

Data Reporting Sheet: Preschool Students

Who are Preschool Students?

For the purposes of reporting data to the Student Information Repository System (SIRS), preschool students are: (1) students referred to the Committee on Preschool Special Education (CPSE) for special education eligibility determination; and (2) students receiving preschool special education services. Both groups are reported with the grade level PS (grade ordinal *PRES*) under the Grade Level data element.

Note: This data reporting sheet provides guidance for students with a grade level of PS only.

What is the difference between Preschool Students and Prekindergarten Students?

The term prekindergarten means students who are enrolled in Prekindergarten (Pre-K) or Universal Pre-K programs operated by a Local Education Agency (LEA) or by other eligible agencies under a contractual agreement with the LEA. Prekindergarten students do include preschool-age students with disabilities; however, if preschool-age student with disabilities are enrolled in Pre-K or Universal Pre-K, they are subject to different data reporting rules. For such students, grade levels PKH (grade ordinal PREKH for half-day program) or PKF (grade ordinal PREKF for full-day program) are used.

Note: A data reporting sheet for prekindergarten students will be available at a later date.

Preschool Enrollment

When referred to the CPSE, a preschool student receives an initial evaluation to determine eligibility for special education services. The evaluation process must follow specific guidelines and takes time to complete. An enrollment record is entered for the preschool student to reflect the start and end dates of this determination period. If it is determined that the preschool student is eligible for special education services, an enrollment record must then be entered that reflects where services are being provided. Here are some details regarding the data elements collected in both of these types of enrollment records.

Preschoolers Referred to the CPSE

Location: District of Residence BEDS Code

Grade Level: PS

Entry Date: Date student referred to CPSE

Enrollment Entry: Must use Code **4034** – Preschool-age students enrolled solely for determining eligibility for special education services

Exit Date: Date special education eligibility status determined or determination process stopped

Enrollment Exit: Must use Code **140** – Special education eligibility status determined or determination process stopped for any reason. These reasons may include the child leaving the school district or enrolling in a PreK or UPK program before a determination is made. The code should also be used in situations when the referral or consent to evaluate the student has been withdrawn by the parent/guardian prior to the final determination.

Note: Only LEAs who must submit data for Indicators 11 and 12 of the State Performance Plan (SPP) in any given school year are required to maintain these enrollments. However, many LEAs choose to maintain these records in all years, because the student is the responsibility of the district of residence.

- ❖ For information on all SPP Indicators, please visit: <http://www.p12.nysed.gov/specialed/spp/>.
- ❖ A schedule of the years for which LEAs are required to report data for these indicators is available here: <http://www.p12.nysed.gov/sedcar/sppschedule.html>.

*Student ID:	*Location Code:	*Grade Level:
		PS
*Entry Date:	*Entry Code:	Entry Comment:
2013-10-01	4034 :: Preschool-age students enrolled solely for determining eligibility for special educat	
Exit Date:	Exit Code:	Exit Comment:
2014-01-16	140 :: Special education eligibility status determined or determination process stopped for	

Preschoolers Receiving Special Education Services

Location: BEDS code of the coordinating special education provider (if more than one provider is involved) or the sole special education service provider (if only one provider is involved). If the student is not receiving special education services from employees of an approved special education service provider, use the code of the county that is providing the service by contracting with an independent service provider.

Grade Level: PS

Entry Date: Date student started at location

Enrollment Entry: Must use Code **0011** – Enrollment in building or grade

Enrollment Exit: Code will vary. Review Enrollment Codes and Descriptions in the SIRS Manual to select the appropriate one. Use Code 425 for preschool students who have been withdrawn from school by a parent/guardian and students who are declassified by the CPSE.

Notes: (1) This enrollment may immediately follow the 140 exit code after special education eligibility has been determined, or there may be a lapse in time until the services are provided. (2) This enrollment will not follow a 4034/140 enrollment record if the student transfers from another district where s/he had already been classified as a preschool student with a disability.

*Student ID:	*Location Code:	*Grade Level:			
		PS			
*Entry Date:	*Entry Code:	Entry Comment:			
2014-01-14	0011 :: Enrollment in building or grade				
Exit Date:	Exit Code:	Exit Comment:			
Entry/Exit Enrollment Records:					
	Status:	Entry Date:	Entry Code:	Exit Date:	Exit Code:
View	valid	2014-01-14	0011		
View	valid	2013-09-18	4034	2013-12-16	140

Special Education Management Systems

Please be aware that most LEAs import special education data to the SIRS from their Special Education Management System, not their Student Management System. Therefore, Data Coordinators should work closely with staff from their LEA’s Special Education Department to schedule imports into SIRS and verify data.

Preschool Program Services

Preschoolers, classified by the CPSE, must have a program service record identifying type of disability.

Location: District of Residence BEDS Code

Entry Date: Date student begins to receive services

Program Code: Use Code **5786** – Preschool Student with a Disability

Exit Date: Only required if the student is declassified or the student is transitioned to the Committee on Special Education.

Exit Reason: Use Code **901** when the student is declassified. Use code **912** when the student’s disability has changed. A preschool student with a disability who continues as a student with a disability to a school level grade (including kindergarten) must have his or her preschool program service record ended with a Code 912 and a new *Type of Disability* assigned.

Note: If a preschool student with a disability is transitioning to Kindergarten, the student’s disability exit date must be August 31. Since the end of each school year is reported as June 30, these students must have an active preschool disability record entered for July and August of the following school year. A corresponding enrollment record must also be entered to reflect the student’s preschool status through August 31.

Preschool Special Education Snapshot

Preschool students who were receiving services on BEDS Day need to have a **BEDS Day Snapshot** record indicating their:

- ❖ **Primary Service Code** – Code that represents the primary service provided to preschool students with disabilities. See Primary Service Codes at: http://www.p12.nysed.gov/sedcar/sirs/sirs_toc.html.
- ❖ **Primary Setting Code** – Code that indicates the least restrictive environment in which preschool students with disabilities are enrolled. See Preschool Least Restrictive Environment Codes at: http://www.p12.nysed.gov/sedcar/sirs/sirs_toc.html
- ❖ **Primary Service Provider** BEDS code or Institution ID that represents the coordinating special education service provider, as designated by the CPSE.

Students who received CPSE services at any time during the school year must have an **End of Year Snapshot** record indicating their Primary Service Code and Primary Service Provider.

Preschool Special Education (SE) Events

Districts required to report Indicator 11 of the State Performance Plan must have SE Events records for students for whom they received parental consent to evaluate and the amount of time of the evaluation process.

Districts required to report Indicator 12 of the State Performance Plan must have SE Events records for students who were referred from Early Intervention, indicating if they were found eligible and had an IEP implemented by their third birthday. For details related to Indicator 12, including certain exceptions, please visit: <http://www.p12.nysed.gov/specialed/spp/indicators/12.htm>.

Preschool Assessments

Each year a representative sample of LEAs are required to report preschool outcome data to the State for SPP indicator 7. These LEAs will report on every preschool child that leaves preschool special education during the year. Submitted through the Assessment template, the Test Description is listed as COSF, denoting Child Outcomes Summary Form.

School districts must report on the COSF under each of the three early childhood outcome areas (i.e., Social Emotional, Knowledge and Skills, and Behaviors):

- ❖ the score the child received at entry into preschool special education,
- ❖ the score the child received upon exit from preschool special education,
- ❖ whether the preschool child learned at least one new skill since entry into preschool special education

Notes: (1) Scores are only reported if preschool students with disabilities received at least 6 months of services before leaving or exiting from preschool services.

(2) School districts must submit just the students “COSF Entry” or “COSF Exit” score if there are extenuating circumstances for why the missing scores are not available.

(3) See additional information on COSF at: <http://www.p12.nysed.gov/specialed/spp/indicators/7.htm>.

Assessment Records:				
	Status:	Test Desc:	Item Desc:	Test Date:
View	Valid	COSF	COSF: Entry Level Behaviors	2013-07-01
View	Valid	COSF	COSF: Entry Level Knowledge and Skills	2013-07-01
View	Valid	COSF	COSF: Entry Level Social Emotional	2013-07-01
View	Valid	COSF	COSF: Exit Level Behaviors	2013-07-01
View	Valid	COSF	COSF: Exit Level Knowledge and Skills	2013-07-01
View	Valid	COSF	COSF: Exit Level Social Emotional	2013-07-01
View	Valid	COSF	COSF: Progress Behaviors	2013-07-01
View	Valid	COSF	COSF: Progress Knowledge and Skills	2013-07-01
View	Valid	COSF	COSF: Progress Social Emotional	2013-07-01

Refer to the SIRS Manual at <http://www.p12.nysed.gov/irs/sirs/home.html> for more information on reporting Preschool Students.