

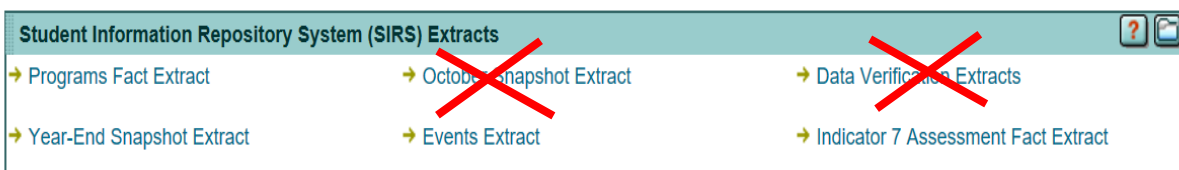
## Special Education Reporting – End of Year Reporting Extracts

The source of all Special Education End of Year Reporting is Frontline IEP except for Coordinated Early Intervening Services data (CEIS) which come your Student Management System as a Program Service Code – 5753. There are various Special Education Verification Reports 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.

All Special Education End of Year Reporting is verified on the Pupils with Disabilities (PD) Data system on the NYSED Business Portal. For Information on navigating the PD system, please see the PD System Quick Reference Guide on the LHRIC State Reporting website in the Training Manuals Section:

[https://www.lhric.org/groups/41136/state\\_reporting/state\\_reporting](https://www.lhric.org/groups/41136/state_reporting/state_reporting).

### Year End Extracts from IEP Direct: Navigation- Maintenance → Other Options



1. **Program Facts Extract:** Routine extracts that are loaded throughout the school year to Level 0.

### Student Information Repository System (SIRS) Extracts

Select Area Type to download:

Type of Disability
Section 504 Plan - Safety Net
<del>Other (Academic Intervention Services - AIS Code 0209)</del>
Other (Eligible for Alternate Assessment)
Other (Section 504 Plan)

Select Date:

05/08/2020

Select Grade Range:

Preschool ▼ to 12 ▼

Preview

Download

2. **Year- End Snapshot Extract:** This extract populates the VR13: Preschool Children Provided Programs and Services during the school year. This data reports all CPSE students who received services as of June 30, XXXX.

Start loading extract **June through August** to Level 0. Certification in PD system in August.

### Student Information Repository System Year-End Snapshot Extract

Select School Year :

2019-2020 ▾

Extract Date :

07/01/2019

Preview

Download

Click [here](#) to obtain the latest SED information about Special Education Codes and Descriptions for SIRS.

Click [here](#) for a list of Primary Service Code Definitions

#### Checklist:

- All Public Schools must report
- Make sure that the students are in the correct location as of the end of the school year
- The Special Education Department needs to make sure that all students are accounted for (errors in IEP will prevent students from extracting)
- Only CPSE students who were provided preschool special education services for any length of time during the school year. (Classified no-services will NOT appear)
- Review Level 1 Verification Report: **5.1.2 Special Education Snapshot: Potential End of the Year Snapshot Discrepancy** - Will help identify missing data

3. **Events Extract:** This extract populates data for:

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

Start loading extract **July through September** to Level 0. Certification in PD system in September

### Student Information Repository System Event Extract

Select School Year :

School Year Date : 06/30/2020

Extract Type :

- Indicator 11 - CPSE
- Indicator 11 - CSE
- Indicator 11 - CSE and CPSE
- Indicator 12 - EI/CPSE
- Parentally Placed in Non-public school

Click [here](#) to obtain the latest SED information about Special Education Codes and Descriptions for SIRS.

**Checklist:**

- VR 14 (Parentally Placed in Non-public School) - All Public Schools must report
- VR 11 and VR 12 - Consult the SEDCAR Reporting schedule to see which SPP Federal Indicator submissions are required for your public school district this year:  
<http://www.p12.nysed.gov/sedcar/sppschedule2017-2025.html>
- Make sure all students are included using the PD Inclusion and Potential EOY Reports (See PD System Quick Reference Guide)

4. **Indicator 7 Assessment Fact Extract:** This extract populates data for VR 15: (Federal Indicator #7) - Preschool Outcomes Report is assigned according to the SPP Federal Indicator Reporting Schedule. It reports preschool evaluation results on the Child Outcomes Summary Form (COSF) on all preschool children with disabilities.

**Student Information Repository System Indicator 7 Assessment Fact Extract**

Select School Year :  ▾

**Checklist:**

- This extract is in assessment format and needs to be entered into Level 0 in the Electronic Import Assessment Validation and Import and select COSF
- VR 15 - Consult the SEDCAR Reporting schedule to see which SPP Federal Indicator submissions are required for your public school district this year:  
<http://www.p12.nysed.gov/sedcar/sppschedule2017-2025.html>
- Make sure all students are included using the PD Inclusion and Potential EOY Reports (See PD System Quick Reference Guide)

## Additional EOY Reports to Certify

1. **Student Information System Program Service 5753::Intervening Service:** This program fact service record populates VR 16: Students Receiving Coordinated Early Intervening Services (*Data Not from Frontline IEP*)

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.

Start loading extract **June through August** to Level 0. Certification in PD system in August

Checklist:

- This extract is in program fact format and needs to be entered into Level 0 in the Electronic Import Program Fact Validation and Import and select 5753::Intervening Serv.
- VR 16- Consult the SEDCAR Reporting schedule to see which SPP Federal Indicator submissions are required for your public school district this year:  
<http://www.p12.nysed.gov/sedcar/sppschedule2017-2025.html>
- Make sure all students are included using the PD Inclusion EOY Reports (See PD System Quick Reference Guide)

## 2. Additional EOY Reports to Certify – Data NOT from SIRS

- **PD 8 Suspension Data:** ALL Public and Charter Schools Need to Report - Entered directly into the PD data System by SPED department, or via Frontline FTP
- **Self Reporting State Performance Plan (SSP) Federal 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.

## Reference Guide for Special Ed Reporting- EOY

Indicator	VR Report in PD System	What is it? Which Extract?	Who? When in LO?
11	VR - 11	Lists initial referrals and the outcome of the CSE/ CPSE meetings Separate reporting for CSE and CPSE students  Special Ed Events extract (IEP Direct)	Rotating- check schedule – <a href="http://www.p12.nysed.gov/sedcar/spchedule2011-2019.html">http://www.p12.nysed.gov/sedcar/spchedule2011-2019.html</a>  Due mid September
12	VR - 12	Lists students who transition from Early Intervention Services (EI) to CPSE to determine % of students who met mandated timelines (CPSE only)  Special Ed Events extract (IEP Direct)	Rotating- check schedule <a href="http://www.p12.nysed.gov/sedcar/spchedule2011-2019.html">http://www.p12.nysed.gov/sedcar/spchedule2011-2019.html</a>  Due mid September
	VR - 13	Report of CPSE for whom the school district who were provided CPSE services <u>for any length of time</u> during the 2017-18 school year. (CPSE only)  Year End Snapshot extract (IEP Direct)	All Districts Due mid August (early deadline)
	VR - 14	Identifies initial referrals for parentally placed school-age students in nonpublic elementary and secondary schools (CSE only)  Special Ed Events extract (IEP Direct)	All Districts with nonpublic schools Due mid September
7	VR - 15	COSF data- Displays school district's data on the functional level of preschool children on the Early Childhood Outcomes Summary Form (COSF) upon initial evaluation for CPSE and upon exit from CPSE. (Pre- and Post Assessment data) (CPSE only)  Assessment Fact Extract (IEP Direct)	Rotating- check schedule <a href="http://www.p12.nysed.gov/sedcar/spchedule2011-2019.html">http://www.p12.nysed.gov/sedcar/spchedule2011-2019.html</a> COSF data due mid August (early deadline)
	VR - 16	Data are for school districts that used up to 15% of IDEA federal funds to provide CEIS during the 2015-16 or 2016-17 or 2017-18 school years. (CSE only)  Programs Fact extract (SIS)	All Districts on the schedule must report CEIS data <a href="http://www.p12.nysed.gov/sedcar/forms/vr/1617/html/verif16list.htm">http://www.p12.nysed.gov/sedcar/forms/vr/1617/html/verif16list.htm</a> Due mid August (early deadline)

### **Common Errors in Student Information Management System:**

- CPSE students changed providers and was not transferred to new provider in SIS
- Out of District school age students transferred to another provider and it wasn't recorded in SIS
- OOD students were not rolled over into the new school year (doesn't get noticed until assessments are reported or EOY reporting)
- CPSE referrals – outcomes were not entered into SIS – the students still have 4034 entry codes in SIS / LO
- 4034 enrollments have not been resolved by June 30 - Recommend leaving open
- Summer CPSE services for students transitioning to K in September

### **Common Errors in IEP Frontline:**

- The student log was not kept up to date
- A draft IEP document is open and causing errors in the extract
- Exit dates and reasons are missing
- The CSE decision /status is incorrect or missing
- School Age students remaining CPSE as parentally placed are not entered correctly in IEP and/or SIS