

July 1, 2020

# Continuation of Services Verification Report

**Georgia Department of Education**

**Division for Special Education**

**FY2020 Data Collection**

## 1.0 Continuation of Services Related Requirements for Discipline

Students with disabilities, even when suspended or expelled, must continue to receive services that allow them to participate in the general curriculum and to make progress toward their IEP goals. This provision of a Free Appropriate Public Education (FAPE) is specifically mandated in IDEA which states “A free appropriate public education must be available to all children residing in the State between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school, as provided for in Sec. 300.530(d)”. Sec. 300.101(a)

The educational and procedural rights for students excluded from school as a result of cumulative disciplinary exclusions ***of greater than ten school days*** in the same school year are outlined in State Board Rule 160-4-7-.10. One of those rights is for the continuation of services which must begin ***on day eleven*** of cumulative exclusions in the same school year. “After a child with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the LEA must provide services to the extent required under this Rule.” [34 CFR § 300.530(b)(2)]

If your **district reported incidences of failure to provide FAPE** for cumulative disciplinary exclusions of greater than ten school days in the FY20 Student Record Student Safety collection, **you must complete the Continuation of Services Verification Report no later than August 31, 2020**. Corrections may not be made to the Student Record as the district has already verified by the superintendent’s signature that the Student Record data are accurate.

**If your district reported no incidences of failure to provide FAPE** for cumulative disciplinary exclusions of greater than ten school days in the FY20 Student Record Student Safety collection, the Continuation of Services Verification Report will state *“No students from your district require additional documentation for continuation of services.”* This statement serves as the verification of continuation of services for your district. **No additional response is required.**

Please note that the failure to provide services to students with disabilities who have been removed from his or her current placement for greater than ten school days in the same school year represents serious noncompliance with federal and state rules and regulations regarding students with disabilities. Once your response to the Continuation of Services Verification Report is received by the Division for Special Education Services and Supports and the data is verified, you will be notified if further action may be required to correct noncompliance. *You may be asked to provide documentation supporting your responses.*

The Continuation of Services Verification Report will be completed in the Special Education Applications Dashboard via the MyGaDOE Web Portal. To meet the requirement for timely and accurate reporting, data **must be submitted on or before August 31, 2020**. You must be provisioned in the role of Special Education Director for your district to access the data collection tool. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling 1-800-869-1011.

If you have any questions, please contact Linda Castellanos, Division for Special Education Services and Supports. Mrs. Castellanos may be reached at (404) 719-8045 or [lcastellanos@doe.k12.ga.us](mailto:lcastellanos@doe.k12.ga.us). The Divisions for Special Education Services and Supports will provide any technical assistance that you request to resolve these issues and prevent future noncompliance.

## 2.0 General Information

### 2.1 General Guidance

**2.1.1** The Continuation of Services Verification Report contains data on students with greater than 10 school days of disciplinary exclusion who were reported as not receiving services beginning the eleventh day of exclusion. *For an individual student, the number of days reported in the data may not represent a cumulative total of all suspension days.* Exclusions reported with “Continuation of Services” indicator of “Y” are not included in this report. The “Y” reported by your district signified that you did provide services to the student during the exclusion period.

**2.1.2** Services are not required for the first ten days of exclusion; therefore, all students in the Continuation of Services Verification Report have at least eleven days of exclusion and did not receive services for the days beyond ten days of exclusion.

### 2.2 Definitions

**FAPE – Free Appropriate Public Education (Sec. 300.17)**

Free appropriate public education or FAPE means special education and related services that –

- (a) Are provided at public expense, under public supervision and direction, and without charge;
- (b) Meet the standards of the SEA (state educational agency), including the requirements of this part;

- (c) Include an appropriate preschool, elementary school, or secondary school education in the State involved; and
- (d) Are provided in conformity with an individualized education program (IEP) that meets the requirements of §§300.320 through 300.32

### 2.3 Due Date and Contact Information

**2.3.1** If your district reported incidences of failure to provide FAPE for cumulative exclusions of greater than ten days in the FY20 Student Record Student Safety collection, you must respond to Continuation of Services report **no later than August 31, 2020**.

**2.3.2** If you have any questions, please contact Linda Castellanos, Division for Special Education Services and Supports. Mrs. Castellanos can be reached at (404) 719-8045 or [lcastellanos@doe.k12.ga.us](mailto:lcastellanos@doe.k12.ga.us).

## 3.0 Data Element Detail, Entering Data in the Dashboard

Continuation of Services FY Data Collection

Continuation of Services Data Collection Entry [Download Continuation of Services Directions](#)

3.1,  
3.2
3.3

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE
			Specific Learning Disability	M	Black	7	14	4	Please select..
			Other Health Impairment	M	Black	7	19	9	Please select..
			Emotional / Behavioral Disorder	F	Black	9	17	7	Please select..
			Specific Learning Disability	M	Black	8	15	5	Compensatory services were offered but the student did not attend
			Other Health Impairment	M	Black	11	15	5	Compensatory services were offered but the student did not attend
			Emotional / Behavioral Disorder	F	Black	5	15	5	Compensatory services were offered but the student did not attend
			Significant Developmental Delay	M	Black	2	12	2	Compensatory services were offered, but the parent declined the offer
			Specific Learning Disability	M	Black	9	11	1	Compensatory services were offered but the student did not attend
			Other Health Impairment	F	Black	8	18	8	Compensatory services were provided
			Other Health Impairment	M	Black	8	12	2	Compensatory services were not offered, and have not been provided
			Specific Learning Disability	M	Black	9	12	2	Compensatory services were provided

### 3.1 Total Days

The total number of days with a continuation of services flag reported 'N' (No) for students with more than 10 days of exclusion who were reported as not receiving services beginning on day eleven. For an individual student, the number of days reported in the data may not represent a cumulative total of all suspension days. Exclusions reported with "Continuation of Services" indicator of "Y" (Yes) are not included in this report. Services are not required for the first ten days of suspension.

### **3.2 FAPE Denied Days**

The total number of days beyond the tenth day of exclusion for which there is no documentation that services for a student were continued.

"A free appropriate public education must be available to all children residing in the State between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school, as provided for in §300.530(d)." (Sec. 300.101(a))

### **3.3 LEA Response to Denial of FAPE – LEA Data Entry**

***Please choose one of the following options:***

- 1) Compensatory services were offered, but the parent declined the offer.
- 2) Compensatory services were offered, but the student did not attend.
- 3) Compensatory services were provided.
- 4) Compensatory services were *not* offered and *have not* been provided. \*

*\*Option 4 will represent a finding of non-compliance for the district.*

## **4.0 Directions for Accessing and Completing the Continuation of Services Verification Report**

### **4.1 My GaDOE Web Portal**

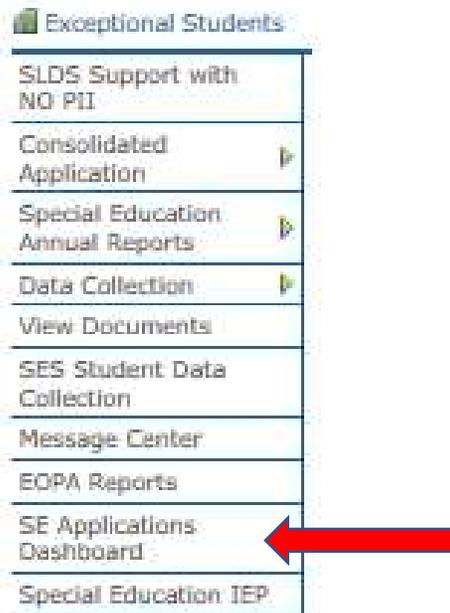
The Continuation of Services Verification Report will be completed via Special Education Applications Dashboard in the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling 1-800-869-1011.

The portal can be accessed through the Georgia Department of Education Website at [www.gadoe.org](http://www.gadoe.org). The MyGaDOE login is located at the bottom of the page.



#### 4.2 Accessing the Continuation of Services Verification Report

On your homepage, scroll until “SE Applications Dashboard” is displayed on the left-hand side of the page. Depending on your portal access, you will see a listing similar to the display below. Select “SE Applications Dashboard” to open the Dashboard.



Your district Dashboard will appear with the 5 applications. Click on 'Available for Data Collection' next to the SE Continuation of Services

Application Name	Application Status	Start Date	Close Date	Submitted By	Submitted On
SE Timelines	<a href="#">Submitted TL Data</a>	2/13/2019 12:00:00 AM	7/31/2019 11:59:59 PM		6/3/2019 1:04:54 PM
SE Pre School	<a href="#">Submitted</a>	2/14/2019 12:00:00 AM	8/10/2019 11:59:59 PM		6/3/2019 12:36:44 PM
SE Post-School Outcomes	<a href="#">Submitted</a>	2/14/2019 12:00:00 AM	9/10/2019 11:59:59 PM		5/13/2019 2:45:11 PM
SE Continuation of Services	<a href="#">Submitted</a>	7/3/2019 12:00:00 AM	8/31/2019 11:59:59 PM		8/12/2019 3:13:07 PM
SE Disproportionality Determinations	<a href="#">Available for Data Viewing</a>				
SE District Determinations	<a href="#">Available for Data Viewing</a>				
SE PS Transition	<a href="#">Verification - Submitted</a>	11/12/2018 12:00:00 AM	12/3/2018 11:59:59 PM		12/13/2018 6:02:50 AM
SSIP	Not Applicable	11/20/2018 12:00:00 AM	12/31/2018 11:59:59 PM		
SE Parent Survey	<a href="#">Available for Data Viewing</a>				

This will say "Available for Data Collection" – click on the link

### 4.3 Entering Data for Continuation of Services Verification Report

The application can be completed in more than one session. Follow the directions below for Saving Data.

Select the appropriate response in the drop-down per data element definitions in Section 2. All other data are pre-populated.

	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE
	Specific Learning Disability	M	Black	7	14	4	Please select..
	Other Health Impairment	M	Black	7	19	9	Please select..
	Emotional / Behavioral Disorder	F	Black	9	17	7	Please select..
	Specific Learning Disability	M	Black	8	15	5	Compensatory services were offered but the student did not attend

### Saving the Continuation of Service Verification Report

Data may be saved at any point during the data entry process. Select **Save All** located on the top of the page to retain all data entered. You may save multiple times within the same session. The Continuation of Services Verification Report may be completed in more than one session. Data will be retained if the save function is applied.

Continuation of Services Data Collection

Continuation of Services Data Collection Entry [Download Continuation of Services Directions](#)

**Save All**

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE
			Specific Learning Disability	M	Black	7	14	4	Please select..
			Other Health Impairment	M	Black	7	19	9	Please select..

## 5.0 Data Submission

Click on the Submit button to submit your Continuation of Services report. To be considered a timely submission, your Continuation of Services Verification Report **must have an electronic date stamp no later than midnight, August 31, 2020**. You cannot submit your report until data is reported for all students. The Continuation of Services Verification Report can be accessed and updated multiple times, but once submitted, the report cannot be changed without contacting the Division for Special Education Services and Supports. If you find that you must correct your data prior to the deadline, contact Linda Castellanos at [lcastellanos@doe.k12.ga.us](mailto:lcastellanos@doe.k12.ga.us) to reopen your application.

After data submission, you will see a statement at the top of the page providing the name of the individual completing the submission and the date stamp for the submission. Please make a copy of this confirmation for your records.

Continuation of Services FY  Data Collection

[Download Continuation of Services Directions](#)

The system Continuation of Services data has been submitted by [Redacted] on 8/5/20 1:06:33 PM

GTID	Last Name	First Name	Primary Area	Gender	Race	Grade	Total Days	FAPE Denied Days	LEA Response to Denial of FAPE
			Other Health Impairment	M	Black	10	11	1	Compensatory services were provided
			Other Health Impairment	M	White	6	11	1	Compensatory services were offered but the student did not

The system Continuation of Services data has been submitted by [Redacted] on 8/5/20 1:06:33 PM