

Georgia Department of Education

2011 Student Record Special Education Level Record

The purpose of the Special Education Record is to collect data on annual procedural events required for federal and state reporting.

Transmission Requirements: Transmission dates for Student Record 2011 are as follows:

- Required Date for Initial Upload of Special Education Data – **March 18, 2011**
- **Deadline for Signoff is Wednesday, June 15, 2011.**

Event Codes

Event codes '01' to '06' report "Initial" events. For reporting purposes, "Initial" events meet one of the following conditions.

- A. Student with first time special education placement in Georgia,
- B. Student previously served in special education in Georgia but not reported in the prior year Student Record as special education student.
- C. Student reported in the prior year Student Record as special education student, returned to general education (Event Code 09), and subsequently re-referred.
- D. Student for who parents revoked consent for special education (Event Code 10) and subsequently re-referred.

Event codes '07' and '08' report annual or triennial status.

Event code '09' is used ONLY when a student is no longer eligible for special education or has met IEP goals, is still attending school and has no special education services (returned to general education).

Event code '10' is used ONLY when parents have revoked consent for placement.

Event Code	Event Name	Event Definition
'01'	Babies Can't Wait Transition	Date of BCW transition conference held no less than 90 days prior to the student's third birthday.
'02'	Parent Consent to Evaluation	Date district receives parent permission for an initial evaluation.
'03'	Initial Evaluation	Date of initial evaluation.
'04'	Initial/First GA/Returned to General Education/Parent Revocation Eligibility Determination	Date of initial/first GA/ returned to general education/parent revocation eligibility determination.
'05'	Initial/First GA /Returned to General Education/Parent Revocation IEP Meeting	Date of initial/first GA/ returned to general education/parent revocation IEP meeting.
'06'	Initial /First GA/Returned to General Education/Parent Revocation IEP Placement	Date student first receives special education services.
'07'	IEP Annual Review	Date of most recent annual review.
'08'	Eligibility Redetermination	Date of most recent triennial eligibility redetermination.

'09'	Special Education Exit	Last date student received special education services. Reported only when a student is no longer eligible for special education services
'10'	Parental Revocation of Consent	Last date student received special education services. Reported only when parent/s have revoked consent for placement.

General Rules

A student is not required to have a primary area of exceptionality to be reported with a Special Education Record.

A student level record must exist if a special education record is reported. **(E887)**

Every event code must have a corresponding event date. **(E596)**

Event dates are reported in an YYYYMMDD format. **(E596)**

Event dates are never projected dates and must occur on or before the reporting date. **(E599)**

General Rules -Students with a PRIMARY AREA OF EXCEPTIONALITY

Event codes are reported for primary area of exceptionality.

A student level record with a PRIMARY AREA OF EXCEPTIONALITY must have at least one Special Education Record for EVENT CODE '05' (Initial IEP Meeting) or EVENT CODE '07' (IEP Annual Review). **(E088)**

If Special Education events are reported for events '06' thru '10', the student must have a primary area of exceptionality. **(E589)**

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.

Event codes '01' to '06' report "Initial" events. For reporting purposes, "Initial" events meet one of the following conditions.

- A. Student with first time special education placement in Georgia,
- B. Student previously served in special education in Georgia but not reported in the prior year Student Record as special education student.
- C. Student reported in the prior year Student Record as special education student, returned to general education (Event Code 09), and subsequently re-referred.
- D. Student for who parents revoked consent for special education (Event Code 10) and subsequently re-referred.

Initial events codes (Codes '01' -'06') refer to initial placement do not change if the student's primary area exceptionality changes.

General Rules –Events from prior school year

Edits apply to events stored for current fiscal year, including those records brought forward from last fiscal year.

General Rules –Multiple Schools

The school where the student is active, or most recently attended, is responsible for reporting the special education events. Student and enrollment data are required to correctly identify the school responsible for reporting this data.

Regular Education Students

A special education record may be submitted for regular education students, but may only contain events for the following: Babies Can't Wait Notification '01', Parent Consent to Evaluation '02', Initial Evaluation '03', Initial Eligibility Determination '04', and Initial IEP Meeting '05'.

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 after April 15th. (E597)

Event Codes	Public School Student-Evaluated Not Eligible	Public School Student-Evaluated Eligible/Not Served	Private School Student-Evaluated Not Eligible	Private School Student-Evaluated Eligible for Proportionate Share
'01' -Babies Can't Wait Transition	If applicable	If applicable	If applicable	If applicable
'02' -Parent Consent to Evaluation	X	X	X	X
'03' -Initial Evaluation	X	X	X	X
'04' -Initial Eligibility Determination	X	X	X	X
'05' -Initial IEP Meeting		X		X (To determine FAPE)
				These students may have a Service Plan

New Special Education Students

A student previous served in special education, returned to general education via ineligibility, meeting IEP goals, or parental revocation of consent and then referred a second time to special education is considered a new special education student and reported with initial event codes.

A student that was not reported with a primary area of exceptionality in the in the FY2009 Student Record, but has a primary area in FY 2010, is a *new special education student*.

- The following records are required: Initial Eligibility Determination '04', Initial IEP Meeting '05', and Initial IEP Placement '06'. Relievable Error (E579)
- The number of days between events '02' and '04' should not be greater than 60 days. (E581)
Code: IDDF (4) - 160-4-7-.04 EVALUATIONS AND REEVALUATIONS.

E581 is a relievable error for the following valid reasons:

1. Parent failed to produce the student
2. Student enrolled in another district
3. Medical Reason(s)
4. Other – Manual comment

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 after April 15th. (E597)

E597 is a relievable error for the following valid reasons:

1. Parent withdrew consent to evaluation.
2. Student withdrew from school prior to completing process.
3. Parent Consent to Evaluation occurred at the end of the school year (After April 15th).
4. Other – Manual Comment

If the number of days between events ‘02’ and ‘05’ is greater than 90, this will generate an error. (E582)
Code: IDDF (6) - 160-4-7-.06 INDIVIDUALIZED EDUCATION PROGRAM (IEP).

E582 is a relievable error for the following valid reasons:

1. Parent withdrew consent to evaluation.
2. Student withdrew from school prior to completing process.
3. Parent Consent to Evaluation occurred at the end of the school year (After April 15th).
4. Other – Manual Comment

The following records are required for new special education students: Initial Eligibility Determination ‘04’, Initial IEP Meeting ‘05’, and Initial IEP Placement ‘06’. (ES79)

E579 is a relievable error for the following valid reasons:

1. Parent withdrew consent to evaluation.
2. Student withdrew from school prior to completing process.
3. Parent Consent to Evaluation occurred at the end of the school year (After April 15th).
4. Other – Manual Comment

New Special Education Students - Babies Can’t Wait

Transition Conference-

A meeting established by **Babies Can’t Wait**, on behalf of the parent/guardian, with the **Local School System** as early as 9 months prior to the child’s 3rd birthday. The purpose of the meeting is to discuss any services under Part B (per IDEA) that the child may receive. Data Collected on **all** referrals received from Babies Can’t Wait to the Local School System, via an **Transition Conference**, will be reported as part of the **Babies Can’t Wait Timeline** and as part of the **Initial Placement Timeline**. Parental Consent to Evaluate **should be obtained** at the **Transition Conference**.

Events for New Special Education Students:

Event Codes	Public School Student-Initial Placement in Special Education
‘01’ -Babies Can’t Wait Transition	If applicable
‘02’ -Parent Consent to Evaluation	X
‘03’ -Initial Evaluation	X
‘04’ -Initial Eligibility Determination	X
‘05’ -Initial IEP Meeting	X

'06' -Initial IEP Placement / Transition Service Begin (BCW)	X
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Out of State Special Education Transfers

A student’s right to FAPE is not affected by access to prior records. All students must receive FAPE.
Code: IDDF (6) - 160-4-7-.06 INDIVIDUALIZED EDUCATION PROGRAM (IEP).

First Time Georgia Students

Report all events as initial. The following records are required for new special education students from out of state: Initial Eligibility Determination ‘04’, Initial IEP Meeting ‘05’, and Initial IEP Placement ‘06’.

Options for out of state special education transfers:

Adopts Out of State Eligibility/IEP	Accepts Out of State Eligibility/IEP Information but Moves Information to Georgia Eligibility/IEP Forms	Determination Necessary	“In-process” Status*
Initial Eligibility ‘04’ – Expires 3 years from date prior state’s eligibility determination.	Initial Eligibility ‘04’ – Expires 3 years from date of Georgia eligibility determination.	Consent ‘02’	Consent ‘02’
Initial IEP ‘05’ – Expires as indicated on IEP from the prior state.	Initial IEP ‘05’ – Expires as indicated on the Georgia developed IEP.	Assessment ‘03’ – 60 day timeline applies	Assessment ‘03’ *
Initial Placement ‘06’ – Date services were initiated in Georgia.	Initial Placement ‘06’ – Date services were initiated in Georgia.	Initial Eligibility ‘04’ - 60 day timeline applies	Initial Eligibility ‘04’*
		Initial IEP ‘05’ – 90 day timeline applies	Initial IEP ‘05’*
		Initial Placement ‘06’ – 90 day timeline applies	Initial Placement ‘06’ *

*If the student enrolls after the timeline has begun but prior to a determination, the district must ensure sufficient progress to a prompt completion of the evaluation and the parent and the district must agree to a specific time when the evaluation will be completed.

Previous Georgia Students

Current out of state eligibility and IEP but NOT reported in FY09 Student Record as a special education student – Report all events as initial. See options above for first time Georgia students.
 Current out of state eligibility and IEP and reported in FY09 Student Record as a special education student – Do not report initial data. Student must have a record for IEP Annual Review (‘07’) and a record for the Eligibility Redetermination (‘08’). You may use most recent dates from out of state if adopting the out of state IEP and/or eligibility.

In State Special Education Transfers

A student's right to FAPE is not affected by access to prior records. All students must receive FAPE.

Code: IDDF (6) - 160-4-7-.06' INDIVIDUALIZED EDUCATION PROGRAM (IEP). All Georgia districts operate under the same State Board Rules for eligibility and placement.

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 Eligibility Redetermination '08'. (E089)
- 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)

If the **Initial IEP Meeting '05' date is greater than one (1) year**, and no newer record is reported for IEP Annual Review '07', then generate a relievable error. (E584) - Existing Special Education students only. **E584 is a relievable error if eligibility expired prior to enrollment in the district.**

If the **IEP Annual Review '07' date is greater than one (1) year**, then generate a relievable error. (E585) – Existing Special Education students only. **E584 is a relievable error if eligibility expired prior to enrollment in the district.**

If the **Initial Eligibility Determination '04' is greater than three (3) years**, and there is no Eligibility Redetermination Date '08', then generate a relievable error. (E583) – Existing Special Education students only. **E583 is a relievable error if eligibility expired prior to enrollment in the district.**

If the **Eligibility Redetermination Date '08' is greater than three (3) years**, then generate a relievable error. (E586) – Existing Special Education students only. **E586 is a relievable error if eligibility expired prior to enrollment in the district.**

Add/Update records and dates for events '07' and '08', regardless of whether or not these events were reported in prior fiscal year.

Students Exiting Special Education

The Special Education Exit Event Code '09' is reported only when a student is no longer eligible for special education services.

If a Special Education student withdraws and also reports a Special Education Exit event '09', the withdrawal date must be after the event date reported for exit event '09'. (E578)

The Special Education Exit Event Code '10' is reported only when a parent revokes consent for special education services. **If a Special Education student withdraws and also reports a Special Education Exit event '10', the withdrawal date must be after the event date reported for exit event '10'. (E578)**

Parent/Student Present at Conference

Valid values for Student Present at Conference and Parent Present at Conference are 'Y', 'N', or blank.
(E587) and (E588)

For students with a primary area of exceptionality, and are in grade 9-12 or age 16 or older, the Student Present at Conference must be 'Y' or 'N' for the Initial IEP Meeting '05' and the IEP Annual Review '07'.
(E612)

Parent Present at Conference must equal 'Y' or 'N' for Initial IEP Meeting ('05') and IEP Annual Review '07'. (E601)