

# FY2019 Student Record for Special Education Beyond the Basics

FY2019 Data Conference

August 2018

Classic Center

Athens, GA

Carol Seay EdD., Part B Data Manager

# Priorities for 2018-2019



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- IEP Development and Implementation
- Eligibility Determination Process
- Parent Procedural Safeguards

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# What is Student Record?



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The Student Record collects data on the instructional services provided to students by the local school system throughout the regular school year.

The Student Record data collection is the single largest data collection process conducted by GADOE

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# Student Record Signoff Deadline

- The official STATE deadline is:

**June 18, 2019**

- School districts will be notified of any extensions to the official deadline via portal email from customer support.
- Extensions granted to individual districts are not considered extensions to the official deadline

# Reporting Student Record Events (Special Education)

- Student Record (SR) requires that you report dates of special education events for each child reflecting the **referral** to special education/**eligibility process** and subsequent special education **service**.
- The process is sequential
- SR events/dates are sequential

*Understanding the special education process (and rules, requirements) will help you understand the Student Record reporting process*

# Special Education Events



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## EVENT CODE 01

- Babies Can't Wait Transition Meeting Date

## EVENT CODE 02

- Initial Parent Consent for Evaluation- date PCE is received by any district personnel

## EVENT CODE 03

- Initial Evaluation - date evaluation reports were completed

## EVENT CODE 04

- Initial Eligibility Determination - date of the meeting

## EVENT CODE 05

- Initial IEP Meeting/BCW Transition - date of the meeting

# Reporting Changes

- 60 day timeline between '02' and '03'
  - Date of Consent to date all Evaluation Reports were completed

Note: Not a reporting change

- 3 year triennial evaluation date is within 3 years of EVENT '04' Initial Eligibility Determination
  - Initial Eligibility to Reevaluation
  - No more than 3 years between EVENT '04' and EVENT '08'

# Special Education Events



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## EVENT CODE 06

- Initial Placement, date when student first receives services NOT when parent signs

## EVENT CODE 07

- IEP Annual Review - date of the meeting

## EVENT CODE 08

- Reevaluation - date the reevaluation process is completed

## EVENT CODE 09

- Special Education Exit as No Longer Eligible - date of the meeting determining ineligibility

## EVENT CODE 10

- Parent Revocation of Consent - date services are terminated



# Special Education Events

## EVENT CODE 11

- Student not Eligible for Initial Eligibility – date of the eligibility meeting determining not eligible

## EVENT CODE 12

- Parent Refused Initial Placement – date of the IEP meeting

## EVENT CODE 13

- Student Was Incorrectly Reported as SWD
- Will require documentation

# Who Reports Student Record?



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- The school **where the events take place** is responsible for reporting the special education events
- If a student attends multiple schools in a year, **all schools report special education events if they occur at that school**
- Student and enrollment data are required so the school responsible for reporting this data may be correctly identified

# Primary Area

# Reporting Primary Area



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Eligibility	Primary Area Code	Eligibility	Primary Area Code
Mild Intellectual Disability	P	Other Health Impairment	Y
Moderate Intellectual Disability	Q	Visual Impairment	Z
Severe Intellectual Disability		Blind	1
Profound intellectual Disability	R	Deaf and Blind	2
Emotional Behavior Disorder	S	Speech/Language Impairment	3
Specific Learning Disability	T	Autism	6
Orthopedic Impairment	U	Traumatic Brain Injury	7
Hearing Impairment	V	Significant Developmental Delay	8
Deaf	W		
	X		

**Primary Area in Student Record indicates that the student is a Student with a Disability**

# When do you report a Primary Area?



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A student is a SWD when services are initiated:

- Do not report a Primary Area until the date of Event '06' when services begin
- For reporting purposes a student is not an SWD when he/she is made eligible, but when services are initiated

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# Example



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A student was:

- referred in March,
- the evaluation was completed in a timely manner in mid-May,
- the IEP team met and the LEA offered FAPE, parent gave consent
- services will begin in August when school resumes.
- Is a Primary Area reported for this student in Student Record in the SY he was evaluated and made eligible?

**No**

# When to Report Primary Area for Exiters; *revised*



Students who exited special education in the prior year	Students who exit special education <u>after prior year SR sign off</u> and <u>prior</u> to the first day of school	Students who exit special education <u>after the first day</u> of school but <u>prior</u> to FTE1	Students who exit special education <u>after FTE1</u> but <u>prior</u> to FTE3	Students who exit Special Education after FTE3 and before Student Record sign-off
REPORT TYPE = R	REPORT TYPE = R	REPORT TYPE = R	REPORT TYPE = R	
<p><b>In SIS:</b></p> <ul style="list-style-type: none"> <li>Do not report Primary Area in FTE 1</li> <li>Event '09' or '10' occurred and <u>was reported</u> in the prior year Student Record (SR)</li> </ul>	<p><b>In SIS:</b></p> <ul style="list-style-type: none"> <li>REMOVE the Primary Area for FTE 1</li> <li>Report Event Code '09' or '10' (or '13') in FTE 1</li> <li>Primary Area will NOT be reported in SR</li> </ul>	<p><b>In SIS:</b></p> <ul style="list-style-type: none"> <li>Leave the <b>Primary Area in your SIS</b> but it is <u>not extracted or reported in FTE1</u></li> <li>Report Event Code '09', '10' (or '13') in FTE1</li> <li>Primary Area will be reported in SR</li> </ul>	<p><b>In SIS:</b></p> <ul style="list-style-type: none"> <li>Leave the <b>Primary Area in your SIS</b> but it is <u>not extracted or reported in FTE3</u></li> <li>Report Exit Event Code '09', '10' (or '13') in <b>Student Record</b></li> <li>Primary Area will be reported in SR</li> </ul>	<ul style="list-style-type: none"> <li>Report exit event '09', '10' (or '13') in <b>Student Record</b></li> <li>Report a PA in <b>Student Record</b></li> <li><b>After sign-off: remove Primary Area from SIS for students with any EXIT EVENT reported in FTE1 or SR</b></li> </ul>

# Students Exiting Special Education

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# Students No Longer Eligible for Special Education



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- '09': EXIT EVENT code when a student is no longer eligible for special education services and reflects the *last date of service and the same date as the '08'*
- If a student with a disability withdraws and also reports a Special Education **EXIT EVENT '09'**, the withdrawal date must be after the event date reported for EXIT EVENT '09'

Remember: students must be evaluated prior to be determined in-eligible.  
"Evaluated in...evaluated out"

# Revocation of Consent for Special Education



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- **'10'**: EXIT EVENT Code when parent revokes consent for special education services; reflects the **last date of services**
- If a Student with a Disability withdraws and also reports a Special Education Exit event '10', the **withdrawal date must be after the event date** reported for EXIT EVENT '10'.

# EVENT CODE '12'



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- **'12'**: Parent refused to provide consent for initial placement
  - Consent for evaluation received (report '02')
  - Initial Evaluation completed (report '03')
  - Student initially made eligible (report '04')
  - Student has an Initial IEP (report '05')
  - Student does not receive services (**do not report '06'**)
- Report: '02', '03', '04', '05', '12'

If the parents change their mind (soon after refusal) :

- Convene a new Initial IEP
- Report another '05' and then an '06' when services are initiated

**Student's Special Education History if parent grants consent after a refusal:  
'02', '03', '04', '05', '12', '05', '06'**



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# Provision of Prior Written Notice

- Provision of Prior Written Notice (PWN):
  - required before services can be discontinued
  - must occur in a timely manner.
- **Information for the parent of changes and services that will be eliminated.** (these services may include; special transportation, other related services, service and benefits from other public and private programs, testing accommodations, provision of assistive technology, considerations for high school students of the impact on graduation requirements or diploma options.)

# PWN related to Revocation of Consent



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- An explanation of why the action is occurring
- A description of each piece or source of data, evaluations, records, assessment and/or reports supporting recommendations for the student to continue to receive or withdraw from services
- A statement that the parent will be giving up the procedural safeguards available under IDEA and a list of sources for parents to contact for information about IDEA Part B
- A description of other factors relevant to the situation. In addition, the PWN must be in the description of other options that were considered for student and why those options were rejected by the IEP team
- Must be in understandable language and in the native language of the parent
- Provision of procedural safeguards

# Revocation of Consent for Evaluation



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**Scenario:** Parent provides consent for evaluation and revokes the consent **prior to completion** of the evaluation

- The law is silent on revocation of consent for evaluation
- GADOE guidance:
  - Honor the parent's request to cease evaluation
  - Do not report the '02' event for Student Record
  - Document that the consent had been obtained and was subsequently revoked

# Parent/Student Present at Conference



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- Student Present at IEP Meeting
  - 'Y' or 'N' for '05' and '07'
  - Can be reported for all students
  - Required for 9<sup>th</sup> -12<sup>th</sup> grade or 16 years or older
- Parent Present at IEP Meeting
  - 'Y' or 'N' for '05' and '07'

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# Reporting Events for Students who Transfer Within Georgia

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# SWD Transfers into Your District

You can get information about transfer students from these sources:

- Student Record
  - Individual Student Record
  - Special Education History by GTID
  - E872 in Student Record
- State Longitudinal Data System
  - Student Profile
- E799 in FTE1 of FTE3
- GO-IEP (Georgia Online IEP)
- GUIDE

# SR Student Level Record E872



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## Look for this error in your Error Report

- E872: Student reported with **PRIMARY AREA** and no exit event **last** school year, but student not reported with **PRIMARY AREA** this school year.
- Students listed in this report were reported as SWD in a previous LEA
  - Determine if student has exited special education, has an eligibility, IEP, received services in previous LEA

# SLDS

Downloadable Reports

Access Student IEP

## Student Profile for /GTID:2 (as of school year 2017-2018)

### Demographics

Name:  
Grade: U3<sup>1</sup>  
Gender: male<sup>1</sup>  
Ethnicity: black, not of hispanic origin<sup>1</sup>  
Birth Date: 9/25/2007<sup>1</sup>  
**SWD: Y<sup>1</sup>**  
Primary area: Emotional / Behavioral Disorder<sup>1</sup>



<sup>1</sup>This information is from Student Record 2018

### State Assessments

[Additional information about Lexiles](#)



# FTE Error E799

## Look at FTE Error Report E799

- Special Education student reported in SR and did not exit program, but **REPORT TYPE** = 'R' in FTE
- Students reported with this error were reported as a SWD the previous year in SR
  - Determine if student has exited special education, has an eligibility, IEP, received services in previous LEA

# GO-IEP

- IEP software product available to all GA districts
- Student Record upload available in GO-IEP
- Prior history pulls automatically into student file
- Edits in GO-IEP are consistent with SR requirements

# GUIDE



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## Access to GUIDE:

- Organization Roles
  - Special Education Directors
  - Special Education Staff
- Application Roles
  - GUIDE – District Other Users

## Look at these reports

- Claimed in Date – Includes Primary Area
- Special Education History

# Scenario: Student transfers to your district and was reported exited in the previous district but didn't really exit Special Education (has a current IEP and Eligibility)

Current district attempts to report an annual IEP review (EVENT CODE '07') and finds that the student has been exited.

- You are certain that the student is an SWD
- You have verified that the student was reported as exited in error by the previous district
  - Continue to report the student with a Primary Area
  - Report EVENT CODE '07', Annual Review
  - You will get an error – request relief; relief will be granted with adequate explanation

# Scenario: Student transfers to your district with overdue GA eligibility and IEP



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## Process: *Follow the Reevaluation Process*

- Convene a reevaluation meeting, review information and data\*, determine whether the student remains eligible, or obtain consent to reevaluate if appropriate
  - Report EVENT CODE '08' – Reevaluation, **only if student remains eligible**
- Convene an IEP meeting and develop an IEP
  - Report EVENT CODE '07' – IEP Annual Review
- After evaluation, if evaluation was conducted, re-convene a reevaluation eligibility meeting; Report EVENT CODE '08'
  - You may also reconvene the IEP team for annual review – EVENT CODE '07' (or you may amend the IEP)

\*Reevaluation Data review



# Scenario: Student enrolls in your district with GA Special Education events, but has been in a private or home school not receiving service

## **Process:** *Follow the Reevaluation Process*

- Convene a reevaluation meeting, review information and data\*, determine whether the student remains eligible, or obtain consent to reevaluate if appropriate
  - Report EVENT CODE '08' – Reevaluation, **only if student remains eligible**
- Convene an IEP meeting and develop an IEP
  - Report EVENT CODE '07' – IEP Annual Review
- After evaluation, if evaluation was conducted, reconvene a reevaluation eligibility meeting; Report EVENT CODE '08'
  - Convene an IEP meeting to develop an IEP based on new information if necessary – EVENT CODE '07' (or you may amend the IEP)

\*Reevaluation Data review

# Scenario: Student enrolls in your district with GA events, but has been in a private or home school not receiving service (cont.)



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- If you reevaluated the student, convened an eligibility meeting and
  - The student is not eligible, report an '09'

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# Scenario: Student enrolls with overdue GA eligibility and IEP (not exited) and parent does not want services



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Student's SR history looks like this:

'02'

'03'

'04'

'05'

'06'

'07' (over 1 year old)

'08' (over 3 years old)

Convene a meeting to discuss with the parent the implications of revocation of services; provide PWN

Parent must provide revocation in writing

- Report EVENT '10'
  - Parent Revocation of Services

# Scenario: Student enrolls and parent informs LEA that the student is a SWD, no paperwork



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Attempt to contact the previous district immediately

Look in SLDS for information regarding SWD status

Look at SR history for SWD status

This may be a case by case situation  
based on the information/ history  
you discover  
Contact the GADOE for guidance

# Scenario: Student has never attended school or never received IDEA services



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Example: student enrolls from another country with obvious disability; clear to school staff that the student cannot attend regular classes

Convene a 504 meeting:

- Use information available (from parent) to determine 504 eligibility and create a 504 plan
  - Provide appropriate services under the 504 plan
- Obtain Consent to Evaluate from parent (report '02')
- Evaluate the child (report '03') and determine IDEA eligibility (report '04')
- Convene an IEP meeting (report '05') and offer FAPE
- Initiate services (report ('06') if parent consents

60 day  
timeline  
applies

# Reporting Events for Students Enrolling from Outside Georgia

Never enrolled in Special Education in Georgia

# New Guidance



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## **A student's eligibility does not expire**

- The law requires that a SWD be reevaluated every 3 years
  - Read and understand *the Reevaluation Process in Georgia's Implementation Manual*
- Implications: When a student moves in from out of state with an eligibility under IDEA, services must be provided
  - The LEA must determine if reevaluation is required based on many factors including the last date of evaluation/reevaluation

# Scenario: Student Enrolls with Eligibility and Current IEP



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- Your LEA accepts eligibility\* and IEP
- Report:
  - EVENT CODE '04' date from out of state – most recent eligibility date
    - This event will be rejected as it “occurred outside of enrollment in your district”
      - Recover the event into the student's Special Education history in SR (Rejection/recovery)
  - EVENT CODE '05' date from out of state – most recent IEP date
    - This event will be rejected as it “occurred outside of enrollment in your district”
      - Recover the event into the student's Special Education history in SR (Rejection/recovery)
- Report an EVENT CODE '06' date on the day you initiate services in GA

\*determine the date of the student's most recent evaluation, consider reevaluation



# Scenario: Student Enrolls with Eligibility and IEP Current



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- Your LEA accepts the eligibility\* but not the IEP
- Report
  - EVENT CODE '04' from out of state
    - This event will be rejected as it “occurred outside of enrollment in your district”
      - Recover the event into the student's Special Education history in SR (Rejection/recovery)
- Convene an IEP meeting
  - Report this meeting date as EVENT CODE '05' – initial IEP
- Report EVENT CODE '06' the date you initiate services in GA

\*determine the date of the student's most recent evaluation, consider reevaluation

# Scenario: Student Enrolls with Overdue Eligibility and IEP



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## No Record of Student Exiting Special Education

- Do you have to serve the student? YES!
- Convene a reevaluation meeting, review data and information in the eligibility, obtain consent to evaluate if necessary: *See the Reevaluation Process in Georgia's Implementation Manual*
  - REPORT '04' (date of most recent eligibility from out of state)
    - This event will be rejected as it occurred outside of enrollment and in a prior SY.
    - Recover the event using the Rejection/ Recovery Tool
- Convene an IEP meeting immediately, develop and implement the IEP
  - Report EVENT CODE '05' (initial IEP in Georgia)
  - Report EVENT CODE '06' (first day of services in Georgia)

# Scenario: Student Enrolls with Overdue Eligibility and IEP



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- After the reevaluation, if requested, reconvene a reevaluation eligibility meeting
  - Report EVENT CODE '08', Reevaluation (reevaluation process has been completed)
- Reconvene an IEP meeting if necessary, based on new information
  - Report EVENT CODE '07', Annual Review IEP
  - If the Initial Georgia IEP is just amended after the reevaluation, do not report EVENT CODE '07'

Continued

# Scenario: Student Enrolls with Overdue Eligibility and IEP



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- ...if a parent refuses to provide consent to administer additional assessments as part of the reevaluation process,
- the LEA may decide to discontinue the provision of special education services and supports to the child,
  - if the LEA believes based on a review of existing evaluation data, that the child does not continue to have a disability or does not continue to need special education and related services
- 
- No Special Education SR Events will be reported for this student
  - No Primary Area will be reported for this student

# Scenario: Student enrolls and parent informs that the student is a SWD, no paperwork



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Attempt to contact the previous district/state immediately

- Using information received via phone call verifying SWD status and services
  - Convene an reevaluation meeting, based on any information you may have, and obtain consent for evaluation
    - Report EVENT CODE '04'
    - Report Primary Area code based on what you believe it to be based on information from out of state
  - Convene an IEP meeting, develop and implement an IEP
    - Report EVENT CODE '05'
  - Obtain Consent, initiate services: Report EVENT CODE '06'

Continued

# Scenario: Student enrolls and parent informs that the student is a SWD, no paperwork



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Although this is not an initial evaluation:

- Complete reevaluation within 60 days
- Complete the eligibility within a reasonable time thereafter
  - Report EVENT CODE '08'

If necessary, convene an IEP review to reflect updated information from the reevaluation.

- Report EVENT CODE '07'
- IEP may be amended, do not report EVENT CODE '07'

# Student Record Reports

*Access in the SR portal application:*

- *SR Reports Menu*

# Relevant Reports









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# Special Education Level Reports



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# SR Reports : Student Safety Level Reports



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# Who is Dropping Out and Why? ENR019b

ENR019B Transmission on 06/11/2018 09:56:49 am Signed off

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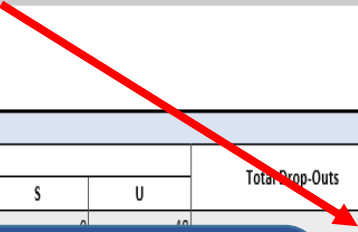
Georgia Department of Education

Drop-Out Reason Report (ENR019B)

Student Record Data Collection System (FY2018)

Drop-Out Reason Report (ENR019B)														
School	Grade Range	Withdrawal Code											Total Drop-Outs	
		B	E	F	I	L	M	O	P	R	S	U		
School Name	02-05	0	0	0	0	0	0	0	0	0	0	0	0	48
	PK-05	0	0	0	0	0	0	0	0	0	0	0	0	5
	09-12	0	0	0	0	0	0	0	0	0	0	0	0	31
	PK-05	0	0	0	0	0	0	0	0	0	0	0	0	7
	PK-05	0	0	0	0	0	0	0	0	0	0	0	0	4
	06-08	0	0	0	0	0	0	0	0	0	0	0	0	3
	PK-05	0	0	0	0	0	0	0	0	0	0	0	0	5
	06-08	0	0	0	0	0	0	0	0	0	0	0	2	2
	PK-05	0	0	0	0	0	0	0	0	0	0	0	2	2
	PK-05	0	0	0	0	0	0	0	0	0	0	0	1	1
	03-05	0	0	0	0	0	0	0	0	0	0	0	1	1
	PK-05	0	0	0	0	0	0	0	0	0	0	0	57	57
	PK-05	0	0	0	0	0	0	0	0	0	0	0	1	1
	PK-05	0	0	0	0	0	0	0	0	0	0	0	18	18
	PK-05	0	0	0	0	0	0	0	0	0	0	0	22	22
	PK-05	0	0	0	0	0	0	0	0	0	0	0	4	4
	09-12	0	0	2	0	1	0	3	0	54	0	53	53	113
	06-08	0	0	0	0	0	0	0	0	12	0	13	13	25
	PK-05	0	0	0	0	0	0	0	0	1	0	4	4	5
	PK-05	0	0	0	0	0	0	0	0	0	0	27	27	27
PK-05	0	0	0	0	0	0	0	0	0	0	14	14	14	
PK-05	0	0	0	0	0	0	0	0	0	0	8	8	8	
PK-05	0	0	0	0	0	0	0	0	5	1	3	52	9	
06-08	0	0	0	0	0	0	0	0	0	0	38	38	38	
06-08	0	0	0	0	0	0	0	0	0	0	0	0	0	

Click on the link and see the Primary Area to identify SWD



# ENR019b



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Drop-Out Student Detail

Gender	Grade Level	Age	Hispanic	Race	Primary Area	Withdrawal Code	Withdrawal Date
F	10	16	N	White		R-Removed for Lack of Attendance	01/10/2018
F	11	16	N	White		R-Removed for Lack of Attendance	08/16/2017
M	09	15	Y	White	U-Specific Learning Disability	R-Removed for Lack of Attendance	10/31/2017
M	12	17	N	Black	T-Emotional / Behavioral Disorder	U-Unknown	04/30/2018
M	10	18	Y	Pacific Islander		U-Unknown	12/20/2017
M	09	17	N	Black	Y-Other Health Impairment	U-Unknown	01/16/2018
F	10	17	N	Black	T-Emotional / Behavioral Disorder	U-Unknown	08/15/2017
M	09	18	Y	Indian	U-Specific Learning Disability	U-Unknown	03/21/2018
M	09	16	N	Black		U-Unknown	12/20/2017
M	09	15	N	Black		R-Removed for Lack of Attendance	10/26/2017
M	11	17	N	Asian		R-Removed for Lack of Attendance	02/01/2018
M	10	18	N	Black	U-Specific Learning Disability	U-Unknown	02/07/2018
M	09	15	N	Black		R-Removed for Lack of Attendance	04/19/2018
M	12	17	N	White		U-Unknown	10/18/2017
M	10	16	Y	Indian		U-Unknown	11/08/2017
F	12	17	Y	White		R-Removed for Lack of Attendance	03/02/2018
F	09	16	Y	Indian		O-Adult Education / Post Secondary	11/10/2017
M	10	17	N	Black		R-Removed for Lack of Attendance	04/27/2018
M	09	14	N	White		R-Removed for Lack of Attendance	03/28/2018
F	09	16	N	Black		O-Adult Education / Post Secondary	10/23/2017
M	10	18	Y	White		R-Removed for Lack of Attendance	12/20/2017
M	11	17	N	Black		U-Unknown	11/02/2017

8/23/2018

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# Student Level Reports

[Go To the Reports Menu](#)

## Student Level Reports

- [SR017 Student Demographic Report](#)
- [SR020 Retained Students Report](#)
- [SR025A Special Language Programs](#)
- [SR025C EL Students Entered from Out of State or Country](#)
- [SR026 Free or Reduced Lunch Eligibility](#)
- [SR027b Gifted Students - Referrals Report](#)
- [SR027d Gifted Students - Report of Students Served](#)
- [SR032a Report of Title I Participants: Instructional and Other Services](#)
- [SR033 Migrant Student Report](#)
- [SR046 Section 504 and Test Administrations Report](#)
- [SR051 Student Level Transmission Verification Report](#)
- [SR057A Graduate Diploma Information](#)
- [SR058A Migrant Non-Match Report](#)
- [SR062A Homeless Students Report](#)
- [SR066 Duplicate GTID Report](#)
- [SR068 Homeless Primary Night Shelter Report](#)
- [SR071 FTE/SR Exception Report](#)
- [SR073 Date Entered Ninth Grade Report](#)
- [SR076 Career Awareness ES Report](#)
- [SR078 PRE-K Program Code Report](#)
- [SR082 Report for Student Support Team \(SST\)](#)
- [SRSTUDALL Print ALL Summary Reports](#)
- [SR018 Annual School Report of Students' Residence](#)
- [SR023 Graduation Program of Study Report](#)
- [SR025B Special Language Programs - Primary Language](#)
- [SR025D EL Monitored](#)
- [SR027a Gifted Students Report](#)
- [SR027c Gifted Students - Eligibility Report](#)
- [SR029 Remedial Education Report](#)
- [SR032B Report of Environment](#)
- [SR038 Active Students Reported in FTE but not in Student Record](#)
- [SR050 State Demographic Comparison Report](#)
- [SR055 State Comparison-Date Entered 9th Grade](#)
- [SR058 Migrant Match Report](#)
- [SR060 Country Of Origin Report](#)
- [SR064 Multiple GTIDs Reported for Student ID](#)
- [SR067 Duplicated Demographic](#)
- [SR070 Demographic of Education Program](#)
- [SR072 Immigrant Student Report](#)
- [SR075 International Exchange Student](#)
- [SR077 Career Interest Inventories MS Report](#)
- [SR081 Career Planning Report](#)
- [SR084 Student Summary Information](#)

# SR057B

# Check this before sign-off!



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2017-2018 Graduates School Summary				
School Name	Total Graduates	Total High School Certificates	Total Special Education Diplomas	Total General Diplomas
	454	0	1	453
	615	0	1	614
	1	0	0	1
	480	0	0	480
	598	0	2	596
	331	0	0	331
	530	0	5	525
	545	0	2	543
	530	0	1	529
	635	0	1	634
	405	0	0	405
	518	0	2	516
	470	0	1	469
	438	0	1	437
	395	0	2	393
	648	0	0	648
	427	0	0	427
	8,020	0	19	8,001

**Student Level Data with Primary Area**



# Who Graduated? Check the Names



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SR057C Transmission on 06/11/2018 09:56:49 am Signed off  
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Student Record Data Collection System (FY2018)

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Graduate Diploma Information(SR057C)  
633-Cobb County, 0192-Harrison High School (Grade Range: 09-12)

[Download To Excel](#)

[Back to School Level Data](#)

**Look at the Primary Area  
PA = SWD  
Check the Diploma Type**

2017-2018 Graduates Detail Data

GTid	Student Name	Gender	Grade Level	Age	Hispanic	Race	Primary Area	Diploma Type
.....	Student Names	M	12	17	N	Indian		General
.....		M	12	17	N	Black		General
.....		M	12	17	N	White		General
.....		M	12	17	N	White	6-Autism	General
.....		F	12	17	N	White		General
.....		F	12	17	N	White		General
.....		M	12	17	N	Black		General
.....		M	12	18	N	White		General
.....		F	12	17	N	White	Y-Other Health Impairment	General
.....		F	12	17	N	White		General
.....		M	12	17	Y	Asian		General
.....		M	12	17	N	White		General
.....		M	12	17	N	Black		General
.....		F	12	17	N	Multi Racial		General
.....		M	12	17	N	White	6-Autism	General
.....		F	12	17	N	White		General
.....		F	12	18	Y	White	Y-Other Health Impairment	General
.....		F	12	17	N	Black		General
.....		M	12	17	N	White		General
.....		M	12	17	N	White		General
.....	M	12	18	N	White		General	
.....	F	12	17	N	Black		General	
.....	F	12	17	N	White		General	
.....	M	12	17	N	Multi Racial		General	
.....	M	12	18	N	White	U-Specific Learning Disability	General	



# Reporting Graduates



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## WITHDRAWAL REASON = 'G' Report:

- 'S' - Special Education
  - 'A' - Certificate of Performance
  - 'G' - General Diploma
- 
- If a student exits with a withdrawal reason of 'G' (graduated) a diploma type must be reported
  - Please note:
    - 'A' is not a true graduate or diploma type, use caution when reporting students who exit High School
    - 'S' is not a true graduate, although not counted as a dropout, a student who exits with an 'S' diploma type is not counted as a High School graduate

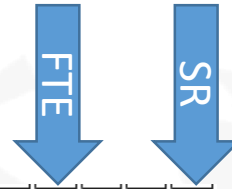
# SR Errors and Warnings

# Errors and Warnings

(available after the first SR upload)



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This document is very large; use **Ctrl F** (find function) to locate the error or warning in question

E578	WITHDRAWAL DATE; EVENT DATE	Special Education student reported as withdrawn. The WITHDRAWAL DATE must be after the EVENT DATE reported for EVENT CODE = '09' or '10'.	✓			
E5788	EVENT DATE	EVENT DATE must be within the last fiscal year OR in the current fiscal year and prior to the current FTE count date.	✓			
E579	EVENT CODE	New special education students must report events for Initial Eligibility Determination (04), Initial IEP Meeting (05), and Initial IEP Placement (06). Please check Special Tools/SE076a - Special Ed Reject Report for possible rejected records (Codes R01, R03, and R05).				✓
E5799	EVENT DATE	EVENT CODE is BLANK, the EVENT DATE must be BLANK.	✓			
E580	EVENT CODE	NO LONGER VALID: The following event is not valid for a new special education student: Re-Eligibility Determination (08).				✓
E5801	EVENT CODE	New placement events (range 01-06) were reported for a student, but no exit event was reported, or the new event dates are prior to the exit event.				✓
E5802	PRIMARY AREA	A PRIMARY AREA is reported for the student, but no special education events have been reported in the current Student Record collection. See report SE060 on Special Ed Report Menu.				✓
E5803	SPECIAL ED ENVIRONMENT; PRIMARY AREA	SPECIAL ED ENVIRONMENT is required when PRIMARY AREA is not null.				
E5804	EVENT DATE, SCHOOL ENTRY DATE, WITHDRAWAL DATE	EVENT DATE reported is not within the enrollment period for this student.				✓

# Common SR errors **597**

- ***If you report:***
  - '02' Parent Consent to Evaluation
- ***Then you must report:***
  - '03' Initial Evaluation
  - '04' Eligibility Determination
- ***Unless:***
  - '02' is received less than 30 days before the end of the school year (your district's last day for students)

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# Warnings

- **W581** - The number of days between events '02' and '04' '03' is greater than 60
- **W582** - The number of days between events '04' '02' and '05' is greater than 30

# Common SR error

- ***If you report any:***
  - '06' – '09': Initial placement, IEP Annual Review, Eligibility Redetermination, Special Education Exit
- ***Then you must report:***
  - A Primary Area of Exceptionality

If you do not report '06' – '09' you do not report a Primary Area of Exceptionality

## ***Remember:***

*Special Education Records are reported for active students  
**AND** students who withdrew during the current year*

*Remove the Primary Area from your SIS after SR sign-off  
for students who were reported with a '09' or '10'*

# Common SR error

- At least one event code is required for all students who have a Primary Area of Exceptionality
  - IEP: '05' (Initial IEP) or '07' (Annual Review)
- If the most recent '04' or '08' more than 3 years old, a newer '08' is required
- If your data is an extract from your IEP software make sure your meetings have been finalized

Error	Data Element	Description
E022	STUDENT ID	Student was reported in FTE-1 with ALL IEP = "S" (Service Plan/private or home schooled) or "N" (not served and private/home schooled), therefore should not be reported in Student Record.
E036	STUDENT ID	Enrollment record required if special education record reported. Student not enrolled at time of Special Education event.
E088	EVENT CODE	A student level record was found for this student with a PRIMARY AREA. At least one Special Education Record is required for EVENT CODE '05' (Initial IEP Meeting) or EVENT CODE '07' (IEP Annual Review).
E089	EVENT CODE	Students with a PRIMARY AREA must report a Special Education record for EVENT CODE '04' (Initial Eligibility Determination) or EVENT CODE '08' (Re-Eligibility
E159	GAA; PRIMARY AREA	GAA = 'Y', a PRIMARY AREA is required.
E188	ALTERNATE MATH SEQUENCE	Student reported with a PRIMARY AREA and in GRADE LEVEL '10' - '12', but ALTERNATIVE MATH SEQUENCE is not "Y" or "N".
E189	ALTERNATE MATH SEQUENCE	Student does not have a PRIMARY AREA, or Student is not in GRADE LEVEL '10' - '12'. ALTERNATIVE MATH SEQUENCE must be blank.
E3112	PRIMARY AREA	Student reporting a PRIMARY AREA but student exited program in a previous school year and has no record of re-entering program.
E3214	PRIMARY AREA; WITHDRAWAL REASON	PRIMARY AREA is not null and student reported with WITHDRAWAL REASON = 'G' in prior FISCAL YEAR.



Error	Data Element	Description
E413	ALTERNATIVE SCHOOL NUMBER	Where PROGRAM TYPE = '02', ALTERNATIVE SCHOOL NUMBER must be a valid GNETS program number in Facilities. Please look at your district, in Facilities, to verify the GNETS program number.
E563	PRIMARY AREA; SCHOOL CODE	Schools must report Special Education students if reported Special Education students in FTE-1. See SR071 FTE/SR Exceptions Report for list of FTE school/students now causing E563 in Student Record.
E579	EVENT CODE	New special education students must report events for Initial Eligibility Determination (04), Initial IEP Meeting (05), and Initial IEP Placement (06). Please check Special Tools/SE076a - Special Ed Reject Report for possible rejected records (Codes R01, R03, and R05).
E5801	EVENT CODE	New placement events (range 01-06) were reported for a student, but no exit event was reported, or the new event dates are prior to the exit event.
E5802	PRIMARY AREA	A PRIMARY AREA is reported for the student, but no special education events have been reported in the current Student Record collection. See report SE060 on Special Ed Report Menu.
E5804	EVENT DATE, SCHOOL ENTRY DATE, WITHDRAWAL DATE	EVENT DATE reported is not within the enrollment period for this student.
E589	EVENT CODE	If EVENT CODE = '06' - '10', the student must have a PRIMARY AREA reported. EXCEPTION: If the date for events '09' or '10' is from a prior school year, then no PRIMARY AREA is reported.
E5943	EVENT CODE; EVENT DATE	The EVENT DATE for EVENT CODE '11' must be the same date as EVENT CODE '04.'

Error	Data Element	Description
E5944	EVENT CODE; EVENT DATE	The EVENT DATE for EVENT CODE '12' must be the same date or later than the date of EVENT CODE '05.'
E5945	EVENT CODE	When EVENT CODE '11' is reported, the following EVENT CODEs are invalid: 05, 06, 07, 08, 09, 10, and 12.
E5946	EVENT CODE	When EVENT CODE '12' is reported, the following EVENT CODEs are invalid: 06, 07, 08, 09, 10, and 11.
E5947	EVENT CODE; EVENT DATE	The EVENT DATE of verification for EVENT CODE '13' must after the date of the last prior EVENT DATE.
E872	PRIMARY AREA	Student reported with PRIMARY AREA and no exit EVENT last school year, but student not reported with PRIMARY AREA this school year.
E873	PRIMARY AREA	PRIMARY AREA with no exit EVENT reported by prior school this school year, but student not reported with PRIMARY AREA at current school.
E874	PRIMARY AREA	Student reported as an active special education student in FTE but not reported with a primary area in Student Record.
E887	STUDENT ID	Special Education records reported for a student must have a corresponding student in the student file.

# Students' Special Education History: Tools in SR

- Rejection/recovery
- Special Tools

# Student Record: Creating History for a Student



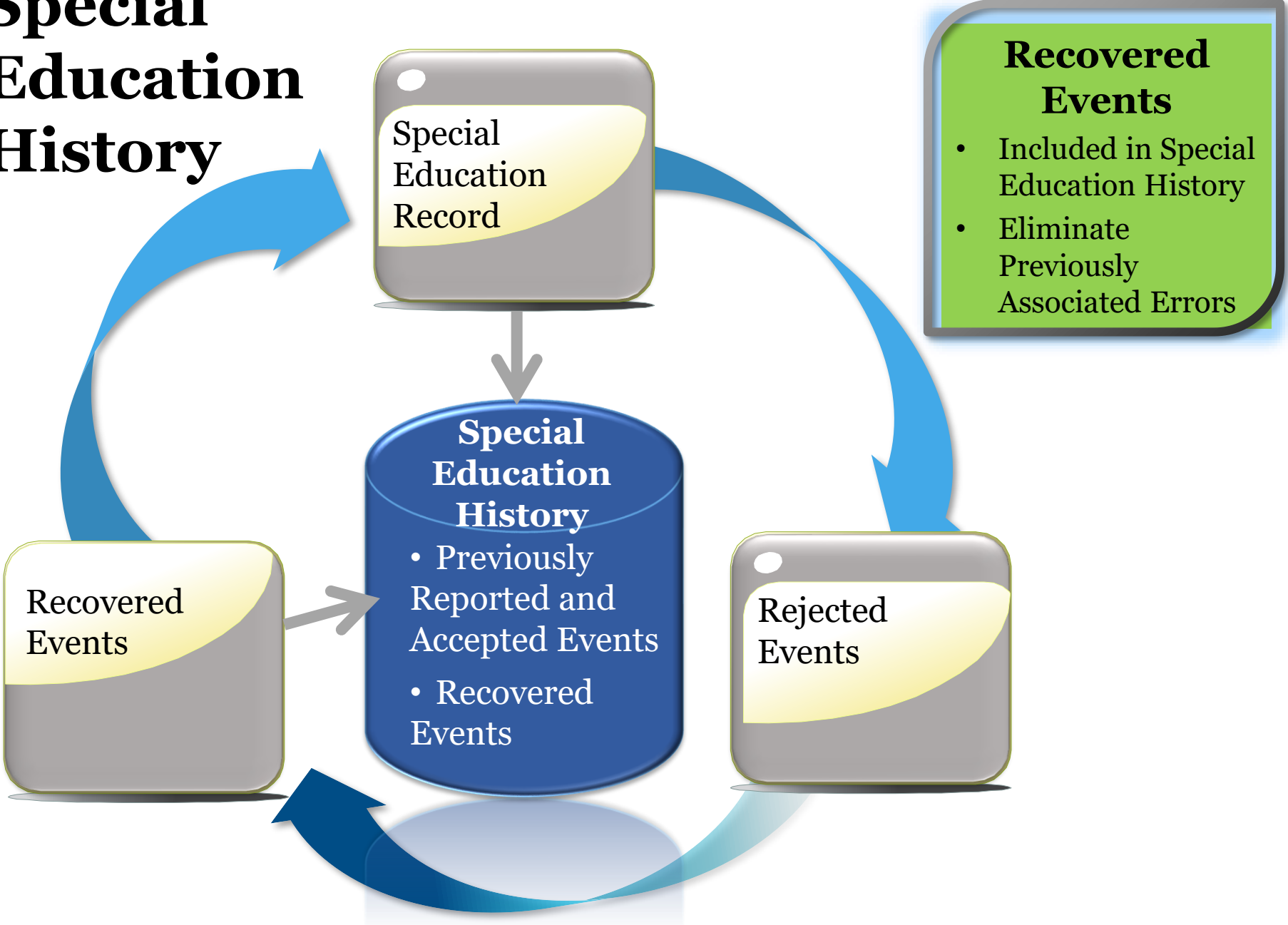
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Special Education Events in SR establish the student's history of referral, evaluation, services, exit

- Is reporting accurate?
  - Data quality

SR has tools to help with accurate reporting of a student's special education history

# Special Education History



# Rejection/Recovery

Georgia Department of Education

# Rejection/Recovery

Records are rejected because:

- A reported event occurred outside of a child's enrollment in the current LEA
- The reported event occurred outside the current fiscal year
- A reported event was reported twice on the same date
- A new "initial event" was reported and no exit event was reported

Some rejected events should be in the student's history therefore...recovery is necessary

Some rejected events should stay rejected.

# Rejection Codes 01-09

Rejection Code	Description
R01	Event is not within current year (Event is prior to May in previous fiscal year)
R02	Upload file has duplicate for System Code (Events 01-06)
R03	No enrollment level record found for same System Code, School Code, and Student ID (Events 06-10)
R04	Upload file has duplicate for System Code, Student ID, Event Code, and Event Date (Events 07-10)
R05	Date of event is not within Enrollment dates for reporting school (Events 07-10)
R06	Babies Can't Wait event has already been reported (Event 01)
R07	Event already exists but No Exit Event is reported (Events 02-06)
R08	Event is already reported for the fiscal year (YYYY) and event month (MM) (Events 07-10)
R09	No Student Level record found for same SYSTEM CODE, SCHOOL CODE, and GTID.
R10	Event is already reported for the Fiscal Year (YYYY), Event Date(DD), and Event Month (MM), (Events 07-10)



**Rejection  
Code  
R01**

- Event is not within current year (event is prior to May in previous fiscal year)
  - *Did event occur during this fiscal year?*
  - *Was the student enrolled in your district?*
  - *Are the dates correct?*
  - *Should you recover the event?*

**Rejection  
Code  
R02**

- Upload file has duplicates for system code (EVENT CODES '01' – '06')
  - *Check your extract – are you uploading duplicates?*

**Rejection  
Code  
R03**

- No enrollment level record found for the same System Code, School Code, and Student ID (EVENT CODES '06' – '10')
  - *Did this event occur when the student was enrolled in your district or school?*
  - *Did the event occur this fiscal year?*
  - *Are your dates correct?*

**Rejection  
Code  
R04**

- Upload file has duplicates for System code, Student ID, Event code and Event Date (Events '07' – '10')
  - *Check your extract – are you uploading duplicates?*

**Rejection  
Code  
R05**

- Date of event is not within Enrollment dates for reporting school (Events '07' – '10')
  - *Check dates*
  - *Check student's enrollment*
  - *Check enrollment dates for the reporting school*

**Rejection  
Code  
R06**

- Babies Can't Wait event (Event '01') has already been reported
  - *Check for duplicates*
  - *Student may have only one BCW transition meeting*

**Rejection  
Code**

**R07**

- Event already exists but No Exit Event is reported (events '02' – '06')
  - *The same event with the same date is already in the student's history*
  - *You already reported this event – do not recover*
  - *Did student exit?*

**Rejection  
Code**

**R08**

- Event is already reported for the fiscal year (YYYY) and event month (MM) (Events '07' – '10')
  - *Check your extract – are you uploading duplicates?*

**Rejection  
Code  
R09**

- No Student Level record found for same SYSTEM CODE, SCHOOL CODE, and GTID.

**Rejection  
Code  
R10**


- Event is already reported for the Fiscal Year (YYYY), Event Date(DD), and Event Month (MM), (Events 07-10)

# Recovery Tool








# SR Special Tools

[Go To Main Menu](#) **Student Record Main Menu**

---



[System Signed Off On 06/11/2018 09:56:49](#)

-  [Special Tools](#) 
-  [SR Reports Menu](#)
-  [SR Primary Contacts](#)
-  [Manual Relief Request](#)
-  [SR Transmission List](#)
-  [SR Transmission Status](#)

# Special Tools in SR

- Individual Student Record
- Special Education History
- Rejection Report (SE076)

Session on 06/11/2018 09:56:49 am Signed off

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Student Record Special Tools Menu

Collection System (FY2018)

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## Special Tools Menu

---

	<a href="#">Individual Student Record</a>
	<a href="#">ADHOC Query</a>
	<a href="#">SPEDHIST-GTID Claimed Student Sp. Ed. History Report</a>
	<a href="#">SE076 - Rejection Report</a>
	<a href="#">EOPA Eligibility Report</a>





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# Special Education History

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SpEdHist Transmission on

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Student Record Data Collection System (FY2016)

Special Education History as of 02/18/016 09:48:55 AM

School District name

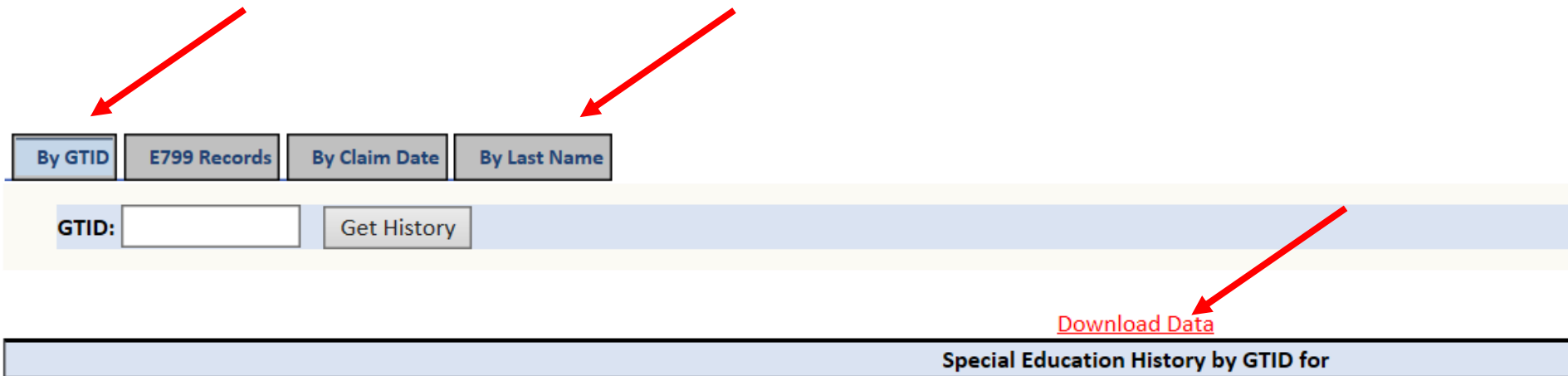
School:  Report Selection:   
Claim Start Date:  Claim End Date:



- All Claimed Students, All Sp. Ed. Records
- All Claimed SWD Student list
- Only SWD with Events in Other Districts

# Special Education History

- Search by GTID
- Search by Last Name
- Download data

A screenshot of a web application interface for searching Special Education History. At the top, there are four buttons: 'By GTID', 'E799 Records', 'By Claim Date', and 'By Last Name'. Below these is a search bar with the label 'GTID:' followed by an empty text input field and a 'Get History' button. To the right of the search bar is a 'Download Data' link. At the bottom of the interface, there is a header bar that reads 'Special Education History by GTID for'. Three red arrows point to the 'By GTID' button, the 'By Last Name' button, and the 'Download Data' link.

# Individual Student History



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By GTID

E799 Records

By Claim Date

By Last Name

GTID: 21

Get History

[Download Data](#)

## Special Education History by GTID for 2858993673

Claim School ID	GTID	Student Name	Primary Area	System Id and Name	School Id and Name	Event	Event Date	Current Year Event Data?	FTE Event?
					02	07-IEP Annual Review	04/18/2018	Y	N
					02	06-Initial IEP Placement/Transition Service Begin	05/18/2017	N	N
					02	05-Initial IEP Meeting	05/18/2017	N	N
					02	04-Initial Eligibility Determination	05/18/2017	N	N

# Rejection Report

- Rejection Report (SE076)
  - Lists all rejected records
    - By school
    - By student



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Student Record Special Tools Menu

Collection System (FY2018)

[Go To the Main Menu](#)

## Special Tools Menu

-  [Individual Student Record](#)
-  [ADHOC Query](#)
-  [SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)
-  [SE076 - Rejection Report](#) 
-  [EOPA Eligibility Report](#)

# Rejection Report (SE076)



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SE076a Transmission on 06/11/2018 09:56:49 am Signed off

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Special Ed Records Rejected At Upload - System Level

Student Record Data Collection System (FY2018)

Click on school name to view students

Special Ed Records Rejected At Upload											
School ID	School Name	<a href="#">R01</a>	<a href="#">R02</a>	<a href="#">R03</a>	<a href="#">R04</a>	<a href="#">R05</a>	<a href="#">R06</a>	<a href="#">R07</a>	<a href="#">R08</a>	<a href="#">R09</a>	School Total
		3	0	0	0	0	0	32	5	0	40
		0	0	0	0	0	0	9	6	0	15
		0	0	0	0	0	0	6	6	0	12
		0	0	0	0	0	0	8	4	0	12
		6	0	0	0	0	0	24	3	0	33
		7	0	0	0	0	0	23	8	0	38
		1	0	0	0	0	0	36	10	0	47
		1	0	0	0	0	0	1	5	0	7
		3	0	0	0	1	0	18	4	0	26
		1	0	0	0	1	0	15	2	0	19
		10	0	0	0	0	0	27	10	0	47



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# Viewing Individual Rejected Records

[Back to System Level Report \(SE076a\)](#)

Click on **GTID** to view student history and rejected records

Special Ed Records Rejected At Upload - School Level

School ID	School Name	Student Name	GTID	R01	R02	R03	R04	R05	R06	R07	R08	R09	School Total
0302			<a href="#">629</a>	0	0	0	0	0	0	1	0	0	1
0302			<a href="#">325</a>	0	0	0	0	0	0	3	1	0	4
0302			<a href="#">270</a>	0	0	0	0	0	0	0	1	0	1
0302			<a href="#">956</a>	1	0	0	0	0	0	3	0	0	4
0302			<a href="#">176</a>	0	0	0	0	0	0	2	1	0	3
0302			<a href="#">535</a>	0	0	0	0	0	0	3	0	0	3
0302			<a href="#">350</a>	0	0	0	0	0	0	3	0	0	3
0302			<a href="#">747</a>	2	0	0	0	0	0	3	0	0	5
0302			<a href="#">473</a>	0	0	0	0	0	0	3	0	0	3
0302			<a href="#">335</a>	0	0	0	0	0	0	3	0	0	3
0302			<a href="#">106</a>	0	0	0	0	0	0	1	1	0	2
0302			<a href="#">440</a>	0	0	0	0	0	0	4	0	0	4
0302			<a href="#">183</a>	0	0	0	0	0	0	3	0	0	3
0302			<a href="#">288</a>	0	0	0	0	0	0	0	1	0	1
School Total				3	0	0	0	0	0	32	5	0	40

Student Name :  Primary Area : Specific Learning Disability

Special Education History as of 07/27/2018 09:22:27 am

Reporting School Year	System Id and Name	School Id and Name	Event	Event Date	Student Present at Conference?	Parent Present at Conference?	Current Year Event Data?	Date Moved from Rejected	Link to comments
2018			07-IEP Annual Review	20180517	Y	Y	Yes		
2018			08-Re-Eligibility Determination	20180226	N	N	Yes		
2017			07-IEP Annual Review	20161207		Y	No		
2016			06-Initial IEP Placement/Transition Service Begin	20151210			No		
2016			05-Initial IEP Meeting	20151210		N	No		
2016			04-Initial Eligibility Determination	20151210			No		
2016			03-Initial Evaluation	20151202			No		
2016			02-Parent Consent to Evaluation	20151111			No		

Rejected Record

Reporting School Year	System Id and Name	School Id and Name	Event	Event Date	Student Present at Conference?	Parent Present at Conference?	Rejection Code	MOVE
2018	<input type="text"/>	<input type="text"/>	02-Parent Consent to Evaluation	20151210	N	N	R01	<input type="checkbox"/>

These rejected records cannot be recovered.

2018			06-Initial IEP Placement/Transition Service Begin	20151210	N	N	R07	
2018			05-Initial IEP Meeting	20151210	Y	Y	R07	
2018			04-Initial Eligibility Determination	20151210	N	N	R07	

\* Enter comments for checked record(s):

Select reason for move, or select Other to enter explanation

# What if I move an event to history, then re-upload?



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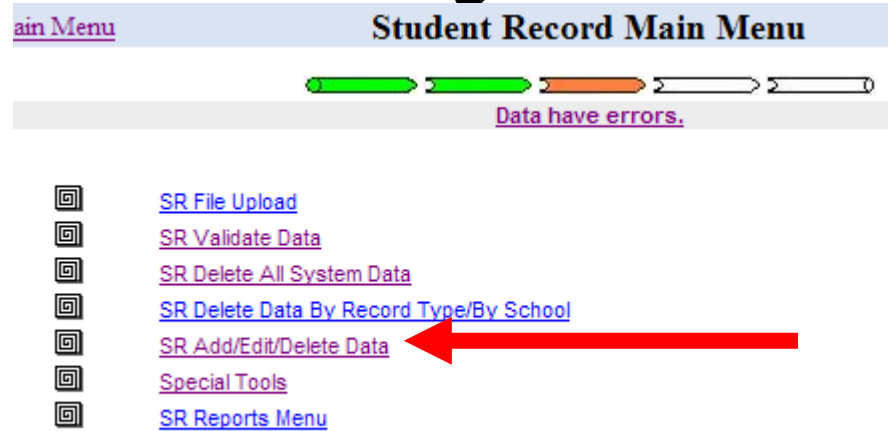
Once an event is recovered, it remains in history regardless of future uploads.

The upload process does not remove recovered events, so users can make corrections in their local SIS without concern that new uploads will undo work the district has done on recoveries.

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# What if I move the wrong events to history?



- The event can be accessed via the Add/Edit/Delete option on the Main Menu
- *This screen should only be used after your district's final upload*
  - **DELETED event will remain deleted after an upload**

**Added or Edited Data entered in Add/Edit/Delete will be over-ridden when your district uploads again**

# What if I move the wrong events to history?



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- The event can be accessed via Add/Edit/Delete
- Use only *after your district's final upload*
  - ***DELETED*** event will remain deleted after an upload

[Go To Main Menu](#)

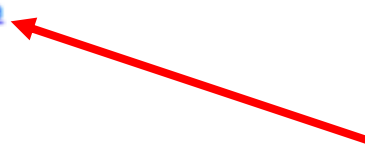
## Student Record Main Menu



Data have errors.

-  [SR File Upload](#)
-  [SR Validate Data](#)
-  [SR Delete All System Data](#)
-  [SR Delete Data By Record Type/By School](#)
-  [SR Add/Edit/Delete Data](#)
-  [Special Tools](#)
-  [SR Reports Menu](#)
  
-  [SR Primary Contacts](#)
  
-  [SR Transmission List](#)
-  [SR Transmission Status](#)

- Student Record Updates



# How can I look up a student without going through the report?



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[Home Main Menu](#)

**Special Tools Menu**



[Individual Student Record](#)



[ADHOC Query](#)



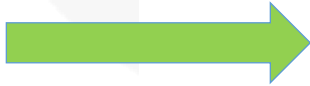
[SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)



[Special Ed Event Rejection Recovery](#)



[SE076 - Rejection Report](#)



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# Student Record Special Tools Menu

County

[Go To the Main Menu](#)

## Special Tools Menu



[Individual Student Record](#)



[ADHOC Query](#)



[SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)



[Special Ed Event Rejection Recovery](#)



[SE076 - Rejection Report](#)

# Rejection Recovery Option

SpEdHist Transmission on 03/15/2012 10:46:47 am With Validation Required. [click here to print](#)

Georgia Department of Education Student Record Data Collection System (FY2012)		Special Ed Event Rejection Recovery	
		<input type="text"/>	
<a href="#">Return to Menu</a>	School: <input type="text" value="Select School"/>	<input type="button" value="v"/>	OR Please
	<input type="text"/>	<input type="button" value="Get History"/>	

- Select the **School** where the student currently is enrolled.
  - Then select from **Student List**
- OR
- Enter **GTID** in the box, click Get History
- OR
- Enter **Last Name** in the box, click Get History

# Program Level Record

## Reporting GNETS

# Georgia Network for Educational and Therapeutic Supports (GNETS)



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- The student data reporting requirements for students placed in a GNETS program are the same as the requirements for all other students
- Students served in GNETS must also be reported in the Program Level Record

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# GNETS



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- GNETS students must be enrolled in the LEA (Local Education Agency) of residence and have an assigned GTID (Georgia Test Identifier). ***GNETS programs do not claim GTIDs, the resident district claims the GTID***
- LEAs must coordinate with their GNETS program to develop a data exchange system to provide the information required for input in the local student information system
- To facilitate the transfer of data, IEPs for GNETS students should be written in the IEP platform of their **LEA of residence**
- All Student Record Files including **enrollment, discipline, and special education event codes** must be reported for all GNETS students **in the student's LEA of residence**
- Students served at any time during the current school year in a GNETS program should be reported with a Program Level File in Student Record



# GNETS

## *What is the GNETS program type?*

- The program **type** data element identifies the type of program being reported for each record's activity.
  - **Program type code for GNETS is '02'**
  - **Element ID is 'PGM007'**
    - Element ID in the PROGRAM Level Record Data File Layout

# Program Level Record Layout



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## PROGRAM Level Record Layout (K01)

Program-level data elements - Information maintained at each school for each student having programming activity. A student can have multiple records for different assignments within the same school and fiscal year.

PROGRAM Level Record Layout (K01)									
Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
PGM001	K001	FISCAL YEAR	A	yyyy	4	1	4	Fiscal year of record.	E010 - FISCAL YEAR not valid. FISCAL YEAR must be the current valid FISCAL YEAR.
PGM002	K002	PERIOD	A	x	1	5	5	Reporting period of record.	E021 - Always equal to '1'.
PGM003	K003	SYSTEM CODE	A	xxx	3	6	8	School System Code.	E040 - Must be an active SYSTEM CODE in the Facilities Database in the range 601-799.
PGM004	K004	SCHOOL CODE	A	Xxxx	4	9	12	Number that identifies a school within a system.	E050 - SCHOOL CODE is missing or not valid for this system. Refer to the Facilities Database.
Filler	Filler	Filler	N		9	13	21	(Formerly STUDENT ID)	No edits
PGM006	K006	RECORD TYPE	A	xxx	3	22	24	Identifies the record layout.	E824 - Equals 'K01' for Program Level Record Layout.  E4011 - No Program records transmitted for this system.
PGM007	K007	PROGRAM TYPE	A	xx	2	25	26	Identifies the type of program for the record's activity or event.  Alternative Education "Career Academies" should report '01' for the Program Type.	E402 - Must equal one of the following codes: '01' = Alternative Ed '02' = GNETS '03' = Charter Career Academy '04' = Increased/Extended Learning Time  E399 - If PROGRAM TYPE = "02" (GNETS), student must have a PRIMARY AREA OF EXCEPTIONALITY.

# GNETS



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## *What are program codes for GNETS programs?*

**PROGRAM TYPE = GNETS '02'** (Element ID PGM007), the program type code (Element ID PGM008) must equal one of the following codes:

- **'02A' = GNETS – Center Based**
- **'02B' = GNETS – School Based**
- GNETS – Center Based '02A' is defined as a separate program that operates as a standalone and does not afford students the opportunity to access age appropriate non-disabled peers during the school day
- GNETS – School Based '02B' is defined as a program that allows students access to non-disabled peers during the school day

# GNETS

## *What school code is used for GNETS students?*

Two school codes are reported for GNETS students attending a GNETS program

- The 'School Code' (Element ID PGM004) is used to report **the home school the student would attend** if not enrolled in a GNETS program
- The 'Alternate School Code' (Element ID PGM011) is the **GNETS program code assigned to the GNETS program** the student attends.

# GNETS



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Enter the GNETS program code in the alternative school code field

- GNETS program code is validated against facilities database
- E413 – edit: Where **PROGRAM TYPE** = '02', program **SCHOOL CODE** entered not valid for a GNETS program
- Ensure that your GNETS facility is reported to the DOE in your facilities report

# GNETS Q&A



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## *Can my district report any of the GNETS codes?*

No. GNETS programs are tied to **specific districts**.

## *Are all programs attached to a facility?*

Yes, all programs are attached to a facility in the facilities database even though the services may not be provided at the associated facility.

# GNETS Q&A

*Should districts have a GNETS program code even in cases where their students attend a GNETS program located in another district?*

Yes, districts have a GNETS program code even if the centers are regional or located in another school district.

# GNETS Q&A

## *How is the frequency of GNETS services determined?*

The 'Number of Daily GNETS Segments' (Element ID PGM015) identifies the highest number of daily segments (1-6) a student received in a GNETS program during the school year.



# GNETS Q&A

## *How is duration of enrollment in a GNETS program determined?*

The duration of services for a student enrolled in a GNETS program is calculated using the 'Beginning Date' (Element ID PGM009) and 'Ending Date' (Element ID PGM0010)

- For students with continuous enrollment 'Beginning Date' would be the first day of school and 'Ending Date' would be the last day of school.
- If a student enters and exits a GNETS program multiple times during the school year a new Program Level Record must be created for each entry.

# Student Level Record

# Student Level Data for SWD



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Data in the Student Level Record includes:

- demographic data elements
- data elements that **describe a student's participation in special programs...**

Data are not time sensitive

- if the student participated in the program at anytime during the school year, that participation should be reported
- Report the participation even if the student is no longer in the program at the end of the school year

# Student Level Records

- Student Level Data elements that are “Y” or “N”
  - Extended School Year (ESY)
  - Georgia Alternate Assessment (GAA)
  - Student Support Team (SST)
  - Alternate Math Sequence
- Preschool Code

# EXTENDED YEAR SERVICES (ESY)



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Extended Year Services may include a range of services offered during the summer or other days when school is not officially in session

## **Code Description:**

**Y** – ESY **received** during current fiscal year

**N** – ESY **not received** during current fiscal year

# Reporting ESY Examples



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- Student received ESY in June 2018 but does not receive ESY in June 2019
  - Report “N” in 2019 SR (no services in FY19)
- Student received ESY in July 2018 but does not receive ESY in June 2019
  - Report “Y” in 2019 SR (July 2018 is in FY19)
- Student does not receive ESY in July or July 2018, IEP says ESY for summer of 2019 but not services are accessed until July 2019.
  - Report “No” in 2019 SR (no services in FY19)



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# GAA (Georgia Alternate Assessment)

GAA is for students identified as having the most significant cognitive disabilities

GAA 2.0: see information at the following website  
[http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GAA\\_2.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/GAA_2.aspx)

- Refer to the GAA Eligibility Criteria form
- Flag students “Y” for GAA if their IEP states that they will participate in the alternate assessment **regardless of whether an assessment occurs during the current school year**



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# GAA (Georgia Alternate Assessment)

- Valid values are 'Y' or 'N'
- The flag must be 'N' for Pre-K students
- Students with GAA = 'Y' must have at least one Course record with an 8 in the first digit after the decimal (XX.8 General Education Course in a Special Education Setting)



# SST (Student Support Team)



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- Indicates a formal SST (Student Support Team) Tier 3 meeting has been held for this student at some point during the school year
- Valid values are 'Y' or 'N'
- For additional information, please visit the SST website at:  
<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx>

# Alternate Math Sequence

Students with disabilities who were **identified prior to enrollment in high school and have a disability affecting mathematics** achievement

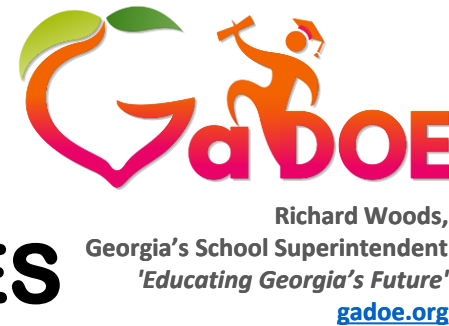
- may follow an alternative course sequence to meet the mathematics course requirements of the graduation rule 160-4-2-.48.

# Alternate Math Sequence

The alternate course sequence includes:

- Dispensation from completing Advanced Algebra or Algebra II
- Allows a student with disabilities earning core credit in:
  - Coordinate Algebra or Algebra I **and**
  - Analytic Geometry or Geometry, **and**
  - Two other mathematics courses
  - Satisfies the minimum mathematics requirements for high school graduation

# Rule:160-5-1-.15 AWARDING UNITS OF CREDIT AND ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES



The link below will take you to the complete rule:

<http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-1-.15.pdf>

## **(e) Awarding Units of Credit for Mathematics Courses for Students Receiving Special Education Services Under the Individuals with Disabilities Education Act (IDEA).**

“mathematics courses that will satisfy the mathematics course requirements in State Board of Education Rule 160-4-2-.48”

# Alternate Math Sequence DECISION



- WHO makes the decision? IEP team
- WHEN is the decision made? In high school
- ON WHAT is the decision based?
  - Documentation that **the student has a disability that affects mathematics achievement**
  - Based on
    - ✓ Mathematics Milestones scores
    - ✓ IEP goals designed to provide access to the standards
    - ✓ Present levels of performance documentation
    - ✓ Psychological assessment data
    - ✓ Eligibility report documentation
- WHEN must the documentation occur? **Prior to high school**

# Documentation (not decision) Prior to 9<sup>th</sup> grade



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Prior to the student entering the ninth grade, the student's Individualized Education Program (IEP) Team **has to identify that the student has a disability that affects mathematics achievement.**

Possible evidence:

- ✓ Mathematics Milestones scores
- ✓ IEP goals designed to provide access to the standards
- ✓ Present levels of performance documentation
- ✓ Psychological assessment data
- ✓ Eligibility report documentation

*This documentation must be in the student's file prior to 9<sup>th</sup> grade to justify participation in the alternate math sequence. There is no method to bypass this.*

**IMPORTANT!**  
Report this in the year the student participates in alternate math sequence, **not the year the decision is made.**

# The IEP Team Shall Document...



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- The student's disability has precluded the student from achieving grade-level proficiency
- The student's progress to date in response to appropriate instruction, including special education and related services designed to address the student's individual needs, is such that, **even if significant growth occurs, the IEP team is reasonably certain that the student will not successfully master the standards in Mathematics III, GPS Advanced Algebra, or CCGPS Advanced Algebra**
- The determination of the student's progress has been based on multiple measurements

## Students with Disabilities – High School Mathematics Decision Rubric

Local boards of education shall award units of math credit only for courses that include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the State Board of Education. Students with disabilities, who were identified prior to enrollment in high school and have a disability affecting mathematics achievement, may follow an alternate course sequence to meet the mathematics course requirements of the graduation rule 160-4-2-.48. The alternate course sequences include 1) students enrolling in a single advanced mathematics course and receiving instruction over two years or 2) receiving dispensation from completing Mathematics III or GPS Advanced Algebra or CCGPS Advanced Algebra. These alternate course sequences would allow a student with disabilities earning core credit in Mathematics I and II or GPS Algebra and GPS Geometry, or CCGPS Coordinate Algebra and CCGPS Analytic Geometry with two other mathematics courses to satisfy the minimum mathematics requirements for high school graduation.

Mathematics		Evidence in the IEP clearly shows that:
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>The student's disability has precluded the student from achieving grade-level proficiency, as demonstrated by the student's pattern of performance on the state-mandated test in the area of mathematics. (i.e., CRCT). Other valid assessment evidence for the content area under consideration (such as, benchmarks, unit assessments, etc.) may be used as documentation that the student did not meet grade-level expectations the prior year.</p> <p><b>What is it about the student's disability that makes it difficult for the student to learn? Indicate where this is documented in the IEP:</b></p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>The student's progress to date in response to appropriate instruction, including special education and related services designed to address the student's individual needs, is such that, even if significant growth occurs, the IEP team is reasonably certain that the student will not successfully master the standards in Advanced Algebra. The determination of the student's progress has been based on multiple measurements (i.e. benchmarks, unit assessments, progress monitoring, performance in Mathematics I and II or GPS Algebra and GPS Geometry, or CCGPS Coordinate Algebra and CCGPS Analytic Geometry, etc.), that are valid for the content area of mathematics and that have been collected over a period of time.</p> <p><b>Indicate where this information is documented in the IEP:</b></p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>The student has access to instruction in the state-adopted curriculum and will be required to successfully complete Mathematics I and Mathematics II or GPS Algebra and GPS Geometry or CCGPS Coordinate Algebra and CCGPS Analytic Geometry in addition to participating in 2 additional mathematics courses. The student's IEP includes goals that: 1) are related to mathematics; 2) support access to the content standards; and 3) are designed to promote the student's progress in the content area state-adopted curriculum.</p> <p><b>Indicate where this information is documented in the IEP or the student transcript:</b></p> <p><a href="http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/SWD%20High%20School%20Mathematics%20Decision%20Rubric%202-15-13.pdf">http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/SWD%20High%20School%20Mathematics%20Decision%20Rubric%202-15-13.pdf</a></p>





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# Additional Requirements

Local boards of education shall inform parents and students that students who do not complete Advanced Algebra or Algebra II **may not meet the mathematics admission requirements** for entry into a University System of Georgia institution or other post-secondary institution without additional coursework

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# FY2019 SR Student Record Layout

STU019	C019	ALTERNATE MATH SEQUENCE	A	x	1	76	76	Indicates whether Student with Disability (SWD) student is taking the alternate course sequence for completing high school math requirements (Y/N flag). SWD students in grades 10-12 only. All other students should have blank.  If blank and student is SWD in Grade Level 10-12, then this data element will default to 'N'.	<p><b>E183</b> - Must equal one of the following:</p> <p>'Y' – SWD student is taking the alternate course sequence for completing high school math requirements.</p> <p>'N' – SWD student is not taking the alternate course sequence.</p> <p>Blank/null</p> <p><b>E188</b> - Student reported with a <b>PRIMARY AREA</b> and in <b>GRADE LEVEL '10' - '12'</b>, but <b>ALTERNATE MATH SEQUENCE</b> is not 'Y' or 'N'.</p> <p><b>E189</b> - Student does not have a <b>PRIMARY AREA</b>, or student is not in <b>GRADE LEVEL '10' - '12'</b>. <b>ALTERNATE MATH SEQUENCE</b> must be blank.</p> <p><b>E1895</b> - <b>ALTERNATE MATH SEQUENCE</b> was 'Y' in the prior year Student Record collection, <b>ALTERNATE MATH SEQUENCE</b> must be 'Y'.</p>
--------	------	-------------------------	---	---	---	----	----	--	---



# Reporting for all SWD

- All SWD in grades 10 -12 must have a “Y” or an “N” for Alternate Math Sequence.
- If the field is left blank, it will default to “N”
- Report GAA students “N”

# FAQs

1. Will any data be collected on students utilizing the alternate course sequence?
  - Yes, you will report annually on students utilizing the alternate course sequence in the June Student Record collection
2. If the IEP team recommends an alternate math sequence, can the team later determine that the student should not be on an alternate math sequence?
  - Yes – you will see **an error that can be relieved**
  - **E1895**



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# Preschool

Preschool Program codes are reported for all Pre-K students in the Student Level Record

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# Pre-K Program Codes

Pre-K Program Code	Title	Description Pre-K Program
01	Early Head Start	Federally funded program for age eligible children birth – 3
02	Head Start 3	Children must be 3 by September 1 of current school year and meet current Head Start eligibility requirements.
03	Head Start 4	Children must be 4 by September 1 of current school year and meet current Head Start eligibility requirements.
04	Head Start 5	Children must be 5 by September 1 of current school year and meet current Head Start eligibility requirements.
05	Georgia Lottery Funded Pre-K	Children must be 4 by September 1 of current year and are enrolled in a lottery funded Georgia Pre-K classroom
06	Title 1 Funded Pre-K	Children must be 4 by September 1 of current year and are not enrolled in Head Start or Georgia Pre-K. Title 1 classes are locally funded through Title 1 funds
07	Special Education 3-year olds	Use this code for 3 year olds ( <b>as of Count Day</b> ) <b>or 2 year olds</b> in a special education preschool program, not served in any other program listed above
08	Special Education 4-year olds	Use this code for 4 year olds ( <b>as of Count Day</b> ) in a special education preschool program, not served in any other program listed above
09	Blended Head Start/GA Pre-K	Classes are blended with Georgia's Pre-K Program and are required to meet eligibility for Head Start and follow both the Head Start and Georgia's Pre-K Requirements.
10	Other Pre-K Program	n/a
99	None	n/a
Blank/ null	for non Pre-K students only	n/a

# Pre-K Program



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Georgia's School Superintendent  
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Note: When the student is served part of the day in one program and part of the day in special education, **choose the code that represents the non-special education portion**

Example: If the student is part day Georgia Pre-K and part day special education, then choose '05' Georgia Pre-K for any child attending the lottery funded program, regardless of whether or not they are receiving special education services



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# Random

LEA requires that a student attends a school different than the home school:

Example: Student requires MOID small group class, class is available at an elementary school

Report: System Code, School Code of home school

Report: ALTERNATE System Code, ALTERNATE School Code of attending school



# Student Record Edits

## A Tool

# Student Record Edits

- The following slides are to be used as a tool when you receive SR errors
- Suggestion for use
  - Use the Ctrl F (find function) to locate the error number
  - Read the error – in blue
  - Read the suggested remedy
    - Why you are receiving this error
    - What you may be able to do to fix the error

Continued problems with errors, call Carol Seay  
470-218-3244 or email [cseay@doe.k12.ga.us](mailto:cseay@doe.k12.ga.us)

## Student Level File:

**E022 STUDENT ID:** Student was reported in FTE1 with ALL IEP = “S” (service plan or home schooled) or “N” (not served and private/home schooled) therefore should not be reported in Student Record

- If student was not publicly enrolled in your district this school year, do not report the student in SR
- Remove the enrollment history if not publicly enrolled this year

## Special Education Level File:

**E036 STUDENT ID:** Enrollment record required if special education record reported. Student not enrolled at time of Special Education event

- You have a mismatch, you are reporting events but not reporting enrollment at that school. One or the other is wrong
- Reminder: Pre-K student served under an IEP **should have an enrollment history**
- Remove the enrollment history if the student never really enrolled

## **Special Education Level File:**

**Eo88 EVENT CODE:** A student level record was found for this student with a PRIMARY AREA. At least one Special Education Record is required for EVENT CODE '05' (Initial IEP Meeting) or EVENT CODE '07' (IEP Annual Review)

- Filter your Student Record Excel to determine what dates you uploaded
- Recover any rejected records

## Special Education Level File:

**Eo89 EVENT CODE:** Students with a PRIMARY AREA must report a Special Education record for EVENT CODE '04' (Initial Eligibility Determination) or EVENT CODE '08' (Re-eligibility Determination)

- Filter your SR Excel to determine what dates you uploaded
- Recover any rejected records

## Special Education Level File:

**E597 EVENT CODE:** If Parent Consents to Evaluation (EVENT CODE '02'), then records must exist for the Initial Evaluation (EVENT CODE '03') and the Initial Eligibility Determination (EVENT CODE '04') if consent before April 15th of the current FISCAL YEAR.

- This is a straight 60 day calendar clock looking for an event '03'
  - Once you report an event '03' you will not receive this message even if the '03' is late
- Ignore the message if you think you were not late

## Special Education Level File:

**E579 EVENT CODE:** New special education students must report events for Initial Eligibility Determination (04), Initial IEP meeting (05), and Initial IEP Placement (06).

Please check Special Tools/SE076a – **Special Education Rejection Report** for possible rejected records (Codes R01, R03, and R05)

- Recover your rejected records
- ‘04’ – Initial Eligibility Determination
- ‘05’ – Initial IEP Meeting
- ‘06’ – Initial IEP Placement – date the student **began receiving service**; never report a future date
- Enter a Primary Area in your SIS only if you are reporting an Event Code ‘06’



## Special Education Level File:

**E5801 EVENT CODE:** New placement events (range 01 -06) were reported for a student (*the student already had placement events in SR*) but no exit event was reported, or the new event dates are prior to the exit event

- Was there an exit event prior to this school year in another district?
- Must be entered prior to sign off on Add/Edit/Delete
  - Data entered in Add/Edit/Delete must be entered after the final upload

## Special Education Level File:

**E5945 EVENT CODE:** When EVENT CODE '11' is reported, the following EVENT CODES are invalid: '05', '06', '07', '08', '09', '10', and '12'

- When a student is not eligible for services – Event Code '11' – the student is not a SWD and has no subsequent special education events

## Special Education Level File:

**E5946 EVENT CODE:** When EVENT CODE '12' is reported, the following EVENT CODES are invalid: '06', '07', '08', '09', '10', and '11'

- When a parent does not give consent for services – Event Code '12' – the student is not a SWD and has no subsequent special education events

## Student Level File:

**E159 GAA; Primary Area:** GAA = 'Y', a PRIMARY AREA is required

- Add Primary Area in your SIS
- GAA allowed only for SWD

## Student Level File:

### E188 ALTERNATE MATH SEQUENCE:

Student reported with a PRIMARY AREA and in GRADE LEVEL 10-12. ALTERNATE MATH

- All SWD must be either Yes or No for Alternate Math Sequence if in grades 10, 11 or 12
- If the student is not taking Math in 12<sup>th</sup> grade but was “Y” for Alternate Math Sequence, continue reporting “Y”

## Student Level File:

**E3112 PRIMARY AREA:** Student reporting a PRIMARY AREA, but exited program in a previous school year and has no record of re-entering program

- Check the status of student – currently eligible? Yes. Report a Primary Area
- Exited in prior year? Yes. Do not report a Primary Area
- Re-entered special education? Yes. Report new **initial** events
- If exit date was reported in error request relief prior to sign-off

**E3214 PRIMARY AREA; WITHDRAWAL REASON:** PRIMARY AREA is not null and student reported with WITHDRAWAL REASON = G in prior FISCAL YEAR

- If the student graduated, you should not be reporting this student
- Check graduation records
- Contact DOE with unique situations

## **Special Education Level File:**

**E802 PRIMARY AREA:** A PRIMARY AREA is reported for the student, but no special education events have been reported in the current Student Record collection. See report SE060 on the Special Education Reports Menu

- Recover any rejected records
- Wait until events occur and are reported; make sure past meetings are finalized



## **Student Level File:**

**E873 PRIMARY AREA:** PRIMARY AREA with no exit EVENT last school year, but the student not reported with PRIMARY AREA at current school

- Check special education status
- Did student exit and was exit reported?
- Does the exit need to be recovered?
- Did parent report student's special education status upon enrollment?

## Student Level File:

**E874 PRIMARY AREA:** Student reported as an active special education student in FTE but not reported with a PRIMARY AREA in Student Record

- Check SWD status; was student dismissed?
- *Keep Primary Area until close of SR then remove Primary Area (same students may receive an E872)*

## Program Level File:

### E413 ALTERNATE SCHOOL NUMBER:

Where PROGRAM TYPE = '02', ALTERNATE SCHOOL NUMBER must be a valid GNETS program number in Facilities. Please look at your district in the Facilities database to verify the GNETS program number.

Check accuracy of **your** GNETS program number. Make sure this is still a GNETS student attending the GNETS facility that serves your district

Report the GNETS Program code **assigned to your district.**

## **Student Level File:**

### **E563: PRIMARY AREA; SCHOOL CODE:**

Schools must report Special Education students if reported Special Education students in FTE1.

See SR071 FTE/SR Exceptions Report for list of FTE school/students now causing E563 in Student Record

- **Make sure all your schools are reporting their special education students**

## Special Education Level File:

**E5943 EVENT DATE:** The EVENT DATE for EVENT CODE '11' must be the same as EVENT CODE '04'

- The date of the initial eligibility determination meeting that made the student ineligible must be the same as the date you are reporting the child not eligible for services

## **Special Education Level File:**

**E5944 EVENT CODE, EVENT DATE:** The EVENT DATE for event code '12' must be the same date or later than the date of EVENT CODE '05'

- The date the parent does not give consent for initial placement must be the same date that the district developed the initial IEP and made its first offer of FAPE

## Special Education Level File:

**E5947 EVENT CODE, EVENT DATE:** The **EVENT DATE** of **verification** for **EVENT CODE '13'** must be after the date of the last prior **EVENT DATE**

- When reporting a '13' the district is saying that they misreported a student as a student with a disability.
- The '13' must be after the last event reported in error in the previous fiscal year

## **Student Level File:**

**E872 PRIMARY AREA:** Student reported with PRIMARY AREA and no exit EVENT last school year, but student not reported with PRIMARY AREA at current school

- Check special education status
- Did student exit and was exit reported?
- Does the exit need to be recovered?
- Did parent report student's special education status upon enrollment?



## Student Level File:

**W2614 PRIMARY AREA:** Student's PRIMARY AREA has changed from previous Student Record Cycle

- Many students will legitimately change Primary Area (this is a warning, not an error)
- Scan warning report to determine likelihood of an error

## Special Education Level File:

**E887 STUDENT ID:** Special Education records reported for a student must have a corresponding student record in the student file

- When you see a Null Name in this or any error report:
  - Check enrollment records in SIS (PreK Community student served under and IEP should have an enrollment record)

**E024 DATE OF BIRTH:** DATE of BIRTH reported for active student does not match the DATE of BIRTH in GTID. Verify date and correct either in SR or GTID

- Check DOB in SIS and IEP program – do they match?

**W548:** Student should not be less than 4 years old unless in a preschool program for exceptional children.

- Check special education status of the student
  - 4 year olds are likely SWD, check DOB

**E125 Pre K Program Code:** Must be one of the following codes: (see PRE-K program codes chart)

- Enter a Pre-K Program code appropriate to the child's services setting

**E4301 GA Test Identifier (GTID):** The combination of STUDENT ID/GTID reported for this student does not match the data reported in the Student Level file OR STUDENT ID/GTID is missing.

- GTID and/or Student ID in SIS do not match GTID and/or Student ID in IEP system
- Determine which is correct; correct or merge GTID in GUIDE
- This is often the result of using a fake SSN when first enrolling the student; use the correct SSN from the beginning

## Special Education Level File:

**E5802 STUDENT ID:** A PRIMARY AREA is reported for the student, but no special education events have been reported in the current Student Record collection.

- Clearing E579 through rejected records will eliminate many of these
- Don't worry about this error early in the year, no events have happened yet
- If no events reported at sign-off submit comments prior to sign-off

## Special Education Level File:

**E583 EVENT DATE:** EVENT DATE for Initial Eligibility Determination (EVENT CODE '04' ) is over 3 years old, and no newer record has been reported for Re-Eligibility Determination (EVENT CODE '08').

- Recovery of rejected records will resolve some of these
- Finalizing documents (eligibility re-determination) will resolve some
- Look for lapsed IEPs and eligibilities in your district



## Special Education Level File:

**E5941 EVENT CODE:** When EVENT CODE '11' is reported. EVENT CODE '04' is required. (Dates must be the same)

- This error occurs when a student has an event '11' and is subsequently re-referred because the '11' is being compared to a more recent '04'
- This error can be relieved by submitting an explanation prior to sign-off (why student was re-referred so soon after an '11')
- This error should be analyzed in order to determine whether changes should be made in local practice related to interventions or comprehensive evaluations

## Special Education Level File:

**E5942 EVENT CODE: When EVENT CODE '12' is reported, events '04' and '05' are required.**

- When you report a '12' (parent does not give consent for services) you must report an initial eligibility and initial IEP on or before the event '12'
- Check rejected records
- Best practice to offer FAPE through an IEP so parents know what they are rejecting
  - If parent refuses to allow the convening of an IEP, ask for relief for this error

## Special Education Level File:

**E598 EVENT DATE:** The EVENT DATE for event '07' or event '08' should be greater than event '05' or event '06'

- For transfer students if event '06' is the same as event '08, submit an explanation prior to sign-off

## Special Education Level file:

**E570 EVENT CODE:** Student should not have more than one of each initial EVENT CODE reported for a school within the same school year

- If student has a '06' and a later '10' and is then re-referred, submit an explanation prior to sign-off
- Data collections will examine the continuation of this error for certain conditions in the future

**E050 SCHOOL CODE: SCHOOL CODE is missing or not valid for this system. Refer to Facilities Data Base**

- Are you using an invalid school code? (all valid facility codes are included in your facilities reported to DOE)
- You will receive this error if you report an alternate school code instead of the school code

## Special Education Level File:

### E601 PARENT PRESENT AT

**CONFERENCE:** Must = 'Y' or 'N' for Initial IEP Meeting ('05') and for IEP Annual Review ('07')

- Many districts are not reporting parental presence at the ANNUAL Review IEP meeting
- Make sure you report whether a parent is present at the Annual Review as well as the Initial IEP meeting

## Student Level File:

W2600 DIPLOMA TYPE: School reported zero students with a certificate of attendance (DIPLOMA TYPE = 'A') or special education diploma (diploma type = 'S' ). See SR - Graduated Students Report.

- This is a warning, not an error
- This data may be accurate, however, check when you see this warning.
- If it is accurate – no SWD with a special education diploma – yea!

## Student Level File:

**E320 DIPLOMA TYPE:** DIPLOMA TYPE required if WITHDRAWAL REASON = 'G'; must be:

'S' - Special Education

'A' - Certificate of Performance

'G' - General Diploma

- If a student exits with a withdrawal reason of 'G' (graduated) a diploma type must be reported
- Please note: 'A' is not a true graduate or diploma type, use caution when reporting students who exit High School
- 'S' is not a true graduate, although not counted as a dropout, a student who exits with an 'S' diploma type is not counted as a High School graduate