

# Special Education 101

## Special Education

## Student Management Systems

Frontline IEP  
and  
ClearTrack 200

October 2023

# Data Foundation

- Program Fact Records
  - Type of Disability
  - Eligible for Alternate Assessment
  - Section 504 plan
  - 504 plan – Safety Net
- Snapshot (BEDS Day/Year-End)
- Events
- Assessment Fact Extract
- Demographics (Student Lite) \*ClearTrack 200 only
- Enrollment \*ClearTrack 200 only

# Accuracy

- Data must match up to demographic elements in Level 0. Accuracy and data cleanliness is essential.
- Demographic tools can be used to populate key demographic fields in Special Ed SMS using Gen Ed data.

# BOCES Support

- Reports
  - Verification
  - Errors
- Extracts
- Online Help/Annual help updates
- Training \*supported districts only
- Troubleshooting issues/errors \*supported districts only
  - Phone Support
  - Web Meetings to review data

# Reports (Frontline)

IEP ▾ ESRIC ? ▾

**Step 1: Select Letter and/or Report** (40 reports displayed)

Select the letter and/or report that you wish to generate. Choose the letterhead that you want to appear at the top, then select "Process".

For those reports that may be run against either selected students or all students, please choose the selection status to use: 0 students selected on the My Students page ▾

Processing (2) [Click here to check the status of your queue reports.](#) 4

Letterhead: Eastern Suffolk Boces, Student Data Services - Special Education ▾ Language: English ▾ Category: State Report ▾ ☐ Duplex Format  ?

Signature: Document Signature (default) ▾ Type: All ▾

1

3

- ☐ October Snapshot Extract CPSE Exception Report?
- ☐ October Snapshot Extract CPSE Exclusion Report?
- ☐ October Snapshot Extract CPSE Indusion?
- ☐ October Snapshot Extract CSE Exception Report?
- ☐ October Snapshot Extract CSE Exclusion Report?
- ☐ October Snapshot Extract CSE Indusion Report?

# Extracts (Frontline)

The screenshot shows the IEP ESRIC interface. The top navigation bar includes 'IEP' and 'ESRIC'. Below it, a breadcrumb trail reads 'My Students • Student • Messaging • Letters & Reports • Listings • Maintenance'. The 'Maintenance' tab is active. A sidebar on the left contains icons for navigation. The main content area is titled 'Maintenance' and features a section for 'Student Information Repository System (SIRS) Extracts'. This section contains a flowchart of extract types: 'Programs Fact Extract' and 'Year-End Snapshot Extract' are on the left; 'October Snapshot Extract' and 'Events Extract' are in the middle; and 'Data Verification Extracts' and 'Indicator 7 Assessment Fact Extract' are on the right. Arrows indicate the flow from left to right. Below the screenshot, a red-bordered box lists the corresponding VR codes for each extract type.

IEP ▾ ESRIC

My Students • Student • **Messaging** • Letters & Reports • Listings • Maintenance

Maintenance

Student Information Repository System (SIRS) Extracts

- Programs Fact Extract
- Year-End Snapshot Extract
- October Snapshot Extract
- Events Extract
- Data Verification Extracts
- Indicator 7 Assessment Fact Extract

- VR 1-9 – October Snapshot
- VR 13 – Year-End Snapshot
- VR 11, 12, 14 – Events
- VR 15 – Assessment Fact
- Program fact extracts (Disability, Alt. Assess., 504)

# Identifying missing data (Frontline)

IEP ▾

ESRIC

?

▾

→

Select School Year :

2019-2020 ▾

Extract Date :

10/02/2019

Preview

Download

Export Preview of 2016-2017 Student Information Repository System Fall Snapshot Extract - 10 row(s) found.

Student	F1	F2	F3	F5	F31	F32	F35	F44	F46	F47
Aardvark, Andy	NY280225	0000	2017-06-30	956485165			2016-10-05	SA01		Y
Bunny, Easter	NY280225	234567	2017-06-30	000013579			2016-10-05	SA03		Y
Deschain, Roland	NY280225	0000	2017-06-30	000000099			2016-10-05	SA06		Y
Diamond, Neil	NY280225	111111	2017-06-30	000000054			2016-10-05	SA01		Y
Gian, Luke	NY280225	0000	2017-06-30	999999508	SVC04		2016-10-05	PS07	580410880236	N
Jetson, Elroy	NY280225	234567	2017-06-30	000083976			2016-10-05	SA01		Y
Larsen, Laura	NY280225	0000	2017-06-30	777777778			2016-10-05	SA03		Y
Pan, Peter	NY280225	234567	2017-06-30	000787878			2016-10-05	{Data Missing}		Y
Que, Suzie	NY280225	234567	2017-06-30	393939494			2016-10-05	{Data Missing}		Y
School Age, Early	NY280225	0000	2017-06-30	012345679			2016-10-05	ESA10		Y

# Confirming uploaded data (Frontline)

IEP ▾ ESRIC ▾ ?

Student Information Repository System: October Snapshot Extract

Select School Year : 2021-2022 ▾

Extract Date : 10/6/2021

Preview Download

Export Preview of 2021-2022 Student Information Repository System Fall Snapshot Extract - 14 row(s) found.

Student	F1	F2	F3	F5
Adams, John	NY280225	112233	2022-06-30	23-45-678
Anderson, Ian	NY280225	049638	2022-06-30	003847593
Avery, Mack	NY280225	123456	2022-06-30	100002345
Denise, Mcknown	NY280225	111111	2022-06-30	004959694
Flagg, Randall	NY280225	0000	2022-06-30	000000666
Ford, Henry	NY280225	0000	2022-06-30	003493393
Gabriel, Joshua	NY280225	112233	2022-06-30	008376100
Hamilton, Alexander	NY280225	123456	2022-06-30	060584838
Lavender, Silly	NY280225	111111	2022-06-30	039849594
Levit, John	NY280225	0000	2022-06-30	012345689
Loopy, Snoopy	NY280225	112233	2022-06-30	000052367
Que, Suzie	NY280225	112233	2022-06-30	393939494
Stewart, James	NY280225	111111	2022-06-30	003856643
Strett, Jane	NY280225	0000	2022-06-30	008161954

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:
<a href="#">Demographics</a>	0	0	780	3/6/23 9:25:16
<a href="#">Enrollment</a>	0	0	788	3/6/23 9:23:21
<a href="#">Program Fact</a>	0	2	807	--
<a href="#">ELL Eligibility</a>	0	0	188	3/6/23 9:24:16
<a href="#">ELL Programs</a>	0	0	186	3/6/23 9:24:16
<a href="#">Type of Disability</a>	0	0	93	2/15/23 2:04:57
<a href="#">0198::Poverty</a>	0	0	15	3/6/23 9:24:16
<a href="#">0220::Alt. Assess</a>	0	0	8	2/15/23 2:03:57
<a href="#">0242::NYSESLAT</a>	0	0	41	3/6/23 9:24:16
<a href="#">0264::Section 504 Plan</a>	0	0	15	2/15/23 2:04:13
<a href="#">5753::Intervening Serv.</a>	0	0	28	3/6/23 9:24:16
<a href="#">BEDS Day Snapshot</a>	0	0	14	1/3/23 9:34:48 A
<a href="#">EOY Snapshot</a>	0	4	15	2/28/23 3:45:46
<a href="#">SE Event (more below...)</a>	0	0	0	None



# Online Help (Frontline)

The screenshot displays the Frontline SEI IEP Direct Learning Center interface. At the top, a purple header bar contains the text "IEP" and "ESRIC" on the left, and a help icon (a question mark in a circle) labeled with a red box and the number "1" on the right. Below the header, a sidebar on the left features a vertical list of icons: a right arrow, a house, a magnifying glass, a printer, a document with a pencil, a bar chart, and a gear. The main content area has a purple background with the "Learning Center" logo and the text "Frontline SEI IEP Direct". It says "Welcome! How can we help?" and features a search bar labeled with a red box and the number "3" containing the text "State Reporting User Reference Guides". Below the search bar, it shows "Top articles results" and a link to "State Reporting User Reference Guides". To the right of the main content, a white box titled "CONTACT YOUR ORGANIZATION" contains the text "ESRIC" and "Phone: (631) 844-5720". Below this, there are two buttons: "Remote Assist" and "Frontline Support", with the latter labeled by a red box and the number "2". A red line connects the "Frontline Support" button to the help icon in the header. At the bottom left, a white box titled "State Reporting User Reference Guides" contains a "Print" button and a list of PDF documents available in PDF format.

IEP ESRIC

1

Learning Center Frontline SEI IEP Direct

Welcome! How can we help?

3

State Reporting User Reference Guides

Top articles results

State Reporting User Reference Guides

Frontline SEI IEP Direct > Basics & Tips > User Reference Guides

CONTACT YOUR ORGANIZATION

ESRIC

Phone: (631) 844-5720

Remote Assist

Frontline Support

2

State Reporting User Reference Guides

Print

The following state reporting user reference guides are available in PDF format:

- PDF Certification and Due Dates At-A-Glance for the 2022-2023 School Year
- PDF Events Extract for Special Education - Indicator 11
- PDF Events Extract for Special Education - Indicator 12
- PDF Events Extract for Special Education - Parentally Placed School-Age Students in Non-public School
- PDF Home Schooled Students - How to Report Properly in Frontline IEP
- PDF Indicator 7 Assessment Fact Extract
- PDF October Snapshot Extract
- PDF Students Parentally Placed in Other Public Schools
- PDF Year End Snapshot Extract

SE SMS - CIO 101 - October 2023

# Online Help (Frontline)

## State Reporting User Reference Guides

[Certification and Due Dates At-A-Glance for the 2019-2020 School Year](#)

[Events Extract for Special Education - Indicator 11](#)

[Events Extract for Special Education - Indicator 12](#)

[Events Extract for Special Education - Parentally Placed School-Age Students in Non-public School](#)

[Home Schooled Students - How to Report Properly in Frontline IEP](#)

[Indicator 7 Assessment Fact Extract](#)

[October Snapshot Extract](#)

[Students Parentally Placed in Other Public Schools](#)

[Year End Snapshot Extract](#)

# Reports (ClearTrack)

2

Report Status Messages (0) Contact Log Calendar V8.01 Highlights Quick Menu Forum

Main Menu Favorites▼ Visited▼ Return Schedule Report Create Export

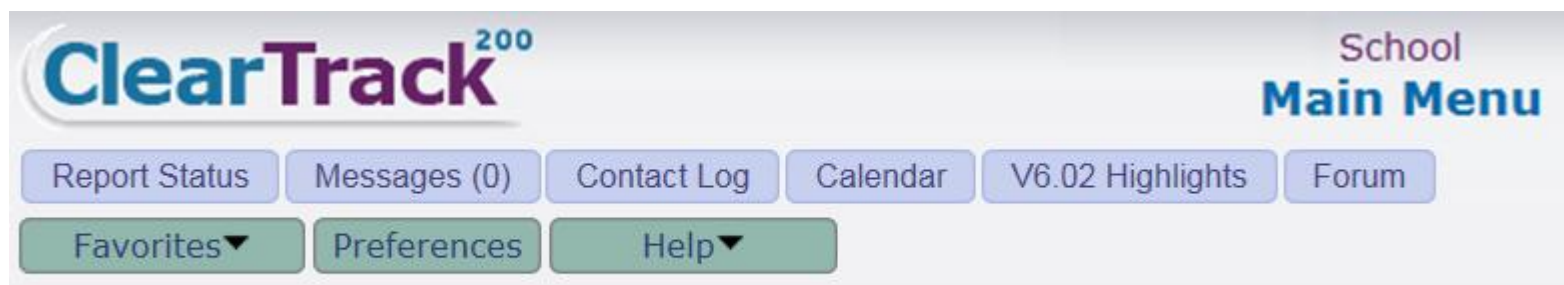
Snapshot Date 10/02/2019 ▼

Id to use for Export

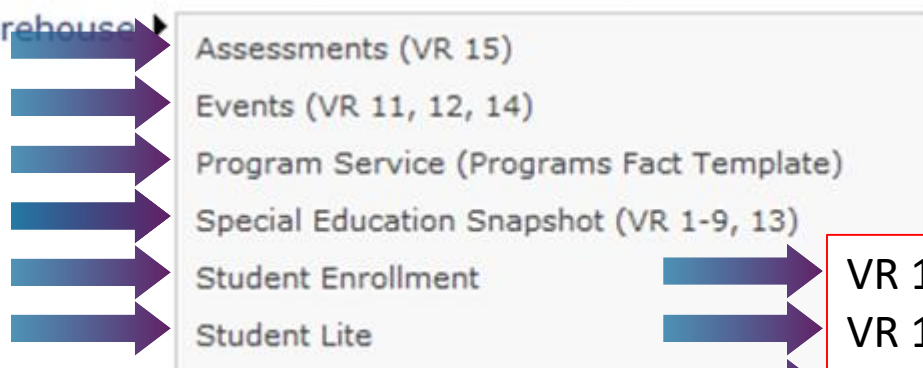
- ☒ ClearTrack Student ID
- ☐ Social Security Number
- ☐ Attendance ID
- ☐ User Field 1 ▼
- ☐ Copy export file to designated FTP site
- ☐ Copy export file to directory on server
- ☒ Include ClearTrack 200 Verification Reports
- ☒ Include New York State VR Reports (VR 13 for 6/30 export; VR 1-9 for BEDS day)

1

# Extracts (ClearTrack)



Data Warehouse



VR 1-9 – October Snapshot  
VR 13 – Year-End Snapshot  
VR 11, 12, 14 – Events  
VR 15 – Assessment Fact  
Program fact templates  
Enrollment  
Demographic



# Confirming uploaded data (ClearTrack)

**Refresh Browse** Hide Criteria

Student ID  ▼ List

Student Type ☒ All Students ☐ School-Age ☐ PreSchool

**STATUS** ☐ All ☒ Valid ☐ Errors and Exclusions ☐ Exclusions ☐ Errors

Error/Exception #

Sort By Student Name ▼

Last Processed On: **10/04/23 BEDS Day Extract last run 10/11/2023 @ 8:40 AM for School Year 2023**

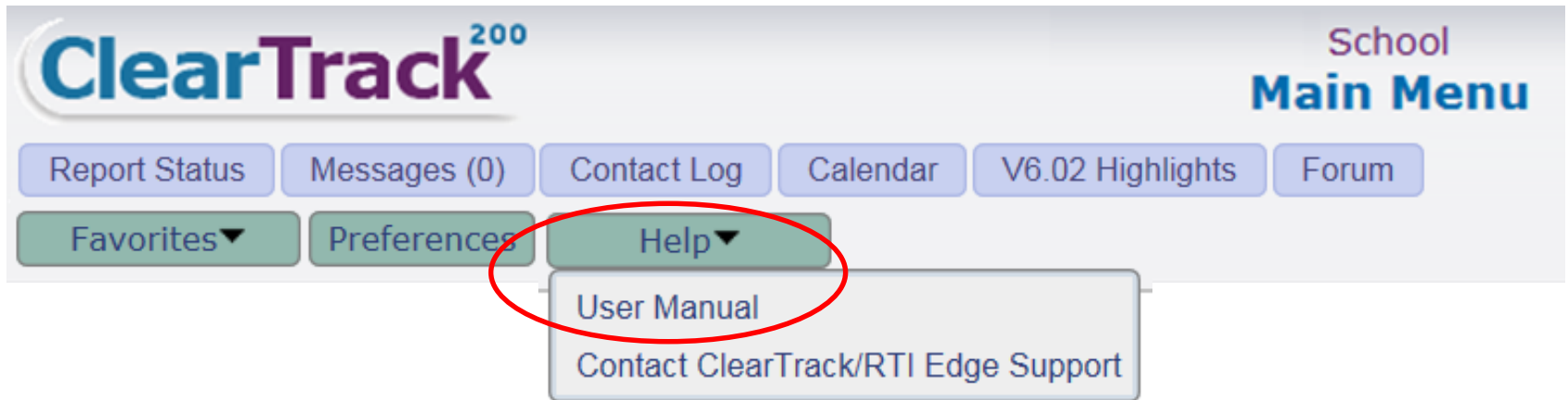
**Total Records found: 3217** Currently viewing page 1 of 4 Page Total: 1000 Reset Sort Reset Filter Top View All

First Page Previous Page Next Page Last Page

Student ID	Export ID	Name	Primary Service Code	LRE	School Age Indicator	Primary Placement Type	Primary Service Provider	Error/Exclusion
				In Regular Class 80 percent or more (SA01)	Y			
				In Regular Class less than 40% (SA03)	Y			
			Related services only	Reg EC less than 10 hrs, Spec Ed in Other Loc (PS12)	N		800000089086	
				In Regular Class 40% to 79% (SA02)	Y			
				In Reg 79%				
				In Reg or mc				

<a href="#">Stu/Credit/GPA</a>	0	0	0	None
<a href="#">Stu/Daily/Attend</a>	0	0	3138383	2023-08-17 5
<a href="#">Student Digital Resources</a>	0	0	10121	2023-08-17 3
<a href="#">BEDS Day Snapshot</a>	0	0	3217	2023-01-12 1
<a href="#">EOY Snapshot</a>	0	0	536	2023-08-07 12
<a href="#">SE Event (more below...)</a>	0	0	1361	2023-08-02 1

# Online Help (ClearTrack)



# Data Warehouse Training

- Trainings are conducted using Zoom or Turbo Meeting. Call us to setup a date.
- Training classes are included free as part of the software support CoSer. There is a nominal charge for districts not part of our service.



# Troubleshooting issues/errors

- Phone support included with software support CoSer.
- We can help identify the cause of many data conflicts.
- Don't wait until the last minute to start loading data.

# ES BOCES Student Management Teams

- Knowledgeable – Trained and experienced on multiple SE SMS applications.
- SE SMS vendor contact – teams are in contact with vendor for updates and changes made to the SE SMS for state reporting compliance.
- Support and training – Our team offers support and training in all areas of SE SMS, including state reporting elements.
- Provide assistance with data exports from the SE SMS to be used for data analysis, as well as reports.

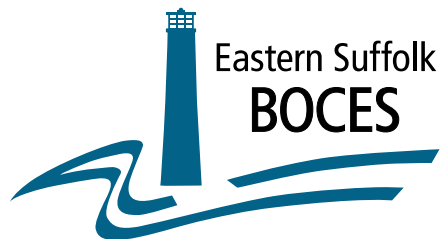
# Special Education Student Management System Help Desk Information

[spedhelp@esboces.org](mailto:spedhelp@esboces.org)

(631) 844-5720

Steven Quick

Irene Anderson



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[www.esboces.org](http://www.esboces.org)

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