

# Rhode Island Department of Education Data Collection Specifications – Special Education Census Reporting



Last Updated on July 17, 2015

## About

*Special Education Census Reporting* collection includes data on children with disabilities who receive special education and related services according to an individualized education program (IEP) or services plan under Part B of IDEA. This collection document includes reporting requirements for the 2015-16 school year – this includes special education and related services provided to students from July 1, 2015 through June 30, 2016.

## Requirements

The *Special Education Census Reporting* data should be submitted to RIDE during the two collection periods that RIDE opens during each school year. The first collection period happens during the month of December and the second takes place during the month of May.

The *Special Education Census Reporting* data collection consists of 4 files: Student, Services, IEP Attendance and Evaluation. The data processing and data validation can begin only when all 4 files are submitted. LEAs which use RIDE’s Special Education Census module can import the required data directly from the Special Education census. LEAs which have been given approval to use their local system for maintaining special education data can upload their data files through this module.

## Changes for the 2015-16 School Year

Four new fields have been added to the Student file for the 2015-16 school year. The four new fields apply to students identified with a primary disability of Intellectual Disabilities who are at least 14 years old at the time of the last IEP Meeting Date.

## Submission Process

*Special Education Census Reporting* data can be submitted through eRIDE ([www.eride.ri.gov](http://www.eride.ri.gov)) using the Special Education Census Reporting application. LEAs which use RIDE’s Special Education Census module can import the data into the reporting module. LEAs which have been given approval to use their local system for maintaining special education data can upload their data files through this module.

## Data Elements (Items in red are changes from the previous year’s collection)

### Student File

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
SASID	State Assigned Student ID	TEXT	10	Y	State Assigned Student Identifier. This ID is unique at the State Level

Reporting_District	Reporting District	TEXT	2	Y	2-digit LEA codes
Student_Last_Name	Student Last Name	TEXT	30	Y	Student Last Name
Student_First_Name	Student First Name	TEXT	30	Y	Student First Name
Student_Middle_Name	Student Middle Name	TEXT	30	N	Student Middle Name
Student_Date_of_Birth	Student Date of Birth	DATE		Y	Student Date Of Birth
Grade	Student Grade	TEXT	2	Y	Grade in which the student is enrolled
Gender	Student Gender	TEXT	1	Y	M/F
Hispanic	Student Hispanic or Latino Ethnicity	TEXT	1	Y	An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
White	White	TEXT	1	Y	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black	Black	TEXT	1	Y	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
Asian	Asian	TEXT	1	Y	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Native	Native	TEXT	1	Y	Student American Indian or Alaska native
Pacific	Native Hawaiian or Other Pacific Islander	TEXT	1	Y	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
School_Code	State Assigned School Code	TEXT	5	Y	School where student is attending
Status	Special Ed Status	TEXT	1	Y	Active or inactive in program
Primary_Disability	Primary Disability	TEXT	1	Y	(get disability listing from Data Dictionary)
IEP/SP_Team_Meeting_Date	IEP/SP Team Meeting Date	DATE		Y	Last time team met to review student's IEP/SP
Transportation	Transportation	TEXT	1	Y	Children who receive special transportation, which has been specified as a related service on the IEP, will require YES in this area. All others will receive a No.
Private_School_Enrollee	Private School Enrollee	TEXT	1	Y	Select Yes for all students who attend a private or parochial school who receive special education services provided by the public school. Preschool children who attend private nursery schools do not fall into this category because mandatory education begins in kindergarten.
Servicing_District	Servicing District	TEXT	2	Y	For students receiving services at public schools, district where they are receiving services, otherwise (i.e. services in non-public school for services, reporting district)
Assessment_Accommodation	Assessment Accommodation	TEXT	1	Y	1-No accommodation, 2-with accommodations, 3-alternate assessment
IEP/SP_Due_Date	IEP/SP Due Date	DATE		Y	The IEP Due Date enables the LEA to track when the next IEP for this student must be scheduled or completed.
Summer_Exit	Summer Exit	TEXT	1	C	Those students who were 'active' at the close of the previous school year and did not receive services at any point during the current school year. Please note: Sometimes it does happen that a student returns to your Special Education Census after you have Summer Terminated him/her. In such cases, you need to remove the Summer Termination Reason.
Beneficiary	Beneficiary	TEXT	1	Y	Children with Beneficiary status are those for whom costs are paid for by the state or other agency. These students must have Yes selected in this

					area. This includes students in Davies, School for the Deaf, or DCYF Program.
Case_Manager	Case Manager	TEXT	60	N	A Case Manager can be someone who oversees a student's IEP insuring that the IEP process is being followed.
Municipality	Municipality	TEXT	2	Y	2-letter municipality code for the city/town where the student resides.
Student_Social_Security_Number	Student SSN	TEXT	11	N	Student Social Security Number
Medicaid_Eligible	Medicaid Eligible	TEXT	1	N	Is the student Medicaid eligible?
Medicaid_Case_Worker	Medicaid Case Worker	TEXT	25	N	The Medicaid case worker for this student
Parent_Last_Name	Parent Last Name	TEXT	50	N	Parent Last Name
Parent_First_Name	Parent First Name	TEXT	50	N	Parent First Name
Parent_Address_1	Parent Address1	TEXT	200	N	Parent Address1
Parent_Address_2	Parent Address2	TEXT	200	N	Parent Address2
Parent_City	Parent City	TEXT	100	N	Parent City
Parent_State	Parent State	TEXT	2	N	Parent State
Parent_Zip	Parent Zip	TEXT	10	N	Parent Zip
Parent_Home_Phone	Parent Home Phone	TEXT	15	N	Parent Home Phone
Parent_Work_Phone	Parent Work Phone	TEXT	15	N	Parent Work Phone
Parent_Cell_Phone	Parent Cell Phone	TEXT	15	N	Parent Cell Phone
Parent_Email	Parent Email	TEXT	200	N	Parent Email
Parent_Language	Parent Language	TEXT	50	N	Parent Language
Parent2_Last_Name	Parent2 First Name	TEXT	50	N	Parent2 First Name
Parent2_First_Name	Parent2 Address1	TEXT	50	N	Parent2 Address1
Parent2_Address_1	Parent2 Address2	TEXT	200	N	Parent2 Address2
Parent2_Address_2	Parent2 City	TEXT	200	N	Parent2 City
Parent2_City	Parent2 State	TEXT	100	N	Parent2 State
Parent2_State	Parent2 Zip	TEXT	2	N	Parent2 Zip
Parent2_Zip	Parent2 Home Phone	TEXT	10	N	Parent2 Home Phone
Parent2_Home_Phone	Parent2 Work Phone	TEXT	15	N	Parent2 Work Phone
Parent2_Work_Phone	Parent2 Cell Phone	TEXT	15	N	Parent2 Cell Phone
Parent2_Cell_Phone	Parent2 Email	TEXT	15	N	Parent2 Email
Parent2_Email	Parent2 Language	TEXT	200	N	Parent2 Language
Parent2_Language	Parent2 First Name	TEXT	50	N	Parent2 First Name
Student_Home_Phone	Student Home Phone	TEXT	15	N	Student Home Phone
Student_Cell_Phone	Student Cell Phone	TEXT	15	N	Student Cell Phone
Student_Work_Phone	Student Work Phone	TEXT	15	N	Student Work Phone
Student_Address_1	Student Address1	TEXT	200	N	Student Address1
Student_Address_2	Student Address2	TEXT	200	N	Student Address2
Student_City	Student City	TEXT	100	N	Student City
Student_State	Student State	TEXT	2	N	Student State
Student_Zip	Student Zip	TEXT	10	N	Student Zip
Student_Email	Student Email	TEXT	200	N	Student Email
Student_Language	Student Language	TEXT	50	N	Student Language
EdSurrogate_Last_Name	EdSurrogate Last Name	TEXT	50	N	Educational Surrogate Last Name
EdSurrogate_First_Name	EdSurrogate First Name	TEXT	50	N	Educational Surrogate First Name
EdSurrogate_Address_1	EdSurrogate Address1	TEXT	200	N	Educational Surrogate Address1
EdSurrogate_Address_2	EdSurrogate Address2	TEXT	200	N	Educational Surrogate Address2

EdSurrogate_City	EdSurrogate City	TEXT	100	N	Educational Surrogate City
EdSurrogate_State	EdSurrogate State	TEXT	2	N	Educational Surrogate State
EdSurrogate_Zip	EdSurrogate Zip	TEXT	10	N	Educational Surrogate Zip
EdSurrogate_Work_Phone	EdSurrogate Work Phone	TEXT	15	N	Educational Surrogate Work Phone
Assessment_Tools	Assessment Tools	TEXT	1	C	If the student is 14 or older, page 3 of the IEP includes one or more transition assessments.
Post_School_Goals	Post School Goals	TEXT	1	C	If the student is 14 or older, page 3 of the IEP includes one or more measurable post school goals.
Transition_Services	Transition Services	TEXT	1	C	If the student is 14 or older, page 5 of the IEP includes one or more transition services.
Assurance	Assurance	TEXT	1	C	If the student is 14 or older, the Assurance of Transition Services (on page 6 of the IEP) has been checked.
Program_Study	Program Study	TEXT	1	C	If the student is 14 or older, page 6 of the IEP includes program of student to reach post-school goals.
Reg_EC_Setting	Regular EC Setting	TEXT	1	C	Does the child attend a regular early childhood setting?
Reg_EC_Hours	Regular EC Hours	TEXT	5	C	The total hours per week in regular early childhood program. If Reg_EC_Setting=Y then required.
Reg_EC_MajorityLocation	Regular EC Majority Location	TEXT	15	C	Where does the child receive the majority of special education and related service?
RegECSettingType_HS	Regular EC Setting Type - Head Start	TEXT	1	C	Does the child attend a regular early childhood setting at a Head Start?
RegECSettingType_KG	Regular EC Setting Type - KG	TEXT	1	C	Does the child attend a regular early childhood setting at a Kindergarten?
RegECSettingType_PrivS	Regular EC Setting Type – Private School	TEXT	1	C	Does the child attend a regular early childhood setting at a Private School?
RegECSettingType_EarlyCare	Regular EC Setting Type - Early Care Program	TEXT	1	C	Does the child attend a regular early childhood setting at a Early Care program?
RegECSettingType_InPresch	Regular EC Setting Type - In PreSchool	TEXT	1	C	Does the child attend a regular early childhood setting at a Pre-School?
RegECSettingType_StFundPresch	Regular EC Setting Type – State Funded PreSchool	TEXT	1	C	Does the child attend a regular early childhood setting at a State Funded Preschool?
EC_Special_Ed_Program	EC Special Ed Program	TEXT	1	C	Does the child attend an Early Childhood Special Education Program?
EC_Special_Ed_Program_Type	EC Special Ed Program Type	TEXT	10	C	Type of Early Childhood Special Education Program. If EC_Special_Ed_Program=Y then required.
EC_Attends_Other	EC Attends Other	TEXT	1	C	Child attends a program other than Regular Early Childhood Program or Early Childhood Special Education Program.
EC_Attends_Other_Type	EC Attends Other Type	TEXT	10	C	Child receives some or all of their special education services in a setting other than Regular Setting or Special Education Program.If EC_Attends_Other=Y then required.
EIServices	Early Intervention Services	TEXT	5	C	Did the child ever receive Early Intervention Services? If the student's age is 3 on the collection date (12/1 or 6/30) then this field is required.
Orig_IEP_Date	Original IEP Date	DATE		C	Date IEP Team met to write the Original IEP. If the student's age is 3 on the collection date (12/1 or 6/30) then this field is required.
Orig_IEP_Effective_Date	Original IEP Effective Date	DATE		C	Effective Date of the child's original IEP (Date first service began). If the student's age is 3 on the collection date (12/1 or 6/30) then this field is required.

EffectiveDateGreater3	Reason Effective Date Was After Child 3rd Birthday	TEXT	5	C	Reason Effective date was after the child's third birthday. LR=Late Referral, PC=Parent Choice, VAC=Vacation, O=Other. If Orig_IEP_Effective_Date occurs after the 3rd birthday, and the EIServices field='Trans' then this is required.
EffectiveDateGreater3Other	Other Reason Effective Date Was After Child 3rd Birthday	TEXT	50	C	If EffectiveDateGreater3 =O, required
CareerDevPlan	Career Development Plan	TEXT	1	C	If the student is 14 or older, does this student have a Career Development Plan?
VocAssPerCentPlan	Vocational Assessments And Person Centered Planning Tools	TEXT	1	C	If the student is 14 or older, on the Career Development Plan does the "My Transition Assessments" box include both vocational assessments and person centered planning tools?
SchBasedPrepExp	My School Based Preparatory Experiences	TEXT	1	C	If the student is 14 or older, on the Career Development Plan are any of the "My School Based Preparatory Experiences" (checked off)?
IntTrialWorkExp	Integrated Trial Work Experiences	TEXT	1	C	If the student is 14 or older, on the Career Development Plan are there any activities listed under the "Integrated Trial Work Experiences?"

### Acceptable Values for Primary\_Disability

Item Value	Value Name	Definition/Description
A	Emotionally Disordered	Emotionally Disordered
B	Mentally Retarded	Mentally Retarded
C	Orthopedically Impaired	Orthopedically Impaired
D	Other Health Impaired	Other Health Impaired
E	Learning Disabled	Learning Disabled
F	Deaf/Blind	Deaf/Blind
G	Hearing Impaired-Deaf	Hearing Impaired-Deaf
H	Hearing Impaired - HH	Hearing Impaired - HH
I	Speech/Language Impaired	Speech/Language Impaired
J	Blind/Visual Impaired	Blind/Visual Impaired
K	Multi_Handicapped	Multi_Handicapped
L	Developmentally Delayed	Developmentally Delayed
M	Autism	Autism
N	Traumatic Brain Injury	Traumatic Brain Injury

### Acceptable Values for Summer\_Exit

Item Value	Value Name	Definition/Description
A	Moved	Moved
B	Objectives Met	Objectives Met
C	At Parents Request	At Parents Request
D	Deceased	Deceased
E	Reassessment Indicated	Reassessment Indicated
F	Dropped-out	Dropped-out
G	Graduated	Graduated
H	Reached Age 21	Reached Age 21
I	Other	Other

J	Clerical Error	Clerical Error
L	Graduated with Certificate	Graduated with Certificate
M	Graduated w/ GED	Graduated w/ GED
N	Transferred to GED	Transferred to GED
S	State Terminated	State Terminated

### *Acceptable Values for Municipality*

<b>Item Value</b>	<b>Value Name</b>	<b>Definition/Description</b>
BA	Town of Barrington	Town of Barrington
BR	Town of Bristol	Town of Bristol
BU	Town of Burrillville	Town of Burrillville
CF	City of Central Falls	City of Central Falls
CH	Town of Charlestown	Town of Charlestown
CO	Town of Coventry	Town of Coventry
CR	City of Cranston	City of Cranston
CU	Town of Cumberland	Town of Cumberland
EG	Town of East Greenwich	Town of East Greenwich
EP	City of East Providence	City of East Providence
EX	Town of Exeter	Town of Exeter
FO	Town of Foster	Town of Foster
GL	Town of Gloucester	Town of Gloucester
HK	Town of Hopkinton	Town of Hopkinton
JA	Town of Jamestown	Town of Jamestown
JO	Town of Johnston	Town of Johnston
LN	Town of Lincoln	Town of Lincoln
LC	Town of Little Compton	Town of Little Compton
MI	Town of Middletown	Town of Middletown
NA	Town of Narragansett	Town of Narragansett
NH	Town of New Shoreham	Town of New Shoreham
NE	City of Newport	City of Newport
NK	Town of North Kingstown	Town of North Kingstown
NP	Town of North Providence	Town of North Providence
NS	Town of North Smithfield	Town of North Smithfield
PA	City of Pawtucket	City of Pawtucket
PO	Town of Portsmouth	Town of Portsmouth
PV	City of Providence	City of Providence
RM	Town of Richmond	Town of Richmond
SC	Town of Scituate	Town of Scituate
SF	Town of Smithfield	Town of Smithfield
SK	Town of South Kingstown	Town of South Kingstown
TV	Town of Tiverton	Town of Tiverton
WR	Town of Warren	Town of Warren
WK	City of Warwick	City of Warwick
WG	Town of West Greenwich	Town of West Greenwich
WW	Town of West Warwick	Town of West Warwick
WE	Town of Westerly	Town of Westerly

WO	City of Woonsocket	City of Woonsocket
OS	Out of State Municipality	Out of State Municipality

### Acceptable Values for Reg\_EC\_MajorityLocation

Item Value	Value Name	Definition/Description
OtherLocation	Other Location	Other Location
RegECProgram	Regular Early Childhood Program	Regular Early Childhood Program

### Acceptable Values for EC\_Special\_Ed\_Program\_Type

Item Value	Value Name	Definition/Description
ResFac	Residential Facility	Residential Facility
SepClass	Separate Class	Separate Class
SepSch	Separate School	Separate School

### Acceptable Values for EC\_Attends\_Other\_Type

Item Value	Value Name	Definition/Description
Home	Home	Home
OtherLoc	Other Location	Other Location
SerProvLoc	Service Provider Location	Service Provider Location

### Acceptable Values for EIServices

Item Value	Value Name	Definition/Description
Exit	EIServices_Exit	Student received Early Intervening Services but exited prior to referral to Part B
None	EIServices_None	No Early Intervening Services received
Trans	EIServices_Trans	Student received Early Intervening Services and is being transitioned from EI

### Acceptable Values for EffectiveDateGreater3

Item Value	Value Name	Definition/Description
LR	Late Referral	Late referral/moved into district late (less than 90 days before 3rd birthday)
O	Other	Other (Must specify reason)
PC	Parent Choice	Parent Choice
VAC	Vacation	Child turns 3 during a period of school closing such as summer or vacation (and child is <u>not</u> eligible for ESY during that period)

### Service File

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
SASID	State Assigned Student ID	TEXT	10	Y	State Assigned Student Identifier. This ID is unique at the State Level
Student_Last_Name	Student Last Name	TEXT	30	Y	Student Last Name
Student_First_Name	Student First Name	TEXT	30	Y	Student First Name

Student_Middle_Name	Student Middle Name	TEXT	30	N	Student Middle Name
Student_Date_of_Birth	Student Date of Birth	DATE		Y	Student Date Of Birth
Service_Program_Continuum	Service Program Continuum	TEXT	1	Y	Type of program and associated cost centers
Service_Cost_Center	Service Cost Center	TEXT	5	Y	Service Cost Center - Based on association with certain Service_Program_Continuum
Service_Tuition	Service Tuition	TEXT	10	N	Service Tuition
Service_Account_Number	Service Account Number	TEXT	10	N	
Service_Type	Service Type	TEXT	7	Y	Service Account Number
Related_Service	Related Service	TEXT	1	C	If Service_Type='RelServ', then Required
Related_Service_Other	Related Service Other	TEXT	50	C	If Service_Type='RelServ' and RelatedService='Q', then Required
Service_Provider	Service Provider	TEXT	1	Y	Each service that a student receives should be recorded separately in this area.
Service_Record_Start_Date	Service Record Start Date	DATE		Y	This date must reflect the date on which the pupil first receives this special education service from the specified Service Provider for this academic year.
Service_Record_End_Date	Service Record End Date	DATE		N	This date must be filled in only if the student stops receiving a service before the normal end of the school year. Then, the last day that the student receives a service should be recorded here. This Date must fall within the current school year and be used in conjunction with a service Termination Reason (Service End Reason).
Service_End_Reason	Service End Reason	TEXT	1	N	This field records the Reason why you are terminating a service within the school year.
Regular_Natural_Setting	Regular Natural Setting	TEXT	1	Y	Does this service take place in the student's regular/natural setting?
Service_Location	Service Location	TEXT	5	Y	This code refers to school code for the facility at which the student receives the special education service. In most cases, the servicing location code will be the same as the School of Attendance recorded in the demographic section, but under certain circumstances, they may be different. Exceptions are: preschoolers served at home, students who receive home tutoring, students who receive related services from an outside service provider, or preschoolers who go to school just for a special service. The school codes are in your school Code Manual.
Service_Record_Hours_per_day	Service Record Hours per day	TEXT	4	Y	This feature collects the number of Hours, to the tenth of an hour, that the student is receiving the service. The range of time accepted here is form a minimum of five minutes (0.1) to a maximum of 6 hours.
Service_Record_Days_per_week	Service Record Days per week	TEXT	1	Y	This is the number of Days per Week that the child receives a service.
Service_Record_Weeks_per_month	Service Record Weeks per month	TEXT	1	Y	The number of Weeks per Month that the student receives the service is recorded here.
Service_Teacher_Name	Service Teacher Name	TEXT	50	N	Service Teacher Name
Service_Subject_Area	Service Subject Area	TEXT	5	N	This field is for district use only.
Service_Plan_District	Service Plan District	TEXT	2	C	The RIDE 2 digit ID for the district where the student receive services; Required when Service_Program_Continuum = 0

### Acceptable Values for Service\_Program\_Continuum

Item Value	Value Name	Definition/Description
0	Service Plans for Non-Public Students	Service Plans for Non-Public Students

1	General Education with Supports and Services	General Education with Supports and Services
2	Special Class	Special Class
3	Non-Public Day	Non-Public Day
4	Homebound/Hospitalized	Homebound/Hospitalized
5	Pre-School	Pre-School
6	Resident Schools	Resident Schools
7	IEP Service for Non-Public Students	IEP Service for Non-Public Students

### Acceptable Values for Service\_Cost\_Center

Item Value	Value Name	Definition/Description
32202	1 - General Education with Supports and Services - School Year - Within School District	1 - General Education with Supports and Services - School Year - Within School District
32203	2 - Special Class - School Year - Within School District	2 - Special Class - School Year - Within School District
32204	2 - Special Class - Extended School Year - Within School District	2 - Special Class - Extended School Year - Within School District
32205	2 - Special Class - School Year - Tuition	2 - Special Class - School Year - Tuition
32206	2 - Special Class - Extended School Year - Tuition	2 - Special Class - Extended School Year - Tuition
32207	4 - Homebound/Hospitalized	4 - Homebound/Hospitalized
32208	3 - Non-Public Day, Non-Beneficiary - School Year	3 - Non-Public Day, Non-Beneficiary - School Year
32209	3 - Non-Public Day, Non-Beneficiary - Extended School Year	3 - Non-Public Day, Non-Beneficiary - Extended School Year
32210	3 - Non-Public Day, Beneficiary - School Year	3 - Non-Public Day, Beneficiary - School Year
32211	6 - Resident Schools - Beneficiary	6 - Resident Schools - Beneficiary
32212	6 - Resident Schools - Non-Beneficiary	6 - Resident Schools - Non-Beneficiary
32213	5 - Pre-School, Part-Time - School Year	5 - Pre-School, Part-Time - School Year
32214	5 - Pre-School, Full Time School Year and/or Extended School Year	5 - Pre-School, Full Time School Year and/or Extended School Year
32215	7 - IEP Service for Non-Public Students	7 - IEP Service for Non-Public Students
32217	3 - Non-Public Day, Beneficiary - Extended School Year	3 - Non-Public Day, Beneficiary - Extended School Year
32218	2 - Special Class - School Year - Tuition Out of State	2 - Special Class - School Year - Tuition Out of State
32219	2 - Special Class - Extended School Year - Tuition Out Of State	2 - Special Class - Extended School Year - Tuition Out Of State
32221	1 - General Education with Supports and Services - School Year - Tuition	1 - General Education with Supports and Services - School Year - Tuition
32222	1 - General Ed w/Supports of Part-Time Services	1 - General Ed w/Supports of Part-Time Services
32223	1 - General Ed w/Supports of Part-Time Services	1 - General Ed w/Supports of Part-Time Services
90000	0 - Service Plans for Non-Public Students	0 - Service Plans for Non-Public Students

### Acceptable Values for Service\_Type

Item Value	Value Name	Definition/Description
RelServ	Related Service	Related Service
SpEd	Special Education	Special Education

### Acceptable Values for Related\_Service

Item Value	Value Name	Definition/Description
A	Audiology	Audiology
B	Counseling Services	Counseling Services

C	Early Identification and Assessment of Disabilities in Children	Early Identification and Assessment of Disabilities in Children
D	Interpreting Services	Interpreting Services
E	Medical Services	Medical Services
F	Occupational Therapy	Occupational Therapy
G	Orientation and Mobility Services	Orientation and Mobility Services
H	Parent Counseling and Training	Parent Counseling and Training
I	Physical Therapy	Physical Therapy
J	Psychological Services	Psychological Services
K	Recreation	Recreation
L	Rehabilitation Counseling	Rehabilitation Counseling
M	School Health Services and School Nurse Services	School Health Services and School Nurse Services
N	Social Work Services	Social Work Services
O	Speech and Language Pathology Services	Speech and Language Pathology Services
Q	Other	Other

### Acceptable Values for Service\_Provider

Item Value	Value Name	Definition/Description
1	Interpreter	Interpreter
2	Licensed Physician	Licensed Physician
3	Orientation and Mobility Specialist	Orientation and Mobility Specialist
4	Other Medical Nursing Personnel	Other Medical Nursing Personnel
5	Physical Therapy Assistant	Physical Therapy Assistant
6	School Nurse Teacher	School Nurse Teacher
A	Special Class Teacher	Special Class Teacher
B	Resource Specialist	Resource Specialist
C	Speech Pathologist	Speech Pathologist
D	Psychologist	Psychologist
E	Social Worker	Social Worker
F	Guidance Counselor	Guidance Counselor
G	Adaptive Physical Education	Adaptive Physical Education
H	Vocational Teacher	Vocational Teacher
I	Physical Therapist	Physical Therapist
J	Occupational Therapist	Occupational Therapist
K	Work Study Coordinator	Work Study Coordinator
L	Other service Provider	Other service Provider
M	Monitoring/Consultation	Monitoring/Consultation
N	Audiologist	Audiologist
O	Other Related Service Provider	Other Related Service Provider
P	Diagnostic	Diagnostic
Q	Recreational	Recreational
R	School Health	School Health
S	Rehabilitation Counselor	Rehabilitation Counselor
T	Job Coach	Job Coach
U	Preschool Regular	Preschool Regular
V	Vision	Vision
W	Special Education Teacher	Special Education Teacher

X	Teacher of the Blind and Visually Impaired	Teacher of the Blind and Visually Impaired
Y	Teacher of the Deaf and Hard of Hearing	Teacher of the Deaf and Hard of Hearing
Z	Certified Occupational Therapist Assistant	Certified Occupational Therapist Assistant

### Acceptable Values for Service\_End\_Reason

Item Value	Value Name	Definition/Description
A	Moved	Moved
B	Objectives Met	Objectives Met
C	At Parents Request	At Parents Request
D	Deceased	Deceased
E	Reassessment Indicated	Reassessment Indicated
F	Dropped-out	Dropped-out
G	Graduated	Graduated
H	Reached Age 21	Reached Age 21
I	Other	Other
J	Clerical Error	Clerical Error
L	Graduated with Certificate	Graduated with Certificate
M	Graduated with GED	Graduated with GED
N	Transferred to GED	Transferred to GED
S	State Terminated	State Terminated

### Attendance File

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
SASID	State Assigned Student ID	TEXT	10	Y	State Assigned Student Identifier. This ID is unique at the State Level
Student_Last_Name	Student Last Name	TEXT	30	Y	Student Last Name
Student_First_Name	Student First Name	TEXT	30	Y	Student First Name
Student_Middle_Name	Student Middle Name	TEXT	30	N	Student Middle Name
Student_Date_of_Birth	Student Date of Birth	DATE		Y	Student Date Of Birth
IEP_Team_Meeting_Date	IEP Team Meeting Date	DATE		Y	Date of the IEP Team Meeting
District_Rep_IEP_Attendance	District Rep IEP Attendance	TEXT	1	Y	Was the District Rep in attendance at this IEP meeting?
Other_IEP_Attendance	Other IEP Attendance	TEXT	1	Y	Was there anyone else (not including– parent, regular teacher, related service provider, special education teacher, student, educational advocate, transition service coordinator) in attendance at this IEP meeting?
Parents_IEP_Attendance	Parents IEP Attendance	TEXT	1	Y	Was a parent in attendance at this IEP meeting?
Regular_Teacher_IEP_Attendance	Regular Teacher IEP Attendance	TEXT	1	Y	Was the regular teacher in attendance at this IEP meeting?
Related_Service_Provider_IEP_Attendance	Related Service Provider IEP Attendance	TEXT	1	Y	Was the related service provider in attendance at this IEP meeting?
Sped_Teacher_IEP_Attendance	Sped Teacher IEP Attendance	TEXT	1	Y	Was the special education teacher in attendance at this IEP meeting?
Student_IEP_Attendance	Student IEP Attendance	TEXT	1	Y	Was the student in attendance at this IEP meeting?
Transition_Service_IEP_Attendance	Transition Service IEP Attendance	TEXT	1	Y	Was transition service coordinator in attendance at this IEP meeting?
Educational_Advocate_IEP_Attendance	Educational Advocate IEP	TEXT	1	Y	Was an educational advocate in attendance at this IEP meeting?

Attendance

Evaluation File

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
SASID	State Assigned Student ID	TEXT	10	Y	State Assigned Student Identifier. This ID is unique at the State Level
Student_Last_Name	Student Last Name	TEXT	30	Y	Student Last Name
Student_First_Name	Student First Name	TEXT	30	Y	Student First Name
Student_Middle_Name	Student Middle Name	TEXT	30	N	Student Middle Name
Student_Date_of_Birth	Student Date of Birth	DATE		Y	Student Date Of Birth
Service_Evaluation_Area	Service Evaluation Area	TEXT	1	Y	This area describes the developmental areas in which the student has been evaluated
Service_Evaluation_Date	Service Evaluation Date	DATE		Y	This item records the date on which the evaluation in any given area was completed.
Service_Evaluation_Disposition	Service Evaluation Disposition	TEXT	1	N	The disposition refers to the results of the screening in each of the areas in which the student was evaluated

Acceptable Values for Service\_Evaluation\_Area

Item Value	Value Name	Definition/Description
0	Neuro-Psychiatric	Neuro-Psychiatric
1	Teacher Report	Teacher Report
2	Language Proficiency	Language Proficiency
3	Vineland	Vineland
4	Connors Rating Scale	Connors Rating Scale
5	Psychoeducational	Psychoeducational
6	Audiological/Hearing	Audiological/Hearing
A	Medical	Medical
B	Psychological	Psychological
C	Speech/Language	Speech/Language
D	Educational	Educational
E	Sociological	Sociological
F	Consent to Eval./Due Date	Consent to Eval./Due Date
G	Adaptive P.E.	Adaptive P.E.
H	Clinical Psychological	Clinical Psychological
I	Central Auditory Proc.	Central Auditory Proc.
J	ADD Screening	ADD Screening
K	Vision	Vision
L	Functional Behavior Assess.	Functional Behavior Assess.
M	IEP Meeting Date	IEP Meeting Date
N	Neurological	Neurological
O	O.T.	O.T.
P	P.T.	P.T.
Q	Outside Evaluation	Outside Evaluation
R	3 yr Re-Eval	3 yr Re-Eval

S	3-Yr Re-Eval Consent (FORM)	3-Yr Re-Eval Consent (FORM)
T	Tech Access (Assistive Tech.)	Tech Access (Assistive Tech.)
U	Other	Other
V	Vocational	Vocational
W	Neuropsychological	Neuropsychological
X	Psychiatric	Psychiatric
Y	ESY Services	ESY Services
Z	Classroom Obs.	Classroom Obs.
7	Primary Disability Was Changed Date	Primary Disability Was Changed Date

### Acceptable Values for Service\_Evaluation\_Disposition

Item Value	Value Name	Definition/Description
1	No Show	No Show
2	Exit-No services	Exit-No services
3	Services Needed	Services Needed
4	Parents Request	Parents Request
5	Not Warranted at this time	Not Warranted at this time

### Validations (Items in red are changes from the previous year's collection)

RuleID	Error/Warning	Description	File
R2041	Error	Check that there is only student record for each student in the student core file	Student
R2040	Error	Students in Student Core File without a summer exit must contain at least 1 service entry	Student/Service
R2838	Error	Students in Student Core File with a summer exit cannot contain any service entries	Student/Service
R2846	Error	All students reported in the SPED Evaluations file must also have a record in the SPED Student Core file.	Evaluation
R2847	Error	If a SASID exists in the attendance file, then make sure the SASID exists in the Student file	Attendance
R2845	Error	All students reported in the SPED Services file must also have a record in the SPED Student Core file.	Student/Service
R2844	Error	An IEP Attendance record is required for each student with a record on the SPED Student Core file. At least one of the IEP Meeting dates have to match.	Student/Attendance
R2304	Error	Verify SASID against Master Student List as valid SASID	Student
R2305	Error	Verify SASID against Master Student List as valid SASID	Service
R2306	Error	Verify SASID against Master Student List as valid SASID	Attendance
R2307	Error	Verify SASID against Master Student List as valid SASID	Evaluation
R2302	Error	If Grade is not PK or PF AND Summer Exit Code is null, Grade must be valid for the school the student is attending.	Student
R2301	Error	School_code must be a valid school code on the Master Directory view.	Student
R3000	Error	If transition data is entered then transition section must be complete (Assessment_Tools, Post_School_Goals, Transition_Services, Assurance and Program_Study cannot be blank).	Student
R2849	Error	When student is at least 14 years old at the time of the last IEP Meeting Date, the transition data is required, when the student is not receiving a service plan ONLY.	Student
R2037	Error	When student is in PF, PK, KF, KG grades, and age is between 3 and 5 years old, the early childhood data is required. (Age calculated on collection date)	Student
R2308	Error	When student is in PF, PK, KF, KG grades, and age is between 3 and 5 years old, one, and only one, of the EC Setting Types (Reg_EC_Setting, EC_Special_Ed_Program, and EC_Attends_Other) must be a Y.	Student

R2023	Error	Reg_EC_Hours are required when Reg_EC_Setting = Y.	Student
R2024	Error	One of the RegSettingType_ fields must be "Y" when Reg_EC_Setting = Y. (Can have multiple but must have at least 1.)	Student
R2409	Error	Reg_EC_Hours must be between 0.1 and 30.0 (inclusive).	Student
R3019	Error	Reg_EC_MajorityLocation required when Reg_EC_Setting = Y.	Student
R2036	Error	EC_Attends_Other_Type is required when EC_Attends_Other = Y.	Student
R2224	Error	EC_Special_Ed_Program_Type is required when EC_Special_Ed_Program=Y.	Student
R2854	Error	If School is Public (excluding sub_type collaboratives), Servicing District must be the School's district.	Student
R2855	Error	If school-sub_type is a collaborative, Servicing District must be equal to reporting district.	Student
R2856	Error	If school is Non-Public, Servicing District must be equal to Reporting District.	Student
R2857	Error	School code may not be a CTECH (school sub_type ID=1).	Student
R2806	Error	If School_Code denotes Catholic or Independent school then Private_School_Enrollee should always be Y. Schools for Students with Disabilities are exempted from this rule.	Student
R2807	Error	If School_Code denotes School for Children with Disabilities then Private_School_Enrollee should always be N (01301-St. Andrew's, 10312-The Wolf School, 28381-Mount Pleasant Academy, 28353-School One, and 13301-Harmony Hill can be both)	Student
R2835	Error	Charter schools and state operated school codes cannot be submitted by any other district besides the district which is the charter/state-operated school.	Student
R2600	Error	District_Code of the Student does not match District of the REPORTING USER.	Student
R2837	Error	When Summer_Exit Code is L (Graduated with Certificate) or G (Graduated), the Grade must be 12	Student
R2808	Error	Students ages <= 4 on collection as of date must be in grade PK/PF	Student
R2801	Error	Students whose age is less than 3 and greater than 21 on collection date. <b>(when summer exit is null)</b>	Student
R2851	Error	Student in Grades other than PK and PF and School code is 28702, 07702, 07704, Beneficiary must be Y.	Student
R2803	Error	Primary Disability L (Developmentally Delayed) not valid for students >= 9 years old (age calculated on December 1st).	Student
R3001	Error	IEP Team Meeting Date must be less than or equal to the date that the user is submitting the file.	Student
R2836	Error	Charter schools and state operated school codes can only report their own school code.	Student
R2879	Error	When summerexit is null, student must have at least 1 service in which Service_Type='SpEd'	Student/Service
R2014	Error	Service_Plan_District is required when Service_Program_Continuum = 0.	Service
R2038	Error	If ending date is entered, then an exit reason is required	Service
R2039	Error	If exit reason is entered, then an ending date is required	Service
R2860	Error	When Service_program_continuum =1, Service_Cost_Center must be 32202 or 32221 or 32222 or 32223.	Service
R2862	Error	When Service_program_continuum =2, Service_Cost_Center must be 32203 or 32204 or 32205 or 32206 or 32218 or 32219.	Service
R2865	Error	When Service_program_continuum =4, Service_Cost_Center must be 32207.	Service
R2866	Error	When Service_program_continuum =5, Service_Cost_Center must be 32213 or 32214.	Service
R3002	Error	When Service_program_continuum =6, Service_Cost_Center must be 32211 or 32212.	Service
R2869	Error	When Service_program_continuum =7, Service_Cost_Center must be 32215.	Service
R2871	Error	When Service_program_continuum =0, Service_Cost_Center must be 90000.	Service
R2901	Error	Starting Date must be greater than or equal to the start of current academic year (ex: 07/01/2014) and less than end of current academic year (ex: 06/30/2015)	Service
R2902	Error	Ending Date must be less than or equal to the end of current academic year (ex: 06/30/2014) or null and greater than or equal to start of current academic year (ex: 07/01/2015)	Service
R2903	Error	Ending Date cannot be less than the Starting Date	Service
R2402	Error	Hours per day cannot exceed 6.0.	Service
R2403	Error	Days per week cannot exceed 5.	Service
R2404	Error	Weeks per month cannot exceed 4.	Service
R2873	Error	if Service_Type='SpEd' then Service_Provider must be C, G, W, X or Y	Service
R2874	Error	if Service_Type='RelServ' then Service_Provider must be C, D, E, F, I, J, N, O, Q, S, Z, 1, 2, 3, 4, 5 or 6	Service

R2303	Error		Service_location must be a valid school code on the Master Directory view.	Service
R2880	Error		If Service_Type='RelServ' or Service_Type='SpEd' then Service_Program_Continuum must be 1, 2, 3, 4, 5, 6, 7, or 0.	Service
R2876	Error		if Service_Type='RelServ' then Related_Service is required	Service
R2877	Error		if Related_Service='RelServ' and Related_Service='Q' then Related_Service_Other is required	Service
R2861	Error	*	When Service_program_continuum =1, Private_School_Enrollee must be N.	Student/Service
R2863	Error	*	When Service_program_continuum =3 and Beneficiary=Y, Service_Cost_Center must be 32210 or 32217.	Student/Service
R2864	Error	*	When Service_program_continuum =3 and Beneficiary=N, Service_Cost_Center must be 32208 or 32209.	Student/Service
R2867	Error	*	When Service_program_continuum =6 and Beneficiary=Y, Service_Cost_Center must be 32211.	Student/Service
R2868	Error	*	When Service_program_continuum =6 and Beneficiary=N, Service_Cost_Center must be 32212.	Student/Service
R2872	Error	*	When Service_program_continuum =0 or 7 Private_School_Enrollee must be Y.	Student/Service
R2832	Error	*	If school is a private separate placement, the only program placement valid values are 3, 5, 6, (exception 5 schools, 01301, 10312, 28381, 28353, 13301 which can also have 0).	Student/Service
R2833	Error	*	If school is a public school, then program placement 3 is not valid. (Exclude 07702, 28702, 07704 which can have those).	Student/Service
R2834	Error	*	If school sub-type is Independent or Catholic then program placement 2 is not valid, if Service_Record_End_Date is not null.	Student/Service
R2809	Error		Program Code 5, is only valid for PK/PF students	Student/Service
R2850	Error		Students in grades PK/PF must have Service_Program_Continuum = 5 or, 0.	Student/Service
R2852	Error		Students in Grades other than PK and PF and School code is 28702 or 07704, program continuum must be 3 and cost center must be 32210 or 32217.	Student/Service
R2853	Error		Students not in grades PK/PF with ReportingDistrict=67 and Service_Location = 07702 must have Service_Program_Continuum 3 and Service_Cost_Center = 32217.	Student/Service
R2878	Error		if student age is >= 9 (based on IEP/SP_Team_Meeting_Date) student cannot have Service_Provider='C' and Service_Type='SpEd'	Student/Service
R2839	Error		All service records within overlapping time spans must have the same Program Continuum. Same day overlap and records with Program Continuum = 0 (zero) on either or both records allowed.	Service
R2802	Warning		Students in grade PK/PF must be 6 or younger on the collection as of date	Student
R2859	Warning		School code must be an open school on the Master Directory, as long as Summer Exit is null.	Student
R2804	Warning		Summer Exit Code is F (Dropped-Out) and student age is 16 or 17 (Age calculated on 12/1)	Student
R2805	Warning		Summer Exit Code is L (Graduated with Certificate) or G (Graduated) and Age is < 18 (Age calculated on 12/1)	Student
R2840	Warning		Service Exit Code is F (Dropped-Out) and student age is 16 or 17 (Age calculated on 12/1)	Student/Service
R2841	Warning		Service Exit Code is L (Graduated with Certificate) or G (Graduated) and Age is < 18 (Age calculated on 12/1)	Student/Service
R2858	Warning		If School_Code is 01301, 10312, 28381, 28353, or 13301 and Service_Continuum=0, trigger warning.	Student/Service
R3009	Error		EISERVICES is required when students are 3 years old on collection date.	Student/Service
R3010	Error		ORIGIEPDATE is required when students are 3 years old on collection date and EISERVICES='Trans'.	Student/Service
R3011	Error		ORIGIEPEFFECTIVEDATE is required when students are 3 years old on collection date and EISERVICES='Trans'.	Student/Service
R3012	Error		If EISERVICES='Trans' and ORIGIEPEFFECTIVEDATE is greater than 3rd birthday, EFFECTIVEDATEGREATER3 is required.	Student/Service
R3013	Error		If EFFECTIVEDATEGREATER3=O, EFFECTIVEDATEGREATER3OTHER is required when students are 3 years old on collection date.	Student/Service
R3016	Error		If Summer_Exit is blank, then HISPANIC, WHITE, BLACK, ASIAN, NATIVE, PACIFIC are required.	Student
R3017	Error		If Summer_Exit is blank, at least one of (WHITE, BLACK, ASIAN, NATIVE, PACIFIC) must be Y.	Student
R3020	Error		Service_Record_End_Date cannot be greater than today's date.	Service
R3021	Warning		Student's grade may not match the student's age.	Student
R3022	Error		When Schcode=XX990 the student is privately placed. SERVICE_PROGRAM_CONTINUUM must be 0 or 7 AND PRIVATE_SCHOOL_ENROLLEE must be Y.	Student
R3023	Error	*	If school sub-type is Catholic then SERVICE_PROGRAM_CONTINUUM must be 0, 7 or 5.	Student/Service
R3024	Warning		If Summer_Exit is blank, the IEP team meeting should have occurred within the last year. The submitted IEP Team Meeting Date is 18 months or older.	Student
R3025	Error	**	Students who are active on the collection date but also have services with the following terminated reasons: Deceased, Dropped-Out, Graduated, Reached Age 21, Graduated with Certificate, Graduated with GED or Transferred to GED	Student/Service

R3026	Warning		When student identified with a primary disability of Intellectual Disabilities is at least 14 years old at the time of the last IEP Meeting Date, then CareerDevPlan is required, when the student is not receiving a service plan ONLY.	Student
R3027	Error		When CareerDevPlan is Y, then VocAssPerCentPlan, SchBasedPrepExp, and IntTrialWorkExp are required fields.	Student

- \* Validation occurs only when Service\_Record\_End\_Date is blank
- \*\* Validation occurs only when student is active on the collection's as of date