

## Guide for Annual Activities, Reports, and Grant Packages 2019–20 School Year

These activities, reports, and grant packages are applicable to elementary and secondary schools, including charter schools, educational service agencies, the Center for Childhood Hearing Loss and Deafness, and the School for the Blind ([WAC 392-172A-0115](#)).

Action	Activity/Report/iGrants Form Package <i>Required/Optional/Recommended</i>	Activity/Report/ Form Pkg	Impacts
<b>First Business Day of each month</b>	<b>Directory</b> – Updates to the <a href="#">Special Education and Institutional Directory</a> are posted on the first business day of each month. Send updates for the 2019-20 Special Education and Institutional Directory to <a href="mailto:speced@k12.wa.us">speced@k12.wa.us</a> . If the LEA has a new special education director, business manager, and/or superintendent this year, please send his/her name and email address, as well. Changes submitted prior to the last business day of the month will be included in the next month’s edition of the Directory. <b>Recommended.</b>	Special Education Directory	<a href="#">Communication</a>
<b>Sept. 1-Aug. 31</b>	<b>Due Process Tracking</b> – When a parent files a due process hearing request, the LEA is required to convene a resolution session within 15 calendar days (or seven calendar days if the hearing is expedited) of the date the parent provides the LEA with the request for a due process hearing and the parent provides OSPI, Administrative Resource Services, a copy of the request. The LEA notifies OSPI of the date the resolution session is scheduled and completes a tracking form, identifying: 1) the outcome of the resolution session; 2) if the parties entered a written agreement to waive the resolution session; or, if the parties waived the resolution session to participate in mediation. (See the <a href="#">Due Process FAQ</a> , item 9, for more information and forms.) <b>Required.</b>	OSPI generated email	<a href="#">Determinations; Data Performance Profile; State Annual Performance Report</a>
<b>Sept. 3</b>	<b>IDEA 2019–20 Part B Application</b> – All pages and required appendices of iGrants Form Package 267 (or 497 for ESAs) are due by 4:00 pm on <b>September 3, 2019</b> . LEAs that submit after the September 3, 2019 deadline will receive a spending start date no earlier than the date all required components are received. <a href="#">Login to iGrants here</a> . <b>Required if not submitted by July 1.</b>	Form Pkg. 267 (IDEA Regular Grants)	<a href="#">Funding</a>

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<b>Mid -Sept.</b>	<b>Non-Compliance</b> – Notifications of non-compliance are launched in Form Package 442 (Form Package 642 for ESAs). LEAs with non-compliance identified on page 1 of Form Package 442/642 must complete and submit Form Package 442/642 as soon as possible, but no later than <b>March 2, 2020</b> . <a href="#">Login to iGrants here</a> . <b>Required if applicable.</b>	Form Pkg. 442 (IDEA Compliance Package)	<a href="#">Determinations;</a> <a href="#">Funding</a>
<b>Oct. 1 – Dec. 1 Data Collection Window</b>	<b>Count Window for Private School Students Unilaterally Enrolled by Their Parents</b> – This is the calendar window for LEAs to count the total number of students in grades K–12 unilaterally enrolled by their parents in an approved, non-profit private school, regardless of when students were determined eligible for special education services, and regardless of whether students (1) are not receiving special education services, (2) are being served using services plans, or (3) are being served through an IEP with part-time enrollment. This information will be used to calculate the proportionate share set-aside for the LEA in the subsequent year’s iGrants Form Package 267 (or 497 for ESAs). The count is to occur on a date on or between October 1 and December 1 as determined by the LEA (WAC 392-172A-04015). <b>Required if the district has <a href="#">approved, non-profit private schools located within its boundaries</a>.</b>	Form Pkg. 267; Proportionate Share	<a href="#">Funding</a>
<b>Nov. 1</b>	<b>Post School Outcomes Survey</b> – November 1, 2019 at 11:59 p.m. is the final date and time by which to submit data for the Post-School Data Survey for students with disabilities who left high school between September 1, 2017 and August 31, 2018. The Survey and the Demographic Form are located on the <a href="#">Center for Change in Transition Services website</a> . The timeliness and accuracy of this report impacts the LEA determination level. <b>Required.</b>	Post-School Outcome Survey	<a href="#">Determinations;</a> <a href="#">Data</a> <a href="#">Performance</a> <a href="#">Profile; State</a> <a href="#">Annual</a> <a href="#">Performance</a> <a href="#">Report</a>

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Nov. 1	<b>Determinations</b> – LEA Determination Levels for 2018–19 are issued by OSPI. Each LEA will receive a hard copy of its Determination Level in the mail. <b>Required.</b>	Determination Level	<a href="#">Determinations:</a> <a href="#">Funding</a>
Nov. 1	<b>Federal Child Count/LRE Reporting</b> – The LEA is required to report the number of students eligible for special education enrolled within its jurisdiction on the first business day of November. The LEA has until December 18, 2019, to finalize its submission. <b>Required.</b>	Federal Child Count and LRE Report	<a href="#">Determinations:</a> <a href="#">Data</a> <a href="#">Performance Profile;</a> <a href="#">State Annual Performance Report</a>
Nov. 15	<b>Determination Reconsideration</b> – No later than end of business on <b>November 15, 2019</b> , an LEA may request in writing that OSPI review and reconsider its determination level if the level is incorrect due to OSPI error. <b>Optional.</b>	Determination Level	<a href="#">Determinations</a>
Nov. 16	<b>Expenditure Data</b> – This is the final date to draw down funds for 2018–19 grants. <a href="#">Refer to Bulletin 082-18.</a> <b>Required.</b>	Funding	<a href="#">Funding</a>
Dec. 1	<b>Count of Private School Students Unilaterally Enrolled by Their Parents</b> – December 1, 2019, is the final date for LEAs with approved private, nonprofit elementary and/or secondary schools located within its boundaries to count the number of special education eligible students in grades K–12 unilaterally enrolled by their parents (See Oct. 1 – Dec. 1 Count Window for Private School Students above). This information will be reported in the 2020–21 iGrants Form Package 267 (or 497 for ESAs). <b>Required if the district has <a href="#">approved, non-profit private schools</a> located within its boundaries.</b>	Form Pkg. 267; Proportionate Share	<a href="#">Funding</a>

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Action	Activity/Report/iGrants Form Package <i>Required/Optional/Recommended</i>	Activity/Report/ Form Pkg	Impacts
Dec. 16	<b>Personnel</b> – The Special Education Personnel Employed & Contracted Report is due by end of business on <b>December 16, 2019</b> . The timeliness and accuracy of this report impacts the LEA determination level. Submit the completed form to <a href="mailto:specialeddata@k12.wa.us">specialeddata@k12.wa.us</a> . For more information see <a href="#">OSPI’s Federal Data Collection Forms website</a> . <b>Required.</b>	Special Education Personnel Report	<a href="#">Determinations</a>
Dec. 18	<b>Federal Child Count/LRE Reporting</b> – The LEAs must finalize their submission and verification of Students Eligible for the Annual Special Education Federal Child Count/LRE data report in EDS no later than end of business on <b>December 18, 2019</b> . The timeliness and accuracy of this report impacts the LEA determination level. For additional information, see <a href="#">OSPI’s Federal Data Collection Forms website</a> . <b>Required.</b>	Federal Child Count and LRE Report	<a href="#">Determinations;</a> <a href="#">Data</a> <a href="#">Performance</a> <a href="#">Profile; State</a> <a href="#">Annual</a> <a href="#">Performance</a> <a href="#">Report</a>
Dec. 31	<b>Restraint and Isolation Data Gathering 2018-19</b> – All districts are required to report restraint and isolation data for all students during the 2018-19 school year. This includes required reporting if there were no instances in a school requiring the use of restraint or isolation. Additional information can be found in <a href="#">Bulletin No. 102-18: Restraint and Isolation Data Gathering 2017-18</a> , <b>Bulletin for 2018-19 will be available October 2019</b> . <b>Required.</b>	Restraint and Isolation application in EDS	<a href="#">Data</a> <a href="#">Performance</a> <a href="#">Profile</a>
February 28	<b>Excess Cost Verification</b> –To ensure that the LEA satisfies the Excess Cost requirements, the LEA must complete and upload the Excess Cost Template to iGrants Form Package 267 page 5 (FP 497 for ESAs) by February 28, 2020. These expenditures must directly benefit eligible students with disabilities. <a href="#">Login to iGrants here</a> . <b>Required.</b>	Form Pkg. 267 Excess Cost Template (page 5)	<a href="#">Funding</a>

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<p style="text-align: center;"><b>March 2</b></p>	<p><b>Correction of Non-Compliance</b> – iGrants Form Package 442 is due as soon as possible but no later than end of business on <b>March 2, 2020</b>, from LEAs with issues of non-compliance identified on page 1 of Form Package 442. <a href="#">Login to iGrants here</a>. <b>Required for all LEAs with identified non-compliance.</b></p>	<p>Form Pkg. 442 (IDEA Compliance Package)</p>	<p><a href="#">Determinations:</a> <a href="#">Data Performance Profile; State Annual Performance Report</a></p>
<p style="text-align: center;"><b>May</b></p>	<p><b>Disproportionality/Significant Disproportionality Notification</b> – Districts will be notified of disproportionality and significant disproportionality data. See <a href="#">the disproportionality section of the OSPI Special Education website</a> for more information. <b>Required for all LEAs with identified with disproportionality or significant disproportionality.</b></p>	<p>Form Pkg. 267 and/or CCEIS template</p>	<p><a href="#">Determinations:</a> <a href="#">Data Performance Profile; State Annual Performance Report</a></p>
<p style="text-align: center;"><b>June 1 – Nov. 1 Data Collection Window</b></p>	<p><b>Post-School Outcomes Survey Reporting Window</b> – The online data collection platform for the Post-School Outcomes Survey opens for LEAs to enter student information for 2018-19 leavers. <a href="#">The data platform is located on the CCTS website</a>. The Post-School Outcomes Survey online data must be entered on or before <b>November 2, 2020</b>. The timeliness and accuracy of this report impacts the LEA/ESA determination level. <b>Required.</b></p>	<p>Post-School Outcomes Survey</p>	<p><a href="#">Determinations:</a> <a href="#">Data Performance Profile; State Annual Performance Report</a></p>

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<b>June 1</b>	<p><b>ESD Verification of Correction</b> – The ESD verification of correction of identified non-compliance is due as soon as possible but no later than <b>June 1, 2020</b>, if the LEA has non-compliance identified on page 1 of the 2019–20 iGrants Form Package 442. <a href="#">Login to iGrants here</a>. <b>Required for all LEAs with identified non-compliance.</b></p>	Form Pkg. 442 (IDEA Compliance Package)	<a href="#">Determinations: Data Performance Profile; State Annual Performance Report</a>
<b>July 1</b>	<p><b>IDEA 2020-21 Part B Application</b> – The LEA will submit all pages and budgets with their federal fund application by July 1, 2020, in order to receive a July 1 spending start date. LEAs submitting after the July 1, 2020 deadline will receive a spending start date when all required components have been submitted. September 1, 2020 is the final deadline to receive the September 1 spending start date. <a href="#">Refer to Bulletin 066-18</a>. <b>Updated bulletin will be available August 2019.</b></p> <p><b>Required if the LEA is requesting the July 1, 2020 spending start date.</b></p>	Form Pkg. 267 (2020-21 IDEA Regular Grants)	<a href="#">Funding</a>
<b>July 15</b>	<p><b>Early Childhood Outcomes (ECO) Report</b> – The Early Childhood Outcomes report for SY 2019–20 is due <b>July 15, 2020</b>. The timeliness and accuracy of this report impacts the LEA/ESA determination level. Submit the completed form to <a href="mailto:specialdata@k12.wa.us">specialdata@k12.wa.us</a>. For more information see <a href="#">OSPI’s Federal Data Collection Forms website</a>. <b>Required.</b></p>	Early Childhood Outcomes (ECO)	<a href="#">Determinations: Data Performance Profile; State Annual Performance Report</a>

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July 15	<p><b>Timeline Reports</b> – The Timeline for Initial Evaluation and Part C to Part B Transition for SY 2019–20 is due <b>July 15, 2020</b>. The timeliness and accuracy of these reports impacts the LEA/ESA determination level. Submit the completed form to <a href="mailto:specialeddata@k12.wa.us">specialeddata@k12.wa.us</a>. For more information see <a href="#">OSPI’s Federal Data Collection Forms website</a>. <b>Required.</b></p>	Timeline for Initial Evaluation of Special Ed and Transition from Part C to Part B by Child’s 3rd Birthday	<a href="#">Determinations:</a> <a href="#">Data Performance Profile; State Annual Performance Report</a>
Aug 15	<p><b>Suspension/Expulsion</b> – The Special Education Students Suspended/Expelled Report for 2019–20 is due <b>August 15, 2020</b>. The timeliness and accuracy of this report impacts the LEA/ESA determination level. This data collection is within the <a href="#">EDS</a> Behavior and Weapons application. For more information, see <a href="#">OSPI’s Federal Data Collection Forms website</a>. <b>Required.</b></p>	Special Education Discipline Report	<a href="#">Determinations:</a> <a href="#">Data Performance Profile; State Annual Performance Report</a>
August 31	<p><b>Budget Revisions</b> – This is the last day for budget revisions of the SY 2019–20 Federal Funds for Special Education IDEA-B Section 611 and Section 619 grants (iGrants Form Package 267). <a href="#">Login to iGrants here</a>. <a href="#">Refer to Bulletin 066-18</a>. <b>Updated bulletin will be available August 2019. Required.</b></p>	Form Pkg. 267 (IDEA Regular Grants)	<a href="#">Funding</a>



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