

# **FY2025 Student Record Data Collection - Special Education Guidelines**

GEORGIA DEPARTMENT of EDUCATION  
Office of Technology Services – Technology Management



# FY2025 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.

Special Education events are reported to reflect a student's Special Education history in Georgia. Events correspond to the evaluation and eligibility process and then, if applicable the initiation and ongoing provision of special education services.

Students with Disabilities are also reported with a code which corresponds to their Primary Area of Disability.

**EVENT CODES:** Please see the chart on the following page for EVENT CODE descriptions

- **EVENT CODE '01' - '06**, and '14' report "Initial" events. For reporting purposes, "Initial" events meet one of the following conditions.
  - Student is receiving special education services in Georgia for the first time.
  - Student reported in the prior year Student Record as a student with a disability, returned to general education (**EVENT CODE '09**), and subsequently re-referred.
  - Student whose parents revoked consent for special education (**EVENT CODE '10'**) and subsequently re-referred.
- **EVENT CODE '07'**, '08', and '15' are used to report a student's *annual* or *triennial* IEP or evaluation status.
- **EVENT CODE '09'** is used ONLY when a student is no longer eligible for special education is still attending school and has no special education services (returned to general education).
- **EVENT CODE '10'** is ONLY used when parents or adult student have revoked consent for special education services.

**Students with a PRIMARY AREA** (The letter/numbers in parentheses refer to the SR edit received if this rule is not followed)

- Special Education **EVENT CODES** must be reported for students with a **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', '14', or '15' 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- Special Education Records are reported for both active and withdrawn students.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'/'15' 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.
- Initial **EVENT CODES (EVENT CODE '01' -'06', '14')** refer to initial provision of services and do not change if the student's **PRIMARY AREA** changes

<b>EVENT CODE</b>	<b>Event Name</b>	<b>Event Description</b>
'01'	Babies Can't Wait Transition	Date of BCW transition conference
'02'	Parent Consent to Evaluation	Date district receives parent permission for an initial evaluation. A student may have a 2 <sup>nd</sup> <b>EVENT CODE '02'</b> if he/she has an <b>EVENT CODE '09', '10' or '11'</b> and is re-referred to Special Education.
'03'	Initial Evaluation	Date initial evaluation reports are complete; report on or before <b>EVENT CODE 04</b> . A student may have a 2 <sup>nd</sup> <b>EVENT CODE '03'</b> if he/she has an <b>EVENT CODE '09', '10' or '11'</b> and is re-referred to Special Education.
'04'	Initial Eligibility Determination	Date of initial eligibility determination in Georgia. A student may have a 2 <sup>nd</sup> <b>EVENT CODE '04'</b> if he/she has an <b>EVENT CODE '09', '10' or '11'</b> and is re-referred to Special Education.
'05'	IEP Meeting	Date of initial IEP meeting in Georgia. A student may have a 2 <sup>nd</sup> <b>EVENT CODE '05'</b> if he/she has an <b>EVENT CODE '09' or '10'</b> is re-referred, found eligible, and has another IEP, or <b>EVENT CODE '12'</b> reported and parent subsequently requested services
'06'	Initial Provision of Special Education Services	Date student first receives special education services in Georgia. A student may have a 2 <sup>nd</sup> <b>EVENT CODE '06'</b> if he/she has an <b>EVENT CODE '09' or '10'</b> , is re-referred, found eligible, has another IEP, and parent consents to provision of services.
'07'	IEP Annual Review	Date of most recent annual IEP review.
'08'	Reevaluation	Date of most recent triennial Reevaluation. This may be a data review where reevaluation is not recommended or a full reevaluation eligibility. It may also be the date of an Annual Review or IEP Amendment meeting documenting the results of the completed evaluation previously requested in Reevaluation Data Review for educational planning purposes.
'09'	Special Education Exit, No Longer Eligible	Date student is determined to be no longer eligible and no longer receives special education services. An event '08' must be reported with the same date.
'10'	Parental Revocation of Consent for Services	Last date student received special education services. Reported only when parent(s) or adult student has revoked consent for services.
'11'	Student Not Eligible for Initial Provision of Services	Date when student is determined to be ineligible for special education services in initial eligibility meeting. The date should be the same, or later, date as the '04' <b>EVENT DATE</b> .
'12'	Parent Refused Initial Provision of Services	Date when parent/guardian refused services. The <b>EVENT DATE</b> should be on or after <b>EVENT CODE '04'</b>
'13'	District Verified That Student Was Incorrectly Reported as SWD in a Prior Year	Date it was determined that the student was incorrectly reported with SWD events. <b>EVENT CODE '13'</b> should only be used to correct misreporting of a student as a SWD in a PRIOR year. <b>EVENT CODE '13'</b> is not intended to be used for misreporting in the current school year. Current SWD data incorrectly reported should be deleted. Reporting <b>EVENT CODE '13'</b> will require comments before signoff.
'14'	Signed Parental Consent for the Provision of Services	Date the LEA receives the signed Consent for Services. Only report when the parent indicates "yes", they consent to special education services. <b>EVENT CODE '14'</b> is on or after <b>EVENT CODE '04'</b> and on or before <b>EVENT CODE '06'</b> . (Report <b>EVENT CODE '12'</b> if the parent does not provide consent). A consent form received from out of state may be accepted and may be before the <b>EVENT CODE '04'</b> .
'15'	Reevaluation Waiver	Date the LEA and parent agreed that no meeting is required to conduct a Data Review or discuss Reevaluation. The student remains eligible.

## **General Rules: Student Record Reporting**

(The letter/numbers in parentheses refers to the SR edit received if this rule is not followed)

### **EVENT CODES and EVENT DATES**

- 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 **EVENT CODE** '11' must be the same date as the **EVENT CODE** '04' as it indicates that the student is not eligible for special education services. (E5943)
- The **EVENT DATE** for the **EVENT CODE** '12' must be the same date, or a later date, as **EVENT CODE** '04' as it indicates the parent refused to provide consent for services. (E5944)

### **Multiple Schools**

- The LEA must report special education events at the school where the student is/was actively enrolled this year.
- Student and enrollment data are required to correctly identify the school responsible for reporting this data. If a student attends multiple schools in an LEA, the special education events are reported at the school where they occur.

### **Regular Education Students in Special Education Student Record**

- 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'
  - Initial IEP Meeting '05'
  - Student Not Eligible for Initial Provision of Services, '11'
  - Parent Refused Initial Provision of Services '12'

**Regular Education Students with Special Education EVENTS:**

Reporting Special Education Events for Public School Students and Students Parentally Placed in Private School (**EVENT CODE** '06, and '14' are not reported for the following scenarios, no **PRIMARY AREA** is reported)

EVENT CODES	If Student Was Enrolled At Least One Day in the LEA			
	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, Not Served
'01': Babies Can't Wait Transition	If applicable	If applicable	If applicable	If applicable
'02': Parent Consent to Evaluation	√	√	√	√
'03': Initial Evaluation	√	√	√	√
'04': Initial Eligibility Determination	√	√	√	√
'05': Initial IEP Meeting		√*		√** Could be an IEP or Services Plan
'06': Initiation of Services	No	No	No	No
'14': Consent for Services	No	No	No	No
'11': Not eligible for services	√		√	
'12' Parent Refused Consent for Services		√		√***

\* LEA may or may not convene an IEP if parent indicates consent will not be granted. Report **EVENT CODE** '12', Parent refused to provide Consent for Special Education Services

\*\*If parent accepts the offer of FAPE, the child must be enrolled. Parentally Placed Private School Students receiving special education services are on a Services Plan, not an IEP.

\*\*\* Parentally Placed Private School Students (PPPS) who are eligible, but not served are students eligible for services not provided by the LEA to PPPS OR parent declines services. Report Event '12' only if the parent declines to provide consent for services under an IEP or Services Plan.

## **Student With a Disability (SWD)**

(The letter/numbers in parentheses refers to the SR edit you receive if this rule is not followed)

### **NEW Student With Disability**

- A student who has attended school only in Georgia and now a SWD
- A student who attended school in another state as a SWD and is now in Georgia
- A student who was previously served in special education, returned to general education via ineligibility through the reevaluation process, was referred and became eligible and is receiving services
- A student who was previously served in special education, returned to general education because of revocation of consent, was referred and became eligible and is receiving services
- The following records are **required** for new SWD:
  - ✓ Initial Eligibility Determination '04'
  - ✓ Initial IEP Meeting '05'
  - ✓ Signed Parental Consent for the Provision of Services '14'
  - ✓ Initial IEP Placement '06' (E579)

The following records may also be reported:

- Consent for Evaluation '02'  
(not required when out of state Initial Eligibility and Initial IEP re accepted, but should be reported when the consent and the evaluation occur in a GA LEA)
- Completion of Evaluation Reports '03'  
(not required when out of state Initial Eligibility and Initial IEP re accepted, but should be reported when the consent and the evaluation occur in a GA LEA)
- If **EVENT CODE** '02' Parent Consent to Evaluation is reported, 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 15<sup>th</sup>. (E597)
- The number of days between events '02' and '03' should not be more than 60 days. (E581)
  - ✓ State Rule: IDDF (4) - 160-4-7-.04 EVALUATIONS AND REEVALUATIONS.
  - ✓ **E581** is a *relievable* error for the following valid reasons:
    - Parent failed to produce the student for evaluation
    - Student enrolled from another district with evaluation in process
    - Medical Reason(s), unusual evaluation needs
- Other - Manual comment  
If the student enrolls after the evaluation timeline has begun in another school district, but prior to an eligibility determination, the district must ensure sufficient progress to a prompt completion of the evaluation. The parent and the district must agree to a specific time when the evaluation will be completed.

**EVENT CODES** for *NEW* Students with Disabilities:

EVENT CODE	Public School Student - Initial Provision of Special Education Services
'01' -Babies Can't Wait Transition	If applicable
'02' -Parent Consent to Evaluation	√
'03' -Initial Evaluation	√
'04' -Initial Eligibility Determination	√
'05' -Initial IEP Meeting	√
'06' -Initial Provision of Services/ Transition Service Begin (BCW)	√
'14' -Signed Parental Consent for the Provision of Services	√

**NEW Student with Disability: Babies Can't Wait**

**Transition Conference:** A meeting convened 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 3<sup>rd</sup> birthday. The purpose of the meeting is to discuss any services under Part B of 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 Child Find Initial Referral Timelines and Early Childhood Transition (Indicators 11 & 12 of the SPP/APR).

**NEW Student with a Disability: Transfers from Out of State**

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

**First Time a SWD in Georgia, Services were provided in Previous State:**

- Report most recent Eligibility and IEP events as initial.
- The following records are required for new students with disabilities from out of state:
  - ✓ Initial Eligibility Determination '04'
  - ✓ Initial IEP Meeting '05'
  - ✓ Initial IEP Placement '06'
  - ✓ '14' -Signed Parental Consent for the Provision of Services
    - A signed Parental Consent from out of state may be accepted

See the chart below:

<b>REPORTING SWD TRANSFERING FROM OUT OF STATE, NEVER RECEIVED SPECIAL EDUCATION SERVICES IN GEORGIA</b>				
	<b>Accept Out of State Eligibility and Current IEP</b>	<b>Accept Out of State Eligibility, Do Not Accept IEP from Out of State</b>	<b>Do Not Accept Out of State Eligibility, Do Not Accept IEP from Out of State</b>	<b>Student enrolls with no paperwork or records (Convene a Reevaluation/IEP Meeting)</b>
REPORT EVENT '02'	NO	NO	YES, date LEA obtains a new signed Consent for Evaluation	YES, date LEA obtains a new signed Consent for Evaluation
REPORT EVENT '03'	NO	NO	YES, Date Evaluation is complete in GA	YES, Date Evaluation is complete in GA
REPORT EVENT '04'	YES, date of most recent eligibility date from out of state*	YES, date of most recent eligibility date from out of state	YES, date of new GA Eligibility	YES, date of new GA Eligibility meeting in current LEA *
REPORT EVENT '05'	YES, Most recent IEP date from out of state*	YES, date of current LEA's IEP	YES, date of current LEA's IEP	YES, date of new initial IEP meeting in current LEA
REPORT EVENT '06'	YES, first day of services in GA	YES, first day of services in GA	YES, first day of services in GA	YES, first day of services in GA
REPORT EVENT '07'	YES, <b>IF</b> an Annual Review meeting is convened in the LEA after providing services under the transfer IEP.	YES, <b>IF</b> an Annual Review meeting is convened in the LEA after providing services under the transfer IEP.	YES, <b>IF</b> an Annual Review meeting is convened after the initial IEP is completed in the LEA.	YES, <b>IF</b> an Annual Review meeting is convened after the initial IEP is completed in the LEA.
REPORT EVENT '14'	YES, date LEA receives Consent for the Provision of Services from Parent	YES, date LEA receives Consent for the Provision of Services from Parent	YES, date LEA receives Consent for the Provision of Services from Parent	YES, date LEA receives Consent for the Provision of Services from Parent
REPORT EVENT '08'	NO	NO	YES, <b>IF</b> a meeting is convened documenting the completion of the reevaluation process, after the initial eligibility is completed in the LEA	YES, <b>IF</b> any meeting is convened documenting the completion of the reevaluation process after the initial eligibility is completed in the LEA
REPORT EVENT '09'	NO	NO	YES, <b>IF</b> student is not eligible after completion of reevaluation	YES, <b>IF</b> student is not eligible after completion of reevaluation
REPORT EVENT '12'	Yes, only <b>IF</b> Parent refuses to provide Consent for the Provision of Services (Do not report an Event '06' or '14')	Yes, only <b>IF</b> Parent refuses to provide Consent for the Provision of Services (Do not report an Event '06' or '14')	Yes, only <b>IF</b> Parent refuses to provide Consent for the Provision of Services (Do not report an Event '06' or '14')	Yes, only <b>IF</b> Parent refuses to provide Consent for the Provision of Services (Do not report an Event '06' or '14')

\* Events may or will be out of order, if an SR error is generated - it will be relievable with a comment

## **EXISTING STUDENTS WITH DISABILITIES**

Existing students with disabilities are students who are not receiving special education services for the first time this year.

### **Previous Georgia Students with Disabilities:**

- Students from out of state who were previously enrolled in Georgia as a SWD have initial Georgia events.
- If the student has NOT been exited from special education, do not report additional initial events. Report the IEP as an annual review **EVENT CODE '07'** and reevaluation as **EVENT CODE '08'**.

### **In State Special Education Transfers**

- A student's right to FAPE is not affected by the LEA's ability to access to prior special education records. All eligible students must receive FAPE.
- All Georgia districts operate under the same State Board Rules for eligibility and the provision of services.

### **Students with Disabilities in the Same LEA as Previous Year**

(The letter/numbers in parentheses refers to the SR edit you receive if this rule is not followed)

Special education records are required for all *existing* students with disabilities (i.e. **PRIMARY AREA** reported last **FISCAL YEAR** and in the current **FISCAL YEAR**).

- Students must have a record for an Initial IEP '05' or an IEP Annual Review '07' (E088)
- Students must have a record for an initial Eligibility '04' or a Reevaluation '08' or Reevaluation Waiver '15'
- The date for the IEP Annual Review (**EVENT CODE '07'**) and the Reevaluation (**EVENT CODE '08'** or '15') should be greater than the **EVENT DATE** of Initial Provision of IEP Services '06', 'Parental Consent for Services '14', and the Initial IEP Meeting '05'. (E598)
- If the Initial IEP Meeting '05' **EVENT DATE** is *greater* than one (1) year, and no newer record is reported for IEP Annual Review '07', then a relievable error will be generated. (E584).
  - ✓ E584 is a *relievable* error if IEP expired prior to enrollment in the district.
- If the IEP Annual Review '07' **EVENT DATE** is *greater* than one (1) year, then a relievable error will be generated. (E585)
  - ✓ E584 is a *relievable* error if eligibility expired prior to enrollment in the district.
- If the Initial Eligibility Determination '04' **EVENT DATE** is *greater* than three (3) years, and there is no Reevaluation '08' or '15', then a relievable error will be generated. (E583)
  - ✓ E583 is a *relievable* error if eligibility expired prior to enrollment in the district.
- If the Reevaluation '08' or '15' **EVENT DATE** is *greater* than three (3) years, then a relievable error will be generated. (E586)
  - ✓ E586 is a *relievable* error if eligibility expired prior to enrollment in the district.

### **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 student with a disability 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 student with a disability 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. Ineligibility is an outcome of the **EVENT CODE '04'**, therefore, **EVENT CODE '11'** and **EVENT CODE '04'** 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', '14'). (E5945)

The Special Education **EVENT CODE '12'** is reported only when a parent/guardian has refused services. The refusal of services may occur on any date on or after the **EVENT CODE '04'**. An **EVENT CODE '05'** may or may not occur. For example, if the parent has refused to even consider services, **EVENT CODE '05'** may not occur. An **EVENT CODE '06'** cannot be reported with an **EVENT CODE '12'**.

The Special Education **EVENT CODE '13'** is reported only when student has been incorrectly reported as a 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 education events.

The **EVENT DATE** for **EVENT CODE '13'**, verification of misreporting must be after any other special education events. (E5947)

**When Events follow some type of 'closure':**

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

<b>Prior Event Code</b>	<b>Event Description</b>	<b>Event Requirements After</b>
'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	Parents change their mind, EVENTS '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 required with **Event '05'** and **Event '07'** 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 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)