



FY 2010

Special Education Leadership

Student Record Overview

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OVERVIEW OF STUDENT RECORD

- ❑ Student Record provides a year-end, cumulative record of student program participation and various activities for the fiscal year.
- ❑ Student Record provides data used in the AYP determination process, state report card, federal reporting, program audits and evaluations, and open records requests.

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OVERVIEW OF STUDENT RECORD

Comprised of Nine (9) Record Types

- ▶ System
- ▶ School
- ▶ **Student**
- ▶ Course
- ▶ **Discipline**
- ▶ **Enrollment**
- ▶ **Special Education**
- ▶ **Program**
- ▶ Address

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STUDENT LAYOUT

- ❑ The student layout collect demographic data and program participation data

- ❑ Examples of data collected on the student level include the following:
 - GTID
 - Student ID,
 - Primary Area
 - Race
 - Ethnicity
 - Gender
 - ELL Status
 - Program Participation (i.e. migrant, Title I, etc)

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STUDENT LAYOUT

□ Primary Area Comparisons

- Compares field to data reported by other schools in the current and prior school years
- Compare field to data reported in the special education level layout

□ Student ID Comparisons

- Compares data to FTE and generates error whenever a student was reported for Special Education funding, but student is not reported with a primary area in Student Record.

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ENROLLMENT LAYOUT

- An enrollment record is required for any student that reported 2 or more funded segments in FTE 1 or 3.
- The enrollment record determines whether or not a student is considered active or withdrawn.

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ENROLLMENT LAYOUT

- In the absence of an enrollment record, a student is considered active for purposes of processing and error correction.
- An enrollment record is required if a special education event is reported.

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SPECIAL EDUCATION LAYOUT

❑ Business Rules and Reminders

- A special education record must have an event code and an event date. (E594, E596)
- A student level record must exist if a special education record is reported. (E887).
- The Event Date cannot be a projected date. It must be on or before the current date. (E599)

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SPECIAL EDUCATION LAYOUT

□ Business Rules and Reminders

- Special Education Records are reported for both active and withdrawn students.
- If the primary area of exceptionality is not blank, a special education record is expected, regardless of status.
- If a student reported a primary area last school year, and did not exit, then a primary area is expected this year.

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SPECIAL EDUCATION LAYOUT

□ Business Rules and Reminders

- If Special Education events are reported for events 06 thru 10, the student must have a primary area of exceptionality unless the event dates for events 09 or 10 are from a prior school year. (E589)
- If a Special Education student withdraws and also reports a Special Education Exit event 09 or 10, the withdrawal date must be on or after the event date reported for exit event 09 or 10. (E578)

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SPECIAL EDUCATION LAYOUT

□ Business Rules and Reminders

- Student Present at Conference must be flagged for special education students in grades 9-12 or age 14 or older when reporting an event for the Initial IEP Meeting (05) and the IEP Annual Review (07).
- Parent Present at Conference must equal ‘Y’ or ‘N’ for Initial IEP Meeting (05) and IEP Annual Review (07).

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SPECIAL EDUCATION LAYOUT

□ Business Rules and Reminders

- If there is an event for Parent Consent to Evaluation (02), then there must be valid events for Initial Evaluation (03) and Initial Eligibility Determination (04), unless the date for Parent Consent to Evaluation (02) is less than 30 days prior to the end of the school year. (E597)

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SPECIAL EDUCATION LAYOUT

❑ Business Rules and Reminders

- Records for placement events (01-06) may not be reported multiple times and may not be overwritten.
 - EXCEPTION: If the student re-entered the program following an exit event (event 09 or 10), then placement events may be reported again.

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SPECIAL EDUCATION LAYOUT

❑ Business Rules and Reminders

– *Students Evaluated but not Eligible for Special Education Services*

- Events 01-05 may be submitted
- No primary area is reported

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SPECIAL EDUCATION LAYOUT

□ Business Rules and Reminders

– *New Special Education Students*

- A student is considered a new special education student for collection purposes if the student was not reported with a primary area of exceptionality last fiscal year, but has a primary area in the current Student Record cycle.
 - The following records are required: Initial Eligibility Determination (04), Initial IEP Meeting (05), and Initial IEP Placement (06). Relievable Error (E579)

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SPECIAL EDUCATION LAYOUT

□ Business Rules and Reminders

– Existing Special Education Students

- Special education records are required for all ***existing special education students (i.e. Primary Area of Exceptionality reported last fiscal year and in the current fiscal year).***
 - Student must have a record for the Initial IEP Meeting (05) or IEP Annual Review (07). (E088)
 - Student must have a record for the Initial Eligibility Determination (04) or the Re-Eligibility Determination (08). (E089)

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SPECIAL EDUCATION LAYOUT

□ Business Rules and Reminders

– Existing Special Education Students

- The date for the IEP Annual Review (Event Code = '07') should be greater than the date of the IEP Placement ('06') and the Initial IEP Meeting ('05'). (E598)

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Special Education Record Questions & Answers

- ❑ Can we still report special education exit dates from prior years?

Yes. If a student exited the special education program in a previous year and the event was not reported, you may report the event in SR 2010.

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Questions & Answers

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