are either NEP or LEP on Student October would be considered ELL Yes on SPED EOY.
Special Education/Part C Referral:

Indicate the type of referral(s) that occurred for each student.

- **01 - Part C Evaluation (Path 1 Only)** – Use this code for children 0-3 years old who were referred for and/or had a completed Part C evaluation during the reporting period, whether or not they were determined to be eligible.

- **02 - Part C to Part B Transition (Path 2 Only)** – Use this code for children 2.5 but not 4 years old (at the time of the referral) who were referred for a Part B Evaluation (from a Part C Agency), whether or not they were determined to be eligible for Part B Services.

- **03 - Part B Services (Path 3 Only)** – Use this code for all students who are referred for a Part B Evaluation (NOT from a Part C Agency), whether or not they were determined to be eligible for Part B Services.

- **04 - Part C Evaluation & Part C to Part B Transition (Paths 1 & 2)** – Use this code for children 2.5 but not 4 years (at the time of the referral) who had a Part C evaluation, received Part C Services AND were referred for a Part B Evaluation (from a Part C Agency), whether or not they were determined to be eligible for Part B Services.

- **05 - Part C & Part B Evaluation (Paths 1 & 3)** – Use this code for students who had a Part C and a Part B Evaluation on the same day; OR for students who had a Part C Evaluation during the reporting period and were determined not to be eligible for Part C Services and later, in the same reporting period, were referred for a Part B Evaluation.

- **06 - No Initial Referral During Current Reporting Period** – Use this code for all students who began receiving services prior to July 1 of the current reporting period or for students who received EIS only.

- **07 - Part C to Part B Transition & Part B Evaluation (Paths 2 & 3)** – Use this code for students who received Part C services and were referred for a Part B evaluation (from a Part C Agency), and were either determined not eligible for Part B services or began receiving Part B services that were discontinued AND were later, in the same reporting period, referred for a Part B evaluation.
The Three Paths:

Evaluation data collected in Special Education End of Year Student is collected via three Paths.

- Path 1
- Path 2
- Path 3
- Dual Path Reporting
What Path to Report in?

What services is the student being evaluated for?

Part C Services

Path 1
Students in this Path are 0 to 3 years old.

Part B Services

Was the student receiving Part C services immediately prior to this Part B evaluation?

Yes

Path 2
Students in this Path are 2.5 but not yet 4 years old.

No

Path 3
Students in this Path are 2.5 to 21 years old.

It is possible a student will be reported in more than one path.
Path 1: Referred for a Part C Evaluation

- Part C Evaluation data collected is NOT tied to any specific APR indicator but there could be Indicator 20 implications if the data are not valid or timely.

- Part C data is collected to calculate ECEA reimbursements for evaluations completed by the AU or contracted for and performed by the CCB.

- Report all Part C Evaluations completed, regardless of whether or not the child is determined to be eligible.

- This does not include children who were referred to Part C and had a screening which indicated no further evaluation was needed. Screenings only are not to be reported on the SPED EOY.
Path 1: Referred for a Part C Evaluation

- The timeline for Part C evaluations is **45 days** from the date of the initial referral to the date the evaluation is completed.

- If the referral was during this reporting period, but the evaluation was completed in the next reporting period, report these children in the reporting period in which the evaluation is actually completed.

- If more than one Part C evaluation was completed for the same child during the reporting period, only report the most recent evaluation.
Data Fields Collected in Path 1:

- **Date Referred for Part C Evaluation**
  - The date the initial referral was received by the Part C point of entry. (The date that either the local Community Centered Board or the local Child Find Office received the initial contact regarding this child.)

- **Evaluation Completed (Y/N)**
  - Indicate whether an evaluation was completed by the Administrative Unit during the current reporting period (July 1, 2012 through June 30, 2013).

- **Date of Parental Consent to Evaluate**
  - The date the Parental Consent to Evaluate form was received by the Administrative Unit for Part C evaluation(s), even if the parental consent form was signed during the previous reporting period. If date received by the Administrative Unit is unavailable, please use the date signed.

- **Date Evaluation Completed**
  - The date that the evaluation(s) for entrance into Part C was/were completed.

- **Reason for Delay in Completing the Evaluation**
  - If the number of days from the Date Referred for Part C Evaluation to the Date Evaluation Completed is >45 calendar days, or if the Evaluation was not completed, indicate the reason.
Path 2: Referred from Part C to Part B (Indicator 12)

- “Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthday”.

- Only children who are receiving Part C services and are referred for a Part B initial evaluation should be reported in Path 2.

- If the referral was during this reporting period, but the IEP will be implemented in the next reporting period, please report these children in the reporting period in which the IEP is implemented.
  - If an IEP will never be implemented due to ineligibility or moving out of district etc., please report in the reporting period in which the Initial Eligibility Meeting took place.
Data Fields Collected in Path 2:

- **Date Child is Referred to the Part C System**
  - The date the child was first referred to the Part C System (any agency in the local community – e.g. school district, health department, etc.).

- **Date Child is Found Eligible for Part C Services**
  - The month, day, year (mmddyyyy) the child was found eligible for Part C services. *May be zero-filled if the timeline is met and an IEP is implemented on or before the child’s third birthday.

- **Date of Referral to Administrative Unit from the Local Community Centered Board**
  - The date the Administrative Unit received a referral from the Local Community Centered Board that the child may be potentially eligible for Part B services and needs a Part B Evaluation.

- **Date of Parental Consent to Evaluate**
  - The date the Parental Consent to Evaluate form was received by the Administrative Unit/State Operated Program for Part B evaluation(s), even if the parental consent form was signed during the previous reporting period. If date received by the Administrative Unit/State Operated Program is unavailable, please use the date signed.
Data Fields Collected in Path 2:

- **Date Evaluation Completed**
  - The date that the initial evaluation was completed. An evaluation is complete when there is nothing else to be done in the evaluation including recording of results and analysis of assessment data and completion of the evaluation report.

- **Reason for Delay in Completing the Evaluation**
  - If an evaluation is not completed or if the number of days from the Date the Parental Consent is received to the Date the Evaluation is Completed is > 60 calendar days, indicate the reason.
Data Fields Collected in Path 2:

- **Date of Initial Eligibility Meeting**
  - The date of the Initial Eligibility Meeting.

- **Reason for Delay in Initial Eligibility Meeting**
  - If the Initial Eligibility Meeting was not held, or the calculated age of this student as of the Date of Initial Eligibility Meeting was >=3, indicate the reason.

- **Date IEP was Implemented**
  - The date the services on the IEP began. If the student enrolls after the start date for services on the IEP, record the Date of Enrollment. In cases where the student is not eligible or parents refuse consent for services this field must be zero-filled.

- **Reason for Delay in IEP Implementation**
  - If the IEP was not implemented, or the calculated age of this student as of the Date the IEP was implemented was >3, indicate the reason.
Path 3: Referred for an Initial Evaluation for Part B Services

- “Percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation”.

- Students referred for a Part B Initial Evaluation who were NOT receiving Part C services immediately prior to this referral should be reported in Path 3.

- Report only INITIAL Part B Referrals, no annuals or triennials.
Path 3: Referred for an Initial Evaluation for Part B Services

- If the referral was during this reporting period, but the IEP will be implemented in the next reporting period, please report these children in the reporting period in which the IEP is implemented.

  - If an IEP will never be implemented due to ineligibility or moving out of district, etc. please report in the reporting period in which the Initial Eligibility Meeting took place.
Data Fields Collected in Path 3:

- **Date of Parental Consent to Evaluate**
  - The date the Parental Consent to Evaluate form was received by the Administrative Unit/State Operated Program for Part B evaluation(s), even if the parental consent form was signed during the previous reporting period. If date received by the Administrative Unit/State Operated Program is unavailable, please use the date signed.

- **Date Evaluation Completed**
  - The date that the initial evaluation was completed. An evaluation is complete when there is nothing else to be done in the evaluation including recording of results and analysis of assessment data and completion of the evaluation report.

- **Reason for Delay in Completing the Evaluation**
  - If an evaluation is not completed or if the number of days from the Date the Parental Consent is received to the Date the Evaluation is Completed is > 60 calendar days, indicate the reason.

- **Date of Initial Eligibility Meeting**
  - The date of the Initial Eligibility Meeting.
Data Fields Collected in Path 3:

- **Date Initial IEP was Finalized**
  - The date the initial IEP was finalized. In cases where the student is not eligible this field must be zero-filled.

- **Reason for Delay in Finalizing the Initial IEP**
  - If the number of days from the Date the Parental Consent is received to the Date the Initial IEP is finalized is > 90 calendar days, indicate the reason.

- **Date IEP was Implemented**
  - The date the services on the IEP began. If the student enrolls after the start date for services on the IEP, record the Date of Enrollment. In cases where the student is not eligible or parents refuse consent for services this field must be zero-filled.

- **Reason the IEP was Never Implemented**
  - If the IEP was never implemented, indicate the reason why.
The 3 Paths: When to Report....

- Path 1 events: report in the reporting period in which the evaluation is completed.

- Path 2 events: report in the reporting period in which the IEP was implemented or the process stopped because it will never be implemented.

- Path 3 events: report in the reporting period in which the IEP was implemented or the process stopped because it will never be implemented.

- Remember to report all students who were evaluated, even if they were found not eligible. Check your data extracts to make sure students found not eligible are being reported too!
Eligibility and Services:

This is where you tell us the outcome of a student’s referral.

- **01** – Early Intervening Services Only – Use this code for students who received (K-12) Early Intervening Services only during reporting period.

- **02** – Part C Eligibility and/or Special Education Eligibility – Use this code for students for whom a Part C evaluation was completed and the student was determined eligible; or a Part B Evaluation was completed and the student was determined eligible for services. Also use this code for students who began receiving Part B Services prior to July 1 of the current reporting period. If student received (K - 12) Early Intervening Services prior to the evaluation use code 03.

- **03** – Early Intervening Services AND Special Education Eligibility – Use this code for students who received (K-12) Early Intervening Services during a portion of the reporting period and were then determined eligible for Special Education Services.

- **04** – Not Eligible for Part C or Special Education - Use this code only for students who had a Part C or Part B Evaluation completed during the current reporting period, and were determined not eligible for services.

- **05** – Early Intervening Services AND Special Education Ineligibility - Use this code for students who received (K-12) Early Intervening Services during a portion of the reporting period and were then evaluated for and determined not eligible for Special Education Services whether or not the Early Intervening Services continued.
Other Data Fields Collected Outside the Paths:

- AU/SOP Code
- LASID
- SASID
- Ethnicity and Race
- ELL Status
- Gender
- Birth Date
- Grade Level
- School Code
- Eligible Facility/Detention Center Code
- Last Name
- First Name
- Middle Name
- District of Residence
- District/State of Attendance
- Special Education/Part C Referral
- Eligibility and Services
- Primary Disability
- Hours of SPED Services per Week on IEP
- Total School Hours per Week
- Extended School Year Services
- Date of Exit from SPED
- Basis of Exit from SPED
- Parent & Student Contact Information
Primary and Student Contact Fields

- The edits check to see that the following fields are filled out for Primary Adult and Student: Name, Address, City, State, Zip Code and Primary Phone.
- The contact fields seem to cause the most template issues. Data that is pasted into the template may not be in the right format, phone numbers or zip codes may have dashes. These must be cleaned up or the data will cause a Debug error.
Graduates and Dropouts...

- Work with your counterpart on Regular End of Year to make sure they are reporting the same Graduates and Dropouts on Regular EOY as you are on SPED EOY.

- Graduation rates for Indicator 1 are calculated from data that is submitted on the Regular EOY. So you want to be sure you are both reporting the exact same Graduates.

- Dropout rates for Indicator 2 are calculated from data that is submitted on the SPED EOY.
Regarding Expulsions...

- Incidences of Basis of Exit code 50-"Expulsion" will be cross referenced with the SPED Discipline collection and students reported as 04-"Expulsion-DID NOT receive educational services during expulsion”.

- A student who is expelled and is receiving special education services during expulsion is not considered to be exited for the purposes of SPED EOY Student.
Hints and Tips

- A student’s age does not necessarily dictate which Path they should be reported in; first consider where the referral came from, then what services the student is being evaluated for (C or B), and finally consider the student’s age to confirm that they are in the appropriate age range for that path.

- Students should never be reported with a Date or Basis of Exit if:
  - He/she is in Path 1 only or received only Part C Services.
  - An evaluation was never completed.
  - He/she was evaluated and found not eligible.
  - He/she was evaluated and determined eligible, but services were never initiated.
Hints and Tips

- Be sure to have all Reasons for Delay for missed timelines documented in the student’s file.

- Double check that all dates are entered and that they are correct. Please double check your dates if any timelines were missed to be sure the correct date has been entered.

- If a Vendor pulls the data for you into a report to submit to the CDE please spot check the dates to make sure the correct dates were pulled into the appropriate fields.

- Double check with your CCB to ensure you have reported all the students you should be reporting.

- Work with your data manager (or the collection respondent for your AU) to ensure that all students who should be reported are reported.
Before requesting an exception, please double check that your data accurately reflects the circumstances of the student being reported.

If your data is determined to be accurate, refer to the “Exception Request Instructions” document posted on ADE for specific exception request instructions.

REMINDER: When requesting an exception please provide only the student’s SASID along with all relevant information pertinent to the type of exception you are requesting. Please do not include both SASIDs and names in exceptions requests.

To request an exception please send an email to Heitman_L@cde.state.co.us, Bolger_O@cde.state.co.us, Baca_K@cde.state.co.us, Gleason_K@cde.state.co.us referencing what type of an exception you are requesting in addition to providing the requested information as outlined in the next few slides.
Types of Exceptions

- **Grade to Age**: Sasid only (no name); Grade Level student is reported in (three-digit grade level code as identified in the Data Elements and Definitions); Written explanation of why the student is not in an age appropriate grade; such as, grade level is reflective of credits earned, or, student detained in grade 6 in 2007-2008.

  - **Insufficient example**: sasid 1234567890 – verified birth date and grade is SIS system, grade level is accurate.
  - **Good example**: sasid 1234567890 - grade 100, DOB 10/10/1995, Specific Learning Disability, student has been in and out of facilities, grade level is reflective of credits earned.

- **“Programs” with no school code**: Sasid only (no name); The name of the program the student is attending; District of Residence; District of Attendance (location of the program); Type of program.

  - **Insufficient example**: sasid 1234567890 – this student is in a program with no school code.
  - **Good example**: sasid 1234567890 - district of attendance 1234, district of resident 4321, ABC Program, the program provides students with educational instruction and related services specifically designed to address significant cognitive needs.
Types of Exceptions

- **Student reported in error on December Count:** Sasid only (no name); Date of Exit; Basis of Exit (the two-digit code as identified in the Data Elements and Definitions); Reason the student was reported in error on the previous December Count.

  If you are requesting this type of exception, you will not report the sasid on your current EOY file because the student did not attend in the current school year.

  - **Insufficient example:** sasid 1234567890 – student reported in error on December Count.
  - **Good example:** sasid 1234567890 - Student exited 5-25-2012 with Basis of Exit 90. This exit was not reported to us timely and was incorrectly reported on the last December Count.

- **Student reported in error on previous End of Year:** Sasid only (no name); Date of Exit; Basis of Exit (the two-digit code as identified in the Data Elements and Definitions); Reason the student was reported in error on the previous SPED EOY.

  If you are requesting this type of exception, you will not report the sasid on your current EOY file because the student did not attend in the current school year.

  - **Insufficient example:** sasid 1234567890 – student reported in error on last EOY.
  - **Good example:** sasid 1234567890 - Student exited 5-25-2012 with Basis of Exit 90. This exit was not reported to us timely and was missed on the last EOY.
Types of Exceptions

- **Primary Disability of “11-Preschooler with a Disability/Child with a developmental delay” or “12- Infant/Toddler with a Disability” and outside acceptable age range**: Sasid only (no name); Birth Date; What is the Special Education/Part C Referral code being reported; Dates being reported in the applicable path(s); Please provide an explanation of why the student’s disability has not been updated.

  This error usually occurs for students who turn 3 after December 1\(^{st}\) and their IEP is implemented shortly before their third birthday.

  - **Insufficient example**: sasid 1234567890 – student was nearly 3 when services began.
  - **Good example**: sasid 1234567890 - DOB 3/1/2010; Path 2 – Date of Parental Consent 12/28/2012, Date Evaluation Completed 1/12/2013, Date of Initial Eligibility Meeting 1/19/2013, IEP implemented on 2/27/2013.

- **Dropout Prior to Age 17**: Sasid only (no name); Birth Date; Date of Exit; Explanation as to how and why the student is a dropout prior to turning 17, where attempts made to keep the student in school?

  - **Insufficient example**: sasid 1234567890 – student is a dropout.
  - **Good example**: sasid 1234567890 - DOB 3/1/1996; Date of Exit 2/22/2013; student has not attended in 3 weeks, truancy officer visited home and spoke to parents, but student has not returned to school.
Types of Exceptions

Students being Served while in County Jail you will report with a zero-filled School Code field and a zero-filled Eligible Facility/Detention code field and we will process as a Program Exception.

Please include the following information in your County Jail Program Exceptions:

- Sasid
- The name of the jail
- District of residence and district of attendance
- The total number of days in jail
- The total number of days they received sped services while in jail
Warnings

- Warnings are for your information to assist with data verification. You are allowed to approve your data with existing warnings.

- Please review ALL of your warnings to verify that your data are reported accurately. Warnings can help you find reporting errors in your data.
Types of Warnings

- Calculated age is outside the expected range for grade level. Please verify that the grade and birth date is correct.
  - Records where the student’s age is one year above or below the expected age range for a grade will generate a warning.

- No students were reported in Path 1 (Part C Evaluation) for your administrative unit. Please verify that this is correct. Part C data is collected for ECEA funding reimbursement for evaluations completed. The records listed for this warning may be ignored as no Path 1 records were reported by your AU.
  - This warning indicates no Part C evaluations were reported.
The following 2.5-3 year olds do not have a Date Referred from Part C to Part B [Path 2]. Please verify that this is correct.

- Once you have verified your students are reported in the correct path you may disregard the warning.

No students were reported in Path 2 (Part C to Part B Transition – Indicator 12) for your administrative unit. Please verify that this is correct. The records listed for this error may be ignored as no Path 2 records were reported by your AU.

- It is unusual for an AU to have no students reported in Path 2, so if you receive this warning please check with your CCB to see which students transitioned from C to B in the school year.
Types of Warnings

- The following students were 3.5 or older when their Path 2 IEP was implemented. Please verify they are reported in the correct Path. Only students who were receiving Part C services immediately prior to their Part B evaluation should be reported in Path 2.
  - This warning brings to your attention records that might have been inadvertently reported in the wrong Path.

- Child was 3 years old when they were referred to the Part C System. Please verify this record is reported in the right Path. Only students who were receiving Part C services immediately prior to their Part B evaluation should be reported in Path 2.
  - This warning brings to your attention records that might have been inadvertently reported in the wrong Path.
The following students had a Reason for Delay in Completing the Evaluation [Path 3] Code of 43 (Time extended for Specific Learning Disability identification). Please verify that these students have not been identified with a disability of 04 – SLD.

- This warning lists students who were reported with a Delay of 43-Time extended for Specific Learning Disability identification, but they have NOT been reported with a Primary Disability of 04- SLD.

No students were reported in Path 3 (Part B Services – Indicator 11) for your administrative unit. Please verify that this is correct. The records listed for this error may be ignored as no Path 3 records were reported by your AU.

- It is unusual for an AU to have no students reported in Path 3, so if you receive this warning please check your data to be sure you are reporting all initial Part B evaluations.
The following Path 3 students were reported with 0 days between Parental Consent and Evaluation, please verify the dates reported. Only Initial Evaluations should be reported, no annuals or triennials should be reported on SPED EOY.

- Please verify the dates reported for these school age children who experienced 0 days between Consent and Evaluation. Note that only Initial Evaluations should be reported on SPED EOY.

These students were reported on the previous EOY as exiting due to 01-Reached Maximum Age for Services, 02-Death, 90-Graduated or 92-Completed (non-diploma certificate); please verify attendance.

- Please verify attendance records for these students who were reported last year as graduating, completing or dying in the previous school year.
Types of Warnings

- These students were reported on the most recent December Count with a different Disability or Federal Race/Ethnicity Reporting Category or ELL Status, please verify the data reported. If your data is reported accurately you may disregard this warning.
  - Please verify the Disability, Race/Ethnicity and ELL Status for these students as it differs from what was reported on December Count.

- Possible Duplicate, this student is also reported as in attendance (not exited) at another AU/SOP. Please verify your records for this student. If your data is reported accurately you may disregard this warning.
  - This warning lists your possible duplicates based upon all the data currently in the ADE system at this moment. This list might be ever changing as it is dependent upon not only your data, but data other AUs are submitting. This is not an official duplicate list, it is a sneak peak at records that may be duplicates with another AU. Please verify your records and only change your data if you find your data had previously been reported inaccurately.
No later than September 6, 2013 you must have passed all edits and downloaded your “DRAFT” reports for review.

You have until September 13, 2013 to verify the accuracy of your data and make any corrections to your file.

You will need to “Approve” your data by September 13, 2013 to electronically verify the data submitted are valid and reliable. You will also submit the signed Data Validity Certification Report via email or fax.

Beginning September 16, 2013 CDE will run the Duplicate Process and will contact AU’s regarding potential duplication of students.

Once the Duplicate Process is complete CDE will notify you to login to ADE to approve your file and download your “FINAL” reports.
Reports that must be signed and faxed to CDE by October 9, 2013 at 3:00pm:

- Number of Students Reported by Age Group, Type of Service and Disability
- Number of Students Reported by Age Group and Type of Referral
- Number of StudentsExited by Disability and Discrete Age
- Number of Children Referred for Part C Evaluations
- Number of Children Referred from Part C to Part B
- Number of Students with Initial Part B Evaluations
- Year to Year Comparison of Number of Students Reported by Type of Referral
- Year to Year Comparison of Number of Students Exited
- Listing of Students Reported in Error on the Previous December Count
- Data Validity Certification

ALL of these reports are due October 9, 2013 at 3:00pm to receive the Indicator 20 point for Timeliness. Partial submissions will not be considered timely.
# Colorado Department of Education
## Number of Students Reported
### By Age Group, Type of Service, and Disability
#### 2010-2011 Special Education End-Of-Year

**Administrative Unit: Sample Admin Unit**

<table>
<thead>
<tr>
<th>BIRTH THRU</th>
<th>AGES 3</th>
<th>AGES 4</th>
<th>AGES 5</th>
<th>AGES 6</th>
<th>AGES 7-11</th>
<th>AGES 12-14</th>
<th>AGES 15-18</th>
<th>TOTAL THRU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

**STUDENTS NOT EVALUATED FOR SPECIAL EDUCATION**

|            | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |

**STUDENTS EVALUATED, FOUND NOT ELIGIBLE FOR SPECIAL EDUCATION, NO EIS SERVICES PROVIDED**

|            | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |

**EARLY INTERVENING SERVICES ONLY**

|            | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |

**STUDENTS EVALUATED, FOUND NOT ELIGIBLE FOR SPECIAL EDUCATION, EIS SERVICES PROVIDED**

|            | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |

**SPECIAL EDUCATION SERVICES ONLY**

| 01 - Significant Limited Intellectual Capacity | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 02 - Emotional Disability                   | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 03 - Specific Learning Disability           | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 05 - Hearing Disability                     | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 07 - Physical Disability                    | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 13 - Autism                                | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 14 - Traumatic Brain Injury                 | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 08 - Speech or Language Impairment          | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 10 - Multiple Disability                    | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 11 - Preschooler with a Disability          | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |
| 12 - Infant/Toddler with a Disability       | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |

**TOTAL SPECIAL EDUCATION SERVICES ONLY**

|            | 0      | 0      | 0      | 0      | 0         | 0         | 0         | 0          |

**BOTH EIS AND SPECIAL EDUCATION SERVICES**

No students were reported with disabilities under this category.

I certify that the students reported represent an accurate account of all students who were referred, evaluated or were in attendance at my administrative unit or state operated program during the current reporting period, July 1, 2010–June 30, 2011.

---

**Sample Signature**

Special Education Director Signature: ____________________________

Date: 10/12/2011
## Administrative Unit: 4444 Sample Admin Unit

<table>
<thead>
<tr>
<th></th>
<th>BIRTH THRU 2</th>
<th>AGE 3</th>
<th>AGE 4</th>
<th>AGE 5</th>
<th>AGES 3 THRU 5</th>
<th>THRU 6</th>
<th>THRU 7</th>
<th>THRU 8</th>
<th>THRU 9</th>
<th>THRU 10</th>
<th>THRU 11</th>
<th>THRU 12</th>
<th>THRU 13</th>
<th>THRU 14</th>
<th>THRU 15</th>
<th>THRU 16</th>
<th>THRU 17</th>
<th>THRU 18</th>
<th>TOTAL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part C Evaluation - Path 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Part C to Part B Transition - Path 2</td>
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<tr>
<td>Part B Services - Path 3</td>
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<tr>
<td>Part C Evaluation &amp; Part C to B Transition - Paths 1 and 2</td>
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<tr>
<td>Part C and Part B Evaluation - Paths 1 and 3</td>
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<td>No Initial Referral During Current Reporting Period</td>
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<tr>
<td>Part C to B Transition and Part B Evaluation - Paths 2 &amp; 3</td>
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<tr>
<td>Total Students - All Referral Types</td>
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</tr>
</tbody>
</table>

I certify that the students reported represent an accurate account of all students who were in attendance at my administrative unit or state operated program during the current reporting period, July 1, 2010 - June 30, 2011.

Sample Signature

Special Education Director Signature

Date: 10/12/2011
For final report submission, be sure to provide explanations for any rows that are Flagged for significant changes from the previous year. Both A and B flags need to be explained.
<table>
<thead>
<tr>
<th>Disability</th>
<th>Total</th>
<th>GED Regular</th>
<th>GED Non-Regular</th>
<th>Other</th>
<th>Dist</th>
<th>Non-Dist</th>
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<tbody>
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</tr>
</tbody>
</table>
For final report submission, be sure to provide explanations for any rows that are Flagged for significant changes from the previous year. Both A and B flags need to be explained.
There is one Detail Listing to go with this report that lists the students considered to have NOT met the 45 day timeline.
There are four Detail Listings to go with this report.

Number of Students with Initial Part B Evaluation During the Current Reporting Period; and
Number of Students with a Delay in Initial Evaluation Completion by Age Group
2010-2011 Special Education End-Of-Year Student

Administrative Unit: #### Sample Admin Unit

<table>
<thead>
<tr>
<th></th>
<th>THROUGH 2</th>
<th>AGE 3</th>
<th>AGE 4</th>
<th>AGE 5</th>
<th>THROUGH 5</th>
<th>THROUGH 6</th>
<th>AGE 12</th>
<th>AGE 15</th>
<th>AGE 18</th>
<th>TOTAL</th>
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</thead>
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<tr>
<td></td>
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<tr>
<td>STUDENTS REPORTED IN PATH 3:</td>
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<tr>
<td>Number of students referred for an Initial Part B Evaluation [Path 3] during reporting period:</td>
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<tr>
<td>STUDENTS REPORTED IN PATH 2:</td>
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<tr>
<td>Number of students referred for an Evaluation for Part C to Part B Transition [Path 2] during reporting period:</td>
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</tr>
<tr>
<td>Number of students considered to have MET the timeline [Path 2 + Path 3]:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of students considered to have NOT MET the timeline [Path 2 + Path 3]:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Met Timeline:** 100.0%

State Target: 100.0%

I certify that the students reported represent an accurate account of all students who had an Initial Evaluation during the current reporting period, July 1, 2010 - June 30, 2011 and these data are valid and reliable (Part B SPP Indicator 20). I understand that these data will be used to calculate initial evaluation timelines (Part B SPP Compliance Indicator 11) for my administrative unit or state operated program.

Sample Signature

Special Education Director Signature

Date: 10/12/2011
Indicator 11 Detail Listings

- **Listing of Students Who Did Not Meet the SPP Indicator 11 Timeline**
  - This report lists the students who account for your percentage being less than 100%.

- **Listing of Students Who Did Not Have Their Evaluation Completed Within 60 Days**
  - This report lists all students whose evaluation was not completed within 60 days regardless of the reason and if it was an allowable reason. This report is informational only.

- **Listing of School Age Students Whose Evaluation Was Completed Within 5 Days of Parental Consent to Evaluate**
  - This report is a good tool to use in reviewing your data to be sure the right dates are reported in your data. This report is informational only.

- **Listing of Students in Path 3 Whose IEP Was Not Finalized Within 90 Days**
  - This report lists all students whose IEP was not finalized within 90 days regardless of the reason. This report is informational only.
There are two Detail Listings to go with this report.

Number of children referred from Part C to Part B for Eligibility Determination; and
Number of children who have an IEP developed and implemented by their 3rd Birthday
2012-2013 Special Education End-Of-Year Student

Administrative Unit: #### Sample Admin Unit

A. Number of children who have been served in Part C and referred to Part B for eligibility determination: 0
B. Number of those referred determined to be NOT eligible prior to their third birthdays: 0
C. Number of those found eligible who have an IEP developed and implemented by their third birthdays: 0
D. Number of children whose parent refusal to provide consent caused delays in evaluation or Initial services: 0
E. Number of children who were determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays: 0

**Met Timeline: 100.0%**

State Target: 100.0%

I certify that the children reported represent an accurate account of all children who were referred from Part C to Part B for eligibility determination and that these data are valid and reliable (Part B SPP Indicator 20). I understand that these data will be used to calculate Part C to Part B transition timelines (Part B SPP Compliance Indicator 12) for my administrative unit or state operated program.

__________________________________________
Special Education Director Signature

______________________________
Date

**Met Timeline = [C / (A – B – D – E)] x 100. If your Administrative Unit is at 100% compliance, (B + C + D + E) will equal A. If your Administrative Unit is not at 100% compliance, please see the Indicator 12 Detail Report for a listing of the students reported as not having met the SPP Indicator 12 Timeline.**

DRAFT
Due to a measurement table change regarding section E of Indicator 12, a new date field was added this year:

- Date Child is Found Eligible for Part C Services

Reporting requirements in the measurement table for Indicator 12 Section E were revised from:

- “# of children who were referred to Part C less than 90 days before their third birthdays”, to now reflect

- “# of children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays”
Indicator 12 Detail Listings

- Listing of Students Who Did Not Meet the SPP Indicator 12 Timeline
  - This report lists the students who account for your percentage being less than 100%.

- Listing of Children Referred from Part C to B Whose Part B IEP Was Not Implemented by Their 3rd Birthday
  - This report lists all students whose IEP was not implemented by the 3rd birthday regardless of the reason and if it was an allowable reason. This report is informational only.
Below is a listing of students who are reported as exiting your AU between July 1 and November 30 of the current reporting period AND were reported in attendance in your AU on the most recent December Count.

No Students to report

I certify that the students reported represent an accurate account of all students who exited my administrative unit or state operated program prior to the December 1 Count, and were reported in error. These data are valid and reliable (Part S SPP Indicator 20).

Sample Signature

Special Education Director Signature

10/12/2011

Date
Administrative Unit: #### Sample Admin Unit

1) Number of Students Reported by Age Group, Type of Service and Disability
2) Number of Students Reported by Age Group and Type of Referral
3) Number of StudentsExited by Disability and Discrete Age
4) Number of Children Referred for Part C Evaluation(s), and Number of Evaluations Completed by the Administrative Unit
5) Part B SPP Compliance Indicator 11 Number of Students with Initial Part B Evaluation During the Current Reporting Period; and Number of Students with a Delay in Initial Evaluation Completion by Age Group
6) Part B SPP Compliance Indicator 12 Number of Children Referred from Part C to Part B for Eligibility Determination; and Number of Children who have an IEP Developed and Implemented by 3rd Birthday
7) Year to Year Comparison Report of Number of Students Exited
8) Year to Year Comparison Report of Students Reported by Type of Referral
9) Listing of Students Reported in Error on the Previous December Count

I certify that I have reviewed the reports listed above. By signing below I verify that the data are valid and reliable representing an accurate account of all students who were in attendance at my administrative unit or state operated program during the current reporting period, July 1, 2010 – June 30, 2011.

Sample Signature 10/12/2011
Special Education Director Signature Date
<table>
<thead>
<tr>
<th>Admin Unit: ###### Sample Admin Unit</th>
</tr>
</thead>
</table>

**Exceptional Student Leadership Unit**  
**Average Percent of Time in Special Education By Age Group and Disability**  
**2010-2011 Special Education End-Of-Year Student**

<table>
<thead>
<tr>
<th></th>
<th>BIRTH</th>
<th>THRU 2</th>
<th>AGE 3</th>
<th>AGE 4</th>
<th>AGE 5</th>
<th>THRU 5</th>
<th>AGE 6</th>
<th>AGE 7</th>
<th>AGE 8</th>
<th>AGE 9</th>
<th>AGE 10</th>
<th>AGE 11</th>
<th>AGE 12</th>
<th>AGE 13</th>
<th>AGE 14</th>
<th>ALL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Significant Limited Intellectual Capacity</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>17.99</td>
<td>17.99</td>
<td>42.25</td>
<td>40.23</td>
<td>52.31</td>
<td>39.42</td>
<td>44.58</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 - Emotional Disability</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>27.50</td>
<td>27.50</td>
<td>38.79</td>
<td>20.79</td>
<td>26.57</td>
<td>22.07</td>
<td>30.34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 - Specific Learning Disability</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8.60</td>
<td>8.60</td>
<td>13.40</td>
<td>13.48</td>
<td>21.30</td>
<td>16.06</td>
<td>15.24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 - Hearing Disability</td>
<td>58.78</td>
<td>0.00</td>
<td>28.91</td>
<td>0.00</td>
<td>58.91</td>
<td>11.17</td>
<td>1.90</td>
<td>51.14</td>
<td>1.38</td>
<td>20.92</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 - Visual Disability</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15.56</td>
<td>0.00</td>
<td>19.30</td>
<td>0.00</td>
<td>18.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 - Physical Disability</td>
<td>12.73</td>
<td>51.02</td>
<td>13.09</td>
<td>27.33</td>
<td>26.37</td>
<td>17.90</td>
<td>24.28</td>
<td>32.29</td>
<td>13.79</td>
<td>22.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 - Autism</td>
<td>27.59</td>
<td>0.00</td>
<td>0.00</td>
<td>19.40</td>
<td>19.40</td>
<td>54.15</td>
<td>94.29</td>
<td>0.00</td>
<td>94.29</td>
<td>54.23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 - Traumatic Brain Injury</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4.44</td>
<td>27.86</td>
<td>34.57</td>
<td>22.76</td>
<td>26.71</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 - Speech or Language Impairment</td>
<td>10.43</td>
<td>11.82</td>
<td>16.05</td>
<td>15.13</td>
<td>14.99</td>
<td>9.77</td>
<td>13.81</td>
<td>5.62</td>
<td>5.17</td>
<td>11.23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 - Multiple Disability</td>
<td>0.00</td>
<td>24.49</td>
<td>52.00</td>
<td>0.00</td>
<td>42.16</td>
<td>56.42</td>
<td>59.87</td>
<td>81.89</td>
<td>82.00</td>
<td>67.61</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 - Preschooler with a Disability</td>
<td>21.53</td>
<td>24.30</td>
<td>35.34</td>
<td>11.24</td>
<td>24.41</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>24.17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Average Percent of Time in Special Education is calculated by:

- Totaling the sped hours for a group of students and dividing by the totaled school hours for that same group of students.
- The All Students column is not a sum of the individual age columns, it is a calculation for all students with a particular disability: sped hours totaled divided by total school hours totaled.
- An example of the calculation is as follows:

<table>
<thead>
<tr>
<th>Student</th>
<th>Hrs of Sped Services Per Week</th>
<th>Total School Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0500</td>
<td>4000</td>
</tr>
<tr>
<td>2</td>
<td>2000</td>
<td>4000</td>
</tr>
<tr>
<td>3</td>
<td>1000</td>
<td>4000</td>
</tr>
<tr>
<td>4</td>
<td>1500</td>
<td>4000</td>
</tr>
<tr>
<td>5</td>
<td>1000</td>
<td>4000</td>
</tr>
<tr>
<td>Sum Total</td>
<td>6000</td>
<td>20000</td>
</tr>
</tbody>
</table>

Percent of Time in Sped: \( \frac{6000}{20000} = 30.00\% \)
Admin Unit: ### Sample Admin Unit

<table>
<thead>
<tr>
<th>BIRTH</th>
<th>THRU2</th>
<th>AGE3</th>
<th>AGE4</th>
<th>AGE5</th>
<th>AGES3</th>
<th>AGES6</th>
<th>AGES12</th>
<th>AGES15</th>
<th>AGES18</th>
<th>THRU21</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Students Receiving ESY

|                | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|----------------|---|---|---|---|---|---|---|---|---|---|---|---|

Colorado Department of Education

2010-2011 Special Education End-Of-Year Student
Below is a detail listing of children who are reported as a Preschooler with a Disability (11) and will be six or older on December 1st of the next reporting period.

<table>
<thead>
<tr>
<th>SASID</th>
<th>LASID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>BIRTH</th>
<th>DECEMBER 1 CODE</th>
<th>FACILITY</th>
<th>DISTRICT</th>
<th>PRIMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>Jane</td>
<td>NN</td>
<td>10/03/2005</td>
<td>6</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
</tr>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>Jackie</td>
<td>NN</td>
<td>06/02/2005</td>
<td>6</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
</tr>
</tbody>
</table>

Below is a detail listing of children who are reported as a Infants/Toddlers with a Disability (12) and will be three or older on December 1st of the next reporting period.

<table>
<thead>
<tr>
<th>SASID</th>
<th>LASID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>BIRTH</th>
<th>DECEMBER 1 CODE</th>
<th>FACILITY</th>
<th>DISTRICT</th>
<th>PRIMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>John</td>
<td>NN</td>
<td>09/12/2008</td>
<td>3</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
</tr>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>Joe</td>
<td>NN</td>
<td>08/17/2008</td>
<td>3</td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
</tr>
</tbody>
</table>
Below is a list of students reported as exited with a Basis of Exit of 90 Graduated with Regular diploma. Please share this information with your District counterpart who is reporting Regular End of Year Student data.

<table>
<thead>
<tr>
<th>SASID</th>
<th>LASID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>BIRTH</th>
<th>EXIT</th>
<th>EXIT</th>
<th>DISTRICT_CODE</th>
<th>SCHOOL_CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>Jane</td>
<td>NNN</td>
<td>07/14/1993</td>
<td>04/14/2011</td>
<td>90</td>
<td>0000</td>
<td>0000</td>
</tr>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>John</td>
<td>NNN</td>
<td>06/11/1992</td>
<td>05/21/2011</td>
<td>90</td>
<td>0000</td>
<td>0000</td>
</tr>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>Jackie</td>
<td>NNN</td>
<td>06/03/1992</td>
<td>05/21/2011</td>
<td>90</td>
<td>0000</td>
<td>0000</td>
</tr>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>Joe</td>
<td>NNN</td>
<td>05/03/1993</td>
<td>05/21/2011</td>
<td>90</td>
<td>0000</td>
<td>0000</td>
</tr>
<tr>
<td>1234567890</td>
<td>1234567890</td>
<td>Doe</td>
<td>Justin</td>
<td>NNN</td>
<td>10/21/1992</td>
<td>05/21/2011</td>
<td>90</td>
<td>0000</td>
<td>0000</td>
</tr>
</tbody>
</table>
2013-2014 SPED EOY Anticipated Changes:

- New: Eligibility and Service fields in each path
  - Eligibility and Services Path 1
  - Eligibility and Services Path 2
  - Eligibility and Services Path 3

- New: Program code for students attending programs. (exception requests will not be needed for these students!)

- New: Date of Entry to Special Education
Technical Assistance

- **Available Monday through Friday**
  - Please let us know if you anticipate needing help outside of normal business hours and we will make every effort to accommodate your needs.

- **Submit Early and Submit Often**

- **Email Preference**
  - Include Administrative Unit Number

  - Provide the Specific Topic of Your Email
    (e.g. AUxxxxx – EOY Basis of Exit)

- Include [Heitman_L@cde.state.co.us](mailto:Heitman_L@cde.state.co.us), [Bolger_O@cde.state.co.us](mailto:Bolger_O@cde.state.co.us), [Baca_K@cde.state.co.us](mailto:Baca_K@cde.state.co.us) and [Gleason_K@cde.state.co.us](mailto:Gleason_K@cde.state.co.us) as recipients of your emails.
This presentation will be available online at:
https://cdeapps.cde.state.co.us/doc_toc.htm#spedeoy

<table>
<thead>
<tr>
<th>Document</th>
<th>Original Post Date</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education EOY Student Data Elements &amp; Definitions (2010-2011)</td>
<td>Oct 19, 2010</td>
<td>Apr 1, 2011</td>
</tr>
<tr>
<td>Special Education EOY Student Data Elements &amp; Definitions (2011-2012)</td>
<td>Apr 1, 2011</td>
<td>Feb 1, 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Templates</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education EOY - Template - Up to 5000 Records (2011-2012)</td>
<td>Apr 8, 2011</td>
<td>Apr 13, 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code Tables and Information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education EOY Student Administrative Unit &amp; District Codes</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Public School Codes</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Non-Public School Codes</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Head Start/Public Agency Codes</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Facility/Detention Center Codes</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Code Tables</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Respondent Form</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Sampling Plan</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student IEP Fast Facts</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student IEP Questions and Answers</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Coding Scenarios</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Training Presentation</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Indicator 11 and 12 Webinar Training</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Timeline</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Exception Request</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY West Path to Report to Flow Chart</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
<tr>
<td>Special Education EOY Student Grade Level Codes and Edits</td>
<td>Apr 15, 2010</td>
<td>Mar 19, 2012</td>
</tr>
</tbody>
</table>
Questions or Concerns?

Thank you for joining us today!!

Lindsey Heitman  
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201 East Colfax Avenue, # 507  
Denver, CO 80203  
Phone: (303) 866-5759  
heitman_l@cde.state.co.us

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Kathy Baca  
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gleason_k@cde.state.co.us