

Dr. John D. Barge, State Superintendent of Schools

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

# FY2011 Student Record Data Collection Data File Layout-Special Education Level

## Document Revision Updates

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
09/09/2010	n/a	Annual Update
11/04/2010	GTID	Added related errors.
11/18/2010	Definitions/Acornynms	Removed from layout; refer to Data Element Details for this information
12/17/2010	GTID	Corrected Error Code Number

## Special Education Level Record Layout (G01)

Special Education-level data elements - Information maintained at each school for each student having Special Education activity. For students with a Special Education Primary Area of Exceptionality in their Student record, these records will detail specific Special Education activities. A student can have multiple records for different events within the same school and fiscal year.

					Sp	ecial Edu	acation L	evel Record Layou	tt (G01)				
Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #			
SPE001	G001	Fiscal Year	A	уууу	4	1	4	Fiscal year of record.	yyyy is complete year. <sup>2011</sup> is the value for this current <b>FISCAL YEAR</b>				
									FISCAL YEAR not valid; check to make sure that you have not transmitted a file from a previous cycle.	E010			
SPE002	G002	Period	А	х	1	5	5	Reporting period of record.	Always equal to '1'.	E021			
SPE003	G003	System Code	А	XXX	3	6	8	School System Code.	Must be an active system code in the <i>Facilities Database</i> in the range 601-799.	E040			
SPE004	G004	School     Code	А	XXXX	4	9	12	Number that identifies a school within a system.	<b>SCHOOL CODE</b> is missing or not valid for this system. Refer to the <i>Facilities Database</i> .	E050			
SPE005	G005	5 🗄 Student ID 🛛	Ν	nnnnnnn	9	13	21	Student's Social Security Number or	STUDENT ID not valid	E059			
				n				a state-approved Social Security-like	Must be 9 digit number E.G. 9999999999.	E061			
												number.	Special Education records must have a corresponding Student record in the student file.
									A <b>PRIMARY AREA OF EXCEPTIONALITY</b> is reported for the student, but no special education events have been reported in the current Student Record collection.	E5802			
									Enrollment record is required if special education records reported for student.	E036			

					Sp	ecial Edu	acation L	evel Record Layou	at (G01)	
Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
									A student level record was found for this student with a <b>PRIMARY AREA OF EXCEPTIONALITY</b> . At least one Special Education Record is required for <b>EVENT CODE</b> '05' (Initial IEP Meeting) or <b>EVENT CODE</b> '07' (IEP Annual Review).	E088
SPE006	G006	E Record Type	А	XXX	3	22	24	Identifies the record layout.	Equals 'G01' for Special Education Level Record Layout.	E825
SPE007	G007	Event Code	A	XX	2	25	26		Must be one of the following codes: '01' = Babies Can't Wait Notification '02' = Parent Consent to Evaluation '03' = Initial Evaluation '04' = Initial Eligibility Determination '05' = Initial IEP Meeting '06' = Initial IEP Placement/Transition Service Begin '07' = IEP Annual Review '08' = Re-Eligibility Determination '09' = Special Education Exit '10' = Parent Revoked Consent If Parent Consents to Evaluation ( <b>EVENT CODE</b> '02'), then records must exist for the Initial Evaluation ('03') and the Initial Eligibility Determination '04') if consent after April 15 <sup>th</sup> of the current fiscal year. If <b>EVENT CODE</b> = '06' thru '10', the student must have a <b>PRIMARY AREA OF EXCEPTIONALITY</b> reported. EXCEPTION: If the date for events '09' or 10' is from a prior school year, then no <b>PRIMARY AREA OF</b> <b>EXCEPTIONALITY</b> is reported. New placement events (01 – 06) were reported for a student, but the event dates are prior to the exit event. Students with a <b>PRIMARY AREA OF EXCEPTIONALITY</b> must report a Special Education record for <b>EVENT CODE</b> '04' (Initial Eligibility Determination) or <b>EVENT CODE</b> '04' (Initial Eligibility Determination).	E594 E597 E589 E5801 E089

					Sp	ecial Edu	acation L	evel Record Layou	at (G01)	
Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
									Student should not have more than one of each <b>EVENT</b> <b>CODE</b> reported for a school within the same school year. New special education students must report events for Initial Eligibility Determination (04), Initial IEP Meeting (05), and Initial IEP Placement (06).	E570 E579
									The number of days between events 02 and 04 is greater than 60. The number of days between events 02 and 05 is greater than 90.	W581 W582
SPE008	G008	Event Date	А	yyyymmdd	8	27	34	<u>Note:</u> A history is now maintained of events reported in	<b>EVENT DATE</b> cannot be null and must be in the yyyymmdd format.	E596
								prior year(s) per student, regardless of what district reported the	The <b>EVENT DATE</b> for the IEP Annual Review ( <b>EVENT</b> <b>CODE</b> '07') and/or the Re-Eligibility Determination ( <b>EVENT CODE</b> '08') should be greater than the date of the IEP Placement ('06') and the Initial IEP Meeting ('05').	E598
								event(s). Once events '01' through '06' are reported,	The <b>EVENT DATE</b> cannot be greater than the current date nor prior to the student's date of birth.	E599
								they will remain static. Newly uploaded events '01' through '06' will be ignored if these	<b>EVENT DATE</b> for Initial Eligibility Determination ( <b>EVENT CODE</b> '04') is over 3 years old, and no newer record has been reported for Re-Eligibility Determination ( <b>EVENT CODE</b> '08').	E583
								events have already been reported. Some edits compare currently accepted	<b>EVENT DATE</b> for Initial IEP Meeting ( <b>EVEN'T CODE</b> '05') is over 1 year old, and no newer record has been reported for IEP Annual Review ( <b>EVENT CODE</b> '07').	E584
								event records to the history records in order to properly	<b>EVENT DATE</b> for IEP Annual Review ( <b>EVENT CODE</b> '07') is over one year old and no newer IEP Annual Review record has been reported.	E585
								validate current year	EVENT DATE for Re-Eligibility Determination (EVENT	

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					Sp	oecial Edu	acation L	evel Record Layou	ut (G01)	
Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
								dates.	<ul><li>CODE '08' ) is over 3 years old, and no newer record has been reported for a Re-Eligibility Determination.</li><li>If a Special Education student withdraws and also reports a</li></ul>	E586
									Special Education Exit event (09 or 10), the <b>WITHDRAWAL DATE</b> must be after the event date reported for exit event (09 or 10).	E578
SPE009	G009	Student Present at	А	X	1	35	35		Valid values are 'Y', 'N', blank or null.	E587
		Conference							<b>STUDENT PRESENT AT CONFERENCE</b> must = 'Y' or 'N' for Initial IEP Meeting ( <b>EVENT CODE</b> '05') and for IEP Annual Review ( <b>EVENT CODE</b> '07') when student is in grade 9-12 or student's age is 16 or older.	E612
SPE010	G010	Parent Present at Conference	А	X	1	36	36		Valid values are 'Y', 'N', blank or null. Must = 'Y' or 'N' for Initial IEP Meeting ( <b>EVENT CODE</b>	E588 E601
SPE011	<mark>G011</mark>	Georgia Test Identifier (GTID)	A	xxxxxxxxx	10	37	<mark>46</mark>	The identification number assigned to each student to uniquely identify the	<ul> <li>'05') and for IEP Annual Review (EVENT CODE '07').</li> <li>GTID missing or invalid number sequence.</li> <li>The combination of STUDENT ID/GTID reported for this student does not match the data reported in the Student</li> </ul>	E048 E4301
								student throughout his/her public education years in the Georgia public school system.	Level file.	
Filler	Filler				<mark>50</mark>	<mark>47</mark>	<mark>96</mark>	Filler	No edits.	