Student Record Overview for GOIEP Districts - Part 1
Reporting Student Record

• The school **where the events take place** is responsible for reporting the special education events

• For students who attend multiple schools throughout the year – report the events that take place at your school

• Student and enrollment data are required to correctly identify the school responsible for reporting this data
Understanding SR for Students with Disabilities

- Event codes represent the special education process:
  - Referral/consent to evaluate
  - Evaluation
  - Eligibility determination – eligible or not eligible
  - Initial IEP
  - Initiation of Services – consent or no consent
- And then:
  - Annual IEP Review
  - Triennial Eligibility Re-determination
- Exits:
  - Student no longer Eligible
  - Parent Revocation of Consent to cease services
Special Education Events

**Event 01**
- Babies Can’t Wait Transition Meeting Date

**Event 02**
- Initial Parent Consent for Evaluation - date PCE is received by any district personnel

**Event 03**
- Initial Evaluation – date evaluation was completed

**Event 04**
- Initial Eligibility Determination - date of the meeting

**Event 05**
- Initial IEP Meeting/BCW Transition – date of the meeting
Special Education Events

Event 06
- Initial Placement, date when student first receives services NOT when parent signs consent

Event 07
- IEP Annual Review – date of the meeting

Event 08
- Eligibility Redetermination – date of the meeting

Event 09
- Special Education Exit as No Longer Eligible – date of the meeting determining ineligibility

Event 10
- Parent Revocation of Consent – date services are terminated
Special Education Events

Event 11

• Student not Eligible for Initial Eligibility – date of the eligibility meeting determining not eligible

Event 12

• Parent Refused Initial Placement – date of the initial IEP meeting (or a few days later if parent requested time to make a decision)

Event 13

• Student Was Incorrectly Reported as SWD
  • Will require documentation
Event Codes for Initial Events: ‘01’-‘06’

- Students first time placed in special education in Georgia
  - Initial referrals for students whose school career has been entirely in GA
  - Event code ‘01’ is only reported for students transitioning from Babies Can’t Wait
  - Students who may have received special education services in other states
Event Codes for Initial Events ‘02’–‘06’

- Students reported as special education in prior year Student Record, returned to general education (Event Code ‘09’) and then subsequently re-referred, made eligible and receives services

- Students whose parents revoked consent for special education (Event Code ‘10’) and subsequently re-referred, made eligible and receives services

- Student not Eligible for Initial Eligibility (Event Code ‘11’), and subsequently re-referred, made eligible and receives services
Revocation of Consent for Initial Evaluation

If parents provide consent for evaluation and then revoke consent *prior to completion* of the evaluation

- Document the revocation of consent for evaluation and do not report Event ‘02’
- Do not proceed with evaluation or eligibility
- Document in the student’s file
- GO-IEP recommends that the student file in GO be inactivated
## Students Enrolling from Out of State with NO GA History

<table>
<thead>
<tr>
<th>DECISION Regarding Out of State Eligibility</th>
<th>RECORDED IN TRANSFER FORM IN GO</th>
<th>REPORTED IN GO EXTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPT OUT OF STATE ELIGIBILITY (even briefly)</td>
<td>Eligibility Option #1</td>
<td>Event 4 = out of state eligibility date</td>
</tr>
<tr>
<td>ACCEPT OUT OF STATE REDETERMINATION (even briefly)</td>
<td>Eligibility Option #2</td>
<td>Event 4 = out of state redetermination date</td>
</tr>
<tr>
<td>DO NOT HAVE AN ELIGIBILITY TO ACCEPT</td>
<td>Eligibility Option #3</td>
<td>Event 4 = date of YOUR temporary transfer redetermination mtg (good for 60 days)</td>
</tr>
</tbody>
</table>
### Students Enrolling from Out of State with GA Eligibility History

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<thead>
<tr>
<th>DECISION Regarding Out of State Eligibility</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCEPT OUT OF STATE ELIGIBILITY (even briefly)</td>
<td>Eligibility Option #1</td>
<td>Event 8 = out of state eligibility date</td>
</tr>
<tr>
<td>ACCEPT OUT OF STATE REDETERMINATION (even briefly)</td>
<td>Eligibility Option #2</td>
<td>Event 8 = out of state reattachment date</td>
</tr>
<tr>
<td>DO NOT HAVE AN ELIGIBILITY TO ACCEPT</td>
<td>Eligibility Option #3</td>
<td>Event 8 = date of YOUR temporary transfer reattachment meeting (good for 60 days)</td>
</tr>
</tbody>
</table>
# Students Enrolling from Out of State with NO GA History

<table>
<thead>
<tr>
<th>DECISION Regarding Out of State IEP</th>
<th>RECORDED IN TRANSFER FORM IN GO</th>
<th>REPORTED IN GO EXTRACT</th>
</tr>
</thead>
</table>
| ACCEPT OUT OF STATE IEP (even briefly) | Yes, accepting IEP – enter that IEP date, the date you would like that IEP to end (not to exceed the max allowable date) and the date the student began receiving services under that IEP in GA | Event 5 = out of state IEP date  
Event 6 = The date the student began receiving services in GA under the out of state IEP |
| DID NOT ACCEPT OR DID NOT RECEIVE OUT OF STATE IEP | NOT accepting IEP – Must do your own IEP IMMEDIATELY | Event 5 = The date of your first IEP in GO  
Event 6 = date services start in that new IEP |
# Students Enrolling from Out of State with GA IEP History

<table>
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<tr>
<th>DECISION Regarding Out of State IEP</th>
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<th>REPORTED IN GO EXTRACT</th>
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</thead>
<tbody>
<tr>
<td>ACCEPT OUT OF STATE IEP (even briefly)</td>
<td>Yes, accepting IEP – enter that IEP date, the date on which you would like the IEP to end – not to exceed the actual end date and the date the student began receiving services under that IEP in GA</td>
<td>Event 7 = out of state IEP date</td>
</tr>
<tr>
<td>DID NOT ACCEPT OR DID NOT RECEIVE OUT OF STATE IEP</td>
<td>NOT accepting IEP – Must do your own IEP IMMEDIATELY</td>
<td>Event 7 = The date of your new IEP in GO</td>
</tr>
</tbody>
</table>
Students Enrolling from Out of State

Adopting Current Out of State Eligibility and IEP:
Move to GA (District) Forms

**THIS CANNOT BE DONE IN GO-IEP**

The IEP and/or Eligibility
**WILL GENERALLY NOT PASS AUDIT**
Unique but No Longer Unusual

Student has never attended school or has never received services under IDEA but student clearly cannot attend regular classes (ex.: student enrolling from out of the country as an example)

• Initial Referral (Events ‘02’ – ’06’)
• Consider 504 eligibility and services under a 504 plan while conducting IDEA evaluation and making an eligibility determination

No longer is there a ‘crisis’ placement. Always do what is in the best interest of the student
**Required Events for Students NEW to Special Education**

- ‘04’ – Initial Eligibility Determination
- ‘05’ – Initial IEP Meeting
- ‘06’ – Initial IEP Placement – date the student **began receiving service**; never report a future date
  - Enter a Primary Area in your SIS only if you are reporting an Event Code ‘06’

**Why are ‘01’ – ’03’ not required?**

*For a student enrolling from out of state you may not have the consent (02) or evaluation (03)*
General Education Students in Special Education Record

A special education record may be submitted for general education students, but may only contain events for the following:

- ‘01’ Babies Can’t Wait Notification
- ‘02’ Parent Consent to Evaluation
- ‘03’ Initial Evaluation
- ‘04’ Initial Eligibility Determination
- ‘05’ Initial IEP Meeting

**Why?**

1.) Parent refused services,
2.) Student not eligible and remained in GE,
3.) Services not initiated until the following year
Student Record Warnings

W581

• If you report an Event ’02’,
• Then you must report an Event ’03’ and ‘04’ within 60 days

Unless the ‘02’ is received after April 15th

W582

• If you report an Event ‘04’
• Then you must report an Event ‘05’ within 30 days of the event ‘04’

Why? State rule allows for extension of the 60 day timeline if consent is obtained less than 30 days prior to the end of the school year.
Common SR errors

• **If you report any:**
  • Events ‘06’ – ‘09’ (Initial placement, IEP Annual Review, Eligibility Redetermination, Special Education Exit)

• **Then you must report:**
  • A Primary Area of Exceptionality

If you do not report Events ‘06’ – ‘09’ you do not report a Primary Area of Exceptionality

**Remember:**

*Special Education Records are reported for active students AND students who withdrew during the current year*
Primary Area

• Remove a student’s Primary Area from your SIS for students who exited prior to the first day of the current school year and those exit events and dates
  • were reported in prior year Student Record
  • were not reported in a prior year SR, but were reported in FTE1 in current year
  • were not reported in a prior year SR or FTE1 in current year but are being reported in current year SR
Common SR errors

• At least one event code is required for all students who have a Primary Area of Exceptionality
  • IEP: ‘05’ or ‘07’
    • Why? *A SWD must have an IEP unless ‘08 and ‘09’ OR ‘10’ occurred prior to Annual Review date*
• If the most recent ‘04’ or ‘08’ is more than 3 years old, a newer ‘08’ is required
  • Why? *Eligibility re-determination is required by law every 3 years*
• If your data is an extract from your IEP software make sure your meetings have been finalized
Students Exiting Special Education

• ‘09’ Exit code: when a student is no longer eligible for special education services and reflects the last date of service and the same date as the ‘08’

  Why? A student who is no longer eligible may not receive special education services

• If a student with a disability withdraws and also reports a Special Education Exit Event ‘09’, the withdrawal date must be after the event date reported for exit event ‘09’

  Why? To catch the inappropriate reporting of an ‘09’ when the student has actually just withdrawn from school
Revocation of Consent for Special Education

• ‘10’ – Exit Event Code when parent revokes consent for special education services; reflects the last date of services, not the date of the IEP meeting

  Why? Districts cannot continue to serve students after the student has been exited from Special Education

• If a Student with a Disability withdraws and also reports a Special Education Exit event ‘10’, the withdrawal date must be after the event date reported for exit event ‘10’.

  Why? To catch the inappropriate reporting of an ‘10’ when the student has actually just withdrawn from school
Revocation: Provision of Prior Written Notice (PWN):

• Required before services can be discontinued
• Must occur in a timely manner
• Must contain information for the parent regarding changes and services that will be eliminated if they revoke consent
  • these services may include: special transportation, other related services, service and benefits from other public and private programs, testing accommodations, provision of assistive technology, considerations for high school students of the impact on graduation requirements or diploma options
Revocation of Consent: Prior Written Notice

Components:
• An explanation of why the action is occurring
• A description of each piece or source of data, evaluations, records, assessment and/or reports supporting recommendations for the student to continue to receive or withdraw from services
• A statement that the parent will be giving up the procedural safeguards available under IDEA and a list of sources for parents to contact for information about IDEA Part B
• A description of other factors relevant to the situation. In addition, the PWN must be in the description of other options that were considered for student and why those options were rejected by the IEP team
• Must be in understandable language and in the native language of the parent
• Provision of procedural safeguards (copy of parents’ rights)
Revocation of Consent for Placement

If Parents revoke consent for placement and then change their mind:

* Document that the revocation for placement was requested and then immediately* rescinded but *do not* report a revocation of consent (event ‘10’)

* Document in the student’s file

* If the student was already exited from GO-IEP due to revocation, submit a support ticket to remove this exit

*within a day or 2
Event Code ‘12’

• ‘12’: Parent Refused Initial Placement

• Procedure for avoiding SR error:
  • Report events ‘02’, ‘03’, ‘04’, ‘05’, ‘12’ (**NOT ‘06’**)  
  • If parents changes their mind and the eligibility is still current:
    • Convene a new full Initial IEP (**parent rejected the services in the first meeting**)  
    • Report another ‘05’ and ‘06’ when services are initiated – after the ‘12’  
  • If parents changes their mind and the eligibility is not current (**is past the 3 year date**):  
    • New initial referral beginning with ‘02’
Parent/Student Present

• Student Present at IEP Meeting
  • Select ‘Y’ or ‘N’ for ‘05’ and ‘07’
  • Can be reported for all students
  • *Required* for 9<sup>th</sup> - 12<sup>th</sup> grade or 16 years or older

• Parent Present at IEP Meeting
  • Select ‘Y’ or ‘N’ for ‘05’ and ‘07’
  • Report for all students

• If you are receiving this error, the GO extract is not the data being processed
Special Education History

- Recovered Events
  - Previously Reported/Accepted Events
  - Recovered Events

- Rejected Events

- Recovered Events
  - Included in Special Education History
  - Eliminate Previously Associated Errors

*events can be deleted in Add, Edit Delete at any time as long as they are deleted from your SIS or in your GO-IEP Extract and not uploaded again
# Rejection Codes 01-08

<table>
<thead>
<tr>
<th>Rejection Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01</td>
<td>Event is not within current year (Event is prior to May in previous fiscal year)</td>
</tr>
<tr>
<td>R02</td>
<td>Upload file has duplicate for System Code (Events 01-06)</td>
</tr>
<tr>
<td>R03</td>
<td>No enrollment level record found for same System Code, School Code, and Student ID (Events 06-10)</td>
</tr>
<tr>
<td>R04</td>
<td>Upload file has duplicate for System Code, Student ID, Event Code, and Event Date (Events 07-10)</td>
</tr>
<tr>
<td>R05</td>
<td>Date of event is not within Enrollment dates for reporting school (Events 07-10)</td>
</tr>
<tr>
<td>R06</td>
<td>Babies Can’t Wait event has already been reported (Event 01)</td>
</tr>
<tr>
<td>R07</td>
<td>Event already exists but No Exit Event is reported (Events 02-06)</td>
</tr>
<tr>
<td>R08</td>
<td>Event is already reported for the fiscal year (YYYY) and event month (MM) ( Events 07-10)</td>
</tr>
</tbody>
</table>
Rejection Code R01

- Event is not within current year (event is prior to May in previous fiscal year)
  - Did event occur during this fiscal year?
  - Was the student enrolled in your district?
  - Are the dates correct?
  - Should you recover the event?

Rejection Code R02

- Upload file has duplicates for system code (Events ‘01’ – ‘06’)
  - Check your extract – are you uploading duplicates?
• No enrollment level record found for the same System Code, School Code, and Student ID (Events ‘06’ – ‘10’)
  • Did this event occur when the student was enrolled in your district or school?
  • Did the event occur this fiscal year?
  • Are your dates correct?

• Upload file has duplicates for System code, Student ID, Event code and Event Date (Events ‘07’ – ‘10’)
  • Check your extract – are you uploading duplicates?
Rejection Code R05

- Date of event is not within Enrollment dates for reporting school (Events ‘07’ – ‘10’)
  - Check dates
  - Check student’s enrollment
  - Check enrollment dates for the reporting school

Rejection Code R06

- Babies Can’t Wait event (Event ‘01’) has already been reported
  - Check for duplicates
  - Student may have only one BCW transition meeting
• Event already exists but No Exit Event is reported (events ‘02’ – ‘06’)
  • The same event with the same date is already in the student’s history
  • You already reported this event – do not recover
  • Did student exit?

• Event is already reported for the fiscal year (YYYY) and event month (MM) (Events ‘07’ – ‘10’)
  • Check your extract – are you uploading duplicates?
## SR Special Tools

**Student Record Main Menu**

<table>
<thead>
<tr>
<th>Go To Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Tools</td>
</tr>
<tr>
<td>SR Reports Menu</td>
</tr>
<tr>
<td>Manual Relief Request</td>
</tr>
<tr>
<td>SR Transmission List</td>
</tr>
<tr>
<td>SR Transmission Status</td>
</tr>
</tbody>
</table>

Signed off

Georgia Department of Education
Student Record Data Collection System (FY2015)

System Signed Off On 06/18/2015 09:21:08
Special Education History
The first school in this list has 11 rejected records:
- Ro1 – 4
- Ro3 – 1
- Ro7 – 3
- Ro8 – 3

You may click on the school name to see the student name and ID.
## Description of the R01-R08 codes

- **R01**: Event is not within the current fiscal year.
- **R02**: Event has duplicate in upload file based on system code. (Events 01-06)
- **R03**: No Enrollment level record found for same System Code, School Code, and Student ID*. (Events 01-10)
- **R04**: Upload file has duplicate for System Code, Student ID, Event Code, and Event Date. (Events 07-10)
- **R05**: Date of event is not within Enrollment dates for reporting school (System Code, School Code, and Student ID)*. (Events 07-10)
- **R06**: Babies Can’t Wait event has already been reported. (Event 01)
- **R07**: Event already exists, but No Exit Event is Reported. (Events 02-06)
- **R08**: Event is already reported for the fiscal year (YYYY) and event month (MM). (Events 07-10)

* For this data collection, dates from May/June of prior fiscal year will be accepted.

NOTE: "Data Missing" indicates that Student level record is missing for the system/school/Student ID reported.
### Individual Student Event Recovery Screen

**Special Education History as of 02/18/2016 10:43:10 am**

<table>
<thead>
<tr>
<th>Reporting School Year</th>
<th>System Id and Name</th>
<th>School Id and Name</th>
<th>Event</th>
<th>Event Date</th>
<th>Student Present at Conference?</th>
<th>Parent Present at Conference?</th>
<th>Current Year Event Date?</th>
<th>Date Moved from Rejected</th>
<th>Link to comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td>11-Student Not Eligible for Initial Placement</td>
<td>20150515</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>Elementary School</td>
<td>04-Initial Eligibility Determination</td>
<td>20150515</td>
<td>No</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>Elementary School</td>
<td>03-Initial Evaluation</td>
<td>20150429</td>
<td>No</td>
<td></td>
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</tr>
<tr>
<td>2015</td>
<td>Elementary School</td>
<td>02-Parent Consent to Evaluation</td>
<td>20150417</td>
<td>No</td>
<td></td>
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**Rejected Record**

<table>
<thead>
<tr>
<th>Reporting School Year</th>
<th>System Id and Name</th>
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<th>Event</th>
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<th>Student Present at Conference?</th>
<th>Parent Present at Conference?</th>
<th>Rejection Code</th>
<th>MOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td>11-Student Not Eligible for Initial Placement</td>
<td>20150515</td>
<td>R08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>Elementary School</td>
<td>04-Initial Eligibility Determination</td>
<td>20150515</td>
<td>R07</td>
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</tr>
<tr>
<td>2016</td>
<td>Elementary School</td>
<td>03-Initial Evaluation</td>
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<td>R07</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>Elementary School</td>
<td>02-Parent Consent to Evaluation</td>
<td>20150417</td>
<td>R07</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select reason for move, or select Other to enter explanation

---

Return to Special Tool Menu
Recover these events?

No, they are duplicates, they already exist in history
Individual Student Event Recovery Screen

Special Education History as of 02/18/2016 11:01:01 am

<table>
<thead>
<tr>
<th>Reporting School Year</th>
<th>System Id and Name</th>
<th>School Id and Name</th>
<th>Event</th>
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<th>Parent Present at Conference?</th>
<th>Current Year Event Data?</th>
<th>Date Moved from Rejected</th>
<th>Link to comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Elementary</td>
<td>07-IEP Annual Review</td>
<td>20160121</td>
<td>Y</td>
<td>Y</td>
<td>Yes</td>
<td></td>
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<tr>
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<td>Elementary</td>
<td>07-IEP Annual Review</td>
<td>2014105</td>
<td>Y</td>
<td>Y</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>Elementary</td>
<td>06-Re-Eligibility Determination</td>
<td>2013106</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>2013</td>
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<td>07-IEP Annual Review</td>
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<td>N</td>
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<td>Elementary</td>
<td>07-IEP Annual Review</td>
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<td>Y</td>
<td>No</td>
<td></td>
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</tr>
<tr>
<td>2011</td>
<td>Elementary School</td>
<td>06-Initial IEP Placement/Transition Service Begin</td>
<td>20110319</td>
<td>N</td>
<td>Y</td>
<td>No</td>
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<td></td>
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</tr>
<tr>
<td>2011</td>
<td>Elementary School</td>
<td>06-Initial IEP Meeting</td>
<td>20110319</td>
<td>N</td>
<td>Y</td>
<td>No</td>
<td></td>
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<tr>
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<tbody>
<tr>
<td>2016</td>
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<td>06-Re-Eligibility Determination</td>
<td>2013105</td>
<td>Y</td>
<td>Y</td>
<td>RD6</td>
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</tr>
</tbody>
</table>

Select reason for move, or select Other to enter explanation

Move Record

Return to Special Tool Menu
## Individual Student Event Recovery Screen

**Student Name:** [ ]  
**Primary Area:** Emotional/Behavioral Disorder

### Special Education History as of 02/18/2016 11:01:01 am

<table>
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<tr>
<th>Reporting School Year</th>
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<th>Event Date</th>
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<td>Y</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>2015</td>
<td>mentary</td>
<td>07-IEP Annual Review</td>
<td>20141105</td>
<td>Y</td>
<td>Y</td>
<td>No</td>
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<tr>
<td>2014</td>
<td>mentary</td>
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<td>20131106</td>
<td>N</td>
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<td>No</td>
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<tr>
<td>2011</td>
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<td>06-Initial IEP Placement/Transition Service Begin</td>
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<td>N</td>
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<td>No</td>
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### Rejected Record

<table>
<thead>
<tr>
<th>Reporting School Year</th>
<th>System Id and Name</th>
<th>School Id and Name</th>
<th>Event</th>
<th>Event Date</th>
<th>Student Present at Conference?</th>
<th>Parent Present at Conference?</th>
<th>Rejection Code</th>
<th>MOVE</th>
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</thead>
<tbody>
<tr>
<td>2016</td>
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<td>Y</td>
<td>RD6</td>
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</tr>
</tbody>
</table>

**Drop down options:**
- Event occurred at this school prior to enrollment date (ex.: over the summer)
- Reporting an event that occurred at a previously attended school
- Event occurred prior to enrollment in Georgia
- Event occurred in prior private school or home school placement
- Other: Enter at least 10 word minimum explanation why checked records require move to history

**Select reason for move, or select Other to enter explanation**
### Individual Student Event Recovery Screen

**Student Name:**

<table>
<thead>
<tr>
<th>Reporting School Year</th>
<th>System Id and Name</th>
<th>School Id and Name</th>
<th>Event</th>
<th>Event Date</th>
<th>Student Present at Conference?</th>
<th>Parent Present at Conference?</th>
<th>Current Year Event Data?</th>
<th>Date Moved from Rejected</th>
<th>Link to comments</th>
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<tbody>
<tr>
<td>2016</td>
<td></td>
<td></td>
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<td>20160121</td>
<td>Y</td>
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<td>Y</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
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<td>20131106</td>
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<tr>
<td>2011</td>
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<td></td>
<td></td>
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<tr>
<td>2011</td>
<td>Elementary School</td>
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<td>N</td>
<td>Y</td>
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<td></td>
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### Rejected Record

<table>
<thead>
<tr>
<th>Reporting School Year</th>
<th>System Id and Name</th>
<th>School Id and Name</th>
<th>Event</th>
<th>Event Date</th>
<th>Student Present at Conference?</th>
<th>Parent Present at Conference?</th>
<th>Rejection Code</th>
<th>MOVE</th>
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</thead>
<tbody>
<tr>
<td>2016</td>
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<td>2016</td>
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<td>Y</td>
<td>RD6</td>
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</table>

**Select reason for move, or select Other to enter explanation**

[Select reason for move, or select Other to enter explanation]

[Move Record]

[Return to Special Tool Menu]
# Recovered Event

**Student Name:**

**Primary Area:** Emotional/Behavioral Disorder

## Special Education History as of 02/18/2016 11:46:34 am

<table>
<thead>
<tr>
<th>Reporting School Year</th>
<th>System Id and Name</th>
<th>Event Description</th>
<th>Event Date</th>
<th>Student Present at Conference?</th>
<th>Parent Present at Conference?</th>
<th>Current Year Event Data?</th>
<th>Date Moved from Rejected</th>
<th>Link to comments</th>
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<tbody>
<tr>
<td>2016</td>
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<td>07-IEP Annual Review</td>
<td>20160121</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
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<tr>
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## Rejected Record

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<th>Parent Present at Conference?</th>
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* Enter comments for checked record(s):

Select reason for move, or select Other to enter explanation

Move Record

Return to Special Tool Menu
What if I move an event to history, then re-upload?

Once an event is recovered, it remains in history regardless of future uploads.

The upload process does not remove recovered events, so users can make changes in their local SIS without concern that new uploads will undo work the district has done on recoveries.
What if I move the wrong events to history?

- The event can be accessed via the Add/Edit/Delete option on the Main Menu
- This screen should only be used after your district’s final upload
- Data entered (added) in Add/Edit/Delete will be overridden when your district uploads again
- Data deleted in Add/Edit/Delete will remain deleted
How can I look up a student without going through the report?

- Individual Student Record
- ADHOC Query
- Special Ed Event Rejection Recovery
- SE076 - Rejection Report
Rejection Recovery Option

- Select the **School** where the student currently is enrolled.
  - Then select from **Student List**
  OR
- Enter **GTID** in the box, click Get History
  OR
- Enter **Last Name** in the box, click Get History
<table>
<thead>
<tr>
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<th>Race</th>
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<tr>
<td>Student Name</td>
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</tr>
<tr>
<td>Gender</td>
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<tr>
<td>Address</td>
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<td>Birth Date</td>
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<tr>
<td>Birth Place</td>
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<td>Free/Reduced Price Meal Eligibility</td>
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<td>Gifted Referral Status</td>
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<td>Gifted Eligibility Status</td>
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<td>English Learner</td>
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<td>Migrant</td>
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</tr>
<tr>
<td>Primary Language</td>
<td></td>
<td>Graduation Program of Study</td>
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<td>Remedial Ed. Subject Code</td>
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<td>Primary Area of Exceptionality</td>
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<td>Part Time Student?</td>
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<td>Other Health Impairment</td>
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<td>Date Entered 9th Grade</td>
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<td>Environment Code</td>
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<tr>
<td>EL Monitor Year</td>
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<td>Homeless Primary Night Shelter</td>
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<td>SWD Monitor Year</td>
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<td>EL Monitor Basis</td>
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<td>SST</td>
<td>N</td>
<td>Non-ESOL</td>
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<td>PRE-K Program Code</td>
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<td>Career Awareness Lessons</td>
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<td>Career Interest Inventories</td>
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<td>Career Portfolio</td>
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<td>21ST Century Skills Assessment</td>
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<td>Individual Graduation Plan</td>
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</table>
EXTENDED YEAR SERVICES (ESY)

Extended Year Services may include a range of services offered during the summer or other days when school is not officially in session.

**Code Description:**
- Y – ESY *received* during current fiscal year
- N – ESY *not received* during current fiscal year
GAA (Georgia Alternate Assessment)

If: the GAA FLAG = ‘Y’

Then: the PRIMARY AREA cannot be BLANK or any of the following PRIMARY AREAS:

• Z (Visual Impairment)
• X (Deaf)
• 1 (Blind)
• U (SLD)
• T (EBD)
• 3 (Speech)

Why? GAA is for students with significant cognitive disabilities.
GAA (Georgia Alternate Assessment)

- Valid values are ‘Y’ or ‘N’
- The flag must be ‘N’ for Pre-K students
- Students with GAA = ‘Y’ must have at least one Course record with an 8 in the first digit after the decimal (XX.8 General Education Course in a Special Education Setting)
Preschool

Preschool Program codes are reported for all Pre-K students in the Student Level Record
<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Early Head Start</td>
<td>Federally funded program for age eligible children birth to age 3</td>
</tr>
<tr>
<td>02</td>
<td>Head Start 3</td>
<td>Children must be 3 by September 1 of current school year and meet current Head Start eligibility requirements.</td>
</tr>
<tr>
<td>03</td>
<td>Head Start 4</td>
<td>Children must be 4 by September 1 of current school year and meet current Head Start eligibility requirements.</td>
</tr>
<tr>
<td>04</td>
<td>Head Start 5</td>
<td>Children must be 5 by September 1 of current school year and meet current Head Start eligibility requirements.</td>
</tr>
<tr>
<td>05</td>
<td>Georgia Lottery Funded Pre-K</td>
<td>Children must be 4 by September 1 of current school year and are enrolled in a lottery funded Georgia's Pre-K classroom.</td>
</tr>
<tr>
<td>06</td>
<td>Title 1 Funded Pre-K</td>
<td>Children must be 4 by September 1 of current school year and not enrolled in Head Start or Georgia's Pre-K. Title 1 classes are locally funded through Title 1 funds.</td>
</tr>
<tr>
<td>07</td>
<td>Special Education 3-year olds</td>
<td>Use this code for 3 year olds (as of September 1st) or 2 year olds in a special education preschool program, not served in any other program listed above</td>
</tr>
<tr>
<td>08</td>
<td>Special Education 4-year olds</td>
<td>Use this code for 4 year olds (as of September 1st) in a special education preschool program, not served in any other program listed above</td>
</tr>
<tr>
<td>09</td>
<td>Blended Head Start / GA Pre-K</td>
<td>Classes are blended with Georgia's Pre-K Program and are required to meet eligibility for Head Start and follow both Head Start and Georgia's Pre-K Requirements. *</td>
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<tr>
<td>10</td>
<td>Other Pre-K program</td>
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<tr>
<td>99</td>
<td>None</td>
<td>n/a</td>
</tr>
<tr>
<td>Blank/null</td>
<td>for non Pre-K students only</td>
<td>n/a</td>
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</tbody>
</table>
Pre-K Program

Note: When the student is served part of the day in one program and part of the day in special education, **choose the code that represents the non-special education portion**

Example: If the student is part day Georgia Pre-K and part day special education, then choose '05' Georgia Pre-K for any child attending the lottery funded program, regardless of whether or not they are receiving special education services
Pre-K Enrollment

• Pre-K served in the community, private preschool or home
  • Served under an IEP
  • Reported with an enrollment record

• Pre-K students served in a private school – parent rejected FAPE (definition of a school)
  • Parent rejected FAPE
  • Served under an ISP
  • Not reported with an enrollment record
SST (Student Support Team)

- Indicates a formal SST (Student Support Team) Tier 3 meeting has been held for this student at some point during the school year

- Valid values are ‘Y’ or ‘N’
  - E256 – SR error: School is reporting all students as SST=”N”. All schools are expected to have some students with SST – Driven Learning.

- For additional information, please visit the SST website at:
  [http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx)
Your SR Tool Kit

Main Menu

• SR Error reports – Click on: Data have errors
• Add/Edit/Delete

Special Tools Menu

• Individual Student Report
• Ad Hoc query
• SPEDHIST GTID Claimed Student Special Education History Report
• Rejection Report

REPORTS MENU/SPECIAL ED REPORTS

• SRA10 – Special Education History
• SE001 – Special Education Transmission Verification
Check Your Data...

SR REPORTS MENU/SPECIAL EDUCATION REPORTS

- SE 051 a, b, c – Special Education Placement information
- SE 052 a, b, c – Student IEP Information
- SE 055 – Primary Area by EL, Race, Gender
- SE 056 – Primary Area by Age
- SE 057 a & b – Primary Area by Grade
- Se059 – Transferred Special Education Students with No Primary Area
- SE 060 – Primary Area Students without Events
- SE 061 – Student Misreported as a SWD
# Check Your Data...

## Student Level Reports
- **SR 057 a** – Graduate Diploma Information
- **SR 080** – Report for Student Support Team (SST)
- **SR 084** – Student Summary Information

## Enrollment Level Reports
- **ENR 032** – Duplicate Student IDs
- **ENR023 a** – Absences Greater than 5 days by Student
- **ENR 023 a** – Absences Greater than 5 days by School
- **ENR 036** Student With E2567 with GTID Claim
- **ENR019 b** – Dropout Reason Report

## Course Level Reports
- **SR0035** – Type of Instruction, Grades KK-12
Check Your Data

Program Level Reports

- PGM 001 – Annual School Report of Alternative School
- PGM 004 a – GNETS Program Information by School

Student Safety Level Reports

- DIS 090 – Continuation of Services Report
- DIS 050 a,b,c,d – System Totals by Action/Auxiliary (available to student level)
- DIS 093 – ISS/OSS Less Than 1 Day
- Dis 095 – OSS Greater Than 10 Days Without Services

Others – Reports Menu

- Missing Student ID Report
- Enrollment History
Primary Area Report

• You are strongly encouraged to generate the FTE Report in GO and import the Primary Disabilities to your SIS

• Work with your SIS vendor to import this report
Uploading GO-SR Extract

• You are strongly encouraged to use the extract from GO rather than the Special Education file from your SIS

• When uploading the files from your SIS do **not** check (√) the Special Education file for upload

• See additional handout for detailed instructions
First Things First

• Before analyzing your errors, recover events that you anticipate being rejected
• Dates added on the override form should be recovered
• Dates added on the transfer form should be recovered
• Sort your SR Excel with oldest dates on the top to identify dates which may need to be recovered
SR_ER_SPED Transmission on 02/10/2016
03:18:48 pm With Validation Required.

<table>
<thead>
<tr>
<th>Georgia Department of Education</th>
<th>Error Detail on Student Special Education Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Record Data Collection System (FY2016)</td>
<td>657-Floyd County</td>
</tr>
</tbody>
</table>

Error Code: E589
Error Description: If EVENT CODE = ‘06’ - ‘10’, the student must have a PRIMARY AREA reported. EXCEPTION: If the date for events ‘09’ or 10’ is from a prior school year, then no PRIMARY AREA is reported.
Record Type: SPECIAL EDUCATION

<table>
<thead>
<tr>
<th>School</th>
<th>Student ID</th>
<th>Student Name</th>
<th>GTID</th>
<th>Field Name</th>
<th>Field Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct 0195 - Armuchee Elementary School</td>
<td>6713683748</td>
<td>Duncan, Barbara, Sue</td>
<td>4705489721</td>
<td>Event ID 06-10</td>
<td>NYNNN</td>
</tr>
<tr>
<td>Correct 0199 - Pepperell Elementary</td>
<td>6723242977</td>
<td>Hampton, Kennedy, Meredith</td>
<td>4152128833</td>
<td>Event ID 06-10</td>
<td>YNNNN</td>
</tr>
</tbody>
</table>

- Field name column tells each field evaluated for this error
- Field content tells the data entered in each of these fields
**Error Code:** E579  
**Error Description:** New special education students must report events for Initial Eligibility Determination (04), Initial IEP Meeting (05), and Initial IEP Placement (06). Please check Special Tools/SE076a - Special Ed Reject Report for possible rejected records (Codes R01, R03, and R05).  
**Record Type:** SPECIAL EDUCATION

### Error Detail on Student Special Education Records

<table>
<thead>
<tr>
<th>School</th>
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<th>GTID</th>
<th>Field Name</th>
<th>Field Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct: 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td></td>
<td>Event Code 04:05:06</td>
<td>Y:N:Y</td>
</tr>
<tr>
<td>Correct: 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td></td>
<td>Event Code 04:05:06</td>
<td>N:N:Y</td>
</tr>
<tr>
<td>Correct: 0173 - McHenry Primary</td>
<td></td>
<td></td>
<td></td>
<td>Event Code 04:05:06</td>
<td>N:N:Y</td>
</tr>
<tr>
<td>Correct: 0173 - McHenry Primary</td>
<td></td>
<td></td>
<td></td>
<td>Event Code 04:05:06</td>
<td>N:Y:Y</td>
</tr>
<tr>
<td>Correct: 0173 - McHenry Primary</td>
<td></td>
<td></td>
<td></td>
<td>Event Code 04:05:06</td>
<td>N:N:Y</td>
</tr>
<tr>
<td>Correct: 0173 - McHenry Primary</td>
<td></td>
<td></td>
<td></td>
<td>Event Code 04:05:06</td>
<td>N:N:Y</td>
</tr>
<tr>
<td>Correct: 0188 - Model Elementary School</td>
<td></td>
<td></td>
<td></td>
<td>Event Code 04:05:06</td>
<td>N:N:N</td>
</tr>
</tbody>
</table>
Error Code: W2614

Error Description: Student’s PRIMARY AREA has changed from previous Student Record cycle.

Record Type: STUDENT

Go Back to Error Type Summary

<table>
<thead>
<tr>
<th>School</th>
<th>Student ID</th>
<th>Student Name</th>
<th>GTID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct 0102 - Johnson Elementary</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) 6:Previous (657:0102:8)</td>
</tr>
<tr>
<td>Correct 0102 - Johnson Elementary</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) U:Previous (657:0102:8)</td>
</tr>
<tr>
<td>Correct 0102 - Johnson Elementary</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) P:Previous (657:0102:8)</td>
</tr>
<tr>
<td>Correct 0102 - Johnson Elementary</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) Y:Previous (657:0102:7)</td>
</tr>
<tr>
<td>Correct 0102 - Johnson Elementary</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) 6:Previous (657:0102:8)</td>
</tr>
<tr>
<td>Correct 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) P:Previous (657:0199:U)</td>
</tr>
<tr>
<td>Correct 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) P:Previous (785:3052:U)</td>
</tr>
<tr>
<td>Correct 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) 3:Previous (657:0305:7)</td>
</tr>
<tr>
<td>Correct 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) P:Previous (657:0103:Y)</td>
</tr>
<tr>
<td>Correct 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) 6:Previous (657:0103:T)</td>
</tr>
<tr>
<td>Correct 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) Y:Previous (657:0103:3)</td>
</tr>
<tr>
<td>Correct 0103 - Coosa Middle School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) 6:Previous (657:0103:T)</td>
</tr>
<tr>
<td>Correct 0107 - Pepperell High School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) Y:Previous (657:0170:T)</td>
</tr>
<tr>
<td>Correct 0107 - Pepperell High School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) 6:Previous (657:0170:Y)</td>
</tr>
<tr>
<td>Correct 0107 - Pepperell High School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) Q:Previous (657:0273:Q)</td>
</tr>
<tr>
<td>Correct 0107 - Pepperell High School</td>
<td></td>
<td></td>
<td>Primary Area:Previous (SYS:School:Primary Area) 3:Previous (657:0107:U)</td>
</tr>
</tbody>
</table>
Student Record Errors for GOIEP Districts - Part 2
E597 EVENT CODE: If Parent Consents to Evaluation (EVENT CODE ‘02’), then records must exist for the Initial Evaluation (EVENT CODE ‘03’) and the Initial Eligibility Determination (EVENT CODE ‘04’) if consent before April 15th of the current FISCAL YEAR.

- This is a straight 60 day calendar clock looking for an event ‘04’ so ignore the message if you think you were not late based on your local calendar
- You will not get an error if it has been less than 60 days since the event 2
- Once you report an event ‘04’ you will not receive this message even if the ‘04’ is late
- Check to make sure your initial eligibility (‘04’) has been finalized
**E022 STUDENT ID**: Student was reported in FTE1 with ALL IEP = “S” (service plan or home schooled) or “N” (not served and private/home schooled) therefore should not be reported in Student Record

- If student was not publicly enrolled in your district this school year, do not report the student in SR
- Remove the enrollment history if not publicly enrolled this year
- If the student ENROLLED after FTE – continue to report the student with enrollment, sp ed events, and all other data. Submit an explanation prior to signoff indicating that the student enrolled after FTE.
**E036 STUDENT ID:** Enrollment record required if special education record reported. Student not enrolled at time of Special Education event

- You have a mismatch, you are reporting events but not reporting enrollment at that school. One or the other is wrong

<table>
<thead>
<tr>
<th>If enrolled this year even for a day this year</th>
<th>If NEVER enrolled this year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Enrollment and all other data from your SIS <em>(NOTE: If school is incorrect in GO SR extract, do not recover it. Submit a ticket in GO and school can be modified)</em></td>
<td>DO NOT report enrollment or any other data from your SIS – STATE EXCLUDE</td>
</tr>
<tr>
<td>Report Spec Ed events - Answer YES to the question about being enrolled this year</td>
<td>DO NOT report Spec Ed events – Answer NO to the question about being enrolled this year in order to exclude the student from the SR extract in GO</td>
</tr>
<tr>
<td>Should be served under an IEP (this includes PreK students served at home or in the community in a daycare or PreK program or private school program)</td>
<td>May be served under an ISP or NOT SERVED, (should NOT have an IEP) This includes K-12 students served under an ISP and rarely might include a PreK student served in a private school</td>
</tr>
</tbody>
</table>
Eo88 EVENT CODE: A student level record was found for this student with a PRIMARY AREA. At least one Special Education Record is required for EVENT CODE ‘05’ (Initial IEP Meeting) or EVENT CODE ‘07’ (IEP Annual Review)

- Filter your SR Excel to determine what dates you uploaded
- Recover any rejected records
- Determine whether there is an IEP in GO which is not yet finalized
E089 EVENT CODE: Students with a PRIMARY AREA must report a Special Education record for EVENT CODE ‘04’ (Initial Eligibility Determination) or EVENT CODE ‘08’ (Re-eligibility Determination)

- Filter your SR Excel to determine what dates you uploaded
- Recover any rejected records
- Determine whether there is an Eligibility in GO which is not yet finalized
E159 GAA; Primary Area: GAA = ‘Y’, a PRIMARY AREA is required

• Add a Primary Area in your SIS
E188 ALTERNATE MATH SEQUENCE: Student reported with a PRIMARY AREA and in GRADE LEVEL 10-12. ALTERNATE MATH SEQUENCE IS NOT “Y” OR “N”

- Math Rubric Report is available in GO
- All SWD must be either Yes or No for Alternate Math Sequence if in grades 10, 11, or 12

• Be sure the Primary Area in your SIS is correct, current, and matches what is in GO
• If ID is Secondary Disability, determine whether it is appropriate to amend the IEP and determine ID is the Primary Disability
• If a discussion was held with someone from the Special Education Department at DOE regarding the student and why it was determined that GAA is appropriate, submit an explanation on the state site prior to sign-off
• If a comprehensive evaluation is in process to determine whether the disability categories should be changed, indicate this in the explanation
• If a student is not intellectually disabled, why is the student on GAA?
• Contact Linda to discuss unique situations
**E3112 PRIMARY AREA:** Student reporting a PRIMARY AREA, but exited program in a previous school year and has no record of re-entering program

- Check status of student – current eligibility? Yes, report a Primary Area.
- If Exited prior to Day 1 of school for your district, do not report a Primary Area.
- If Exited after Day 1 of school for your district, REPORT Primary Area
- If Re-entered special education, report new initial events
- If the exit date was reported in error request relief prior to sign-off
E3214 PRIMARY AREA; WITHDRAWAL REASON: PRIMARY AREA is not null and student reported with WITHDRAWAL REASON = ‘G’ in prior FISCAL YEAR

• If the student graduated in a prior year, you should not be reporting this student. Check graduation records. Contact DOE with unique situations
E413 ALTERNATE SCHOOL NUMBER: Where PROGRAM TYPE = ‘02’, ALTERNATE SCHOOL NUMBER must be a valid GNETS program number in Facilities. Please look at your district in the Facilities database to verify the GNETS program number.

• Check accuracy of your GNETS program number. Make sure this is still a GNETS student attending the GNETS facility that serves your district. Report the GNETS Program code assigned to your district.
E563: PRIMARY AREA; SCHOOL CODE:
Schools must report Special Education student in FTE1. See SR071 FTE/SR Exceptions Report for list of FTE school/students now causing E563 in Student Record

- Ensure all schools are reporting special education students
E579 EVENT CODE: New special education students must report events for Initial Eligibility Determination (04), Initial IEP meeting (05), and Initial IEP Placement (06). Please check Special Tools/SE076a – Special Education Rejection Report for possible rejected records (Codes R01, R03, and R05)

- Recover your rejected records
- ‘06’ – Initial IEP Placement – date the student began receiving service; never report a future date
- Enter a Primary Area in your SIS only if you are reporting an Event Code ‘06’
E5801 EVENT CODE: New placement events (range 01 - 06) were reported for a student (the student already had placement events in SR) but no exit event was reported, or the new event dates are prior to the exit event

• Was there an exit event prior to your participation in GO? Did you report it?
• Must be entered prior to sign off on Add/Edit/Delete
E589 EVENT CODE: If EVENT CODE = '06' through '10', the student must have a PRIMARY AREA reported. EXCEPTION: if the date for events '09 or '10' is prior to DAY 1 of school this year, then no PRIMARY AREA is reported. New placement events ('01' - '06') were reported for a student, but the EVENT DATES are prior to the exit event.

- If the student has an event '06' he should have a Primary Area in the SIS
- Transfer students - make sure you have have a Primary Area
E802 PRIMARY AREA: A PRIMARY AREA is reported for the student, but no special education events have been reported in the current Student Record collection. See report SE060 on the Special Education Reports Menu.

- This error will show for any student who has not yet had any event this year.
- Recover any rejected records.
- Wait until events occur and are reported; make sure past meetings are finalized.
The date of the initial eligibility determination meeting that made the student ineligible must be the same as the date you are reporting the child not eligible for services.
E5944 EVENT CODE, EVENT DATE: The EVENT DATE for event code ‘12’ must be the same date or later than the date of EVENT CODE ‘05’

• The date the parent refuses to give consent for initial placement must be the same date or a later date than the initial IEP
When EVENT CODE ‘11’ is reported, the following EVENT CODES are invalid: ‘05’, ‘06’, ‘07’, ‘08’, ‘09’, ‘10’, and ‘12’

- When a student is not eligible for services – Event code ‘11’, the student has no disability and cannot be reported with the events listed in the error. The student should be an R type student.
E5946 EVENT CODE: When EVENT CODE ‘12’ is reported, the following EVENT CODES are invalid: ‘06’, ‘07’, ‘08’, ‘09’, ‘10’, and ‘11’

• When a parent does not give consent for services – ‘11’ – the student is not reported with a disability and has no events listed in the error. The student should be an R type student.
E5947 EVENT CODE, EVENT DATE: The EVENT DATE of verification for EVENT CODE ‘13’ must be after the date of the last prior EVENT DATE

- When reporting a ‘13’ the district is saying that the student was misreported as a student with a disability. The ‘13’ must be after the last event reported in error in the previous fiscal year or after FTE1 if that is when the error occurred.
E872 PRIMARY AREA: Student reported with PRIMARY AREA and no exit EVENT last school year, but student not reported with PRIMARY AREA at current school

E872 is saying the student was reported as Special Education last year (PRIMARY AREA reported – with no exit event), but the student is not being reported as Special Education (no PRIMARY AREA reported in current SR collection) this fiscal year.

- Check SWD status; add Primary Area in SIS if appropriate
- Did the student exit and was exit reported?
- Does the exit need to be recovered?
- Was a Primary Area reported in error in the prior year?
- Did parent report the student’s SWD status upon enrollment?
E873 PRIMARY AREA: PRIMARY AREA with no exit EVENT last school year, but the student not reported with PRIMARY AREA at current school

- **E873** is saying that a prior school this fiscal year reported the student as Special Education (PRIMARY AREA reported – with no exit event), but the current school is not reporting the student as Special Education (no PRIMARY AREA reported)

- Check special education status; add Primary Area in SIS if appropriate
- Did the student exit and was the exit reported?
- Does the exit need to be recovered?
- Was a Primary Area reported in error in the prior year?
- Did the parent report the student’s special education status upon enrollment?
E874 PRIMARY AREA: Student reported as an active special education student in FTE but not reported with a PRIMARY AREA in Student Record

• Check SWD status; was student dismissed during current school year?
• *Keep Primary Area until close of SR then remove Primary Area (same students may receive an 872)*
E887 STUDENT ID: Special Education records reported for a student must have a corresponding student record in the student file.

- When you see a Null Name in this or any error report:
  Check enrollment records in SIS (PreK Community student served under an IEP should have an enrollment record)
E024 DATE OF BIRTH: DATE of BIRTH reported for active student does not match the DATE of BIRTH in GTID. Verify data and correct either in SR or GTID.

• After checking on this be sure GO has a valid DOB
W548: Student should not be less than 4 years old unless in a preschool program for exceptional children.

• Check special education status of the student – 4 year olds are likely SWD, check DOB
E125 Pre K Program Code: Must be one of the following codes: (see PRE-K program codes chart)

• Enter a Pre-K Program code appropriate to the child’s services setting
E4301 GA Test Identifier (GTID): The combination of STUDENT ID/GTID reported for this student does not match the data reported in the Student Level file OR STUDENT ID/GTID is missing.

- GTID and/or Student ID in SIS do not match GTID and/or Student ID in GOIEP
- Determine which is correct or merge the GTID in GUIDE
- Check GO for an overnight refresh
  - If not corrected, submit a support ticket
- If the name is null, this may mean that there is no enrollment record for this student
  - Add enrollment history if appropriate

If the student has no enrollment history but has data in the GO extract, exclude these students from the extract by answering the enrollment question on the profile page with NO.
E5802 STUDENT ID: A PRIMARY AREA is reported for the student, but no special education events have been reported in the current Student Record collection.

- Clearing E579 through rejected records will eliminate many of these.
- Don’t worry about the rest early in the year, nothing has happened yet.
- If no events reported at sign-off submit comments prior to sign-off.
E583 EVENT DATE: EVENT DATE for Initial Eligibility Determination (EVENT CODE '04') is over 3 years old, and no newer record has been reported for Re-Eligibility Determination (EVENT CODE '08').

- Recovery of rejected records will resolve some of these
- Finalizing documents will resolve some
- Look for lapsed eligibilities in your district
E5941 EVENT CODE: When EVENT CODE ‘11’ is reported. EVENT CODE ‘04’ is required. (Dates must be the same)

• Check the SR extract (Excel) to see if the dates for events 4 and 11 are different. If so, submit a support ticket so DOE can check on this.
E5942 EVENT CODE: When EVENT CODE ‘12’ is reported, events ‘04’ and ‘05’ are required.

- When you report a ‘12’ you must report an initial eligibility and initial IEP on or before the event ‘12’

- Check rejected records

- Submit a support ticket if you are not able to resolve this
W2614 PRIMARY AREA: Student’s PRIMARY AREA has changed from previous Student Record Cycle

- Consider importing Primary Area disability from GO into your SIS
- Many students will legitimately change Primary Area (this is a warning (W), not an error)
- Scan warning report to determine likelihood of an error based on comparison of old and new disability
E598 EVENT CODE: The EVENT DATE for event ‘07’ or event ‘08’ should be greater than event ‘05’ or event ‘06’

- For transfer students if event ‘06’ is the same as event ‘08’ submit an explanation prior to sign-off
- This should be addressed in your district in order to avoid these errors in the future
- Contact Linda to discuss unique situations
E570 EVENT CODE: Student should not have more than one of each initial EVENT CODE reported for a school within the same school year

- If student has a ‘06’ and a later ‘10’ and is then re-referred, submit an explanation prior to sign-off.
- If you corrected an initial date on the override form in GO and that date is generating this error, request relief prior to sign-off.
- Data collections will examine the continuation of this error for certain conditions in the future.
E050 SCHOOL CODE: SCHOOL CODE is missing or not valid for this system. Refer to Facilities Data Base

- Are you using an invalid school code? (a facility code not included in your facilities reported to DOE)
- You will receive this error if you report an alternate school code instead of the school code
E601 PARENT PRESENT AT CONFERENCE: Must = ‘Y’ or ‘N’ for Initial IEP Meeting (‘05’) and for IEP Annual Review (‘07’)

• If you have students with this error, the GO extract is not the data file being analyzed
E133 STUDENT LAST NAME: The active student’s name (LAST NAME, FIRST NAME, MIDDLE NAME) submitted does not match the student name in GTID. Make necessary corrections where needed (SIS or GTID) before revalidating.

- After making corrections in SIS or GUIDE, be sure the name refreshes in GOIEP.
- If the name does not refresh, submit a support ticket.
W2600 DIPLOMA TYPE: School reported zero students with a certificate of attendance (DIPLOMA TYPE = 'A') or special education diploma (diploma type = 'S'). See SR - Graduated Students Report.

• This WARNING may be accurate. However, check on this data
E320 DIPLOMA TYPE: DIPLOMA TYPE required if WITHDRAWAL REASON = 'G'; must be:
'S' - Special Education
'A' - Certificate of Performance
'G' - General Diploma

- If a student exits with a withdrawal reason of ‘G’ (graduated) a diploma type must be reported
- Please note: ‘A’ is not a true graduate or diploma type, use caution when reporting students who exit High School
- ‘S’ is not a true graduate, although not counted as a dropout, a student who exits with an ‘S’ diploma type is not counted as a High School graduate