



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

GEORGIA DEPARTMENT OF EDUCATION

Office of Technology Services - Technology Management

FY2019 Student Record Data Collection Special Education Guidelines

FY2019 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 FY2018 are as follows:

- Required Date for Special Education Data Initial Upload – **Wednesday, February 20, 2019**
- Deadline for Signoff is **Thursday, June 13, 2019**.

Event Codes

1. **EVENT CODE '01' - '06'** report “Initial” events. For reporting purposes, “Initial” events meet one of the following conditions.
 - Student with first time special education placement in Georgia;
 - Student previously served in special education in Georgia but not reported in the prior year Student Record as special education student.
 - Student reported in the prior year Student Record as special education student, returned to general education (**EVENT CODE '09**), and subsequently re-referred.
 - Student for who parents revoked consent for special education (**EVENT CODE '10'**) and subsequently re-referred.
2. **EVENT CODE '07'** and **'08'** are used to report a student’s *annual or triennial* status.
3. **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).
4. **EVENT CODE '10'** is **ONLY** used when parents have revoked consent for placement.

EVENT CODE	Event Name	Event Description
'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.
'11'	Student Not Eligible for Initial Placement	Date when student is determined to be ineligible for special education services. The date should be the same, or later, date as the '04' EVENT DATE .
'12'	Parent Refused Initial Placement	Date when parent/guardian refused placement/services. The date should be the same, or later, date as the '05' EVENT DATE .
'13'	District Verified That Student Was Incorrectly Reported as SWD in a Prior Year	Date it was discovered that the student was incorrectly reported with SWD events. EVENT CODE '13' should only be used to correct misreporting of a student as SWD in a PRIOR year. It is not intended to be used for misreporting in the current school year. Current SWD data incorrectly reported should be deleted. Reporting EVENT CODE '13' will require comments before signoff.

General Rules

- A student is not required to have a **PRIMARY AREA** 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 DATE** is reported in an YYYYMMDD format. **(E596)**
- The **EVENT DATE** is never a projected or **future** date and must occur on or before the reporting date. **(E599)**
- The **EVENT DATE** for the '11' event must be the same date, or a later date, as the '04' event as it indicates *ineligibility*. **(E5943)**
- The **EVENT DATE** for the '12' event must be the same date, or a later date, as the '05' event as it indicates *parent refusal*. **(E5944)**

General Rules -Students with a **PRIMARY AREA**

- **EVENT CODE** is reported for **PRIMARY AREA**.
- A STUDENT level record with a **PRIMARY AREA** 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 **EVENT CODE '06' - '10'** are reported, the student must have a **PRIMARY AREA**. **(E589)**
- Special Education Records are reported for both active and withdrawn students. If the **PRIMARY AREA** is not blank, a Special Education record is expected, regardless of the student's status.
- **EVENT CODES '04'** and **'08'** should not be reported with the same **EVENT DATE**.
- **EVENT CODES '09'** and **'10'** should not be reported with the same **EVENT DATE**.
- A student reported in the prior year with a **PRIMARY AREA** must be reported with a **PRIMARY AREA** in the current year unless an **EVENT CODE '09'** or **'10'** has been reported.

EVENT CODE '01' - '06' report "Initial" events. For reporting purposes, "Initial" events meet one of the following conditions.

- Student with first time special education placement in Georgia;

- Student previously served in special education in Georgia but not reported in the prior year Student Record as special education student.
- Student reported in the prior year Student Record as special education student, returned to general education (**EVENT CODE '09'**), and subsequently re-referred.
- Student for whose parents revoked consent for special education (**EVENT CODE '10'**) and subsequently re-referred.

Initial **EVENT CODE (EVENT CODE '01' -'06')** refer to initial placement and do not change if the student's **PRIMARY AREA** 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.

General Education Students

A Special Education record may be submitted for general 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 previously served in special education, returned to general education via ineligibility through the reevaluation process 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 who was not reported with a **PRIMARY AREA** in the *previous* Student Record but has a **PRIMARY AREA** in the *current* Student Record, 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 for evaluation
2. Student enrolled from another district with evaluation in process
3. Medical Reason(s).
4. Other - Manual comment.

If there is an **EVENT CODE** for Parent Consent to Evaluation '02', then there must be a valid **EVENT CODE** 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 prior to completion of eligibility determination.
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'. **(E579)**

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) the child may receive. Data Collected on *all* referrals received from Babies Can't Wait to the Local School System, via a **Transition Conference**, will be reported as part of the *Babies Can't Wait Timeline* and as part of the *Initial Placement Timeline*.

EVENT CODE for *NEW* Special Education Students:

EVENT CODE	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

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

Adopt Out of State Current Eligibility and IEP	Accept Out of State Eligibility/IEP Information but Moves Information to Georgia Eligibility/IEP Forms (REQUIRES a MEETING)	Eligibility Determination Necessary (Eligibility expired)	"In-process" Status*
Report '04' Initial Eligibility , report the date of the eligibility meeting from out of state.	Report '04' Initial Eligibility – the date of the eligibility meeting in GA – expires 3 years from this date.	Report '02' Consent to Evaluation	Report '02' Consent to Evaluation
Report '05 Initial IEP – Expires as indicated on IEP from the prior state.	Report '05 Initial IEP – the date of the IEP meeting in GA. Expires as indicated on the Georgia developed IEP.	Report '03' Evaluation	Report '03' Evaluation
Report '06' Initial Placement – Date services were initiated in Georgia.	Report '06' Initial Placement – Date services were initiated in Georgia.	Report '04' Initial Eligibility: 60-day timeline applies.	Report '04' Initial Eligibility: 60-day timeline applies.
		Report '05' Initial IEP: 30-day timeline applies	Report '05' Initial IEP: 30-day timeline applies
		Report '06' Initial Placement	Report '06' Initial Placement

*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 the *previous* 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 the *previous* 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. 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** 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 are reported for IEP Annual Review '07', then generate a relievable error. **(E584)** - Existing Special Education students only. **E584** is a *relievable* error if IEP 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 **EVENT CODE** '07' and '08', regardless of whether 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 reports a Special Education Exit

EVENT CODE '09', the WITHDRAWAL DATE must be after the EVENT DATE reported for exit EVENT CODE '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 reports a Special Education Exit **EVENT CODE '10'**, the **WITHDRAWAL DATE** must be after the **EVENT DATE** reported for exit **EVENT CODE '10'**. **(E578)**

Other Events

The Special Education **EVENT CODE '11'** is reported only when a student is not eligible for special education services, based on the '04' eligibility determination. Since ineligibility is an outcome of the **EVENT CODE '04'**, both should have the same Event Date. **(E5943)**

When **EVENT CODE '11'** is reported for the current fiscal year, other events associated with eligibility are invalid ('05', '06', '07, '08', '09', '10', '12'). **(E5945)**

The Special Education **EVENT CODE '12'** is reported only when a parent/guardian has refused services, based on the '05' Initial IEP Meeting. Since the refusal of services is an outcome of the **EVENT CODE '05 meeting'**, both should have the same Event Date. **(E5944)**

The Special Education **EVENT CODE '13'** is reported only when student has been incorrectly reported as an SWD student in a PRIOR year. This may occur when student identifiers for two students are confused, causing the wrong student to be reported with a Primary Area and special ed events.

The Event Date of verification must be after any other events. **(E5947)**

When Events follow some type of 'closure':

The following matrix is an overview of what should occur when 'closeout' events have been reported prior to the new events.

Prior Event Code	Event Description	Event Requirements After
'09'	Special Education Exit, no longer eligible	If re-referred, begin with consent '02'
'10'	Parental Revocation of Consent	If re-referred, begin with consent '02'
'11'	Student Not Eligible for Initial Placement	If re-referred, begin with consent '02'
'12'	Parent Refused Initial Placement – eligibility '04' still current	Parents change their mind '05' and '06' required
'13'	District Verified That Student Was Incorrectly Reported as SWD in a Prior Year	If referred, begin with consent '02'

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** and are in **GRADE LEVEL '09' – '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)**