

FEDERAL SPECIAL EDUCATION DATA REPORTING

A REVIEW OF THE BASICS

OSPI/WASA Special Education Conference
Hotel Murano
Tacoma, Washington
August 4-5, 2011
Presented by Sandy Grummick



DISCLAIMER

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Douglas H. Gill, Ed.D.
Director, Special Education

OBJECTIVES

This session will provide:

1. An introductory overview of the required federal special education data reports and submission requirements,
2. The schedule for submission as well as the process for submitting each report
3. Answers to common submission questions or issues.

Participants will have opportunity to ask questions and share their experiences.

REPORTING SCHEDULE FOR 2011-12

Collection Name/Link to Forms	Due Date:	Additional Information/ Resources
Special Education Personnel Employed and Needed	12/14/11	
Federal Special Education Child Count and Least Restrictive Environment (LRE) must be submitted through CEDARS. To log-in the system go to: https://eds.ospi.k12.wa.us/Login.aspx	CEDARS Submission due 12/21/11	CEDARS Manual http://www.k12.wa.us/CEDARS/default.aspx
Special Education Students Suspended/ Expelled	7/02/12	
Timeline for Initial Evaluation of Special Education and Transition from Part C to Part B by Child's 3rd Birthday	7/16/12	
Child Outcomes Summary Data	7/16/12	EC Website
Post-School Outcomes Survey of 2011 Leavers	6/1/12 11/01/12	Phone Interviews begin on 6/1/12 Online data entered by 11/1/12

MATERIALS AND RESOURCES UPDATE FOR 11-12

Annual Federal Special Education Data Collection Bulletin

- will be published September 2011

Use of Funds: Individuals with Disabilities Education Act (IDEA 2004), Part B

- Bulletin B049-11 Published July 29, 2011

OSPI Special Education Website:

- <http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx>

Special Education Monthly Updates

- <http://www.k12.wa.us/SpecialEd/updates.aspx>

Comprehensive Education Data and Research System (CEDARS)

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

THINGS TO REMEMBER PRIOR TO SUBMISSION

- Submit data on or before the due dates. Don't wait until the last day.
- Templates must be free of 'highlighted red cells'-otherwise they will be returned for correction. At this time the data is not considered submitted.
- Templates include instructions, definitions, and some include FAQs. Annual Federal Child Count/LRE reporting is submitted through EDS. Post-Secondary Outcomes submitted on-line through the Center for Change in Transition Services. All other reports are submitted using an Excel template and must be emailed to specialeddata@k12.wa.us.
- Do not modify the templates. Only submit one template per district. Only use the OSPI created templates, no pdf files or screen shots.
- Upon receipt, a confirmation will be sent back to the email address that submitted the report within 3 business days. Confirmation may also include a note if there are additional data reports not yet received.

Navigation bar of Internet Explorer showing the address bar with the URL <http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx>. A yellow arrow points to the address bar. Below the address bar are menu items: File, Edit, View, Favorites, Tools, Help, Links, and Open PDF in Word. A search bar with 'Live Search' is on the right. The browser title is 'Federal Data Collection Forms'.

- [Special Education Home](#)
- [Special Education Data](#)
- [2009-10 District Profiles](#)
- [Federal Data Collection Forms](#)
- [Child Count Placement Data](#)
- [SPP/APR](#)
- [Annual State Grant Application](#)

Special Education

Federal Data Collection Forms

The Office of Superintendent of Public Instruction (OSPI) collects special education data which must be submitted annually to the Office of Special Education Programs (OSEP), U.S. Department of Education. This page displays the information of all the federally required data that will be collected during the 2009-10 school year. Each collection has a separate set of instructions, data collection forms, and due dates. All school districts are required to submit the data to your computer. You will need to download the required forms to your computer before you can submit via the internet.


Contact Info

Sandy Grummie
 Amber O'Donne
specialedata@k12.wa.us
 (360) 725-6075
 (360) 586-0247


To be included in the special education data collection, you must submit your data to the future...

File Download

Do you want to open or save this file?

 Name: Discipline_0910.xls
 Type: Microsoft Office Excel 97-2003 Worksheet, 382KB
 From: www.k12.wa.us

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

<p>2009-10</p> <p>Special Education Data and Needs</p> <p>Email the data to: specialedata@k12.wa.us</p> <p>Download Excel Template, Save to computer BEFORE OPENING LINK, open with Excel.</p>	<p>Questions/</p> <p>previous</p>
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SPECIAL EDUCATION PERSONNEL

- Due ON OR BEFORE December 14, 2011
- Must be submitted using OSPI template with no modifications – do not remove what you think are extra sheets.
- Instructions are included within the form template and the data collection bulletin.
- Include all staff assigned to serving special education students regardless of funding. Only submit data for the categories listed on the template. Not all categories are required.
- Include those staff that are contracted.
- No changes from previous year.

	A	B	C	D	E	F	G	H
1	Office of Superintendent of Public Instruction							
2	Special Education							
3	Old Capitol Building, PO BOX 47200							
4	OLYMPIA WA 98504-7200							
5	(360) 725-6075 TTY (360) 586-0126							
6	Special Education Teachers and Related Services Personnel							
7	Employed and Needed as of November 1 or first business day of November							
8								
9	Email address of person submitting this form (in case of questions):							
10								
11	District Name (insert in box below):			(1) Highly Qualified (FTE) (include contracted)	(2) Not Highly Qualified (FTE) (include contracted)	(3) Vacant (FTE)		
12								
13								
14	Section A:							
15	Special Education Paraprofessionals Serving Students Ages 3 through 5 Years							
16	Special Education Teachers Serving Students Ages 3 through 5 Years							
17	Section A Totals for 3 through 5:			0	0	0		
18								
19	Section B:							
20	Special Education Paraprofessionals Serving Students Ages 6 through 21							
21	Special Education Teachers Serving Students Ages 6 through 21 Years							
22	Section B Totals for 6 through 21:			0	0	0		
23								
24	Section C:			(1) Fully Certified (FTE) (includes contracted)	(2) Not Fully Certified (FTE) (includes contracted)	(3) Vacant (FTE)		
25	Special Education and Related Services Personnel Serving Students Ages 3 to 21 Years:							
26	(1) Adaptive PE Teachers/Therapeutic Recreation Specialists							
27	(2) Audiologists							
28	(3) Medical/Nursing Staff							
29	(4) Occupational Therapists							
30	(5) Orientation and Mobility Specialists							
31	(6) Physical Therapists							
32	(7) Rehabilitation and School							
33	(8) School Psychologists							
34	(9) School Social Workers							
35	(10) Interpreters							
36	(11) Speech-Language Pathologists							
37	Total Section C:			0.00	0.00	0.00		
38	FORM SPI1166							
39	Click here to view instructions							

FEDERAL SPECIAL EDUCATION ANNUAL CHILD COUNT AND LEAST RESTRICTIVE ENVIRONMENT (LRE) REPORTING

- Only count students eligible on the count date of 11/1/2011 SERVED by your district
- Submit data on or before the due date. Don't wait until the last day. Due date this year is 12/21/2011.
- Make sure you have access privileges to EDS—if you do not or do not know, please contact your District Security Manager to have access assigned.
- Incorrect or missing LRE, Disability Codes or Race/Ethnicity Codes will result in errors in the record for that student will not be able to be validated.
- After validating and locking the district's data, a confirmation will be sent back to the email address submitting the report within three business days.

FEDERAL SPECIAL EDUCATION ANNUAL CHILD COUNT AND LEAST RESTRICTIVE ENVIRONMENT (LRE) REPORTING

- Student's age, disability category and least restrictive environment codes are calculated as of the count date as compared to birth date, regardless of when the data is submitted.
- This federal count is for student's ages three through 21. Birth through two students are not counted on this particular report.
- Serving Districts report this data, not the Resident District. UNLESS the two districts have an agreement that says otherwise.

WORKING IN THE EDUCATIONAL DATA SYSTEM (EDS)

- Log-in to the Education Data System (EDS) <https://eds.ospi.k12.wa.us/Login.aspx> (slide 13) and choose ‘View My Applications’ (slide 14) and then choose the **Special Education November Federal Childcount” EDS** Application (slide 15).
- Select your school district from the drop-menu if that did not occur automatically at log-in (slide 16). The count date will default to 11/1/2011.

Windows Internet Explorer window showing the login page for the Education Data System (EDS) at <https://eds.ospi.k12.wa.us/Login.aspx>.

The page header includes the OSPI logo (Washington State Office of Superintendent of Public Instruction) and the EDS logo (Education Data System Logo). Navigation links for Home, Help, and Feedback are present.

The main content area displays the instruction: **Please type your username and password to login.**

Below this instruction are two input fields:

- Username:
- Password:

A green **Login** button is located below the password field. A link for [Forgot your password? >>](#) is also present.

The footer contains links for [Privacy Policy](#), [Disclaimer](#), [Customer Support: 1.800.725.4311](#), and [© Copyright 2004](#).

My Account - Windows Internet Explorer

https://eds.ospi.k12.wa.us/MyAccount.aspx

File Edit View Favorites Tools Help Links » Open PDF in Word

My Account Office of Superintendent of ...

WASHINGTON STATE
OSPI Office of Superintendent
of Public Instruction

eds

Home My Applications My Profile

This section allows you to manage your account information.

What would you like to do?

- [View my applications](#)
- [View my application permissions](#)
- [Edit my personal information](#)
- [Change password](#)
- [Search Education Directory](#)
- [View Security Managers](#)

My Applications - Windows Internet Explorer

https://eds.ospi.k12.wa.us/Apps/MyApplications.aspx

File Edit View Favorites Tools Help Links » Open PDF in Word

My Applications Office of Superintendent of ...

WASHINGTON STATE
OSPI Office of Superintendent
of Public Instruction

eds

eds Home

Home My Applications My Profile

Print f

- > Application List
- > Application Roles
- > Education Directory
- > Security Manager List

My Applications

My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

Application
Alternative Learning Experiences
Ask HYS
Attendance And Weapons
CAA/CIA Database
Career and Technical Education
CEDARS
CEDARS Direct Entry
Contrasting Groups Study (PLD)
Core Student Record System
Direct Certification Free Lunch
Direct Verification

https://eds.ospi.k12.wa.us/CEDARS

Internet

WORKING IN THE EDUCATIONAL DATA SYSTEM (EDS)

- The first step will be to review and reconcile any records that have errors—Exceptions.
- Next, after exceptions are fixed, validate records.
- The third step will be a final review of the records validated (summary reports, etc).
- Finally, lock the report and Certify!

Step 1: Resolve Exceptions → Step 2: Validation → Step 3: Review → Step 4: Certification

No need for Count Date here, just school year selection box (which would be 2011-12) and for users with more than one district org choice – the org menu.

The screenshot shows the OSPI (Office of Superintendent of Public Instruction) website interface. At the top left is the OSPI logo. At the top right are links for Home, Help, and Feedback. A navigation bar below the logo contains links for Home, Info Center, Submissions, Reports (highlighted), Edit Data, Student Records Exchange, Search Students, Admin, and System Info. On the right side of the page, there is a 'Logout' link and the text 'Tacoma School District'. The main content area is titled 'Reports' and 'Special Education Federal Count Validation'. Below the title, a navigation path is shown: 'Step 1: Reconciliation (exceptions)-----> Step 2: Validation----->Step 3: Review ----->Step 4: Certification'. A note says 'Please click on the appropriate step as you proceed.' Below this, it says 'Please select your search criteria, then click "Search".' There are two input fields: 'Organization:' with a dropdown menu showing 'Tacoma School District' and 'Count Date:' with a text box containing '11/1/2011' and a calendar icon. A green 'Search' button is located at the bottom right of the form area.

NEW "Special Education November Federal Childcount" EDS application

Land on a welcome page with two choices: Reporting Wizard and Advanced

Choosing a button takes you to...

"Advanced" button choice shows this screen:

Total Records: 1680; Selected Records: 1659; Selected Students: 1659

Export Errors

Download

<input type="checkbox"/> IEP and current evaluation complete	SSID	District Student Id	Last Name	First Name	Middle Name	Birth Date	Primary School Location Id	Primary School Code	Primary School Name
<input checked="" type="checkbox"/>						3/23/2006	148	2932	Dick Scobee Elementary School
<input checked="" type="checkbox"/>						1/1/1994	401	2795	Auburn Senior High School
<input checked="" type="checkbox"/>						6/14/2005	158	2326	Washington Elementary School
<input checked="" type="checkbox"/>						7/22/1998	202	2394	Cascade Middle School
<input checked="" type="checkbox"/>						8/30/2000	157	2659	Terminal Park Elementary School
<input type="checkbox"/>						1/1/1993	405	5037	Auburn Mountainview High School
<input checked="" type="checkbox"/>						2/13/2002	128	4120	Lake View Elementary School
<input type="checkbox"/>						1/1/1996	405	5037	Auburn Mountainview High School
<input checked="" type="checkbox"/>						8/28/1997	202	2394	Cascade Middle School
<input checked="" type="checkbox"/>						1/2/2002	148	2932	Dick Scobee Elementary School
<input checked="" type="checkbox"/>						9/17/2003	168	4347	Hazelwood Elementary School
<input checked="" type="checkbox"/>						7/27/2000	168	4347	Hazelwood Elementary School
<input checked="" type="checkbox"/>						5/10/1993	401	2795	Auburn Senior High School
<input checked="" type="checkbox"/>						4/9/1995	401	2795	Auburn Senior High School
<input checked="" type="checkbox"/>						9/12/2003	177	5051	Lakeland Hills Elementary

The red highlight would indicate an error record that could not be verified until the error is corrected.

Reports

Federal Special Education Report Certification Page for Current Year

This page displays the count of special education students with a valid IEP and current evaluation. The matrix below summarizes students served in your district based on the student's Resident-Serving District. If your district serves special education students from another district, the matrix will also indicate the student's Resident-Serving District for those students.

To complete your Federal Special Education report, check the checkbox indicating you certify the report and click the "Save" button. Next, print this page and mail it in to OSPI Special Education.

Amber O'Donnell
Special Education, OSPI
PO BOX 47200
Olympia, WA 98504-7200

Resident District	3-5 Childcount	6-21 Childcount	3-21 Childcount
Aberdeen School District	92	434	526
Total	92	434	526

By checking this box, I CERTIFY that the information provided on this form is to the best of my knowledge complete and accurate as per the CEDARS Special Education Report Business Rules. A knowingly false claim on this report is a criminal offense under U.S. Code, Title 18, Section 1001 or Section 287.

District Name: Aberdeen School District

District Signature: _____

Printed Name: _____

Title: _____

Date: _____

The Federal Special Education Report has been certified and locked. If changes are necessary, please contact OSPI Customer Support and request your report be unlocked.

Submitted By: Terri Borgens

Submit Date: 12/29/2009 3:00:42 PM



This will be auto-generated by the system

SPECIAL EDUCATION SUSPENDED/EXPELLED

- Submit data electronically to specialeddata@k12.wa.us on or before July 2, 2012 (since the last day of June is on a Saturday)
- If no students to report, then either email us with that information or on page 1 of template use check box that says 'no special education students'. There are 7 pages to this report.
- Not part of the Weapons reports collected by the School Safety Center.
- Start on Page 1—this is the only page where you can enter your district name, contact, email, ESD/CO/DIST information.
- ELL: If you had none of the students reported in the suspended/expelled categories were considered ELL, you must report those numbers in the 'No' row of that section, don't leave it blank. The suspended student is either reported as an ELL student (yes) or not (no).
- Message regarding locked cells, need a password . . .
- Transferring data from your student information system reports carefully as the order may be different.

File Home Insert Page Layout Formulas Data Review View

Voltage Encryption Voltage Paste Clipboard Font Alignment Number Styles Cells Editing

AutoSum Fill Clear Sort & Filter Find & Select

B7 fx

Office of Superintendent of Public Instruction; Special Education
 Old Capitol Building, PO BOX 47200
 OLYMPIA WA 98504-7200
 (360) 725-6075 TTY (360) 586-0126

SPECIAL EDUCATION STUDENTS SUSPENDED/EXPELLED DURING THE 2011-12 SCHOOL YEAR

School District: _____ Name of Person Completing Form: _____
 Contact Email (in case of questions regarding this data report): _____

If the district is reporting zero's for this entire report, instead of entering zeros, choose 'No Spec Ed Students to Report' in the drop box to the right:
[Click here for Instructions.](#)
[This form has 7 pages, click here to navigate to page 2.](#)

SECTION A: Special Education Students Ages 3-21 by Disability Category	1. Unilateral Removals to an Interim Alternative Educational Setting by School Personnel (not the IEP Team)				2. Number of Special Education Students Subject to Removals by an ALJ Determination Regarding Likely Injury (Unduplicated Count of Spec Ed Students removed by an ALJ from a Due Process Hearing)	3. Out-of-school Suspensions or Expulsions		4. In-school Suspensions		If the sum of 1B+1C+1D is greater than 0, then 1A cannot be zero or blank	1A cannot be greater than the sum of 1B+1C+1D
	1A. Unduplicated Count of Special Education Students from Columns 1B, 1C and 1D (total of this column not to exceed sum of 1B+1C+1D-- NOT YOUR CHILD COUNT TOTALS)	1B. Number of Unilateral Removals by School Personnel for Drugs (# of times a Spec Ed Student was removed)	1C. Number of Unilateral Removals by School Personnel for Weapons (# of times a Spec Ed Student was removed)	1D. Number of Unilateral Removals by School Personnel for inflicting bodily injury on another person while at school, on school premises or at a school function (# of times a Spec Ed Student was removed)		3A. Unduplicated Count of Spec Ed Students with out-of-school suspensions or expulsions totaling 10 days or less.	3B. Unduplicated Count of Spec Ed Students with out-of-school suspensions or expulsions totaling greater than 10 days.	4A. Unduplicated Count of Spec Ed Students with in-school suspensions totaling 10 days or less.	4B. Unduplicated Count of Spec Ed Students with in-school suspensions totaling greater than 10 days.		
1. Developmental Delays										ok	ok
2. Emotional/Behavioral Disability										ok	ok
3. Orthopedic Impairments										ok	ok
4. Health Impairments										ok	ok
5. Specific Learning Disabilities										ok	ok
6. Intellectual Disability										ok	ok
7. Multiple Disabilities										ok	ok
8. Deafness										ok	ok
9. Hearing Impairments										ok	ok
10. Visual Impairments										ok	ok
11. Deaf-Blindness										ok	ok
12. Communication Disorders										ok	ok
13. Autism										ok	ok
14. Traumatic Brain Injury										ok	ok
GRAND TOTALS	0	0	0	0	0	0	0	0	0	ok	ok

SPECIAL EDUCATION STUDENTS SUSPENDED/EXPELLED DURING THE 2011-12 SCHOOL YEAR

School District: 0

Name of Person Completing Form:

0

[Click here to: Return to Page 1](#)[Click here to: Return to Page 4](#)[Click here to: Proceed to Page 6](#)

Contact Email:

0

SECTION C: Special Education Students Ages 3-21 by Gender	1. Unilateral Removals to an Interim Alternative Educational Setting by School Personnel (not the IEP Team)				2. Number of Special Education Students Subject to Removals by an ALJ Determination Regarding Likely Injury (Unduplicated Count of Spec Ed Students removed by an ALJ from a Due Process Hearing)	3. Out-of-school Suspensions or Expulsions		4. In-school Suspensions		If the sum of 1B+1C+1D is greater than 0, then 1A cannot be zero or blank	1A cannot be greater than the sum of 1B+1C+1D
	1A. Unduplicated Count of Special Education Students from Columns 1B, 1C and 1D (total of this column not to exceed sum of 1B+1C+1D)	1B. Number of Unilateral Removals by School Personnel for Drugs (# of times a Spec Ed Student was removed)	1C. Number of Unilateral Removals by School Personnel for Weapons (# of times a Spec Ed Student was removed)	1D. Number of Unilateral Removals by School Personnel for inflicting bodily injury on another person while at school, on school premises or at a school function (# of times a Spec Ed Student was removed)		3A. Unduplicated Count of Spec Ed Students with out-of-school suspensions or expulsions totaling 10 days or less.	3B. Unduplicated Count of Spec Ed Students with out-of-school suspensions or expulsions totaling greater than 10 days.	4A. Unduplicated Count of Spec Ed Students with in-school suspensions totaling 10 days or less.	4B. Unduplicated Count of Spec Ed Students with in-school suspensions totaling greater than 10 days.		
Male										ok	ok
Female										ok	ok
Totals	0	0	0	0	0	0	0	0	0	ok	ok
Page 1 Matches: These should be zero. If it is not, you MUST make corrections. If you need to change data, click on Hyperlink for Cell reference.	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay		
Page 3 Matches: These should be zero. If it is not, you MUST make corrections. If you need to change data, click on Hyperlink for Cell reference.	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay		
SECTION D: Special Education Students Ages 3-21 by ELL Status											
Yes										ok	ok
No										ok	ok
Totals	0	0	0	0	0	0	0	0	0	ok	ok
Match to Section C Above: These should be zero. If it is not, you MUST make corrections. If you need to change data, click on Hyperlink for Cell reference.	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay	0 Okay		

ELL	0	00	000
-----	---	----	-----

SPECIAL EDUCATION STUDENTS SUSPENDED/EXPELLED DURING THE 2011-12 SCHOOL YEAR

School District:

0

Name of Person Completing Form:

0

[Click here to: Return to Page 1](#)

[Click here to: Return to Page 5](#)

[Click here to: Proceed to Page 7](#)

Contact Email:

0

5. Disciplinary Removals by Number of Days

SECTION C: Special Education Students Ages 3-21 by Gender

5A. Total Disciplinary Removals (total of this column must be greater than or equal to the sum of 5B through 5L)	5B. Number of Special Education Students with Removals of 1 Day	5C. Number of Special Education Students with Removals of 2 Days	5D. Number of Special Education Students with Removals of 3 Days	5E. Number of Special Education Students with Removals of 4 Days	5F. Number of Special Education Students with Removals of 5 Days	5G. Number of Special Education Students with Removals of 6 Days	5H. Number of Special Education Students with Removals of 7 Days	5I. Number of Special Education Students with Removals of 8 Days	5J. Number of Special Education Students with Removals of 9 Days	5K. Number of Special Education Students with Removals of 10 days	5L. Number of Special Education Students with Removals greater than 10 Days	5A must be equal to or greater than the sum of 5B through 5L.	The Sum of 5B through 5L should be less than or equal than 1A+2+3A+3B+4A+4B on Disc_Page_5.
Male												OK	OK
Female												OK	OK
Totals	0	0	0	0	0	0	0	0	0	0	0	OK	OK

Page 2 Matches: These should be zero. If it is not, you MUST make corrections.

If you need to change data, click on Hyperlink for Cell reference.

0	0	0	0	0	0	0	0	0	0	0	0	0	0
Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay

Page 4 Matches: These should be zero. If it is not, you MUST make corrections.

If you need to change data, click on Hyperlink for Cell reference.

0	0	0	0	0	0	0	0	0	0	0	0	0	0
Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay

SECTION D: Special Education Students Ages 3-21 by ELL Status

Yes, the student removed was ELL

No, the student removed was NOT ELL

Totals	0	0	0	0	0	0	0	0	0	0	6	6	0	OK	OK
											fix	fix		fix	fix

Match to Section C Above: These should be zero. If it is not, you MUST make corrections.

If you need to change data, click on Hyperlink for Cell reference.

0	0	0	0	0	0	0	0	0	0	0	-6	0	0
Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	Okay	ed to fix. Da	Okay	

TIMELINE FOR INITIAL EVALUATION AND PART C TO PART B TRANSITION

- Submit data electronically to specialeddata@k12.wa.us on or before 7/16/12
- Combined into one template with two pages total. Submit 11 and 12 at the same time.
- Checks and balances built in to template – must use OSPI provided templates. Do not modify the templates. Do not submit if there are red cells highlighted. They will be returned and considered not submitted.
- If no students eligible for either one or both reports: either email that information or click the check box located at the top of each page indicating “No students to report”.
- Logic checks will be updated and subtotals will be corrected.
- Transferring data from your student information system reports carefully as the order may be different.

TIMELINE FOR INITIAL EVALUATION AND PART C TO PART B TRANSITION

- Very important to specify any reasons for students reported in “other” categories on either template
- Not restricted to students ages 3 and older, count 2-year olds who have yet to turn 3 if their evaluation and IEP have been completed in this cycle, regardless of services have begun or not.
- Students reported on C to B, will likely need to be included on the Timeline since this is going to be the initial Part B evaluation for those children.
- Webinar located at:
<http://www.k12.wa.us/SpecialEd/programreview/Monitoring/ChildFind/DatacollectionchangesInd12.pdf>
- Templates located at:
<http://www.k12.wa.us/SpecialEd/Data/FederalForms.aspx>

School District Name:

Co-Dist #

(District's 5 digit code)

#DIV/0! Percent completing initial evaluation process on time (eligible and not eligible). This cell auto-calculates.

If the district is reporting zero's for this entire report, instead of entering zeros, choose 'No Spec Ed Students to Report' in the drop box to the right:

[Click here to navigate to the Transition from Part C to Part B Page](#)

A. Initial Evaluation – Consent & Eligibility Process

A.1 Of those students for whom consent for initial evaluation was received, the number who did not complete the eligibility process (moved, withdrew consent, etc). **Include those students for whom this process will exceed the timelines of this data reporting period.**

A.2 Total number of children/students for whom parental consent for initial evaluation was received who completed the eligibility process. **(A2a+A2b must sum to A2)**

A.2.a. Of those children/students for whom parental consent for initial evaluation was received who completed the eligibility process, the number who were determined **eligible**. **Must equal B.1 + B.2**

A.2.b. Of those children/students for whom parental consent for initial evaluation was received who completed the eligibility process, the number who were determined **not eligible**. **Must equal C.1 + C.2**

B. Initial Evaluations - Eligible

B.1 Of those children/students for whom consent for initial evaluation was received, the number who were **determined eligible** whose evaluations and eligibility determinations were **completed within 35 school days**.

B.2 Of those children/students for whom consent for initial evaluation was received, the number who were determined **eligible** whose evaluations and eligibility determinations were **NOT completed within 35 school days**.

List the reason for not meeting the 35 school day timeline and the range of days beyond the timeline (choose only one per each student identified as not meeting timeline):

1-15 School Days beyond timeline	16 or more School Days beyond timeline	Reasons for not meeting timeline:
		B.2.a Parent and district agreed to extend the evaluation timeline per the requirements of WAC 392-172A-03005(c).
		B.2.b Parent repeatedly failed to produce the child for the evaluation. (WAC 392-172A-03005(d)(i).
		B.2.c The student transferred in from another district after the consent was obtained and the evaluation had begun but not yet been completed by the sending school district, including a determination of eligibility. WAC 392-172A-03005(d)(ii).
		Additional reasons for delay but not considered 'allowable exceptions':*
		B.2.d District scheduling/staffing issues and no agreement to extend.
		B.2.e Other: (Must specify for each:)
		B.2.f Other: (Must specify for each:)

C. Initial Evaluations – Not Eligible

C.1 Of those students for whom consent for initial evaluation was received, the number who were determined **not eligible** whose evaluations and eligibility determinations were **completed within 35 school days**.

C.2 Of those children/students for whom consent for initial evaluation was received, the number who were determined **not eligible** whose evaluations and eligibility determinations were **NOT completed within 35 school days**.

List the reason for not meeting the 35 school day timeline and the range of days beyond the timeline (choose only one per each student identified as not meeting timeline):

1-15 School Days beyond timeline	16 or more School Days beyond timeline	Reasons for not meeting timeline:
		C.2.a Parent and district agreed to extend the evaluation timeline per the requirements of WAC 392-172A-03005(c).
		C.2.b Parent repeatedly failed to produce the child for the evaluation. (WAC 392-172A-03005(d)(i)).
		C.2.c The student transferred in from another district after the consent was obtained and the evaluation had begun but not yet been completed by the sending school district, including a determination of eligibility. WAC 392-172A-03005(d)(ii).
Additional reasons for delay but not considered 'allowable exceptions':*		
		C.2.d District scheduling/staffing issues and no agreement to extend.
		C.2.e Other: (Must specify for each:)
		C.2.f Other: (Must specify for each:)
		C.2.g Other: (Must specify for each:)
0	0	Total number of students deterined not eligible but not completed within timeline.

Comments:

Email completed form to specialdata@k12.wa.us by July 16, 2012.

Any child reported in this indicator must also be included in Indicator 11, Timeline for Initial Evaluation.

#DIV/0! Percent completed on-time. This cell auto-calculates.

If the district is reporting zero's for this entire report, instead of entering zeros, choose 'No Spec Ed Students to Report' in the drop box to the right:

A. Number of children served in Part C, and referred to Part B for eligibility

A. 1 Number of children referred from Part C, and who did not complete *the Part B* eligibility determination process. **Include those students for whom this process will exceed the timelines of this data reporting period.**

A.2 Number of children referred from Part C to Part B for Part B eligibility determination .

The sum of sections B and C must equal A2.

B. Number of children reported in A2 above and :

B.1 found eligible *and an IEP was in place* by their 3rd birthday (*this does not mean services have begun*).

B.2 found not eligible by their 3rd birthday.

0 Total

C.Account for the children reported in cell A2 above but not included in B1 or B2. Indicate the range of **CALENDAR** days beyond the third birthday when eligibility was determined and the IEP was developed (if found eligible) and the reasons for the delay.

Process was completed:			Reasons for not meeting timeline:
1-15 Calendar Days beyond 3rd Birthday	16-29 Calendar Days beyond 3rd Birthday	30 + Calendar Days beyond 3rd Birthday	
			Parent refusal to provide consent caused delayed evaluation or initial services.
			Parent repeatedly failed to produce the child for the evaluation.
			The student transferred in from another district after the consent was obtained and the evaluation had begun but not yet been completed by the sending school district, including a determination of eligibility.
			Child was referred to Part C less than 90 days prior to child's third birthday.
			Additional reasons for delay but not considered 'allowable exceptions':*
			Transition planning meeting convened by Part C did not occur at least 90 days prior to child's 3rd birthday.
			Referred to part B less than 90 days prior to the child's third birthday.
			District scheduling/staffing issues.
			Parent and district agreed to extend the evaluation timeline (district has documented the agreement to extend).
			Other: (Must specify for each):
			Other: (Must specify for each):
			Other: (Must specify for each):
0	0	0	Total of days beyond 3rd Birthday

*= Students identified in "Other" are reviewed by OSPI staff on a case by case basis to determine if those exceptions

CHILD OUTCOMES SUMMARY FORM (COSF)

- One template per district. Due 7/16/12
- May modify a template for your use, but submit on the OSPI version.
- Entire section of website dedicated to this area:
<http://www.k12.wa.us/SpecialEd/EarlyChildhood/Outcomes.aspx>
- Can continue using the same sheet or transfer data to updated form. Report only new entries or exit data along with corresponding entry data that may have been previously submitted or is new.
- Submit data electronically to specialedata@k12.wa.us
- Copy and paste using “Paste Special → Values” but not beyond Outcome 3 Progress column, otherwise you will lose your auto-calculations.

CHILD OUTCOMES SUMMARY FORM (COSF)

- What is considered progress? Three (3) page pdf document located on the forms website:
http://www.k12.wa.us/SpecialEd/Data/Forms/Rules_COSF.pdf
- Sorting and Filtering the data within the columns
- ID Format – no spaces or dashes if using SSID
- Freeze pans, scrolling
- Exit Date cell (transfer, withdrawn, <6 months)

POST SCHOOL OUTCOMES

- 2011 Leavers – Students leaving during the 2010-11 school year. The Center for Change provides technical assistance for this survey.
- All school-leavers, not just graduates.
- All districts must participate—unless you are a non-high district.
- <http://www.seattleu.edu/ccts/default.aspx?id=34548>
- Contact Information: (206) 296-6494 ccts@seattleu.edu
- Begin conducting phone surveys June 1, 2012
- Data entered into Online Survey completed by November 1, 2012

CENTER FOR CHANGE IN TRANSITION SERVICES



- Home
- Transition Services
- Post-school Outcomes
- Resources
- Agency Connections
- CCTS Online Community
- Media

The Center for Change in Transition Services (CCTS) is a Washington State's Needs Grant funded annually by the Office of the Superintendent of Public Instruction's (OSPI) federal resources. The goal of CCTS is to improve post-school outcomes for students with disabilities in the state. To reach this goal, CCTS provides secondary transition training and technical support to Educational Service Districts (ESDs), Local Educational Agencies (LEAs), and public schools that serve high school-age students who have an Individual Education Program (IEP).

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Quick Links

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What is Secondary Transition?

Secondary Transition is a bridge of support services that enables a student to reach their postsecondary goals for employment, education/training and (as appropriate) independent living skills. As mandated in the reauthorization of IDEA (2004), this bridge of support is created by the IEP team based upon current and age-appropriate transition assessments of the student's strengths, needs, preferences and interests. Secondary transition begins for all students who have an IEP by at least age 16 and continues until the student has graduated from high school, exited from Special Education, or reached age 21.

[Transition Services Training Modules](#)

[Post-school Survey Training Modules](#)

[Transition Services Flow Chart](#)

[Webinars](#)



CONTACT INFORMATION

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