



2023-24 End of Year Special Education Reporting Reference Guide

Charles King, Divisional Administrator
November 2023

2023-24 End of Year Special Education Reference Guide

- The purpose of this guide is to assist with year-end verification and certification of 2023-24 New York State Special Education reporting requirements
- Data that populates these reports come directly from what is reported in SIRS, specifically the End of Year Snapshot and Special Ed. Events which are extracted from your special education system (Frontline IEP or ClearTrack)
- Student must have an Enrollment record with enrollment beginning date on or before snapshot date and no ending date or an ending date after the snapshot date
- Although Special Education Verification Reports (VR) for year-end data have certification dates in August and September, **demographic, enrollment, and program service data for all students must be submitted by August 15, 2024**
- Verification and certification of year-end special education data is done through the PD System

2023-24 End of Year Special Education Reference Guide

PD System

- PD System is part of the NYSED Business Portal:
<http://portal.nysed.gov/portal/page/portal/PortalApp>
- In order to access the PD system, users must have a State Education Department Delegated Account System (SEDDAS) username and password
- **Data in the PD System now refreshed twice weekly on Mondays and Wednesdays**
- Superintendents and Charter School Leaders need to set up Delegated/Entitlement Administrator (DA/EA) accounts for Special Education Directors and staff in order for these staff members to access the PD system and submit data
- For the PD Data System, the entitlement is “PD System” and there are up to two specific level of access:
 - **PD Contact**: This delegation allows the user full access within the PD Data System. This user can see all data, drill down to student level data, enter data and certify reports within the system
 - **CIO**: This delegation allows read only access to all forms within the PD Data System. This user can view all data and drill down for student level data. They cannot enter data or certify reports

2023-24 End of Year Special Education Reference Guide

To view/certify the Special Education Verification Reports you must:

- Click on 2023–24 school year on the menu bar or use the dashboard to navigate to a specific report
- Select “End of the Year Verification Reports” or click on the individual report through the dashboard
- Review each report and read the heading instructions on the link in the top of each report that describes the criteria for students to be included in the report
- Review the list of included students and the list of excluded students for the corresponding verification report to determine if all eligible students are included and the information submitted for included and excluded students is complete and accurate
- If changes are needed, revise your student management systems and /or Special Education system. Reload corrected data into Level 0
- The certification buttons are on the top right of each verification report. The accurate certification button option is available from the date of the first refresh for districts to be able to certify their data as complete and accurate early.

Certification and Due Dates At-A-Glance for the 2023-2024 School Year

These forms are entered directly into the PD Data System ^[1]	Due By
PD6: Personnel Form	March 1, 2024
PD8: Suspension Data	August 23, 2024
This form is sent directly to your Local Education Agency ^[1]	Due By
SEDCAR 1: Request for §4410(b) Vendor Funding	November 24, 2023 or subsequent date established by the district
These data are populated from SIRS and are certified in the PD Data System ^[1]	Date Data Must Be Certified By
VR1: Preschool Child Count Report by Race/Ethnicity	January 15, 2024
VR2: School Age Child Count by Age and Disability	January 15, 2024
VR3: School Age Students by Disability and Race/Ethnicity	January 15, 2024
VR4: Preschool LRE Setting Report	January 15, 2024
VR5: School Age LRE Setting Report	January 15, 2024
VR6: District Report of Preschool Students by Primary Service Provider	January 15, 2024
VR7: Provider Report of Preschool Students ^[2]	**
VR8: District Report of School Age Students by Building Where Enrolled	January 15, 2024
VR9: Provider Report of School Age Students ^[2]	**
VR10: Report of Students With Disabilities Exiting Special Education ^[2]	**
VR11: Notification to School District of Compliance Rate on SPP #11 ^[3]	September 9, 2024 ^[4]
VR12: Notification to School District of Compliance Rate on SPP #12 ^[3]	September 9, 2024 ^[4]
VR13: Preschool Children Provided Programs and Services during the 2023-24 School Year	August 5, 2024
VR14: District Report of Parentally Placed Students in Religious and Independent (Nonpublic) Schools Who Were Evaluated	September 9, 2024 ^[4]
VR15: Preschool Outcomes Report ^[3]	August 5, 2024
VR16: Students Receiving Coordinated Early Intervening Services	August 5, 2024
These forms notify districts regarding significant discrepancy, disproportionality, and significant disproportionality	Available in PD On or Before
NR4A, NR4B, NR SD-Suspension	November 10, 2023
NR9, NR10, NR SD-Identification, NR SD-Disability Category, NR SD-Placement	March 22, 2024
The SR checklists (SR4, SRS, SR9, SR10 and SR13) have been changed from a self-review to a SEQA review. SEQA will work directly with districts to verify compliance.	

¹ For further information on any of the forms or data in the above table, please visit IRS Special Education's data collection requirements page located at: <http://www.p12.nysed.gov/sedcar/data.htm>

² The VR7 and VR9 are provider reports that do not require certification. The VR10 is informational and does not require certification. Districts should use the VR10 to understand how graduation and dropout rates are calculated for the Special Education Data posted at <https://data.nysed.gov/lists.php?type=district>

³ See the schedule of submission to find the school year in which your district is required to submit data for these indicators: <http://www.p12.nysed.gov/sedcar/spps/schedule2017-2025.html>

⁴ **Please note for all due dates in red:** Enrollment, demographic, assessment (including COSF), Special Education Snapshot (EOY) and disability program service records for those students who are potential submission records for the VR 11-16 reports must be migrated to the Level 2 Student Data Repository no later than **August 16, 2024**. Data is to be reviewed in the PD data system using the 'List of Potential Student Records' to determine that all students eligible to be included in these reports are included with accurate information. The L2 data repository **will be frozen after August 16, 2024**. No new data or changes to data will be allowed for enrollment, demographic, assessment, special education snapshot and disability program service records after this date.

2023-24 End of Year Special Education Reference Guide

The following end of year VR Reports need to be certified in the PD System:

Deadline to Certify – August 5, 2024

Deadline to load Special Ed End of Year Snapshot and corresponding demographic, enrollment and program service data to Level 0 – Thursday, August 1, 2024

- **VR13:** Preschool Children Provided Programs and Services during 2023-24 School Year – All Districts – Requires submission of Year End Snapshot Extract
- **VR15:** Preschool Outcomes Report (SPP Indicator #7) – Only those districts that are required to report Federal Indicator 7 in 2023-24 – Requires submission of Assessment Fact Extract
- **VR16:** Students Receiving Coordinated Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS) -A list of districts required to certify VR 16 will be released soon

Deadline to certify – September 9, 2024

Deadline to load Special Ed. Events to Level 0 – Thursday, September 5, 2024

Deadline to load Demographic, Enrollment, and Program Data to Level 0 – Thursday, August 15, 2024

- **VR11:** Notification to School District of Compliance Rate on SPP Indicator #11 - Only those districts that are required to report Federal Indicator 11 in 2023-24 – Requires submission of Special Ed Events Extract
- **VR12:** Notification to School District of Compliance Rate on SPP Indicator #12 - Only those districts that are required to report Federal Indicator 12 in 2023-24 – Requires submission of Special Ed Events Extract
- **VR14:** District Report of Parentally Placed Students in Nonpublic School Who Were Evaluated – All Districts - Requires submission of Special Ed Events Extract

2023-24 End of Year Special Education Reference Guide

VR-13 Load Deadline – Aug 1st

VR 13: PD Certification Deadline – Aug. 5th



Verification Report 13 Report of Preschool Special Education Programs and Services Provided any Time During the 2021-22 School Year (July 1, 2021 - June 30, 2022)

Description of Report

This is a report of preschool children with disabilities for whom the school district has Committee on Preschool Special Education (CPSE) responsibility and who were provided preschool special education services for any length of time during the 2021-22 school year. This includes children who received preschool special education services in July and August of 2021 prior to becoming school age students in September 2021. Students with the following records are **included** in this report:

- Enrollment record with reason for beginning enrollment code 0011 or 5905; **and**
- Building of Enrollment code is a valid code in SEDREF; **and**
- Age as of October 6, 2021 is 2 or 3 or 4 or 5; **and**
- A disability Programs Fact record with code 5786 (preschool student with a disability) with a beginning and ending date that overlaps with an enrollment date; **and**
- A Special Education Snapshot record with all of the following data elements:
 - Primary Service Code (see [Primary Service codes and descriptions](#))
 - Primary Service Provider
 - Snapshot Date of July 1, 2021

This report includes a listing of students who are **included** in the report, which are those students that meet the above criteria and a listing of students who are **excluded** from the report, which are those students that meet some of the above criteria but not all (including students with some missing records). School districts should use these lists to verify the accuracy of data submitted for each student. The reports with aggregate numbers provide the results the State will use in all Statewide and district level aggregations for reporting and analysis.

To go to the VR13 template click one of the following links: [html](#) | [pdf](#)  | [word](#) 

To view the VR13 please log into the [PD Data System](#) and select VR13 under the school year, then End of Year Reports.

2023-24 End of Year Special Education Reference Guide

VR-13 Load Deadline – Aug 1st

VR 13: PD Certification Deadline – Aug. 5th

2021-22
Home
Oct. Reports
EOY Reports
SR Forms
PD Forms
NR Forms
Archive
print

Verification Report 13

VR-13 Report of Preschool Special Education Programs and Services

Provided any Time During the 2021-22 School Year (July 1, 2021 - June 30, 2022)

To view the description of the report including SIRS codes please [click here](#).

Info:

- Student Snapshot Date: 07/01/2021
- Special Ed Snapshot Date: 07/01/2021
- SED Load Date: 07/29/2022

Messages:

Your district has certified that data in the VR-13 report are complete and accurate.

Actions:

Line Number	Program/Services	A	B	C	D	E	F
		Age as of October 6, 2021				Total Ages 2-5	Total Ages 2-5
		Age 2	Age 3	Age 4	Age 5	2021-22 School Year	2020-21 School Year
01	Related Services Only	7	23	30	7	67	67
02	Special Education Itinerant Teacher (SEIT) Services Only	0	0	2	0	2	4
03	Related Services and SEIT Services	2	7	6	1	16	8
04	Half-Day (2.5 hours or less) Special Class Program in Integrated Setting *	2	3	2	4	11	16
05	Half-Day (2.5 hours or less) Special Class Program in Segregated Setting **	2	4	0	1	7	3
06	Full-Day (more than 2.5 hours, up to 3 hours) Special Class Program in Integrated Setting *	0	0	0	0	0	1

2023-24 End of Year Special Education Reference Guide

VR-13 Load Deadline – Aug 1st

VR 13: PD Certification Deadline – Aug. 5th

07	Full-Day (more than 2.5, up to 3 hours) Special Class Program in Segregated Setting **	0	0	0	0	0	0
08	Full-Day (more than 3 hours, up to 4 hours) Special Class Program in Integrated Setting *	0	1	0	1	2	7
09	Full-Day (more than 3 hours, up to 4 hours) Special Class Program in Segregated Setting **	0	0	0	0	0	0
10	Full-Day (more than 4 hours) Special Class Program in Integrated Setting *	0	1	3	0	4	3
11	Full-Day (more than 4 hours) Special Class Program in Segregated Setting **	3	4	9	5	21	16
12	Residential Program	0	0	0	0	0	0
13	Total	16	43	52	19	130	125

* Integrated Setting - The **classroom**, in which services are provided, includes both students with disabilities and children who do not have disabilities.

** Segregated Setting - The **classroom**, in which services are provided, includes students with disabilities only.

2023-24 End of Year Special Education Reference Guide

VR-15 Load Deadline – Aug 1st

VR 15: PD Certification Deadline – Aug. 5th

Verification Report 15 Preschool Outcomes Report for 2021-22 School Year

(Children who received preschool special education services for at least six months, and left preschool special education sometime during the 2021-22 school year)

This report displays your school district's data on the functional level of preschool children on the Early Childhood Outcomes Summary Form (COSF) in the three early childhood outcome areas upon initial evaluation for preschool special education services and upon exit from preschool special education. Children's functional level is reported for children who received at least six months of preschool special education before leaving preschool special education sometime during the 2021-22 school year (July 1, 2021 to June 30, 2022). The early childhood outcome areas are: positive social emotional skills; acquisition of knowledge and skills; and use of appropriate behaviors to meet their needs. The data elements that are displayed in this report were submitted to the repository using the State Assessment Fact template. The COSF was defined as a test group and the three early childhood outcome areas were defined as subjects. Each child received a rating from Level 1 to 7 on the COSF in each early childhood outcome area at entry into preschool special education and at exit from preschool special education. Also, at exit, the answer to the question, did the child learn at least one new skill since entering preschool special education was answered and a yes or no was recorded for each early childhood outcome area. In Tables 1-3, the numbers of children are displayed in the cells according to their functional level upon entering preschool and their functional level upon exit from preschool. The answer to the question determines in which cell a child is reported if the child's level remained at Level 1 or declined to a lower level upon exit compared to entry. In Table 4, preschool children are summarized according to the amount of progress they make between entry in and exit from preschool special education. Also, below Table 4, two summary statements are provided for your information. These summary statements will be used to set State targets and to determine school districts performance against State targets. In addition to the Assessment Fact template, the following templates (or tables) are also used: Student_Lite (Student Demographics); and School_Enroll (Enrollment). Students with the following records are **included** in this report:

2023-24 End of Year Special Education Reference Guide

VR-15 Load Deadline – Aug 1st

VR 15: PD Certification Deadline – Aug. 5th

Enrollment Records:



- Enrollment record between July 1, 2021 and June 30, 2022 with reason for beginning enrollment code 0011 or 5905; **and**
- Building of Enrollment code is a valid code in SEDREF; **and**

Assessment Scores on the following Assessment Measure Standard Descriptions:

- COSF: Entry Level Social Emotional; **and**
- COSF: Exit Level Social Emotional ; **and**
- COSF: Progress Social Emotional*; **and**
- COSF: Entry Level Knowledge and Skills; **and**
- COSF: Exit Level Knowledge and Skills; **and**
- COSF: Progress Knowledge and Skills*; **and**
- COSF: Entry Level Behaviors; **and**
- COSF: Exit Level Behaviors; **and**
- COSF: Progress Behaviors*

*COSF Progress in any subject area is reported only if Assessment Score at entry and exit is 1 or if Assessment Score at Exit is lower than at Entry (for Assessment Scores less than 6 at exit).

This report includes a listing of students who are **included** in the report, which are those students that meet the above criteria and a listing of students who are **excluded** from the report, which are those students that meet some of the above criteria but not all (including students with some missing records). School districts should use these lists to verify the accuracy of data submitted for each student. The reports with aggregate numbers provide the results the State will use in all Statewide and district level aggregations for reporting and analysis.

To go to the VR15 template click one of the following links: [html](#) | [pdf](#)  | [word](#) 

To view the VR15 please log into the [PD Data System](#) and select VR15 under the school year, then End of Year Reports.

2023-24 End of Year Special Education Reference Guide

VR-15 Load Deadline – Aug 1st

VR 15: PD Certification Deadline – Aug. 5th

2021-22
Home
Oct. Reports
EOY Reports
SR Forms
PD Forms
NR Forms
Archive
Report Summary
Print

Verification Report 15

VR-15 - Preschool Outcomes Report for 2021-22 School Year

(Children who received preschool special education services for at least six months, and left preschool special education sometime during the 2021-22 school year)

To view the description of the report including SIRS codes please [click here](#).

Info:

- Student Snapshot Date: 07/01/2021
- Special Ed Snapshot Date: null
- SED Load Date: 07/27/2022

Messages:

Your district has certified that data in the VR-15 report are complete and accurate.

Actions:

VR-15: Preschool Outcomes Report for 2021-22

In Tables 1-3 below, the cell that represents the intersection of child's Assessment Score (Performance on Rating Scale) at entry and exit on the Child Outcomes Summary Form contains a letter indicating the progress category (A-E) in which the student is reported in Table 4 below. The no and yes next to the letters in Tables 1-3 indicate the response to the question, did the child learn at least one new skill between entry and exit from preschool special education? For example, if a child has an Assessment Score (Performance on Rating Scale) of level 3 at entry and a level 2 at exit, but the answer to the question, did the child learn at least one new skill is a yes, the child is reported in progress category B in Table 4 below. These tables were constructed based on a calculator posted at the National Early Childhood Technical Assistance Center website at: <http://www.fpg.unc.edu/~eco/pages/outcomes.cfm#CalculatingProgress>.

Table 1: Positive Social Emotional Skills								
		What was the Child's Functional Rating on Child Outcomes Summary Form at Exit from Preschool Special Education?						
	Performance on Rating Scale	1	2	3	4	5	6	7
What was the Child's Functional Rating on Child Outcomes Summary Form at Entry into Preschool Special Education?	1	A (no) 0	C 0	C 0	C 0	C 0	D 0	D 0
		B (yes) 0						
	2	A (no) 0	B 1	C 2	C 2	C 0	D 0	D 0
		B (yes) 0						
	3	A (no) 0	A (no) 0	B 0	C 5	C 1	D 1	D 0
		B (yes) 0						
	4	A (no) 0	A (no) 0	A (no) 0	B 2	C 6	D 3	D 2
		B (yes) 0						
	5	A (no) 0	A (no) 0	A (no) 0	A (no) 0	B 1	D 1	D 0
		B (yes) 0						

2023-24 End of Year Special Education Reference Guide

VR-15 Load Deadline – Aug 1st

VR 15: PD Certification Deadline – Aug. 5th

Table 2: Acquisition of Knowledge and Skills								
		What was the Child's Functional Rating on Child Outcomes Summary Form at Exit from Preschool Special Education?						
	Performance on Rating Scale	1	2	3	4	5	6	7
What was the Child's Functional Rating on Child Outcomes Summary Form at Entry into Preschool Special Education?	1	A (no) 0	C 0	C 0	C 1	C 0	D 0	D 0
		B (yes) 0						
	2	A (no) 0	B 1	C 0	C 0	C 1	D 0	D 0
		B (yes) 0						
	3	A (no) 0	A (no) 0	B 2	C 3	C 3	D 1	D 0
		B (yes) 0	B (yes) 0					
	4	A (no) 0	A (no) 0	A (no) 0	B 1	C 4	D 0	D 0
		B (yes) 0	B (yes) 0	B (yes) 0				
	5	A (no) 0	A (no) 0	A (no) 0	A (no) 0	B 2	D 3	D 2
		B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0			
	6	A (no) 0	A (no) 0	A (no) 0	A (no) 0	A (no) 0	E 1	E 1
		B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 1		
	7	A (no) 0	A (no) 0	A (no) 0	A (no) 0	A (no) 0	E 0	E 0
		B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0		

Table 3: Use of Appropriate Behaviors to Meet Their Needs								
		What was the Child's Functional Rating on Child Outcomes Summary Form at Exit from Preschool Special Education?						
	Performance on Rating Scale	1	2	3	4	5	6	7
What was the Child's Functional Rating on Child Outcomes Summary Form at Entry into Preschool Special Education?	1	A (no) 0	C 0	C 0	C 0	C 0	D 0	D 0
		B (yes) 0						
	2	A (no) 0	B 0	C 2	C 0	C 0	D 0	D 0
		B (yes) 0						
	3	A (no) 0	A (no) 0	B 1	C 5	C 3	D 0	D 0
		B (yes) 0	B (yes) 0					
	4	A (no) 0	A (no) 0	A (no) 0	B 1	C 4	D 3	D 1
		B (yes) 0	B (yes) 0	B (yes) 0				
	5	A (no) 0	A (no) 0	A (no) 0	A (no) 0	B 0	D 4	D 0
		B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0			
	6	A (no) 0	A (no) 0	A (no) 0	A (no) 0	A (no) 0	E 0	E 3
		B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0		
	7	A (no) 0	A (no) 0	A (no) 0	A (no) 0	A (no) 0	E 0	E 0
		B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0	B (yes) 0		

2023-24 End of Year Special Education Reference Guide

VR-15 Load Deadline – Aug 1st

VR 15: PD Certification Deadline – Aug. 5th

Table 4: Number of Preschool Children by the Amount of Progress in Each Early Childhood Outcome Area

In the above three tables, the cell that represents the intersection of child's entry and exit score on the rating scale on Child Outcomes Summary Form contains a letter indicating the progress category (A-E) in which the student is reported in the table below. The no and yes next to the letters in the above tables indicate the response to the question, did the child learn at least one new skill between entry and exit from preschool special education? For example, if a child has a rating of level 3 at entry and a level 2 at exit, but the answer to the question, did the child learn at least one new skill was a yes, the child is reported in progress category B in the table below. These tables were constructed based on using a calculator posted at the National Early Childhood Technical Assistance Center website at: <http://www.fpg.unc.edu/~eco/pages/outcomes.cfm#CalculatingProgress>.

Table 4: Number of Preschool Children by the Amount of Progress in Each Early Childhood Outcome Area						
Preschool Outcome Area	Progress Reporting Category					
	A	B	C	D	E	F
	The number of children who did not improve functioning.	The number of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers.	The number of children who improved functioning to a level nearer to same-aged peers but did not reach it.	The number of children who improved functioning to reach a level comparable to same-aged peers.	The number of children who maintained functioning at a level comparable to same-aged peers.	Total Number of Preschool Children
Positive Social Emotional Skills	0	4	16	7	0	27
Acquisition of Knowledge and Skills	0	7	12	6	2	27
Use of Appropriate Behaviors To Meet Their Needs	0	2	14	8	3	27

The table below provides data in a summary format according to how the State will report early childhood outcomes data in the [Annual Performance Reports](#) and in the [Special Education School District Data Profiles](#).

Table 5: Summary Statements of Progress of Preschool Children with Disabilities						
Preschool Outcome Area	Summary Statements					
	Summary Statement #1: Of those preschool children who entered the preschool program below age expectations, the percent who substantially increased their rate of growth by the time they exited the program.			Summary Statement #2: The percent of preschool children who were functioning within age expectations by the time they exited the program.		
	Formula using letters from Table 4: $(C+D)/(A+B+C+D)*100$			Formula using letters from Table 4: $(D+E)/(A+B+C+D+E)*100$		
	C+D	A+B+C+D	Percent	D+E	A+B+C+D+E	Percent
1. Positive Social Emotional Skills	23	27	85.19 %	7	27	25.93 %
2. Acquisition of Knowledge and Skills	18	25	72 %	8	27	29.63 %
3. Use of Appropriate Behaviors To Meet Their Needs	22	24	91.67 %	11	27	40.74 %

[Home](#)

2023-24 End of Year Special Education Reference Guide

VR-16 Load Deadline – Aug 1st

VR 16: PD Certification Deadline – Aug. 5th

Verification Report 16 Students Receiving Coordinated Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS)

This is your school district's report of students who received Coordinated Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS) for the current school year as well as the prior two school years.

CEIS is voluntary and is funded by a district redirecting up to 15 percent of their federal IDEA allocation. CEIS is provided to students without disabilities only.

CCEIS is mandatory for districts identified as having significant disproportionality and is funded by a district redirecting exactly 15% of their federal IDEA allotment. CCEIS is provided to students with and without disabilities.

- 2019-20
- 2020-21
- 2021-22

Program Service Records:

- Student has a Program Service record with Code 5753 (Coordinated Early Intervening Services) or Code 5754 (Comprehensive Coordinated Early Intervening Services) in any one or more school years 2018-19 , 2019-20 or 2021-22. ***Please note the 5754 CCEIS code was established in the 2020-21 school year and was not available during the 2019-20 school year.***
- If the same student also has a Disability Program Service record, the "5753" service record must be before the beginning date of the disability record or after the ending date of the disability record. The Disability Program Service codes are 0352, 0363, 0385, 0396, 0407, 0418, 0429, 0440, 0451, 0462, 0473, 0484, or 0495. Code "5754" is allowed to have overlapping dates

2023-24 End of Year Special Education Reference Guide

VR-16 Load Deadline – Aug 1st



VR 16: PD Certification Deadline – Aug. 5th

Building of Enrollment code is a valid code in SEDREF.

This report includes a listing of students who are included in the report, which are those students that meet the above criteria and a listing of students who are excluded from the report, which are those students that meet some of the above criteria but not all. School districts should use these lists to verify the accuracy of data submitted for each student. The table with aggregate numbers provides the results the State will use in all Statewide and district level aggregations for reporting and analysis.

Notes:

- A student may have a "5753" or a "5754" code assigned by a different district than the district in which the student is currently enrolled. If school districts see one or more students with disabilities in the second row, under the third column, but do not see the same students in the first row in any one of the three columns, it may mean that the students received CEIS/CCEIS while enrolled in other school districts.
- A student may have a "5753" code assigned sometime during the year and later have a disability program service code assigned in the same year.
- A student may have a "5753" code assigned sometime during the year, after a disability service has ended.
- If a student has a "5753" code assigned with the same beginning and ending dates as a disability program service code, **the student will not be "included" in this report**. Instead, the student will appear in the "excluded students report". School districts will need to review the excluded students report and correct any data that are inaccurate.
- If a student has multiple "5753" or "5754" records in the same school year, the student will be displayed in the VR16 school

To go to the VR16 template click one of the following links: [html](#) | [pdf](#)  | [word](#) 

To view the VR16 please log into the [PD Data System](#) and select VR16 under the school year, then End of Year Reports.

2023-24 End of Year Special Education Reference Guide

VR-16 Load Deadline – Aug 1st

VR 16: PD Certification Deadline – Aug. 5th

2021-22 ▾

Home

Oct. Reports

EOY Reports

SR Forms

PD Forms

NR Forms

Archive

print

Verification Report 16

Students Receiving Coordinated Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS)

This is your school district's report of students who received Coordinated Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS) for the current school year as well as the prior two school years.

CEIS is voluntary and is funded by a district redirecting up to 15 percent of their federal IDEA allocation. CEIS is provided to students without disabilities only.

CCEIS is mandatory for districts identified as having significant disproportionality and is funded by a district redirecting exactly 15% of their federal IDEA allotment. CCEIS is provided to students with and without disabilities.

Additional information on CEIS/CCEIS can be found at <https://www.p12.nysed.gov/sedcar/forms/vr/2122/html/verif16list.htm>

Info:

- Student Snapshot Date: **Not Available**
- Special Ed Snapshot Date: **Not Available**
- SED Load Date: **08/04/2022**

Messages:

Your district has certified that data in the VR-16 report are complete and accurate.

Actions:

This school district's federal aid application for IDEA funds included voluntary CEIS expenditures for school-age students without disabilities or mandatory CCEIS expenditures for children ages 3-5 and school-age students with and without disabilities, in the school year(s) listed below. The district must provide a program service record for each student who benefited from or was the intended beneficiary of federal fund expenditures for CEIS or CCEIS in each of the following school years only:

2019-20

2020-21

2021-22

Description of Data	School Year (July 1 to June 30)		
	2019-20	2020-21	2021-22
General education students who received CEIS or CCEIS (Code 5753) any time during the year. These students were not classified as students with disabilities when they received CEIS. Students receiving CCEIS may be students with or without disabilities.	412		
General education students who received CEIS (Code 5753) any time during the year. These students were not classified as students with disabilities when they received CEIS.			
Students who received CCEIS (Code 5754) any time during the year. These students may be classified as students with or without disabilities when they received CCEIS.		355	318
Students with disabilities in 2021-22 school year who received CEIS (Code 5753) for any length of time during the preceding two years (including any portion of the 2021-22 school year) prior to being classified.			6

Home

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact – Aug. 15th

VR-11 Special Ed. Events Level 0 Load Deadline – Sept. 5th / PD Certification Deadline – Sept. 9th

District Compliance Report

Indicator #11 - Percent of children with parental consent to evaluate, who were evaluated within State established timelines

(Based on Consent to Evaluate the Child Received Between July 1, 2021 and June 30, 2022, and Status of the Eligibility Determination Process as of August 31, 2021)

Items that are highlighted are displayed as examples. The VR11 in the PD System will have data in the highlighted fields.

Your district was assigned to report data for the 2021-22 school year on State Performance Plan Indicator 11, which required a report of the percent of children (preschool and school age) with parental consent to evaluate, who were evaluated within State established timelines. You submitted data for this indicator through the Special Education Events template in two chains that begin with Event Type Codes CPSE01 (initial referral to CPSE) and CSE01 (initial referral to CSE). This indicator required that you report on all preschool children, including children referred from Early Intervention included in the CPSE01 chain. Also, all school age students for whom your district has CSE responsibility should have been included regardless of where students were enrolled at the time of referral (e.g., Charter school, parentally placed in a nonpublic school, home-schooled, etc.).

Your district's report indicates that **XX.X** percent of preschool children and **XX.X** percent of school-age students received their evaluations within the State's required timelines. Data used to compute these rates are provided below. The State requires that 100 percent of students referred for an initial evaluation for whom parental consent for evaluation has been obtained be evaluated for initial determination of eligibility for special education within the required State timelines.

School districts are required to correct any noncompliance as soon as possible. The reasons reported by your district for delays in completing the evaluations on time may assist you in addressing issues leading to noncompliance.

Your district must take the actions identified in the section indicated by an X:

X None. Your school district has a 100 percent compliance rate for **both** preschool and school-age students for this indicator or 0 preschool and school-age students were referred during the 2021-22 school year for special education eligibility determination. Thank you for your efforts in ensuring timely evaluations of children referred for special education services.

X Your school district's compliance rate is below 100 percent for **either** preschool and/or school-age students. This is notification that your school district is not in compliance with one or both of the following regulatory citations:

For school age students: 8NYCRR § 200.4(b)(7) - The initial evaluation to determine if a student is a student with a disability must be completed within 60 calendar days of receiving parental consent for the evaluation.

For preschool children: 8 NYCRR § 200.16(e)(1) - The committee on preschool special education shall provide a recommendation to the board of education within 60 calendar days of the date of the receipt of consent.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact – Aug. 15th

VR-11 Special Ed. Events Level 0 Load Deadline – Sept. 5th / PD Certification Deadline – Sept. 9th

Your district must take the following actions:

1. Conduct a review of identified students who did not receive their individual evaluations within State required timelines to assure that each of these students have subsequently had their evaluations completed. You must complete the student specific chart found at the end of the VR11 report for each identified student, if any, and maintain this documentation, which must be available for review upon request by the New York State Education Department (NYSED).



AND

2. Conduct a review of all students suspected of having a disability (preschool and school age) referred for an initial evaluation over a three consecutive month period and document that all of these students received their initial evaluations within the timelines required by the State. You must complete the chart found at the end of the VR11 report and maintain this documentation, which must be available for review upon request by NYSED.

When the required documentation is complete and available for review by NYSED, you are ready to report the correction of noncompliance. You report this correction of noncompliance by submitting up to **TWO** online assurances.

1. In the first assurance (**Part 1**), the district will assure that for each identified student, if any, whose initial evaluation was not completed in compliance with State time lines, and for whom data was not already available in SIRS, has since had his or her initial evaluation completed and if not, there is a reason that is in compliance with State requirements.
2. In the second assurance (**Part 2**), the district will assure that it has addressed the reasons why the students did not receive their initial evaluations on time and provide data to verify that students for whom parent consent to evaluate was received during a three-month period determined by the district have received their initial individual evaluations within the State required timelines.

These assurances are provided by logging onto the PD data system at <http://pd.nysed.gov>. The Statements of Assurances are available for your use under the 2021-22 school year heading, under "End-of-Year Verification Reports," at the bottom of the VR11 Notification.

To go to the VR11 template click one of the following links: html | [pdf](#)  | [word](#) 

To view the VR11 please log into the [PD Data System](#) and select VR11 under the school year, then End of Year Reports.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-11 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

2021-22 ▾

Home

Oct. Reports

EOY Reports

SR Forms

PD Forms

NR Forms

Archive

 print

Verification Report 11

VR11 Notification to School District of Compliance Rate on State Performance Plan (SPP) Indicator #11 - Percent of Children With Parental Consent to Evaluate, who were Evaluated and Eligibility Determined Within State Established Timelines

(Based on Parent Consent to Evaluate the Child Received Between July 1, 2021 and June 30, 2022, and Status of the Eligibility Determination Process as of August 31, 2022.)

This report is your school district's compliance report for State Performance Plan Indicator #11, which is the percent of children with parental consent to evaluate, who were evaluated and eligibility determined within State established timelines. Once you verify your data as complete and accurate, this becomes your compliance notification and you must take the actions identified in the report.

Info:

- Student Snapshot Date: **07/01/2021**
- Special Ed Snapshot Date: **Not Available**
- SED Load Date: **09/19/2022**

Messages:

Your district has certified that data in the VR-11 report are complete and accurate.

Actions:

The data elements that are displayed in this report are from the Special Education Events template for two chains that begin with Event Type Codes CPSE01 (receipt of referral for an initial evaluation of a preschool child for special education eligibility) and CSE01 (receipt of referral for an initial evaluation for a school-age student for special education eligibility). The following templates (or tables) are also used: Student_Lite (Student Demographics); and School_Enroll (Enrollment). Students with the following records are **included** in this report:

Enrollment Records:

- Enrollment record between July 1, 2021 and June 30, 2022 Beginning enrollment code 4034 or 5905 or 0011 or 5544 or 5654 or 7000 or 7011; **and**
- Building of Enrollment code is a valid code in SEDREF; **and**

Any of the following special education event records are submitted:

Chain 1:

CPSE01- receipt of referral for an initial evaluation by the CPSE for children eligible for CPSE, ages 2-4. Students turning 2 during the current school year are included. 4-year-old students who are eligible for school-age services are not included.

CPSE02- receipt of written parent consent to evaluate the child

CPSE03- CPSE meeting to discuss evaluation results

Chain 2:

CSE01- receipt of referral for an initial evaluation by the CSE for students age 4-21. Four-year-old students must be eligible for school-age services.

CSE02- receipt of written parent consent to evaluate the student

CSE03- CSE meeting to discuss evaluation results

This report includes a listing of students who are **included** in the report, which are those students that meet the above criteria and a listing of students who are **excluded** from the report, which are those students that meet some of the above criteria but not all (including students with some missing records). School districts should use these lists to verify the accuracy of data submitted for each student. The reports with aggregate numbers provide the results the State will use in all Statewide and district level aggregations for compliance determinations, reporting and analysis.

Below is a description of the criteria for including student records in each cell of the five rows of data in this report.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-11 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

Data for Indicator #11:

	Preschool Children	School-Age Students
1. Number of students for whom parental consent to evaluate was received (July 1, 2021 to June 30, 2022).	The number of preschool students that have a CPSE01 and CPSE02 record	The number of school-age students that have a CSE01 and CSE02 record
a) Number of students whose parents refused an evaluation or student transferred	The number of preschool students that have a CPSE07 and CPSE09 record	The number of school-age students that have a CSER06 and CSER08 record
2. Number of students whose evaluations were completed within State established timeline (sum of a and b below)	The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days = < 60 Or The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days > 60 and there is a Reason Code=CPSE11	The number of school-age students that have a CSE01 and CSE02 record and Number of Days = < 60 Or The number of school-age students that have a CSE01 and CSE02 record and Number of Days > 60 and there is a Reason Code=CSER10
3. Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be in compliance with State requirements.	The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days > 60 and there is a Reason Code = CPSE01 or CPSE02 or CPSE03 or CPSE05 or CPSE06.	The number of school-age students that have a CSE01 and CSE02 record and Number of Days > 60 and there is a Reason Code = CSER01 or CSER02 or CSER03 or CSER05.
4. Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be NOT in compliance with State requirements.	The number of preschool students that have a CPSE01 and CPSE02 record and Number of Days > 60 and there is a Reason Code = CPSE04 or CPSE08 or CPSE12	The number of school-age students that have a CSE01 and CSE02 record and Number of Days > 60 and there is a Reason Code = CSER04 or CSER07 or CSER11
5. Compliance Rate [(Line 2 + Line 3) / (Line 1 - Line 1a)] * 100		

Reasons for Exceeding the Timeline Provided by the School District*

Reasons in Compliance with State Requirements (for children included in Row 3 of the above table)	Number of Preschool Children	Number of School-Age Students
CPSE01 or CPSE02 or CPSE03 or CPSE05 or CPSE06 or CPSE07 or CPSE09 or CSER01 or CSER02 or CSER03 or CSER05 or CSER06 or CSER08	Number of preschool children with each Reason Code that is in compliance with State requirements.	Number of school-age students with each Reason Code that is in compliance with State requirements.
Reasons NOT in Compliance with State Requirements (for children included in Row 4 of the above table)		
CPSE04 or CPSE08 or CSER04 or CSER07 or CPSE12	Number of preschool children with each Reason Code that is not in compliance with State requirements.	Number of school-age students with each Reason Code that is not in compliance with State requirements.

*Only the reasons provided by the school district will be included in this table.

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact – Aug. 15th

VR-11 Special Ed. Events Level 0 Load Deadline – Sept. 5th / PD Certification Deadline – Sept. 9th

VR11 Notification to School District of Compliance Rate on State Performance Plan (SPP) Indicator #11 - Percent of children with parental consent to evaluate, who were evaluated and eligibility determined within State established timelines

(Based on Consent to Evaluate the Child Received Between July 1, 2021 and June 30, 2022, and Status of the Eligibility Determination Process as of August 31, 2022.)

Date of Notification: 09/19/2022

Your district was assigned to report data for the 2021-22 school year on State Performance Plan Indicator #11, which required a report of the percent of children (preschool and school age) with parental consent to evaluate, who were evaluated within State established timelines. You submitted data for this indicator through the Special Education Events template in two chains that begin with Event Type Codes CPSE01 (initial referral to CPSE) and CSE01 (initial referral to CSE). This indicator required that you report on all preschool children, including children referred from Early Intervention. Also, all school age students for whom your district has CSE responsibility should have been included regardless of where students were enrolled at the time of referral (e.g., Charter school, parentally placed in a nonpublic school, home-schooled, etc.).

Your district's report indicates that 100 percent of preschool children and 99.5 percent of school age students received their evaluations and eligibility determinations within the State's required timelines. Data used to compute these rates are provided below. The State requires that 100 percent of students referred for an initial evaluation for whom parental consent for evaluation has been obtained be evaluated for initial determination of eligibility for special education within the required State timelines.

School districts are required to correct any noncompliance as soon as possible. The reasons reported by your district for delays in completing the evaluations on time may assist you in addressing issues leading to noncompliance.

Your district must take the actions identified in the section indicated by an "X":

☐ None. Your school district has a 100 percent compliance rate for **both** preschool and school-age students for this indicator **or** 0 preschool and school-age students were referred during the 2021-22 school year for special education eligibility determination. Thank you for your efforts in ensuring timely evaluations of children referred for special education services.

☒ Your school district's compliance rate is below 100 percent for **either** preschool and/or school-age students. This is notification that your school district is not in compliance with one or both of the following regulatory citations:

For school age students: 8NYCRR § 200.4(b)(7) - The initial evaluation to determine if a student is a student with a disability must be completed within 60 calendar days of receiving parental consent for the evaluation.

For preschool children: 8 NYCRR § 200.16(e)(1) - The committee on preschool special education shall provide a recommendation to the board of education within 60 calendar days of the date of the receipt of consent.

Your district must take the following actions:

1. Conduct a review of identified students who did not receive their individual evaluations within State required timelines to assure that each of these students have subsequently had their evaluations completed. You must complete the student specific chart found at the end of the VR11 report for each identified student, if any, and maintain this documentation, which must be available for review upon request by the New York State Education Department (NYSED).

AND

2. Conduct a review of all students suspected of having a disability (preschool and school age) referred for an initial evaluation over a three consecutive month period and document that all of these students received their initial evaluations within the timelines required by the State. You must complete the chart found at the end of the VR11 report and maintain this documentation, which must be available for review upon request by NYSED.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-11 Special Ed. Events Level 0 Load Deadline–Sept. 5th / PD Certification Deadline–Sept. 9th

When the required documentation is complete and available for review by NYSED, you are ready to report the correction of noncompliance. You report this correction of noncompliance by submitting up to **TWO** online assurances

1. In the first assurance (**Part 1**), the district will assure that for each identified student, if any, whose initial evaluation was not completed in compliance with State time lines, and for whom data was not already available in SIRS, has since had his or her initial evaluation completed and if not, there is a reason that is in compliance with State requirements.
2. In the second assurance (**Part 2**), the district will assure that it has addressed the reasons why the students did not receive their initial evaluations on time and provide data to verify that students for whom parent consent to evaluate was received during a three-month period determined by the district have received their initial individual evaluations within the State required timelines.

These assurances are provided by logging onto the PD data system at <http://pd.nysed.gov>. The Statements of Assurances are available for your use under the 2021-22 school year heading, under "End-of-Year Verification Reports," at the bottom of the VR11 Notification.

Data for Indicator #11:

	Preschool Children	School-Age Students
1. Number of students for whom parental consent to evaluate was received (July 1, 2021 to June 30, 2022).	129	193
a) Number of students whose parents refused an evaluation or student transferred	0	1
2. Number of students whose evaluations were completed within State established timeline (sum of a and b below)	126	187
a) CSE meeting held within established timeline	94	174
b) CSE meeting not held within established timeline but evaluations completed within established timeline	32	13
3. Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be in compliance with State requirements.	3	4
4. Number of children whose evaluations were not completed within State established time lines, but for reasons that are considered to be NOT in compliance with State requirements.	0	1
5. Compliance Rate $[(\text{Line 2} + \text{Line 3}) / (\text{Line 1} - \text{Line 1a})] * 100$	100%	99.5%

Reasons for Exceeding the Timeline Provided by the School District:

Reasons in Compliance with State Requirements	Number of Preschool Children	Number of School-Age Students
Parents withdrew referral or consent to evaluate	3	2
Delays in making contact with parents to schedule the evaluation (There is documentation of repeated attempts to make contact)	0	2
Parents refused or repeatedly did not make the child available for the evaluation	0	1
The evaluation was completed within 60 days	32	13

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th
VR-11 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

Reasons NOT in Compliance with State Requirements	Number of Preschool Children	Number of School-Age Students
Evaluator delays in completing the evaluation	0	1

Please contact your Special Education Quality Assurance Office (SEQA) (<http://www.p12.nysed.gov/specialed/quality>) for assistance in addressing issues of noncompliance.

If you have questions regarding the data and procedures included in this report, please submit your questions to SEDCAR at datasupport@nysed.gov.

Part 2: Documentation of Correction of Noncompliance for All Students:

The school district is required to complete a chart for preschool children if the district's compliance rate for preschool children is below 100% **and/or** the district is required to complete a chart for school-age students if the district's compliance rate for school-age students is below 100%. The school district is required to maintain documentation in the chart(s) below for a three consecutive month period of time, and record that period in the first row. The data chart must document that all students' initial evaluations to determine eligibility for special education services were completed within the State established timelines and if not, the delays were caused by reasons that are consistent with State regulations allowing an extension to that timeline. The three consecutive month time period must be within one year from the date of notification and between the months of September and June. Also, school districts must include data for **all** preschool and school-age students (not a sample) for whom parent consent to the initial evaluation was received within the three month period. The district is required to maintain these data and make them available upon request by NYSED. Once the chart(s) are complete, please read and submit the assurance for Part 2 below the chart(s) to the NYSED.

This district is not required to fill out the chart for preschool children.

This district had a compliance rate for **school-age students** that is less than 100% and is maintaining data in this chart to document correction of noncompliance. The district received parent consent to evaluate the following school-age students within a three-month time period, which is within one year from the date of notification. The three-month period is: --/--/---- to --/--/----.

Student's Local ID	Date of Referral to CSE	Date of Receipt of Parent Consent to Evaluate	Date of Completed Evaluation	If the Evaluation was not Completed, the Reason(s) why.

Blank copies of this form may also be printed from http://www.p12.nysed.gov/sedcar/files/word/vr11_part2assurance_sch_blank.doc of correction of noncompliance for Indicator #11.

[Home](#)

2023-24 End of Year Special Education Reference Guide

***Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th
VR-12 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th***

District Compliance Report

Indicator #12 - Percent of Children Referred by Part C Prior to Age 3, who are Found Eligible for Part B, and who have an IEP Developed and Implemented by Their Third Birthday

(Based on 2021-22 School Year Data)

Items that are highlighted are displayed as examples. The VR12 in the PD System will have data in the highlighted fields.

Your district was assigned to report data for the 2021-22 school year on State Performance Plan (SPP) Indicator 12, which is the percent of children referred by Part C (Early Intervention (EI)) prior to age 3, who are found eligible for Part B (preschool special education services), and who have an IEP developed and implemented by their third birthdays or in compliance with timelines established in State law. You have submitted data for this indicator through the Special Education Events template in the chain that begins with an Event Type Code EI01 (initial referral from Early Intervention to the CPSE).

Your district's report indicates that **XX.X** percent of children referred by the Part C, EI Program prior to age 3, who were found to be eligible for Part B, preschool special education programs and services had their IEPs developed and implemented prior to their third birthdays or in compliance with timelines established in State law. Data used to compute your compliance rate are provided below. The State target for this indicator is that 100% of children referred by Part C prior to age 3, who are found eligible for Part B will have their IEPs developed and implemented by their third birthdays or in compliance with timelines established in State law.

School districts are required to correct any noncompliance as soon as possible. The reasons reported by your district for delays in providing special education services to children transition from EI to preschool special education may assist you in addressing issues leading to noncompliance.

Your district must take the actions identified in the section indicated by an X:

X None. Your school district has a 100% compliance rate for this indicator or your school district did not have any students referred from EI or your school district did not have any eligible children that required their IEPs to be implemented by their third birthdays or all reasons for delay in implementing the IEP by the student's third birthday were in compliance with State requirements. Thank you for your efforts in ensuring timely implementation of IEPs of children referred by Part C for preschool special education programs and services.

X Your school district's compliance rate is less than 100%. This is notification that your school district is not in compliance with the following regulatory citation:

34 CFR §300.124 – Transition of children from the Part C program to preschool programs. By the third birthday of a child participating in early intervention programs, an IEP has been developed and is being implemented for the child.

[Home](#)

2023-24 End of Year Special Education Reference Guide

***Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th
VR-12 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th***

Your district must take the following actions:

- Conduct a review of each identified student who did not receive their preschool special education services by his/her third birthday or within the timeline required by State regulations; and document that the student has since had his or her IEP developed and implemented or if not, there is a reason that is in compliance with State requirements. You must complete the student specific chart found at the end of the VR12 report for each identified student, if any, and maintain this documentation, and make it available upon request by the New York State Education Department (NYSED).



AND

- Conduct a review over a three consecutive month period to determine if all children who transition from Part C program to preschool special education have had their eligibility for preschool special education determined and if found eligible, had their IEPs developed and implemented by their third birthdays (except when the parent has agreed to keep their child in the EI program in accordance with State regulations). You must complete the student specific chart found at the end of the VR12 report and maintain this documentation, which must be made available for review upon request by NYSED. This will assure that the district has addressed the reasons why children transitioning from EI to preschool special education were not receiving timely special education services.

When the required documentation is complete and available for review by NYSED, you are ready to report the correction of noncompliance. You report this correction of noncompliance by submitting up to **TWO** online assurances.

1. In the first assurance (Part 1), the district will assure that for each identified student, if any, who did not receive their preschool special education services by their third birthday or within the timeline required by State regulations, and for whom data was not already available in SIRS, the student has since had his or her IEP developed and implemented or if not, there is a reason that is in compliance with State requirements.
2. In the second assurance (Part 2), the district will assure that it has addressed the reasons why the children did not have their eligibility for preschool special education determined and, if found eligible, have their IEPs developed and implemented by the third birthday or within the timeline required by State regulations.

These assurances are to be provided by logging onto the PD data system at <http://pd.nysed.gov>. The Statements of Assurances will be available for your use under the 2021-22 school year heading, under "End-of-Year Verification Reports," at the bottom of the VR12 Notification.

To go to the VR12 template click one of the following links: [html](#) | [pdf](#)  | [word](#) 

To view the VR12 please log into the [PD Data System](#) and select VR12 under the school year, then End of Year Reports.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th
VR-12 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

2021-22 ▾

Home

Oct. Reports

EOY Reports

SR Forms

PD Forms

NR Forms

Archive

print

Verification Report 12

VR-12: Notification to School District of Compliance Rate on State Performance Plan (SPP) Indicator #12 - Percent of Children Referred by Part C Prior to age 3, who are Found Eligible for Part B, and who have an IEP Developed and Implemented by their Third Birthday

(Based on Referral of Children from Part C Received Between July 1, 2021 and June 30, 2022 , and Status of the IEP Implementation as of August 31, 2022.)

Info:

- Student Snapshot Date: 07/01/2021
- Special Ed Snapshot Date: Not Available
- SED Load Date: 07/29/2022

Messages:
Your district has certified that data in the VR-12 report are complete and accurate.

Actions:

The data elements that are displayed in this report are from the Special Education Events template for one chain that begins with Event Type Code EI01 (receipt of initial referral from Part C to evaluate a preschool child for special education eligibility). The following templates (or tables) are also used: Student_Lite (Student Demographics); and School_Enroll (Enrollment). Students with the following records are **included** in this report:

Enrollment Records:

- Enrollment record between July 1, 2021 and June 30, 2022 with reason for beginning enrollment code 4034; **and**
- Building of Enrollment code is a valid code in SEDREF; **and**

Any of the following Special Education Event records are submitted:

EI01 - receipt of initial referral from Part C to evaluate the child for preschool special education eligibility. Date of referral is between July 1, 2021 and June 30, 2022.

EI02 - receipt of written parent consent to evaluate the child (all events after 08/31/22 are ignored)

EI03 - CPSE meeting to determine eligibility (all events after 08/31/22 are ignored)

EI04 - full IEP implementation (all events after 08/31/22 are ignored)

This report includes a listing of students who are **included** in the report, which are those students that meet the above criteria and a listing of students who are **excluded** from the report, which are those students that meet some of the above criteria but not all. Most students with missing or inaccurate data are included in the report and in the calculation of the compliance rate. School districts should use these lists and report to verify the accuracy of data submitted for each student and to provide missing data. The reports with aggregate numbers provide the results the State will use in all Statewide and district level aggregations for compliance determinations, reporting and analysis.

Below is a description of the criteria for including student records in each cell of the seven rows of data in this report.

Home

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-12 Special Ed. Events Level 0 Load Deadline–Sept. 5th / PD Certification Deadline–Sept. 9th

Data for Indicator #12

	Number of Children
1. Number of children who were served in Part C and referred to Part B for eligibility determination.	The number of children that have an EI01 record with a date from July 1, 2021 to June 30, 2022.
2. Number of those referred determined to be NOT eligible and whose eligibilities were determined prior to their third birthday.	Event Outcome Code = N and EI03 is on or before child's third birthday
3. Number of those found eligible who had an IEP developed and implemented by their third birthday.	Event Outcome Code = Y and EI04 date is on or before child's third birthday.
4. Number of children for whom delays in determination of eligibility or delays in implementing the IEP were caused by reasons that are in compliance with State requirements.	<p>Event Outcome Code is U and child's third birthday is after August 31, 2022 (reason code is not a factor).</p> <p>or</p> <p>Event Outcome Code is Y and child's third birthday is after August 31, 2022 and Event 4 is missing (reason code is not a factor).</p> <p>or</p> <p>(Reason Code = EIR01 or EIR02 or EIR03 or EIR04 or EIR06 or EIR07 or EIR08 or EIR11 or EIR13 or EIR14 or EIR16 or EIR17 or EIR19</p> <p><i>AND one of the following:</i></p> <p>[Event Outcome Code is N and EI03 is after child's third birthday.]</p> <p>or</p> <p>[Event Outcome Code is U and child's third birthday is on or before August 31, 2022.]</p> <p>or</p> <p>[Event Outcome Code is U and EI03 is after child's third birthday.]</p> <p>or</p> <p>[Event Outcome Code is Y and EI04 is after child's third birthday.]</p> <p>or</p> <p>[Event Outcome Code is Y and EI04 is missing and child's third birthday is on or before August 31, 2022.]</p> <p>or</p> <p>[Event Outcome Code is Y (required for reason code EIR13).]</p>
5. Number of children for whom delays in determination of eligibility or delays in implementing the IEP were caused by reasons that are NOT in compliance with State requirements.	<p>Reason Code = EIR05 or EIR09 or EIR10 or EIR12 or EIR15 or EIR18</p> <p>AND one of the following</p> <p>[Event Outcome Code is N and EI03 is after child's third birthday.]</p> <p>or</p> <p>[Event Outcome Code is U and child's third birthday is on or before August 31, 2022.]</p> <p>or</p> <p>[Event Outcome Code is U and EI03 is after child's third birthday.]</p> <p>or</p> <p>[Event Outcome Code is Y and EI04 is after child's third birthday.]</p>

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-12 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

6. Number of children for whom there are missing data or inaccurate data	One or more of the required data elements are missing or are inaccurate.
7. Compliance Rate [(Line 3 plus Line 4) divided by (Line 1 minus Line 2)] * 100	

Reasons Provided by the School District* or Students Whose Data are Missing or Inaccurate**

Reasons in Compliance with State Requirements (for children included in Row 4 of the above table)*	Number of Children
EIR01 or EIR02 or EIR03 or EIR04 or EIR06 or EIR07 or EIR08 or EIR11 or EIR13 or EIR14 or EIR16 or EIR17 or EIR19 or child's third birthday is after August 31, 2022	Number of children with each Reason Code that is in compliance with State requirements.
Reasons NOT in Compliance with State Requirements (for children included in Row 5 of the above table)*	
EIR05 or EIR09 or EIR10 or EIR12 or EIR15 or EIR18	Number of children with each Reason Code that is not in compliance with State requirements.
Students for Whom There are Missing Data or Inaccurate Data (for children included in Row 6 of the above table)**	
Descriptions of Missing Data or Inaccurate Data	Number of children with Missing Data or Inaccurate Data for each description.

*Only the reasons provided by the school district will be included in this table.

**It is possible for a school district to improve its compliance rate by providing missing data or making corrections to inaccurate data.

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-12 Special Ed. Events Level 0 Load Deadline–Sept. 5th / PD Certification Deadline–Sept. 9th

VR-12: Notification to School District of Compliance Rate on State Performance Plan (SPP) Indicator #12 - Percent of Children Referred by Part C Prior to Age 3, who are Found Eligible for Part B, and who Have an IEP Developed and Implemented by Their Third Birthday.

Name: [REDACTED] SED Code: [REDACTED]

Date of Notification: 07/29/2022

Your district was assigned to report data for the 2021-22 school year on State Performance Plan (SPP) Indicator #12, which is the percent of children referred by Part C (Early Intervention (EI)) prior to age 3, who are found eligible for Part B (preschool special education services), and who have an IEP developed and implemented by their third birthdays or in compliance with timelines established in State law. You have submitted data for this indicator through the Special Education Events template in the chain that begins with an Event Type Code EI01 (initial referral from Early Intervention to the CPSE).

Your district's report indicates that 100 percent of children referred by the Part C, Early Intervention Program prior to age 3, who were found to be eligible for Part B, preschool special education programs and services had their IEPs developed and implemented prior to their third birthday or in compliance with timelines established in State law. Data used to compute your compliance rate are provided below. The State target for this indicator is that 100% of children referred by Part C prior to age 3, who are found eligible for Part B will have their IEPs developed and implemented by their third birthdays or in compliance with timelines established in State law.

School districts are required to correct any noncompliance as soon as possible. The reasons reported by your district for delays in implementing IEPs on time may assist you in addressing issues leading to noncompliance.

Your district must take the actions identified in the section indicated by an X:

☒ None. Your school district has a 100% compliance rate for this indicator or your school district did not have any students referred from EI or your school district did not have any eligible children that required their IEPs to be implemented by their third birthdays or all reasons for delay in implementing the IEP by the student's third birthday were in compliance with State requirements. Thank you for your efforts in ensuring timely implementation of IEPs of children referred by Part C for preschool special education programs and services.

☐ Your school district's compliance rate is less than 100 percent. This is notification that your school district is not in compliance with the following regulatory citation:

34 CFR §300.124 - Transition of children from the Part C program to preschool programs. By the third birthday of a child participating in early intervention programs, an individualized education program (IEP) has been developed and is being implemented for the child.

Your district must take the following actions:

- Conduct a review of each identified student who did not receive their preschool special education services by his/her third birthday or within the timeline required by State regulations; and document that the student has since had his or her IEP developed and implemented or if not, there is a reason that is in compliance with State requirements. You must complete the student specific chart found at the end of the VR-12 report for each identified student, if any, and maintain this documentation, and make it available upon request by the New York State Education Department (NYSED).

AND

- Conduct a review over a three consecutive month period to determine if all children who transition from Part C program to preschool special education have had their eligibility for preschool special education determined and if found eligible, had their IEPs developed and implemented by their third birthdays (except when the parent has agreed to keep their child in the EI program in accordance with State regulations). You must complete the student specific chart found at the end of the VR-12 report and maintain this documentation, which must be made available for review upon request by NYSED. This will assure that the district has addressed the reasons why children transitioning from EI to preschool special education were not receiving timely special education services.

When the required documentation is complete and available for review by NYSED, you are ready to report the correction of noncompliance. You report this correction of noncompliance by submitting up to TWO online assurances.

1. In the first assurance (**Part 1**), the district will assure that for each identified student, if any, who did not receive their preschool special education services by their third birthday or within the timeline required by State regulations, and for whom data was not already available in SIRS, the student has since had his or her IEP developed and implemented or if not, there is a reason that is in compliance with State requirements.
2. In the second assurance (**Part 2**), the district will assure that it has addressed the reasons why the children did not have their eligibility for preschool special education determined and, if found eligible, have their IEPs developed and implemented by the third birthday or within the timeline required by State regulations.

These assurances are to be provided by logging onto the PD data system at <http://pd.nysed.gov>. The Statements of Assurances will be available for your use under the 2021-22 school year heading, under "End-of-Year Verification Reports," at the bottom of the VR-12 Notification.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-12 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

Data for Indicator #12

	Number of Children
1. Number of children who were served in Part C and referred to Part B for eligibility determination.	18
2. Number of those referred determined to be NOT eligible and whose eligibilities were determined prior to their third birthday.	1
3. Number of those found eligible who had an IEP developed and implemented by their third birthday.	1
4. Number of children for whom delays in determination of eligibility or delays in implementing the IEP were caused by reasons that are in compliance with State requirements.	16
a) Of students listed in 4, Number of Children for whom IEP developed and parents chose to continue their child in Early Intervention Program (EIP) and transition to preschool special education after the child became three years of age	14
b) Of students listed in 4, Number of Children for whom the Board of Education of school district arranged for the full implementation of the child's IEP, within 30 school days of the CPSE recommendation, however the program's starting date and/or days of operation were after the child's 3rd birthday	0
c) Of students listed in 4, Number of Children not included in 4a or 4b (Line 4 minus line 4a minus Line 4b)	2
5. Number of children for whom delays in determination of eligibility or delays in implementing the IEP were caused by reasons that are NOT in compliance with State requirements.	0
6. Number of children for whom there are missing data or inaccurate data.	0
7. Compliance Rate [(Line 3 plus Line 4) divided by (Line 1 minus Line 2)] * 100	100%

Reasons Provided by the School District or Students Whose Data are Missing or Inaccurate:

Reasons in Compliance with State Requirements	Number of Children
Parents chose to continue their student in Early Intervention Program (EIP) and transition to preschool special education after the child became three years of age.	14
Child's third birthday is after August 31, 2022.	2

Please contact your Special Education Quality Assurance Office (SEQA) (<http://www.p12.nysed.gov/specialed/quality>) for assistance in addressing any issues of noncompliance.

If you have questions regarding the data and procedures included in this report, please submit your questions to SEDCAR at datasupport@nysed.gov.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

VR-14 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

Verification Report 14 Parentally Placed Students with Disabilities in Nonpublic Schools Located in the School District Who Were Evaluated During the 2021-22 School Year for Initial Determination of Special Education Eligibility and Services for those Found to be Eligible

(Based on Referrals Received Between July 1, 2021 and June 30, 2022, and Status of the IEP Implementation as of August 31, 2022)

This report is your school district's report of the numbers of parentally placed students in nonpublic schools located in your school district who received initial evaluations for special education eligibility determinations and the numbers who were found to be eligible and whose IEPs were implemented. The data elements that are displayed in this report are from the Special Education Events template for one chain that begins with event type code CSENP01 (receipt of initial referral to the CSE of a parentally placed student in a nonpublic school). The following templates (or tables) are also used: Student_Lite (Student Demographics); and School_Enroll (Enrollment). Students with the following records are **included** in this report:

Enrollment Records:

- Enrollment record between July 1, 2021 and June 30, 2022 with reason for beginning enrollment code 5905; **and**
- Building of Enrollment code is a valid code in SEDREF; **and**

Any of the following special education event records are submitted:

- CSENP01 - receipt of initial referral of a parentally placed school-age student in a nonpublic school
- CSENP02 - receipt of written parent consent to evaluate the student
- CSENP03 - CSE meeting to discuss evaluation results
- CSENP04 - IEP or IESP or SP implementation

This report includes a listing of students who are **included** in the report, which are those students that meet the above criteria and a listing of students who are **excluded** from the report, which are those students that meet some of the above criteria but not all (including students with some missing records). School districts should use these lists to verify the accuracy of data submitted for each student. The reports with aggregate numbers provide the results the State will use in all Statewide and district level aggregations for reporting and analysis.



[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th
VR-14 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

Below is a description of the criteria for including student records in each cell of the four rows of data in this report.

Line Number	Program/Services	A
		Number of Students
01	The number of parentally placed students in nonpublic schools located in the district who were referred for eligibility determination for special education services during the 2021-22 school year.	The number of CSENP01 records
02	Of the students reported in Line 01, the number of students for whom parents provided consent to evaluate.	The number of CSENP02 records
03	Of the students reported in Line 02, the number of students who were determined to be eligible for special education services.	The number of CSENP02 records and the Event Outcome Code = Y
04	Of the students reported in Line 03, the number of students whose IEP or IESP or SP was implemented	The number of CSENP02 records and the Event Outcome = Y and there is a CSENP04 record.

To go to the VR14 template click one of the following links: [html](#) | [pdf](#)  | [word](#) 

To view the VR14 please log into the [PD Data System](#) and select VR14 under the school year, then End of Year Reports.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th
VR-14 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

2021-22 ▾

Home

Oct. Reports

EOY Reports

SR Forms

PD Forms

NR Forms

Archive

print

Verification Report 14

VR-14 - Parentally Placed Students with Disabilities in Nonpublic Schools Located in the School District Who Were Evaluated During the 2021-22 School Year for Initial Determination of Special Education Eligibility and Services for those Found to be Eligible

(Based on Referrals Received Between July 1, 2021) and June 30, 2022, and Status of the IEP Implementation as of August 31, 2022)

To view the description of the report including SIRS codes please [click here](#).

Info:

- Student Snapshot Date: 07/01/2021
- Special Ed Snapshot Date: null
- SED Load Date: 09/19/2022

Messages:

Your district has certified that data in the VR-14 report are complete and accurate.

Actions:

Below is a description of the criteria for including student records in each cell of the four rows of data in this report.

Line Number	Program / Services	A
		Number of Students
01	The number of parentally placed students in nonpublic schools located in the district who were referred for eligibility determination for special education services during the 2021-22 school year.	The number of CSENP01 records
02	Of the students reported in Line 01, the number of students for whom parents provided consent to evaluate.	The number of CSENP02 records
03	Of the students reported in Line 02, the number of students who were determined to be eligible for special education services.	The number of CSENP02 records and the Event Outcome Code = Y
04	Of the students reported in Line 03, the number of students whose IEP or IESP or SP was implemented	The number of CSENP02 records and the Event Outcome = Y and there is a CSENP04 record.

[Home](#)

2023-24 End of Year Special Education Reference Guide

Level 0 Load Deadline for Demographics, Enrollment, and Programs Fact–Aug. 15th

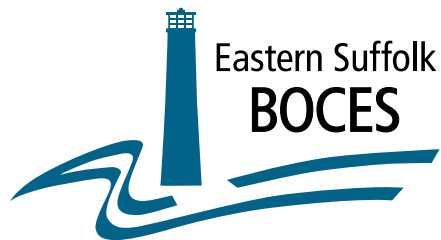
VR-14 Special Ed. Events Level 0 Load Deadline–Sept. 5th/ PD Certification Deadline–Sept. 9th

VR-14 - Parentally Placed Students with Disabilities in Nonpublic Schools Located in the School District Who Were Evaluated During the 2021-22 School Year for Initial Determination of Special Education Eligibility and Services for those Found to be Eligible

Line Number	Program/Services	A
		Number Of Students
01	The number of parentally placed students in nonpublic schools located in the district who were referred for eligibility determination for special education services during the 2021-22 school year.	5
02	Of the students reported in Line 01, the number of students for whom parents provided consent to evaluate.	5
03	Of the students reported in Line 02, the number of students who were determined to be eligible for special education services.	1
04	Of the students reported in Line 03, the number of students whose IEP or IESP or SP was implemented.	1

***All Special Education reporting requirements
and more detailed descriptions can be found at***

<http://www.p12.nysed.gov/sedcar/data.htm>



Eastern Suffolk BOCES Board and Administration

President

Lisa Israel

Vice President

William K. Miller

Members

Arlene Barresi
Linda S. Goldsmith
William Hsiang
Susan Lipman

Joseph LoSchiavo
Anne Mackesey
James F. McKenna
Brian O. Mealy

Catherine M. Romano
Robert P. Sweeney
John Wyche

District Superintendent

David Wicks

Chief Operating Officer

Vacant

Associate Superintendent

Claudy Damus-Makelele – Educational Services

Associate Superintendent

James J. Stucchio – Management Services

Assistant Superintendent

Nichelle Rivers, Ed.D. – Human Resources

Directors

Leah Arnold – Career, Technical and Adult Education

Kate Davern – Educational Support Services

Mark Finnerty – Facilities

April Francis-Taylor – Diversity, Equity, and Inclusivity

Susan Maddi – Administrative Services

Gina Reilly – Special Education

Darlene Rocas – Regional Information Center

Wendy Tromblee – Business Services

www.esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, § 303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.