

January 2007 Special Education Update

Revised Interim Procedural Safeguards

OSPI has published a revision to the interim procedural safeguards. These revised safeguards adopt the federal format. The safeguards will remain interim until OSPI finalizes its state regulations. These procedural safeguards are located at www.k12.wa.us/specialed/publications.aspx.

Revised Data Collection: Timeline for Initial Evaluation

OSPI Special Education is required to collect district data for a number of indicators for its State Performance Plan. One of the indicators tracks initial evaluations. This data collection template has been revised to reflect existing state timelines (35 school days from consent to eligibility determination). The data collection template was revised from the federal timeline of 60 days back to 35 school days based on our understanding that states are allowed to use a timeline previously established under state standards.

Complete instructions and the corresponding data collection templates can be found on our web site at: <http://www.k12.wa.us/specialed/forms.aspx> and scroll down the page.

Resolution Agreements

When due process requests are filed by parents, districts are required to hold a resolution meeting within 15 days of the request for hearing. If parents and districts reach agreement, that agreement should be in writing with a three day right to revoke by either party. If your district successfully resolves issues in a due process hearing through a written agreement, please notify the administrative law judge assigned to your hearing so he or she can include this information in the notice of dismissal.

Adaptive Physical Education Workshop

The Washington Alliance for Health, Physical Education, Recreation, and Dance (WAHPERD) will be sponsoring the first-ever Adapted Physical Education Workshop at Central Washington University on April 27, 2007. National Adapted Physical Education Teacher of the Year, Ann Griffin, will be the keynote speaker. Registration information is available online at www.wahperd.com. Cost is \$50 for the full day workshop.

Special Education Staff Changes and Position Openings

The Special Education Section would like to welcome Ms. Tara Canlett to our office. She is our newest Fiscal Analyst in the Data Management Work Group. Tara can be reached at 360-725-6075. Also, Ms. Judy Kraft has accepted the position of Special Education Assessment Coordinator in the Assessment Office. Questions regarding the assessment of special education students should be directed to Judy at 360-725-6089 or judy.kraft@k12.wa.us.

The Special Education Section would also like to announce the current openings within our office. Please visit the following link for more details on the openings below:

<http://www.k12.wa.us/employment/default.aspx>

- Program Supervisor, Special Education, Early Childhood
- Special Education Learning Improvement Supervisor (Math)

Special Education Personnel Data Collection

This is a reminder of the federally required personnel data was due to our office by December 15, 2006. **Complete instructions and the corresponding data collection templates can be found on our web site at: <http://www.k12.wa.us/specialed/forms.aspx> and scroll down to the bottom of the page.**

How do I submit my district's December 1 Special Education Federal Count?

You may think your data has been submitted if your district's CSRS Coordinator has finalized the December CSRS submission (submitted sometime between January 1 through 15, 2007) BUT IT HAS NOT! Following are the steps to finalize the special education submission process.

1. Login to CSRS at <https://eds.ospi.k12.wa.us/Login.aspx> . Login names and passwords are assigned by your district's Data Security Manager not OSPI customer support.
2. Choose 'View my applications' link and next choose the Core Student Record System link.
3. Select your organization from the drop menu and click on the 'Next' button.
4. At the top of the screen there is a menu bar with the following links: Home, Info Center, Submissions, Reports, Manage Students, Admin. Choose the Reports link.
5. Down the left side of the screen scroll down to Enrollment Reports and choose -December 1st Special Education.

On this screen you will see three steps that need to be completed to ensure your district's December 1st Special Education Data is properly submitted to OSPI.

1. Verify that students have a [valid IEP and current evaluation](#). Please note that CSRS will only include the students you have checked on this screen in generating the December 1st reports. – Click on the link 'valid IEP and current evaluation. Choose Organization (your district), Collection Period (December) and School Year (2006-07) then click the 'Search' button.

A listing of each special education student submitted through CSRS should be visible to you now. Each student that you want included in your December 1 Special Education Federal Count will need to have a check in the "IEP and Current evaluation Complete" checkbox next to that student's name. Hint: If you put a check in the header box the system will automatically check all the students listed, then you may scroll down and uncheck the students not currently eligible. When you are finished verifying your list of eligible students, click the 'Save' button at the bottom of the screen. Back at the top of the screen there should be a message in red type stating 'students saved.' Click the 'Back' button.

2. Verify the numbers in each of the reports below (optional). If you find discrepancies in the data CSRS generates for you, you'll need to resubmit your December data. To download the verified data click on the Special Education Student Details link below and save to your computer.
 - a. [Special Education Report by Disability and Age](#)
 - b. [Special Education Aged 3-5 By Disability and Race/Ethnicity](#)
 - c. [Special Education Aged 6-21 By Disability and Race/Ethnicity](#)
 - d. [LRE Report by Disability and Age](#)
 - e. [Children Aged 3-5 by Setting](#)
 - f. [LRE Report by Ethnicity](#)
 - g. [LRE Report by Gender](#)
 - h. [LRE Report by State Transitional Bilingual Instruction Program Status](#)
 - i. [Special Education Student Details](#)
 - j. [Report Business Rules](#)

3. After you have completed steps 1 and 2, submit the [Child Count Certification](#) form. Click on the Child Count Certification link. This will bring you to a screen summarizing the data submitted to OSPI. If everything looks correct, print the form, have your district designee sign the form, and mail it to Michelle Sartain at OSPI.
4. You are now finished with your December 1, 2006, Special Education Federal Child Count submission.

Questions regarding the CSRS submission should be directed to Customer Support at 360-725-6371.

OSEP Clarification Letter: Preschool children Enrolled by Parents in Private Schools

OSEP issued a clarification letter on December 1, 2006, regarding the applicability of equitable participation requirements to children with disabilities age three through five who are enrolled by their parents in private schools. This letter has been posted to the OSPI Special Education website at www.k12.wa.us/specialed/regulations.aspx.

State Special Education Safety Net Committee Meeting Dates and Application Deadlines

Deadline for Receipt of Application at OSPI*	Oversight Committee Meeting Date	Meeting Location
November 17, 2006	January 17, 2007	Brouillet Conference Room, OSPI
January 19, 2007	March 7–8, 2007	Thurston Room, ESD 113
March 16, 2007	May 9–10, 2007	Pacific Room, ESD 113
May 18, 2007	June 27–28, 2007	Pacific Room, ESD 113

***Hard copy Safety Net applications must be received at OSPI by 5 p.m. on deadline day. Faxes and electronic submissions will not be accepted.**