

# Common Special Education Data Reporting Issues



# Important Reminders for 2023-24

## Special Ed

Important Reminders for 2023-24  
**Preschoolers – MUST HAVE SUMMER ENROLLMENT!**



# Important Reminders for 2023-24

## Preschoolers – MUST HAVE SUMMER ENROLLMENT!

| Minimum Reporting to Meet Business Rule Requirements                 | For school year ending 6/30 prior to Kindergarten |             | For July/August prior to Kindergarten |                          | Submit Preschool End of Year Special Education Snapshot for the school year student became eligible to attend Kindergarten (school age) | Submit July-August Preschool Grade Enrollment Record for the school year student became eligible to attend Kindergarten (school age) |
|--|---|-------------|---------------------------------------|--------------------------|---|--|
|  | End Date  | Reason code | End Date                              | Reason Code              |   |  |
| Declassified by CPSE prior to 7/1 (not referred to CSE)              | date of declassification                          | 901         | n/a: no record submitted              | n/a: no record submitted | No  | No   |
| Referred to CSE, not classified by CSE, no summer preschool services | none (will default to 6/30 in L2)                 | none        | n/a: no record submitted              | n/a: no record submitted | No  | No   |
| Referred to CSE, classified by CSE, no summer preschool services     | none (will default to 6/30 in L2)                 | none        | n/a: no record submitted              | n/a: no record submitted | No  | No   |
| Referred to CSE, not classified by CSE, summer preschool services    | none (will default to 6/30 in L2)                 | none        | 8/31                                  | 901                      | Yes   | Yes  |
| Referred to CSE, classified by CSE, summer preschool services        | none (will default to 6/30 in L2)                 | none        | 8/31                                  | 912                      | Yes   | Yes  |

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|--|---|-------------|---------------------------------------|--------------------------|---|--|
|  | End Date  | Reason code | End Date                              | Reason Code              |   |  |
| Declassified by CPSE prior to 7/1 (not referred to CSE)              | date of declassification                          | 901         | n/a: no record submitted              | n/a: no record submitted | No  | No   |
| Referred to CSE, not classified by CSE, no summer preschool services | none (will default to 6/30 in L2)                 | none        | n/a: no record submitted              | n/a: no record submitted | No  | No   |
| Referred to CSE, classified by CSE, no summer preschool services     | none (will default to 6/30 in L2)                 | none        | n/a: no record submitted              | n/a: no record submitted | No  | No   |
| Referred to CSE, not classified by CSE, summer preschool services    | none (will default to 6/30 in L2)                 | none        | 8/31                                  | 901                      | Yes   | Yes  |
| Referred to CSE, classified by CSE, summer preschool services        | none (will default to 6/30 in L2)                 | none        | 8/31                                  | 912                      | Yes   | Yes  |

# Important Reminders for 2023-24

## Preschoolers – MUST HAVE SUMMER ENROLLMENT!

### CPSE Student Enrollment (Preschool Age)-new data year Transition to Kindergarten in September

- End CPSE enrollment with 153 code on 8/31 and transfer to Kindergarten location with a KF/KH gr level and entry code 0011

#### Enrollment Records:

|                      | Status: | Student ID: | Location:                  | Entry Date: | Entry Code: | Exit Date: | Exit Code: |            |
|----------------------|---------|-------------|----------------------------|-------------|-------------|------------|------------|------------|
| <a href="#">View</a> | Valid   | 123456789   | 103 :: ELEMENTARY SCHOOL 1 | 2023-09-01  | 0011        |            |            | Grade = KF |
| <a href="#">View</a> | Valid   | 123456789   | 034916 :: NURSERY SCHOOL 2 | 2023-07-01  | 0011        | 2023-08-31 | 153        | Grade = PS |

- If they are staying in same building for Kindergarten:  
use  
**exit code 782** – Exit into different grade in the same building

#### Enrollment Records:

|                      | Status: | Student ID: | Location:                  | Entry Date: | Entry Code: | Exit Date: | Exit Code: |            |
|----------------------|---------|-------------|----------------------------|-------------|-------------|------------|------------|------------|
| <a href="#">View</a> | Valid   | 123456789   | 103 :: ELEMENTARY SCHOOL 1 | 2023-09-01  | 0011        |            |            | Grade = KF |
| <a href="#">View</a> | Valid   | 123456789   | 103 :: ELEMENTARY SCHOOL 1 | 2023-07-01  | 0011        | 2023-08-31 | 782        | Grade = PS |

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**Be prepared for this error**



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**When the IEP system correctly exports the 5786 preschooler with a disability record, but the July/August enrollment has not been addressed in the SMS this error is created:**






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**When the IEP system correctly exports the 5786 preschooler with a disability record, but the July/August enrollment has not been addressed in the SMS this error is created:**

| Student ID:               | Student Last:              | Student First:             | Prog. Code: | Loc. Code: | Loc. Name: | Begin Date: | Error Msg:  |
|---------------------------|----------------------------|----------------------------|-------------|------------|------------|-------------|---|
| <a href="#">002036016</a> | <a href="#">[REDACTED]</a> | <a href="#">[REDACTED]</a> | 5786        | 0000       |            | 2023-07-01  | PS3091: W/F - A Preschool Student w/Disability (5786) Program Code can only have an associated enrollment Entry Code (0011/5905) with a Grade Level of "PKF", "PKH", or "PS" during the same time period. |
| <a href="#">002036004</a> | <a href="#">[REDACTED]</a> | <a href="#">[REDACTED]</a> | 5786        | 0000       |            | 2023-07-01  | PS3091: W/F - A Preschool Student w/Disability (5786) Program Code can only have an associated enrollment Entry Code (0011/5905) with a Grade Level of "PKF", "PKH", or "PS" during the same time period. |

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| Student ID:               | Student Last:   | Student First:  | Prog. Code: | Loc. Code: | Loc. Name:  | Begin Date: | Error Msg:  |
|---------------------------|---|---|-------------|------------|---|-------------|---|
| <a href="#">002036016</a> |  |  | 5786        | 0000       |  | 2023-07-01  | PS3091: W/F - A Preschool Student w/Disability (5786) Program Code can only have an associated enrollment Entry Code (0011/5905) with a Grade Level of "PKF", "PKH", or "PS" during the same time period. |
| <a href="#">002036004</a> |  |  | 5786        | 0000       |   | 2023-07-01  | PS3091: W/F - A Preschool Student w/Disability (5786) Program Code can only have an associated enrollment Entry Code (0011/5905) with a Grade Level of "PKF", "PKH", or "PS" during the same time period. |

**This happens because there is no enrollment record as a preschooler:**

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When the IEP system correctly exports the 5786 preschooler with a disability record, but the July/August enrollment has not been addressed in the SMS this error is created:

| Student ID:               | Student Last:              | Student First:             | Prog. Code: | Loc. Code: | Loc. Name:                 | Begin Date: | Error Msg:  |
|---------------------------|----------------------------|----------------------------|-------------|------------|----------------------------|-------------|---|
| <a href="#">002036016</a> | <a href="#">[REDACTED]</a> | <a href="#">[REDACTED]</a> | 5786        | 0000       | <a href="#">[REDACTED]</a> | 2023-07-01  | PS3091: W/F - A Preschool Student w/Disability (5786) Program Code can only have an associated enrollment Entry Code (0011/5905) with a Grade Level of "PKF", "PKH", or "PS" during the same time period. |
| <a href="#">002036004</a> | <a href="#">[REDACTED]</a> | <a href="#">[REDACTED]</a> | 5786        | 0000       |                            | 2023-07-01  | PS3091: W/F - A Preschool Student w/Disability (5786) Program Code can only have an associated enrollment Entry Code (0011/5905) with a Grade Level of "PKF", "PKH", or "PS" during the same time period. |

This happens because there is no enrollment record as a preschooler:

#### Enrollment Records:

|                      | Status: | Student ID: | Location:                          | Entry Date: | Entry Code: | Exit Date: | Exit Code: | Grade: |
|----------------------|---------|-------------|------------------------------------|-------------|-------------|------------|------------|--------|
| <a href="#">View</a> | Valid   | 002036016   | 0002 :: <a href="#">[REDACTED]</a> | 2023-08-14  | 0011        |            |            | KF     |

# Important Reminders for 2023-24 Preschoolers!

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## Frontline IEP

### New York

October 26, 2022

#### Change to Start Date on Type of Disability Extract for New Referrals

Following our update on October 25<sup>th</sup>, we received updated guidance from the New York State Education Department (NYSED) regarding the Beginning Date (F6) reported on the Programs Fact (Type of Disability) extract for new referrals. Rather than the date of 'Initial Meeting-Eligibility Determined (PWN)', they are requesting that districts report the day after eligibility determination. We have updated our software accordingly and the extract now reflects the date immediately after the Initial Meeting for Eligibility Determination.

For preschoolers, an enrollment record is added in your district's Student Management System with a Reason for Beginning Code 4034 (Preschool-age student enrolled solely for determining eligibility for special education services). This enrollment record will need to be ended on the date of eligibility determination with a Reason for Ending Code 140 (Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

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# Important Reminders for 2023-24 Preschoolers!

## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.

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## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.
2. 4034 end date – *Date of determination*

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New York

October 26, 2022

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# Important Reminders for 2023-24 Preschoolers!

## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.
2. 4034 end date
3. 0011 Enrollment start date – Day after determination

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# Important Reminders for 2023-24 Preschoolers!

## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.
2. 4034 end date
3. 0011 Enrollment start date
4. 5786 Program Fact start date– Day after determination

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New York

October 26, 2022

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# Important Reminders for 2023-24 Preschoolers!

| Description of Students  | Accountability or Instructional Responsibility                                      | CSE/CPSE Responsibility      | Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)   | Location/BEDS Code (i.e., Building of Enrollment)   |
|--|---|------------------------------|---|---|
| <p><b>2) A preschool</b>-age student with a disability who resides in the district, does not participate in a Pre-K or Universal Pre-K program and who will receive or does receive special education services from:</p> <p>a) an employee of a school district in a district building, the student's home, or in another location;</p> <p>b) an employee of a BOCES, in a BOCES building, the student's home or in another location;</p> <p>c) an employee of an approved private school for students with disabilities in that school's building, the student's home, or another location;</p> <p>d) an employee of a Section 4201 State-supported school in that school's building, the student's home, or another location;</p> <p>e) an independent service provider employed by the county in the student's home or in another location;</p> <p>f) an employee of New York State School for the Blind (NYSSB) or New York State School for the Deaf (NYSSD) in these schools' building, the student's home, or another location.</p> | <p>Not applicable (Accountability)</p> <p>District of residence (Instructional)</p> | <p>District of residence</p> | <p>District of residence (Reason for Beginning Enrollment Code 0011)</p> <p>The 0011 must be reported for preschool-age students the day after they are found eligible for special education services, regardless of when the services begin.</p> | <p>a) If the student attends a school building, use the school building BEDS code; if the services are provided at home or another location or the student is not yet receiving services, use the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits;</p> <p>b) BOCES BEDS code;</p> <p>c) Approved Private School BEDS code;</p> <p>d) 4201 School BEDS code;</p> <p>e) County BEDS code; or</p> <p>f) NYSSB or NYSSD BEDS code</p> <p>For c and e, see <a href="#">Location Codes for Approved Special Education Services</a>.</p> |



# Important Reminders for 2023-24 Preschoolers!

Demographics

Enrollment

Programs

Assessment

Assess/Acc/Mod

SE Event

SE Sn

Stu/Daily/Attend

Stu. Digital Res.

Current Student:  Record Status: Last Update: By:

\*denotes a required field

\*Student ID:

\*Location Code:

\*Grade Level:

\*Entry Date:

\*Entry Code:

Entry Comment:

Exit Date:

Exit Code:

Exit Comment:

Import Validation Messages:

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Enrollment Records:

|                      | Status: | Student ID: | Location:                                  | Entry Date: | Entry Code: | Exit Date: | Exit Code: | Grade: |
|----------------------|---------|-------------|--|-------------|-------------|------------|------------|--------|
| <a href="#">View</a> | Valid   | 100007822   | 036943 :: SUFFOLK COUNTY                   | 2022-08-31  | 0011        |            |            | PS     |
| <a href="#">View</a> | Valid   | 100007822   | 0000 :: <input type="text"/> District Wide | 2022-07-07  | 4034        | 2022-08-30 | 140        | PS     |

(Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

# Important Reminders for 2023-24 Preschoolers!

Demographics   **Enrollment**   Programs   Assessment   Assess/Acc/Mod   SE Event   SE Sn

Stu/Daily/Attend   Stu. Digital Res.

Current Student:  Record Status: Last Update: By:

\*denotes a required field

\*Student ID:  \*Location Code:  \*Grade Level:

\*Entry Date:  \*Entry Code:  Entry Comment:

Exit Date:  Exit Code:  Exit Comment:

**Import Validation Messages:**

Delete Record   **Validate & Save**   Curr. Student / Add New   Clear

**Enrollment Records:**

|                      | Status: | Student ID: | Location:                                  | Entry Date: | Entry Code: | Exit Date: | Exit Code: | Grade: |
|----------------------|---------|-------------|--|-------------|-------------|------------|------------|--------|
| <a href="#">View</a> | Valid   | 100007822   | 0777 :: <input type="text"/> Homebound     | 2022-08-31  | 0011        |            |            | PS     |
| <a href="#">View</a> | Valid   | 100007822   | 0000 :: <input type="text"/> District Wide | 2022-07-07  | 4034        | 2022-08-30 | 140        | PS     |

In cases where the student is not yet placed, use the 0777 Homebound location code (no attendance taken for preschoolers)

(Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

# Important Reminders for 2023-24 Preschoolers!

## Frontline IEP

\*denotes a required field

|                   |   |  |                   |
|-------------------|---|--|-------------------|
| *Student ID:      | *Location Code:                                 | Service Provider BEDS Code (State Location ID):      |                   |
| 100007822         | 0000 :: [Redacted] Wide                         |  |                   |
| *Beginning Date:  | *Record Program Category:                       | *Program Code:                                       |                   |
| 2022-08-31        | Type of Disability                              | 5786 :: Pre-School Student with a Disability         |                   |
| Ending Date:      | Exit Reason Code 1:                             | PGM Participation Info Code:                         | Program Duration: |
|                   |   |  |                   |
| Orig. Prog. Date: | Prog. Intensity:<br>(CTE/ELL Eligible Programs) | Provider Type Code:<br>(Primary Nighttime Residence) | Program Comment:  |
|                   |   |  |                   |

Import Validation Messages:

Delete Record Validate & Save Curr. Student / Add New Clear

### Program Fact Records:

|                      | Status: | Student ID: | Location:                        | Begin Date: | End Date: | Prog. Code and Description:                  | Category           |
|----------------------|---------|-------------|----------------------------------|-------------|-----------|--|--------------------|
| <a href="#">View</a> | Valid   | 100007822   | 0000 :: [Redacted] District Wide | 2022-08-31  |           | 5786 :: Pre-School Student with a Disability | Type of Disability |

(special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

**Important Reminders for 2023-24**  
**All Special Ed Students!**



# Important Reminders for 2023-24

## All Special Ed Students!

Frontline IEP/504

New York

August 15, 2023

### **Change to Type of Disability Extract for Home Schooled Students**

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities or home-schooled students who are referred to the CSE for determination of eligibility for special education services must be reported by the district of residence with a Reason for Beginning Enrollment Code 5905 - CSE or CPSE responsibility only.

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## All Special Ed Students!

### What this means

Frontline IEP/504

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## All Special Ed Students!

### What this means

1. NYSED requires ALL homeschooled students referred to the CSE whether services are provided or not will be part of the Type of Disability extract.

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### What this means

1. NYSED requires ALL homeschooled students referred to the CSE whether services are provided or not will be part of the Type of Disability extract.
2. Report these students with a 5905 enrollment code

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### What this means

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2. Report these students with a 5905 enrollment code
3. Report these students with the 0888 Homeschooled location code.

Frontline IEP/504

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August 15, 2023

#### Change to Type of Disability Extract for Home Schooled Students

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities or home-schooled students who are referred to the CSE for determination of eligibility for special education services must be reported by the district of residence with a Reason for Beginning Enrollment Code 5905 - CSE or CPSE responsibility only.

# Important Reminders for 2023-24

## All Special Ed Students!

### What this means

- 1. NYSED requires ALL homeschooled students referred to the CSE whether services are provided or not will be part of the Type of Disability extract.
- 2. Report these students with a 5905 enrollment code
- 3. Report these students with the 0888 Homeschooled location code.

Frontline IEP/504

New York

August 15, 2023

#### Change to Type of Disability Extract for Home Schooled Students

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities

|   |                |                       |   |   |  |
|---|----------------|-----------------------|---|---|--|
| 6) A student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who resides in the district and is home schooled by parent/guardian choice | Not applicable | District of residence | District of residence (Reason for Beginning Enrollment Code 5905) | First 8 digits of the district of residence BEDS code and "0888" as the last 4 digits | on of eligibility<br>ice with a<br>only. |
|---|----------------|-----------------------|---|---|--|

# Important Reminders for 2023-24

## Special Ed

**Program Fact Import Screen**

**GET TO KNOW YOUR SYSTEM EXPORTS**

# Important Reminders for 2023-24

## Special Ed

### Program Fact Import Screen

#### **GET TO KNOW YOUR SYSTEM EXPORTS**

The majority of Program Fact Records come from your SMS. IEP systems have their own set of Program Fact exports that are named with the records they contain.








# Important Reminders for 2023-24

## Special Ed

### Program Fact Import Screen

### GET TO KNOW YOUR SYSTEM EXPORTS

The majority of Program Fact Records come from your SMS. IEP systems have their own set of Program Fact exports that are named with the records they contain.

|  FILE OF DISABILITY EXPORTS                 | 10/16/2023 12:25 PM | CSV FILE | 2 KB  |
|--|---------------------|----------|-------|
|  2023-2024_AlternateAssessment 10 16 23.csv | 10/16/2023 12:25 PM | CSV File | 2 KB  |
|  2023-2024_Section504Plan 10 16 23.csv      | 10/16/2023 12:25 PM | CSV File | 6 KB  |
|  2023-2024_TypeOfDisability 10 16 23.csv    | 10/16/2023 12:25 PM | CSV File | 21 KB |
|  -----                                      | -----               | -----    | ----- |

# Important Reminders for 2023-24 Special Ed

## Program Fact Import Screen

### GET TO KNOW YOUR SYSTEM EXPORTS

The majority of Program Fact Records come from your SMS. IEP systems have their own set of Program Fact exports that are named with the records they contain.

| File Name                                  | Export Date         | File Type | File Size |
|--|---------------------|-----------|-----------|
| 2023-2024_AlternateAssessment 10 16 23.csv | 10/16/2023 12:25 PM | CSV File  | 2 KB      |
| 2023-2024_Section504Plan 10 16 23.csv      | 10/16/2023 12:25 PM | CSV File  | 6 KB      |
| 2023-2024_TypeOfDisability 10 16 23.csv    | 10/16/2023 12:25 PM | CSV File  | 21 KB     |

#### Program Fact Validation and Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Import File Location: (Use browse button to find file)

No file chosen

Step 3 - Click button to prepare file for validation:

Step 4 - (Optional) Pre-check - View import record category counts:

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

|   |  |   |  |  |   |  |
|---|--|---|--|--|---|--|
| <input type="checkbox"/> Safety Net                   | <input type="checkbox"/> CTE / Tech Prep       | <input type="checkbox"/> ELL Eligibility        | <input type="checkbox"/> ELL Programs              | <input type="checkbox"/> ESEA                    | <input type="checkbox"/> Type of Disability         | <input type="checkbox"/> 0198::Poverty               |
| <input type="checkbox"/> 0220::Alt. Assess.           | <input type="checkbox"/> 0242::NYSESLAT        | <input type="checkbox"/> 0264::Section 504 Plan | <input type="checkbox"/> 5753::Intervening Serv.   | <input type="checkbox"/> 5806::Reduced Lunch     | <input type="checkbox"/> 5817::Free Lunch           | <input type="checkbox"/> Summer School Participation |
| <input type="checkbox"/> 8261::Single Parent Pregnant | <input type="checkbox"/> 8272::Homeless Youth  | <input type="checkbox"/> UPK                    | <input type="checkbox"/> Title 1 TAS               | <input type="checkbox"/> Prekindergarten Program | <input type="checkbox"/> 2618::Inter-Dist. Transfer | <input type="checkbox"/> 1232::SIFE                  |
| <input type="checkbox"/> Higher Education             | <input type="checkbox"/> 8271::CDOS Credential | <input type="checkbox"/> 8282::Immigrant        | <input type="checkbox"/> 8292::Parent Armed Forces | <input type="checkbox"/> 8300::Foster Care       | <input type="checkbox"/> 8312::Biliteracy           | <input type="checkbox"/> 8262::Homeless              |
| <input type="checkbox"/> Local Programs               | <input type="checkbox"/> Restricted            | <input type="checkbox"/> 5754::CCEIS            | <input type="checkbox"/> 8313::Civic Readiness     |  |   |  |

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

☒ DO NOT Delete Level 0 P.S. Records ☐ Delete All Valid P.S. records (selected categories only)

Important Reminders for 2023-24  
**Special Ed**

**Program Fact Export Screen**

**ALWAYS CHECK ALL!!**

# Important Reminders for 2023-24 Special Ed

## Program Fact Export Screen

**ALWAYS CHECK ALL!!**

When doing L1 data prep for Program Fact data always check all to prevent shortages. It does not matter what was recently imported. You must check all prior to validating and creating the file for level 1 submission.

# Important Reminders for 2023-24 Special Ed

## Program Fact Export Screen **ALWAYS CHECK ALL!!**

When doing L1 data prep for Program Fact data always check all to prevent shortages. It does not matter what was recently imported. You must check all prior to validating and creating the file for level 1 submission.

### Program Fact Data Prep. for Level 1:

*Action(s) indicated in red below must be completed before L1 Data Prep for this template can continue:*

| Required Data Domain: | Last Update:           | Last Upload:           | Del. | Needed Action:     |
|-----------------------|------------------------|------------------------|------|--------------------|
| Demographics          | 2023-10-05 11:19:05 AM | 2023-10-06 10:30:22 AM |      | No Action Required |
| Enrollment            | 2023-10-05 11:13:48 AM | 2023-10-06 10:30:46 AM |      | No Action Required |

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

*Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.*

☒ Check All

|  |   |  |   |   |  |   |
|--|---|--|---|---|--|---|
| <input checked="" type="checkbox"/> Safety Net                   | <input checked="" type="checkbox"/> CTE / Tech Prep       | <input checked="" type="checkbox"/> ELL Eligibility        | <input checked="" type="checkbox"/> ELL Programs              | <input checked="" type="checkbox"/> ESEA                    | <input checked="" type="checkbox"/> Type of Disability         | <input checked="" type="checkbox"/> 0198::Poverty               |
| <input checked="" type="checkbox"/> 0220::Alt. Assess.           | <input checked="" type="checkbox"/> 0242::NYSESLAT        | <input checked="" type="checkbox"/> 0264::Section 504 Plan | <input checked="" type="checkbox"/> 5753::Intervening Serv.   | <input checked="" type="checkbox"/> 5806::Reduced Lunch     | <input checked="" type="checkbox"/> 5817::Free Lunch           | <input checked="" type="checkbox"/> Summer School Participation |
| <input checked="" type="checkbox"/> 8261::Single Parent/Pregnant | <input checked="" type="checkbox"/> 8272::Homeless Youth  | <input checked="" type="checkbox"/> UPK                    | <input checked="" type="checkbox"/> Title 1 TAS               | <input checked="" type="checkbox"/> Prekindergarten Program | <input checked="" type="checkbox"/> 2618::Inter-Dist. Transfer | <input checked="" type="checkbox"/> 1232::SIFE                  |
| <input checked="" type="checkbox"/> Higher Education             | <input checked="" type="checkbox"/> 8271::CDOS Credential | <input checked="" type="checkbox"/> 8282::Immigrant        | <input checked="" type="checkbox"/> 8292::Parent Armed Forces | <input checked="" type="checkbox"/> 8300::Foster Care       | <input checked="" type="checkbox"/> 8312::Biliteracy           | <input checked="" type="checkbox"/> 8262::Homeless              |
| <input checked="" type="checkbox"/> Local Programs               | <input checked="" type="checkbox"/> Restricted            | <input checked="" type="checkbox"/> 5754::CCEIS            | <input checked="" type="checkbox"/> 8313::Civic Readiness     |   |  |   |

Validate Now

# Important Reminders for 2023-24 Special Ed

## Special Ed Snapshot Import/Export Screens

# Important Reminders for 2023-24

## Special Ed

**Special Ed Snapshot Import/Export Screens**

**KNOW YOUR DATA AND THE TIME OF YEAR**

# Important Reminders for 2023-24

## Special Ed

### Special Ed Snapshot Import/Export Screens

#### **KNOW YOUR DATA AND THE TIME OF YEAR**

Special Ed Snapshot is separated into two collections. BEDS day Snapshot contains all special ed students. End of Year Snapshot contains only preschoolers.



# Important Reminders for 2023-24 Special Ed

## Special Ed Snapshot Import/Export Screens

### KNOW YOUR DATA AND THE TIME OF YEAR

Special Ed Snapshot is separated into two collections. BEDS day Snapshot contains all special ed students. End of Year Snapshot contains only preschoolers.

**January 4, 2024 - DATA DEADLINE** (Published On: 08/20/2023)  
Special Ed Data Due (VR1-9)

Last date to submit data populating the VR1-9 reports. Official child count and LRE (Least Restrictive Environment) will be reported to US Dept. of Ed.

Load BEDS day before this date. Load End of year after July 1<sup>st</sup>.

# Important Reminders for 2023-24 Special Ed

## Special Ed Snapshot Import/Export Screens

### KNOW YOUR DATA AND THE TIME OF YEAR

Special Ed Snapshot is separated into two collections. BEDS day Snapshot contains all special ed students. End of Year Snapshot contains only preschoolers.

**January 4, 2024 - DATA DEADLINE** (Published On: 08/20/2023)  
Special Ed Data Due (VR1-9)

Last date to submit data populating the VR1-9 reports. Official child count and LRE (Least Restrictive Environment) will be reported to US Dept. of Ed.

Load BEDS day before this date. Load End of year after July 1<sup>st</sup>.

#### S.E. Snapshot Validation and Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Check the Snapshot data type you would like to import:

☒ BEDS Day Snapshot ☐ EOY Snapshot - (Currently Disabled By RIC)

Step 3 - Delete current Level 0 valid Snapshot records for this district and school year?

☒ DO NOT Delete Level 0 Snapshot Records ☐ Delete All Valid Snapshot records (selected snapshot type only)

Step 4 - Import File Location: (Use browse button to find file)

No file chosen

Step 5 - Click button to prepare file for validation:

Step 6 - Click button to validate data file:

**Import/Validation Messages:**

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# Important Reminders for 2023-24

## Special Ed

**Special Ed Events Import Screen**

**DON'T GET LEFT BEHIND**

# Important Reminders for 2023-24

## Special Ed

### Special Ed Events Import Screen

#### **DON'T GET LEFT BEHIND**

Special Ed Events must now be loaded for all districts through the year. Don't forget to load it again before the August deadline to avoid leaving out new students.

# Important Reminders for 2023-24 Special Ed

## Special Ed Events Import Screen

### DON'T GET LEFT BEHIND

Special Ed Events must now be loaded for all districts through the year. Don't forget to load it again before the August deadline to avoid leaving out new students.

Download Chosen Report to: ☒ .txt file ☐ .csv file Download

**SE Event Report Choices:**

Run Verification Rpt

☒ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Dist. Upload Log Dates ☐ Import Log ☐ Lock History

☐ Event Type Breakdown ☐ Verif. Errors (Error Rpt #2) ☐ Unlock History ☐ No Enrollment Rpt ☐ Import Message Log

☐ Show Distinct Import Error Messages Only

**2 Event errors for district NY580**

| Student ID:               | Last Name: | First Name: | Loc. Code: | Loc. Name:    | Init. Event Code: | Init. Event Date: | Errors:  |
|---------------------------|------------|-------------|------------|---------------|-------------------|-------------------|--|
| <a href="#">123456789</a> |            |             | 0000       | District Wide | CSE01             | 2023-01-24        | EV5107: Missing or Invalid demographic record. |
| <a href="#">123456789</a> |            |             | 0000       | District Wide | CSE01             | 2023-01-24        | EV5107: Missing or Invalid demographic record. |