

Pupils with Disabilities (PD) System Quick Reference Guide

Please Note: If you are a new CIO or Special Education Director, please ensure your contact information is updated in NYSEDs contact database, SEDREF.

[https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup)

Send an email request to datasupport@nysed.gov. Include the district name, BEDS code, and contact person's name, title, email address, and phone number.

Introduction

The PD Data System is NYSED's online tool for the collection, verification, and certification of Special Education Data. The data is presented through Verification Reports (VR) and PD forms (PD). Most of the data displayed in the PD system is pulled from the SIRS data warehouse; however, the data for some PD forms is entered directly into the PD Data System. The data comes from your Special Education System and some data comes from your Student Management System.

There are two PD certification periods which occur every school year. These reporting periods indicate who is receiving services at a specific time. The **BEDS Day Snapshot** is certified in January for VR's 1-9 reports for any student that is receiving services on BEDS day. **End of Year Reporting Certification** has two deadlines associated with it. **In August, an End of Year Snapshot** is reported for preschoolers who received services at any time during the year. In addition, districts who set aside 15% of their IDEA funds for Coordinated Early Intervening (CEIS) services must report on those students who may have benefitted from those services. Depending on a district's federal indicator submission schedule, COSF (Child Outcome Summary Form) Assessments are also reported. In September, the **SE Events, reports of a district's compliance with timeliness of evaluations**, are due. See the End of Year Reports section of this document for more information.

The only data that can be reported directly into the PD Data System are the PD 6 (Personnel Form) typically due in February and PD 8 (Suspension Data) typically due in August.

Once data has been certified in the PD system, the data is frozen and will not update from SIRS anymore.

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Helpful Links:

PD Site Login Screen in Business Portal: <https://portal.nysed.gov/abp>

PD System FAQ: <https://datasupport.nysed.gov/hc/en-us/sections/200476658-PD-Data-System>

Certification Due Dates: <http://www.p12.nysed.gov/sedcar/data.htm#subschedule>

Sign On:

Note: The PD System uses your SEDDAS credentials. The Superintendent must provision your access through SEDDAS:

http://www.p12.nysed.gov/sedcar/files/pdf/how_to_grantpd_data_system_entitlements.pdf

- a. Sign onto the NYSED Application Business Portal (<https://portal.nysed.gov/abp>) with your SEDDAS user id and password (SIRS Level 2) – firstname.lastname
- b. Select **PD System** under My Applications
- c. The PD Homepage is displayed (*see next page*)
- d. Password problems – **Click on Lost Password?** on the NYSED Application Business Portal

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Messages:

This message board was last updated on: **January 13, 2020 1:00 pm**

The 2019-20 SIRS refresh has completed and VR1-9 have been refreshed. The inaccurate certification button is now available for VR1-9.

You can access prior years verification reports by using the drop down menu on the top left navigation bar.

Certification buttons are now disabled whenever a refresh is running to prevent inadvertent certifications of data while tables are being refreshed. Only the certifications that are required will appear on the dashboard.

For a printer friendly version of all forms and due dates for the 2019-20 school year please [click here](#).

For help on navigating through the PD Data System please [click here](#).

Please [click here](#) to see frequently asked questions in the PD Data System.

PD Dashboard

1920 VR Forms

Forms	Status	Due Date	Date Certified	Certification Status	Assurance Status	Appeal Recieved	Appeal Status
VR1	complete	01/13/2020	12/26/2019	Accurate			
VR2	complete	01/13/2020	12/26/2019	Accurate			
VR3	complete	01/13/2020	12/26/2019	Accurate			
VR4	complete	01/13/2020	12/26/2019	Accurate			
VR5	complete	01/13/2020	12/26/2019	Accurate			
VR6	complete	01/13/2020	12/26/2019	Accurate			

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BEDS Day Snapshot

The data templates used for the reporting of VR's 1-9 are Demographics and Enrollment (sourced from your SIS), Program Service (Disability Type), and the Special Education BEDS Day Snapshot (sourced from Frontline IEP). The data from these templates are loaded to Level 0, and the data populates through the SIRS system into the PD site in the form of the VR reports. All reports should be reviewed before certifying.

For the **January Certification**, the related PD reports are as follows:

VR1: Preschool Child Count Report by Race/Ethnicity

VR2: School Age Child Count by Age and Disability

VR3: School Age Students by Disability and Race/Ethnicity

VR4: Preschool LRE Setting Report

VR5: School Age LRE Setting Report

VR6: District Report of Preschool Students by Primary Service Provider

VR8: District Report of School Age Students by Building Where Enrolled

Note: VR 7 and 9 are provider reports that do not require certification but require review.

Links for BEDS day verification:

Reporting Requirements: <http://www.p12.nysed.gov/sedcar/data.htm>

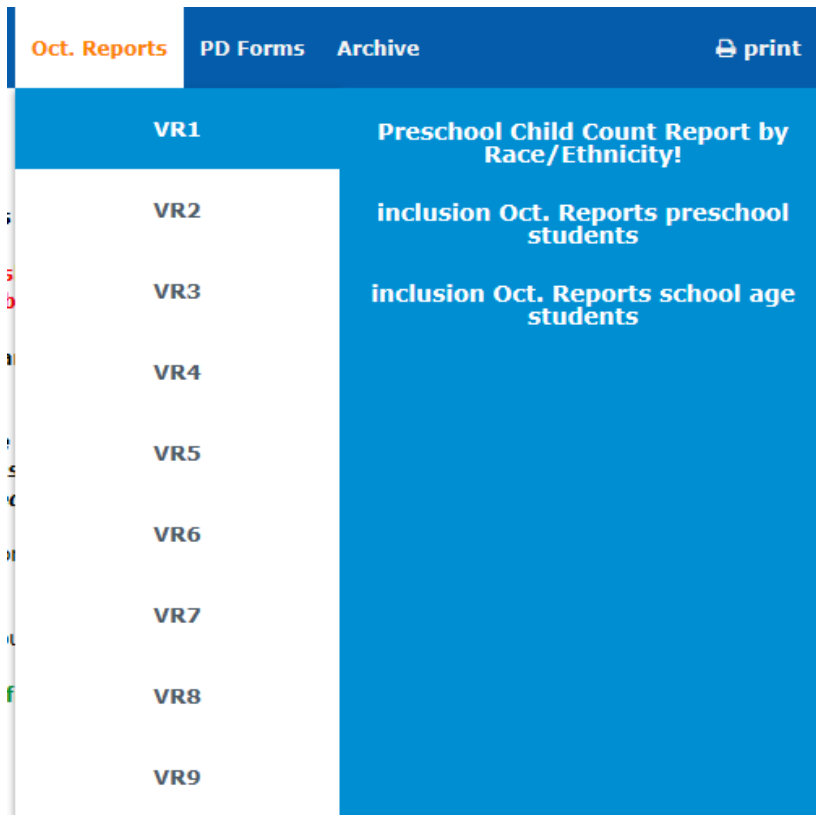
Primary Service Codes: http://www.p12.nysed.gov/sedcar/sirs/swd_sirs_1314-present.html#primary_service

LRE Codes: http://www.p12.nysed.gov/sedcar/sirs/swd_sirs_1314-present.html#lre_codes

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Viewing BEDS DAY Snapshot Reports

1. From the Navigation bar, click on **Oct. Reports:**



2. Select the **VR report** you wish to view

Verification Report 1

Preschool Child Count Report by Race/Ethnicity October 2019 Snapshot (Preschool Children Receiving Special Education Services As of October 2, 2019)

To view the description of the report including SIRS codes please [click here](#) .

Directions:

Please review the data below to verify that this report represents all preschool children with disabilities (aged 3-4) for whom your district has CPSE responsibility and who were receiving special education services on the snapshot date. The links below the numbers in each cell provide a list of students that meet the criteria to be included in the report. Also, please review your school district's report of students excluded from this report. **If corrections are needed to this report, please resubmit your district files with the necessary corrections to the Regional Information Center (or the data warehouse for large cities) prior to the certification due date.**

3. Select the list of **Included Students** and the list of **Excluded Students** to determine if all eligible students have been included, and if the information submitted is

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complete and accurate. If the data are inaccurate or students are missing, the data must be updated in the source system (either the SIS or SPED system) and reloaded through the LO loading process.

4. Click on the **Certify Button** when you are sure the data is correct.

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End of Year Reports

There are various Special Education Verification Reports (VR's) and Federal Indicators that are certified at the end of the year and public schools are assigned each year which indicators they are required to certify. Such reports are the VR's 11, 12, 13, 14, 15, & 16 and their related Federal Indicators 11, 12, and 7. The SIRS data templates used for the EOY Reporting are Demographics and Enrollment (sourced from your SIS), Program Service (Disability Type), Special Education COSF Assessment, Special Education Events and the Special Education End of Year Snapshot (sourced from Frontline IEP).

At EOY, there is other data required for submissions that is entered directly into the PD System. For public schools, these submissions include Indicators 8, 13, and 14, as assigned according to the SPP reporting schedule. In addition, all public and charter schools are required to enter data for the PD 8 (Report of Suspension Data of Students with Disabilities). Since this data does not populate through SIRS, and instead is entered directly into the PD Data system, the Special Ed department enters the data by the deadlines.

For the **End of Year Certification**, the related PD reports are as follows:

August Certification:

End of Year Snapshot reports:

VR13: Preschool Children Provided Programs and Services during the school year – All Public Schools must report

Special Education COSF Assessment Report

*VR 15: (Federal Indicator #7) - Preschool Outcomes Report -assigned according to the SPP Federal Indicator Reporting Schedule.

* Specific districts- check submission schedule

<http://www.p12.nysed.gov/sedcar/sppschedule2017-2025.html>

CEIS Reporting - Program Service Code 5753 Report

*VR 16: This report is your school district's report of general education students who received Coordinated Early Intervening Services (CEIS) funded with up to 15 percent of IDEA federal funds in the current and previous 2 school years. Public school districts who were identified for disproportionality, are required to allocate 15% of IDEA funds for CEIS activities.

* Specific districts- check submission schedule:

<http://www.p12.nysed.gov/sedcar/forms/vr/1920/html/verif16list.htm>

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September Certification:

Special Ed Events Reports:

Submission schedule : <http://www.p12.nysed.gov/sedcar/sppschedule2017-2025.html>

VR 11: (Federal Indicator #11) - Timeliness of initial eligibility determination for CPSE and CSE students assigned according to the SPP Federal Indicator Reporting Schedule.

VR 12: (Federal Indicator #12) - Provides data on the timeliness of the eligibility determination for Preschool children referred from EI (Early Intervention) programs assigned according to the SPP Federal Indicator Reporting Schedule.

VR 14: District Report of Parentally Placed Students in a Nonpublic School who were evaluated – All Public Schools must report

OTHER EOY REPORTING BY SPED (Data does not populate through SIRS):

PD 8: Suspension Data of Students with Disabilities

****PD8 Report can be electronically imported through the Frontline IEP Direct system. If using the electronic import from IEP direct, then the race/ethnicity data from IEP Direct will be used and not what is reported in SIRS**

Self-Reporting Indicators: Are surveys and self-reporting indicators that are assigned to public schools according to the State Performance Plan (SSP) Federal Indicator Reporting Schedule. These indicators do not populate through SIRS.

Links for EOY Report Verification:

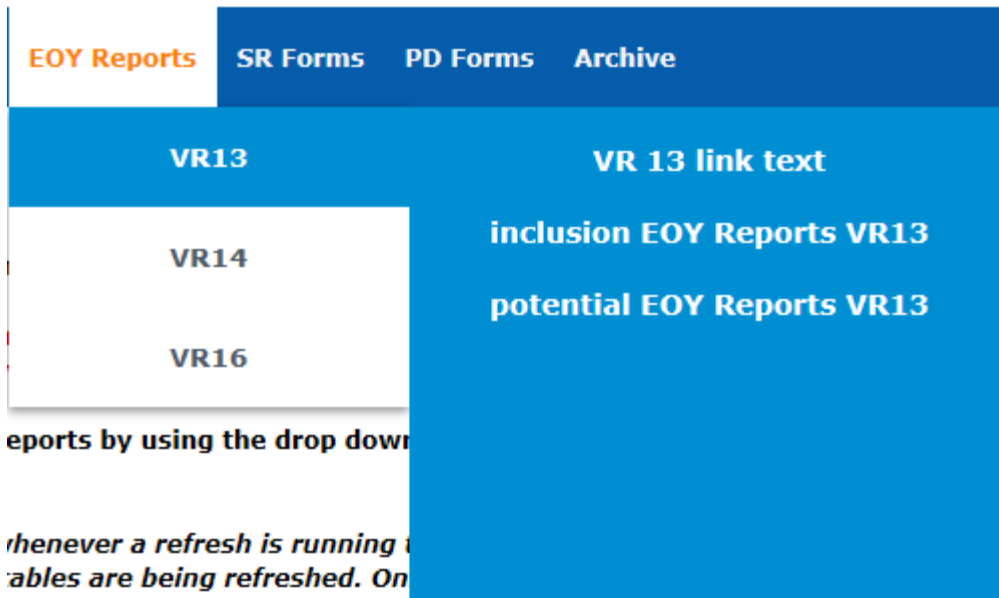
PD System FAQ: <https://datasupport.nysed.gov/hc/en-us/sections/200476658-PD-Data-System>

Certification Due Dates: <http://www.p12.nysed.gov/sedcar/data.htm#subschedule>

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Viewing EOY Reports

1. From the Navigation bar, click on **EOY Reports**:



2. Select the **VR report** you wish to view

Verification Report 13

VR-13 Report of Preschool Special Education Programs and Services

Provided any Time During the 2018-19 School Year (July 1, 2018 - June 30, 2019)

To view the description of the report including SIRS codes please [click here](#)

VR-13 Report of Preschool Special Education Programs and Services

Provided any Time During the 2018-19 School Year (July 1, 2018 - June 30, 2019)

Line Number	Program/Services	A	B	C	D	E	F	Reasonability Check
		Age as of October 3, 2018				Total Ages 2-5	Total Ages 2-5	
		Age 2	Age 3	Age 4	Age 5	2018-19 School Year	2017-18 School Year	

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3. Select the list of **inclusion EOY Reports** and the list of **potential EOY Reports** to determine if all eligible students have been included, and if the information submitted is complete and accurate. If the data are inaccurate or students are missing, the data must be updated in the source system (either the SIS or SPED system) and reloaded through the LO loading process.
4. Click on the Certify Button when you are sure the data is correct.