

## Special Education EOY Reports

The **Special Education VR 11, VR 12, and VR 14 Reports** are populated through the Special Ed. Events Extract, which is extracted from FrontLine. The Special Ed Events Extracts for the previous year can still be loaded in Level 0 (remember to choose the prior school year in the Level 0 dropdown) until the load deadline, however **demographic, enrollment, and program service data should have been loaded for reported students prior to the previous year's deadline in late August.**

COSF Assessments (Indicator 7) are extracted from FrontLine and loaded into Level 0 via the Assessment import. **These assessments MUST be loaded before the close of Level 0 in August.**

The screenshot shows the 'New York State Education Dept. - Level 0' interface. At the top, there are navigation tabs: 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'Admin', and 'Log O'. Below these, user information is displayed: 'User Account: Nancy Tucci (ntucci). Current Password Expires on 6/4/2020' and 'Current # of users logged on: 4'. There are links for 'View All Users' and 'Change My Password/Email'. The 'District:' field is empty, and the 'School Year:' dropdown is set to 'School Year Ending 2020-06-30'. The main section is titled 'Assessment Validation and Import:' and contains five steps:

- Step 1 - Select Import file type:  Comma Delimited Text
- Step 2 - Check any test group(s) that you would like to import:  Check All. Below this, a row of checkboxes includes  ALTRCT,  COSF (circled in red),  Regents,  ALTREG,  CTE,  RCT,  CCR,  NYSITELL,  CDOS,  LOTE, and  SEQ.
- Step 3 - Delete current Level 0 valid Assessment records for this district and school year?  DO NOT Delete Level 0 Assessment Records,  Delete All Valid Assessment records (selected test groups only)
- Step 4 - Import File Location: (Use browse button to find file)  No file chosen
- Step 5 - Click button to prepare file for validation:

Indicators 11 (VR11) & 12 (VR12) are Special Ed Events extracts from IEP Direct. All other Indicators (except COSF Assessments Ind. 7) are submitted via PD Data System.

All districts must certify the **VR 14 Report** (Parentally Placed Students in Non-Public schools), which is data provided by the Special Ed Events extract.

Only those districts required to submit **Federal Indicators #11 (VR11 or #12 (VR 12)** are required to certify those reports. You can find out which reports you are required to certify via this link to SEDCAR:  
<http://www.p12.nysed.gov/sedcar/sppschedule2017-2025.html>

This Reference Guide for the Special Education EOY reports will help also help you identify the source for this data:

## Reference Guide for Special Ed Reporting

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 (FrontLine)	Rotating- check schedule <a href="http://www.p12.nysed.gov/sedcar/sppschedule2011-2019.html">http://www.p12.nysed.gov/sedcar/sppschedule2011-2019.html</a>
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 (FrontLine)	Rotating- check schedule <a href="http://www.p12.nysed.gov/sedcar/sppschedule2011-2019.html">http://www.p12.nysed.gov/sedcar/sppschedule2011-2019.html</a>
	VR - 13	Report of CPSE for whom the school district who were provided CPSE services for any length of time during the 2017-18 school year. (CPSE only) Year End Snapshot extract (FrontLine)	All Districts
	VR - 14	Identifies initial referrals for parentally placed school-age students in nonpublic elementary and secondary schools (CSE only) Special Ed Events extract (FrontLine)	All Districts with nonpublic schools
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 (FrontLine)	Rotating- check schedule <a href="http://www.p12.nysed.gov/sedcar/sppschedule2011-2019.html">http://www.p12.nysed.gov/sedcar/sppschedule2011-2019.html</a>
	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 (SMS)	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>

Review **Level 1 Report 6.0.0 – Special Education Event: Summary** to view the data submitted through **Level 0**. The report will display enrollment information (from your SMS), disability and event information (from Frontline).

Report Selection: **Level 1 Verification Reports**

Level 1 Verification Summary Reports

- Name ▾
- 1. Demographics Reports
- 2. Enrollment
- 3. Program Services Reports
- 4. Assessments
- 5. Special Education Snapshot
- 6. Special Education Event**
- 7. Graduation
- 8. Student Grades
- 9. Teacher Course Verification
- 10. Service Provider
- Level 0 and Level 1 Link Line

Level 1 Verification Discrepancy Reports

- Name ▾
- 1. Demographics Reports
- 2. Enrollment
- 3. Program Services Reports
- 4. Assessments
- 5. Special Education Snapshot
- 6. Special Education Event
- 7. Graduation
- 8. Student Grades
- 9. Teacher Course Verification
- 10. Service Provider

**6.0.0 Special Education Event: Summary**  
2018-19 School Year  
Grouped by Student

Report Description: This report lists all students who have Special Education Event records.  
Disclaimer: Discrepancies may occur between source data and the Levels of the Data Warehouse based on invalid Student Demographics, Enrollment, and/or Special Education Event.

Select School Year: **2018-19**

District: **Westchester** (Listed Students: 27)

Student Name	Student ID	State Student ID	Date of Birth	Grade Level	Special Education Event					Disability Program					Enrollment										
					Event Date	Event Type Code	Event Type Description	Non Compliance Code	Non Compliance Reason	Number of Days	Event Outcome	Event Outcome Description	Program Start Date	Program End Date	Program Description	State Program Code	Exit Reason Code	Exit Reason	Entry Enrollment Date	Entry Enrollment Code	Entry Enrollment Desc.	Exit Enrollment Date	Exit Enrollment Code	Exit Enrollment Desc.	Building Enrolled
				PS	Jan 10, 2019	CPSE01	Initial referral to CPSE			52	Y	Determined eligible for special education	Apr 5, 2019		Pre-School Student with a Disability	5786		Jan 10, 2019	4034	Preschool-age students enrolled solely for determining eligibility for special education services	Apr 4, 2019	140	Special education eligibility status determined or determination process stopped for any reason		
					Feb 5, 2019	CPSE02	Parental consent to evaluate											Apr 5, 2019	6011	Enrollment in building or grade			Westchester County		
					Mar 28, 2019	CPSE03	CPSE meeting																Westchester County		
				PS	Jul 26, 2018	CPSE01	Initial referral to CPSE	CPSE05	Documented delays in making contact with parents to schedule the evaluation - C		135	Y	Determined eligible for special education	Dec 7, 2018		Pre-School Student with a Disability	5786		Nov 28, 2018	4034	Preschool-age students enrolled solely for determining eligibility for special education services	Dec 6, 2018	140	Special education eligibility status determined or determination process stopped for any reason	
					Jul 26, 2018	CPSE02	Parental consent to evaluate											Dec 9, 2018	6011	Enrollment in building or grade			Westchester County		
					Dec 5, 2018	CPSE03	CPSE meeting																Westchester County		

You can view the loaded COSF assessments in **Level 1 Report 4.17.0**:

Report Selection: **Level 1 Verification Reports**

Level 1 Verification Summary Reports > **4. Assessments**

- Name ▾
- 4.0.0 Assessment Eligibility
- 4.1.0 Assessments: Regents and Regent Alternatives Summary
- 4.2.0 Assessments: Students who took Regents, RCT and SLP Exams
- 4.3.0 Assessments: Summary of Tested Students for NYS Assessments
- 4.13.2 Assessments: Assessment Accommodation (June, 2012 and after)
- 4.17.0 Assessments: CCR, CDOS, COSF, CTE, LOTE Summary**

Level 1 Verification Discrepancy Reports

- Name ▾
- 1. Demographics Reports
- 2. Enrollment
- 3. Program Services Reports
- 4. Assessments
- 5. Special Education Snapshot
- 6. Special Education Event
- 7. Graduation

All districts must submit the EOY Snapshot file from FrontLine. This extract includes all Preschool and Pre-K students who received service at anytime during the school year and populates the **VR13 Report**. Note that:

- All students included in the EOY Snapshot must also have a demographic and enrollment record.
- All students included in the EOY snapshot have a **5786** –Preschooler w/a Disability Program Service record
- All students included in your EOY snapshot are reported as enrolled with a grade level PS, PKF or PKH when they were receiving Preschool Special Education services.

Review the following L1 Reports:

**Level 1 Discrepancy Report - 5.1.2 Special Education Snapshot: Potential End of the Year Snapshot Discrepancy**



CPSE students who did not receive summer services in Aug 20xx **then transitioned to Kindergarten**, DO NOT need an end of year snapshot, but they DO need a summer enrollment record denoting they were CPSE through August 20xx.

CPSE students who did not receive summer services in Aug 20xx **and remained** CPSE the rest of the school year DO need an end of year snapshot.

**5.1.2 Special Education Snapshot: Potential End of the Year Snapshot Discrepancy**  
**2019-20 School Year**  
 Grouped by Student Name

Report Description:  
 This report lists students with one of the following criteria:  
 - Students with appropriate Pre-school Program Services (Disability), Enrollment records and without "End of the Year" Special Education Snapshot.  
**Pre-school students transitioning to GenEd who did NOT receive summer services will display on this report and should NOT have an End of Year Snapshot.**  
 - Students with "End of the Year" Special Education Snapshot without appropriate Program Services (Disability) and/or Enrollment records  
 - Students with different Service Provider BEDS Code on "End of the Year" Special Education Snapshot than on latest pre-school Enrollment record  
**Pre-school students in Pre-K programs will display on this report but are not an error. These students should be reported with the location of their PreK program in enrollment and could have a different Service Provider BEDS code on the EOY Snapshot**

Disclaimer:  
 Discrepancies may occur between source data and the Levels of the Data Warehouse based on invalid Student Demographics, Enrollment, Program Services and/or Special Education Snapshot.

District: [Redacted]

Student Name	Student ID	State Student ID	Birthday	Special Education Snapshot	Disability Program Services				Enrollment					
					Start Date	End Date	State Code	Description	Entry Date	Entry Code	Exit Date	Exit Code	Grade Level	Location
[Redacted]	[Redacted]	[Redacted]	[Redacted]	No Snapshot	Sep 4, 2019		5786	Pre-School Student with a Disability	Jul 1, 2019	4034	Sep 3, 2019	140	PS	661100010000 - New Rochelle City School District/ CPSE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	No Snapshot	Sep 4, 2019				Sep 4, 2019	0011			PS	280504880006 - ACDS, INC.

## Level 1 Summary Report 5.0.0 Special Education Snapshot: Summary

Be sure to choose “End of Year Snapshot” in the Snapshot Type dropdown:

### 5.0.0 Special Education Snapshot: Summary

2018-19 School Year  
Grouped by School; Sorted by Student Name

Report Description: This report lists all students who have Special Education Snapshot records.  
Disclaimer: Discrepancies may occur between source data and the Levels of the Data Warehouse based on invalid Student Demographics, Enrollment, Program Services and/or Special Education Snapshot.

Click on the "Finish" button once a School Year and a Snapshot Type are selected.

Select a School Year: 2018-19      
 Select a Snapshot Type: End of Year Snapshot      
 Finish

District: [Redacted] (Listed Students: 385)

School: [Redacted] (Listed Students: 14)

Student Name	Student ID	State Student ID	Grade	Date	Age as of the BEDS Day	Service Code	Primary Service	Primary Placement Code	Primary Placement Type	Setting Code	Primary Setting	Primary Service Provider BEDS	Primary Service Provider Local ID	Primary Service Provider Name	Program Services (Disability)							
															Description	State Program Code	Location	Start Date	End Date	Exit Reason Code	Exit Reason	
			KF	Jul 1, 2018	5	SVC11	Full-day (more than 4 hours) Special Class program in segregated setting					661100880201	138	Guidance Center Therapeutic Center	Pre-School Student with a Disability	5786	[Redacted]	Jul 1, 2018	Aug 10, 2018	912	Change in Disability	
															Speech or Language Impairment	0429	[Redacted]	Sep 1, 2018				
			KF	Jul 1, 2018	4	SVC11	Full-day (more than 4 hours) Special Class program in segregated setting					661100880201	138	Guidance Center Therapeutic Center	Pre-School Student with a Disability	5786	[Redacted]	Jul 1, 2018	Aug 10, 2018	912	Change in Disability	
															Multiple Disabilities	0473	[Redacted]	Sep 1, 2018				

All verification and certification of these reports are done via the PD System. You must have specific SEDDAS rights that are provisioned from your CEO or Superintendent to view and/or certify these reports.

When clicking on the EOY Reports tab, you will see which reports need to be certified along with a link to an explanation of the report.

The screenshot shows the NYSED PD Data System interface. At the top left is the NYSED logo and the text 'PD Data System' followed by a search box. Below this is a navigation bar with tabs for '2018-19', 'Home', 'Oct. Reports', 'EOY Reports', 'PD Forms', and 'Archive'. The 'EOY Reports' tab is currently selected. Below the navigation bar, there is a 'Messages' section with several text-based announcements. A blue pop-up window is overlaid on the messages, containing the text: 'VR13', 'VR 13 link text', 'inclusion EOY Reports VR13', and 'potential EOY Reports VR13'. Below the messages is a section titled 'PD Dashboard' with a sub-header '1819 VR Forms'. This section contains a table with the following data:

Forms	Status	Due Date	Date Certified	Certification Status	Assurance Status	Appeal Recieved	Appeal Status
VR1	complete	01/07/2019	12/28/2018	Accurate			
VR2	complete	01/07/2019	12/28/2018	Accurate			