

Reporting Student Record for Special Education

SELDA Presentation

January 15, 2020

Dale R. Rose, PhD

Program Specialist

Division for Special Education

Services and Supports

Georgia Department of Education

Priorities for 2019-2020

- **STUDENTS FIRST**
 - Specially Designed Instruction
 - IEP Services and Supports
 - Self Determination Skills
- **TEACHERS FIRST**
 - Equity
 - Efficacy
 - Excellence
- **LEADERS FIRST**
 - Intentional (Data-driven decision making)
 - Inclusive
- **FAMILIES FIRST**
 - Engaging and Effective Home-School Partnerships

What is Student Record?

The Student Record collects data on the instructional services provided to students by the local school system throughout the regular school year.

The Student Record data collection is the single largest data collection process conducted by GADOE

Student Record: Cumulative Data for a School Year

System

School

Student

Enrollment


Program

**Special
Education**

**Student
Safety**

Student Record Errors and Warnings look for consistency between these files.

Student Record Resources



Georgia Department of Education

Offices & Divisions ▾ Programs & Initiatives ▾ Data & Reporting ▾ Learning & Curriculum ▾

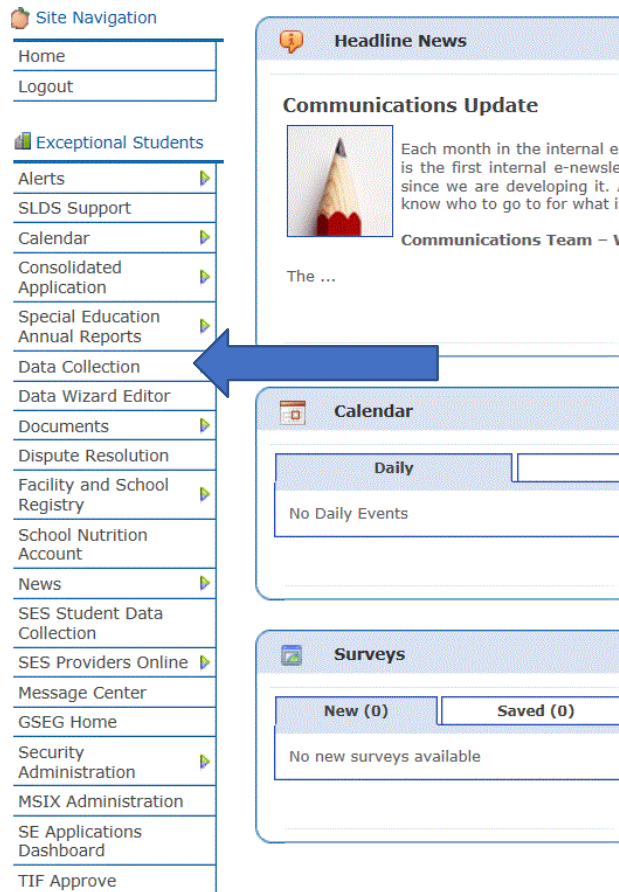
| | |
|---|---|
| Teaching and Learning Curriculum & Instruction Georgia Virtual Learning Student Support Teams Teacher and Leader Support and Development | External Affairs & Policy AskDOE Charter Schools Communications Excellence Recognition Governmental Affairs Policy State Board of Education |
| Technology Services Data Collections Georgia's Statewide Longitudinal Data System Infrastructure Instructional Technology PCGenesis | School Improvement Federal Programs Special Education Services and Supports School and District Effectiveness |
| Career, Technical, Agricultural Education | State Schools |

Data Collections and Reporting

Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- Presentations, Webinars, and Miscellaneous Documentation
- Summary of Transmission Dates

Accessing SR



You must have a GADOE portal account and be provisioned to access the Student Record Application

Select Data Collection, Student Record, the current year and your district

FY20 Student Record Resources

FY2018 Student Record Resources

The Student Record collects data on the instructional services provided to students by the local school system throughout the regular school year. The Student Record data collection is the single largest data collection process conducted by GaDOE.

General Information

- [Student Record Data Element Detail](#) (Updated 8/7/2017)
- [Special Education Guidelines](#)
- [Student Record Coordinators](#)
- [Student Record Transmission Deadlines](#)

Related Information

- [GNETS FAQ](#)
- [MOWR Institutions Codes](#)
- [Place of Birth Codes](#)
- [Reporting Online Courses](#)
- [Student Record Checklist \(Sample Only\)](#)
- [Student Support Teams \(SST\)](#)

Prior year Student Record resources

Georgia Department of Education
Student Record Data Collection System (FY2020)

Student Record Application

**These resources
are in the portal
SR application**

Student Record Transmission Cycles

| Transmission Cycles | Current Documentation |
|---|--|
| Student Record For 2020 | • Address Level File Layout |
| Student Record For 2019 | • Enrollment Level File Layout |
| Student Record For 2018 | • Program Level File Layout |
| Student Record For 2017 | • School Level File Layout |
| Student Record For 2016 | • Special Education Level Layout |
| Student Record For 2015 | • Student Level File Layout NEW |
| Student Record For 2014 | • Student Safety File Layout |
| Student Record For 2013 | • System Level File Layout |
| Student Record For 2012 | |
| Student Record For 2011 | |

Student Record Signoff Deadline

The official STATE deadline is:
June 16, 2020

SR signoff is one of the data elements included when
calculating **Timely and Accurate Data**



Student Record

Special Education Level File

Reporting Special Education Events

- Student Record (SR) requires that you report dates of special education events for each child reflecting the **referral** to special education/**eligibility process** and subsequent special education **service**.
- The process is sequential
- SR events/dates are sequential (mostly)

Understanding the special education process (and rules, requirements) will help you understand the Student Record reporting process

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 LEA 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

- Initiation of Special Education Services; date services begin in GA

Event 07

- IEP Annual Review; date of the meeting

Event 08

- Reevaluation; report the date the reevaluation process is complete

Event 09

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

Event 10

- Parent Revocation of Consent – date parent revokes consent

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 IEP meeting

Event 13

- Student Was Incorrectly Reported as SWD
 - LEA is required to submit documentation

NEW Events

Event 14

- Initial Parental Consent for Services – date the consent is received by any LEA personnel

Event 15

- Reevaluation Waiver: Parent and LEA agree that neither reevaluation or data review is required to continue eligibility

EVENT '14'

- Consent for the Initiation of Services
 - Not a new process; now reporting this as an event
 - Report the date the LEA receives the consent for services
 - For transfer students (from out of state)
 - If you have in your possession, the consent for services from another state, report that date as EVENT '14'. The event will be rejected, recover the event using the Rejection/recovery tool
 - If you do not have a consent for services, report the date you receive it from the parent, prior to initiating services in your LEA

EVENT '15'

Waiver of Reevaluation

- IDEA requires that SWD be reevaluated every 3 years
- LEAs must convene a meeting and conduct a Data Review or obtain Consent for Evaluation and reevaluate the student

OR

- The parent and LEA may agree that the student remains eligible without a data review or a reevaluation
 - **THIS IS REPORTED AN EVENT '15'**

Who Reports Student Record?

- The school **where the events take place** is responsible for reporting the special education events
- If a student attends multiple schools in a year, **all schools report special education events if they occur at that school**
- Student and enrollment data are required so the school responsible for reporting these data may be correctly identified

Event Codes for Initial Events '01'-'06', '14'

- Student referred to special education for the first time, placed in **Georgia**
- Report EVENT CODES:
 - '01' Babies Can't Wait Transition Meeting (if referred from BCW)
 - '02' Initial Consent for Evaluation
 - '03' Initial Evaluation Completed
 - '04' Initial Eligibility Determination
 - '05' Initial IEP
 - **'14' Date of Consent for Initiation of Services**
 - '06' Date services were initiated (if parent gave consent)

Report EVENT CODES for Initial Events '02'-'06':

A student was:

- reported as SWD in Prior Year
- returned to General Education as no longer eligible – EVENT CODE '09' was reported
- re-referred to Special Education
 - Report Initial Consent EVENT CODE '02'
 - Report Initial Evaluation EVENT CODE '03'
 - Report Initial Eligibility EVENT CODE '04'
 - Report Initial IEP EVENT CODE '05' (if determined to be eligible)
 - **Report Consent for Initiation of Services, EVENT CODE '14'**
 - Report Initiation of Services EVENT CODE '06' (if parent consents)
 - EVENT CODE '06' date is when services are initiated

Report EVENT CODES for Initial Events '02'-'06':

A student was:

- reported as SWD in Prior Year
- returned to General Education because parent revoked consent – EVENT CODE '10' was reported
- re-referred to Special Education
 - Report Initial Consent EVENT CODE '02'
 - Report Initial Evaluation EVENT CODE '03'
 - Report Initial Eligibility EVENT CODE '04'
 - Report Initial IEP EVENT CODE '05' (if determined to be eligible)
 - **Report Consent for Initiation of Services, EVENT CODE '14'**
 - Report Initiation of Services EVENT CODE '06' (if parent consents)
 - EVENT CODE '06' date is when services are initiated

Report Event Codes for Initial Events '02'-'06'

A student was:

- referred, evaluated and found in-eligible prior year (EVENT CODES '02', '03', '04', '11' were reported)
- re-referred to Special Education
 - Report Initial Consent EVENT CODE '02'
 - Report Initial Evaluation EVENT CODE '03'
 - Report Initial Eligibility EVENT CODE '04'
 - Report Initial IEP EVENT CODE '05' (if determined to be eligible)
 - **Report Consent for Initiation of Services, EVENT CODE '14'**
 - Report Initial Placement EVENT CODE '06' (if parent consents)
 - EVENT CODE '06' date is when services are initiated

Required Events for Students NEW to Special Education

- EVENT CODE '04' – Initial Eligibility Determination
 - EVENT CODE '05' – Initial IEP Meeting
 - EVENT CODE '14' – Consent for Initiation of Services
 - EVENT CODE '06' – Initial IEP Placement – date the student began receiving service; never report a future date
-

Why are '01' – '03' not required?

For a student enrolling from out of state you may not have the consent ('02') or the evaluation report ('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:

- EVENT '01' Babies Can't Wait Notification
- EVENT '02' Parent Consent to Evaluation
- EVENT '03' Initial Evaluation
- EVENT '04' Initial Eligibility Determination
- EVENT '05' Initial IEP Meeting
- EVENT '11' Student not eligible
- EVENT '12' Parent refused to provide Consent for Services

**Do not
report a
Primary
Area**

Students Exiting Special Education



EVENT CODE '09'

- '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 EVENT CODE '08'***
- If a student with a disability withdraws and also reports a Special Education exit **EVENT CODE '09'**, the withdrawal date must be after the event date reported for exit EVENT CODE '09'

Remember: students must be evaluated prior to be determined in-eligible.

EVENT CODE '10'

- '10': Exit EVENT CODE when parent *revokes consent* for special education services; reflects the **last date of services**
- If a Student with a Disability withdraws and also reports a Special Education Exit EVENT CODE '10', the **withdrawal date must be after the event date** reported for exit EVENT CODE '10'.

Provision of Prior Written Notice

- Provision of Prior Written Notice (PWN):
 - required before services can be discontinued
 - must occur in a timely manner
- **Information for the parent of changes and services that will be eliminated** (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)

PWN for Revocation of Consent

- 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

EVENT CODE '12'

- '12': Parent to refused to provide consent for initial of services
 - Consent for evaluation received (report EVENT CODE '02')
 - Evaluation completed (report EVENT CODE '03')
 - Student made eligible (report EVENT CODE '04')
 - Student has an IEP (report EVENT CODE '05')
 - Parent does not give consent (**do not report EVENT CODE '14'**)
 - Student does not receive services (**do not report EVENT CODE '06'**)
- Report: EVENT CODES '02', '03', '04', '05', '12'

Note: if a parent indicates after eligibility that they will not consent to services, an IEP is not required

If the parents change their mind (soon after refusal):

- Convene a new Initial IEP
- Report another EVENT '05', an EVENT '14' when consent is obtained and an EVENT '06' when services are initiated

Student's Special Education History if parent grants consent after a refusal:

'02', '03', '04', '05', '12', '05', '14', '06'

Parent/Student Present at Conference

- Student Present at IEP Meeting
 - 'Y' or 'N' for EVENT CODES '05' and '07'
 - Can be reported for all students
 - Required for 9th -12th grade or 16 years or older
- Parent Present at IEP Meeting
 - 'Y' or 'N' for EVENT CODES '05' and '07'

Common Student Record Error

1. Student moves from another state in the US with no prior GA SR history and the IEP and/or eligibility is reported as an annual review (event 07) and reevaluation (event 08)
 - If the student has not been previously served in GA, dates from a prior state that are being accepted should be entered as initial events. Remember that you also have to report the Event 14 for these students and the 06 event would be the date first served in GA.

Reporting Student Record

Step 1: The Special Education Student record file is uploaded to the GADOE portal:

- As one of the files from your SIS
- For GO-IEP districts- from the Student Record Extract available within GO-IEP
 - GO-IEP districts should not upload both the Special Education Student record file from their SIS AND the Extract taken from GO-IEP as the last will write over the first one that you uploaded and that is a duplication of effort.
- This is not a once and done upload. As corrections are made in the SIS and new students and meetings are added in GO-IEP the file will need to be uploaded again.

GO-IEP Student Record Extract

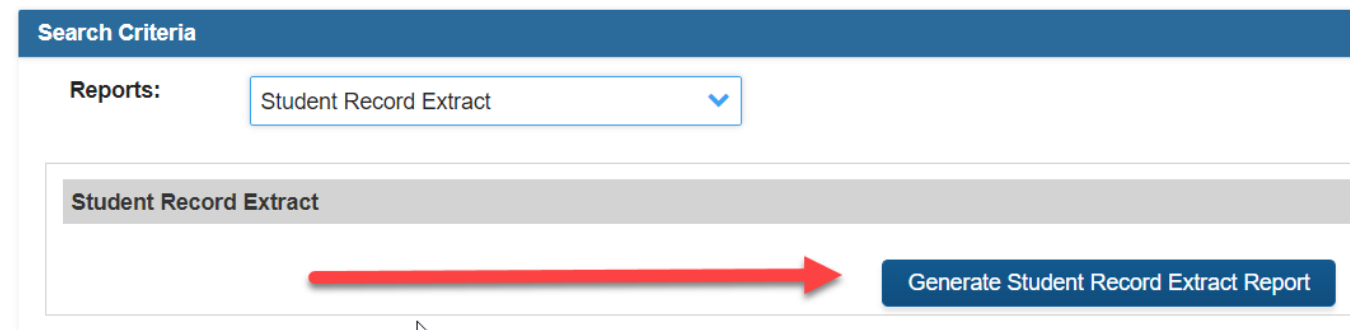
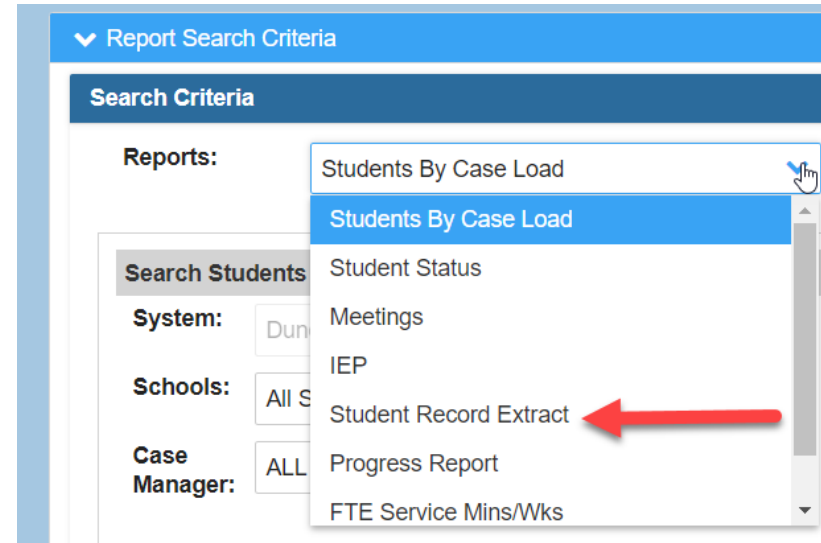
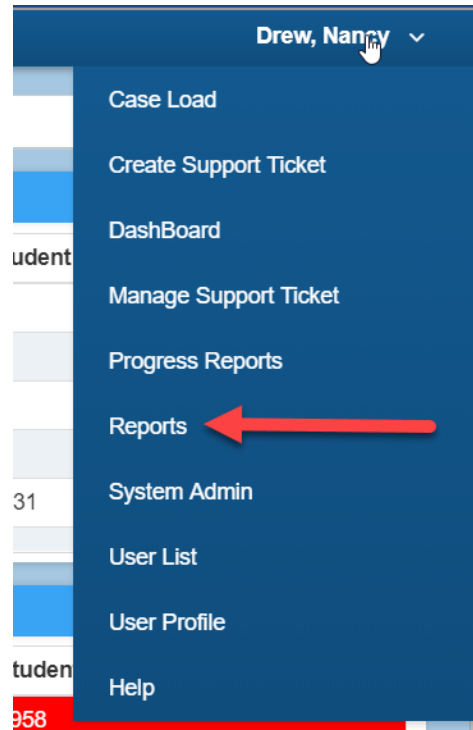
GO-IEP has a report that includes all events that will need to be reported for Special Education Student Record

This information is available in an Excel which is a readable format for system and school admins.

It is also available in an extract available only to system admins which is used for importing data to the SIS.

GO-IEP System and School Admins can access it through reports by choosing SR Extract

GO-IEP Student Record Extract



GO-IEP Student Record Extract

| <div>Export to Excel</div> <div>Generate Student Record Extract</div> | | | | | | | | | | | |
|---|-------------|--------|-------------|-------------|-------------|-------------|------------|------------|-------------------------------|------------------------------|------|
| No. | Fiscal Year | Period | System Code | School Code | School Name | Record Type | Event Code | Event Date | Student Present at Conference | Parent Present at Conference | GTID |

To download the full report in Excel.

To generate the extract to be imported into the Ga DOE portal for the Special Ed SR file.

GO-IEP Student Record Extract

| Student Record Event | Description of the event | Where does GO-IEP get this event? |
|--|--|--|
| 01 Babies Can't Wait Transition Meeting Date | The date of the Transition Meeting | Upon initial set up, this date would be entered on the Timelines Override |
| 02 Initial Parent Consent for Evaluation | The date the Parent Consent for Evaluation is received by any district personnel | The date entered on the Timelines page within GO-IEP OR the date entered on the Timelines Override |
| 03 Initial Evaluation | The date the comprehensive evaluation and ALL evaluation reports were completed (could be the same date as the Initial Eligibility) | The date entered on the Timelines page OR the date entered on the Timelines Override |
| 04 Initial Eligibility Determination | The date the meeting determining Initial Eligibility status was held OR the date of an eligibility from another state accepted as GA eligibility | The date on the Meeting notice for the Initial Eligibility meeting OR the date entered on the Timelines Override |

GO-IEP Student Record Extract

| Student Record Event | Description of the event | Where does GO-IEP get this event? |
|---------------------------------|---|--|
| 14 Initial Consent for Services | The date the Parent Consent for Provision of Special Ed Services and Supports is received by any district personnel | The date entered on the Timelines Screen within GO-IEP |
| 05 Initial IEP Meeting | The date the Initial IEP or SP was held. For BCW, this is also the date services transfer from BCW to the LEA | The date on the Meeting notice for the Initial IEP meeting OR the date entered on the Timelines Override |
| 06 Initial Placement | The date when student first receives services (NOT when parent signs the Consent for Services) | The earliest start date of any service in the Initial IEP OR the date entered on the Timelines Override |
| 07 IEP Annual Review | Date of the Annual IEP or SP meeting | The date on the Meeting notice for the Annual Review IEP or SP meeting OR the date entered on the Timelines Override |

GO-IEP Student Record Extract

| Student Record Event | Description of the event | Where does GO-IEP get this event? |
|-----------------------------------|---|---|
| 08 Eligibility Reevaluation | Date Reevaluation was completed | The date on the Meeting notice for the Reevaluation Eligibility meeting OR the date on the meeting notice for the Reevaluation Data Review meeting IF the determination was continued eligibility OR the date of an IEP Amendment or Annual Review in which results of any reevaluation requested only for purposes of obtaining information for the development of an IEP were reviewed and used to develop the educational plan OR the date entered on the Timelines Override |
| 15 Waiver of Reevaluation Process | Date the parent and the LEA agree that without a review of existing data, the student remains eligible for existing disabilities. | The date entered on the Timelines Screen within GO-IEP |

GO-IEP Student Record Extract

| Student Record Event | Description of the event | Where does GO-IEP get this event? |
|---|---|--|
| 09 Special Education Exit | Date of the meeting determining ineligibility (no longer eligible) THIS IS NOT a withdrawal from school and will match an 08 event. | The date on the meeting notice for the Reevaluation Eligibility meeting where the determination was ineligible OR the date entered on the Timelines Override |
| 10 Parent Revocation of Consent | Date services will cease following a parent signing a Revocation | The date entered by a system administrator on the Timelines Exit area OR the date entered on the Timelines Override |
| 11 Student not Eligible after Initial Eligibility | Date of the Initial Eligibility meeting in which the determination was ineligible; will match an 04 event | The date on the meeting notice for the Initial Eligibility meeting in which the determination was ineligible OR the date entered on the Timelines Override |

GO-IEP Student Record Extract

| Student Record Event | Description of the event | Where does GO-IEP get this event? |
|--|--|--|
| 12 Parent Refused Initial Placement | Date the parent refused Consent for Provision of Special Ed Services and Supports | The date entered on the Timelines Screen within GO-IEP OR the date entered on the Timelines Override |
| 13 Student was Incorrectly Reported as SWD | Used if a system previously reported special education events in error for a student who was never placed in special education; will require documentation | This event is not reported through GO-IEP. It must be entered on the DOE portal prior to SR sign off |

Reporting Primary Area

- Primary area is not included in the Student Record Special Education file.
- It is reported in the Student Level File.

Primary Area in Student Record indicates that the student is a student with a disability

Reporting Primary Area

| Eligibility | Primary Area Code | Eligibility | Primary Area Code |
|----------------------------------|-------------------|---------------------------------|-------------------|
| Mild Intellectual Disability | P | Other Health Impairment | Y |
| Moderate Intellectual Disability | Q | Visual Impairment | Z |
| Severe Intellectual Disability | R | Blind | 1 |
| Profound intellectual Disability | S | Deaf and Blind | 2 |
| Emotional Behavior Disorder | T | Speech/Language Impairment | 3 |
| Specific Learning Disability | U | Autism | 6 |
| Orthopedic Impairment | V | Traumatic Brain Injury | 7 |
| Hearing Impairment | W | Significant Developmental Delay | 8 |
| Deaf | X | | |

Other Student Level Data for SWD

Data in the Student Level Record includes:

- Demographic data elements
- Data elements that **describe a student's participation in special programs...**

Data are not time sensitive

- If the student participated in the program at anytime during the school year, that participation should be reported
- Report the participation even if the student is no longer in the program at the end of the school year

Other Student Level Data for SWD

- Student Level Data elements that are “Y” or “N”

- Extended School Year (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

- Student Support Team (SST)
 - Alternate Math Sequence
- **NEW!** Georgia Alternate Assessment (GAA), date student made eligible for GAA
- Preschool Code
- **NEW!** Environment Code (not special education environment)

Program Level Record-Georgia Network for Educational and Therapeutic Supports (GNETS)

- The student data reporting requirements for students placed in a GNETS program are the same as the requirements for all other students
- Students served in GNETS must also be reported in the Program Level Record

GNETS

- GNETS students must be enrolled in the LEA (Local Education Agency) of residence and have an assigned GTID (Georgia Test Identifier). ***GNETS programs do not claim GTIDs, the resident district claims the GTID***
- LEAs must coordinate with their GNETS program to develop a data exchange system to provide the information required for input in the local student information system
- To facilitate the transfer of data, IEPs for GNETS students should be written in the IEP platform of their **LEA of residence**
- All Student Record Files including **enrollment, discipline, and special education event codes** must be reported for all GNETS students **in the student's LEA of residence**
- Students served at any time during the current school year in a GNETS program should be reported with a Program Level File in Student Record

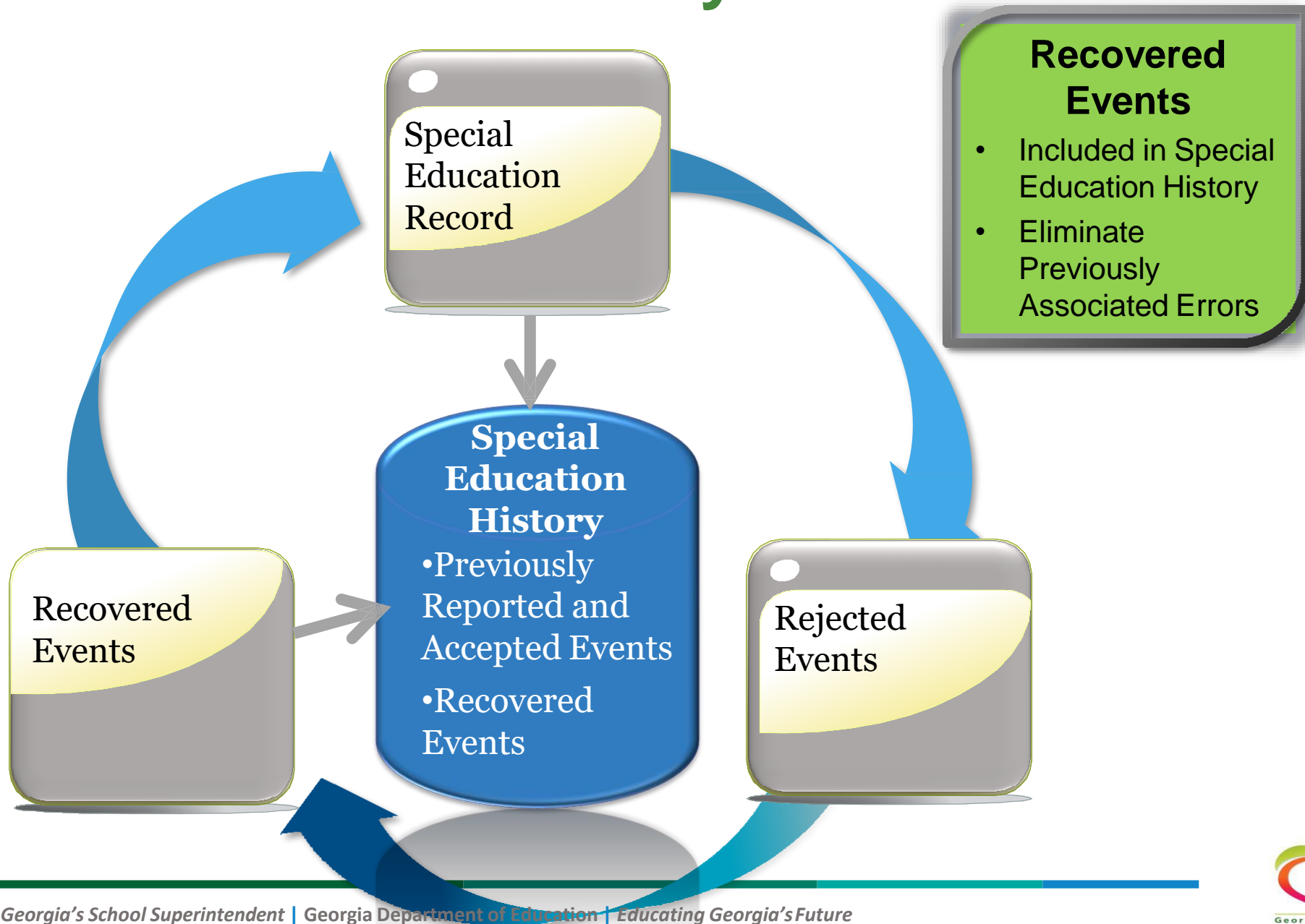
Next Steps



1. Recover Rejected Records FIRST.....
2. Correct Errors AFTER
3. Then Check Reports

Many Errors may be “fixed” by recovering rejected records.

Special Education History



Rejection/Recovery

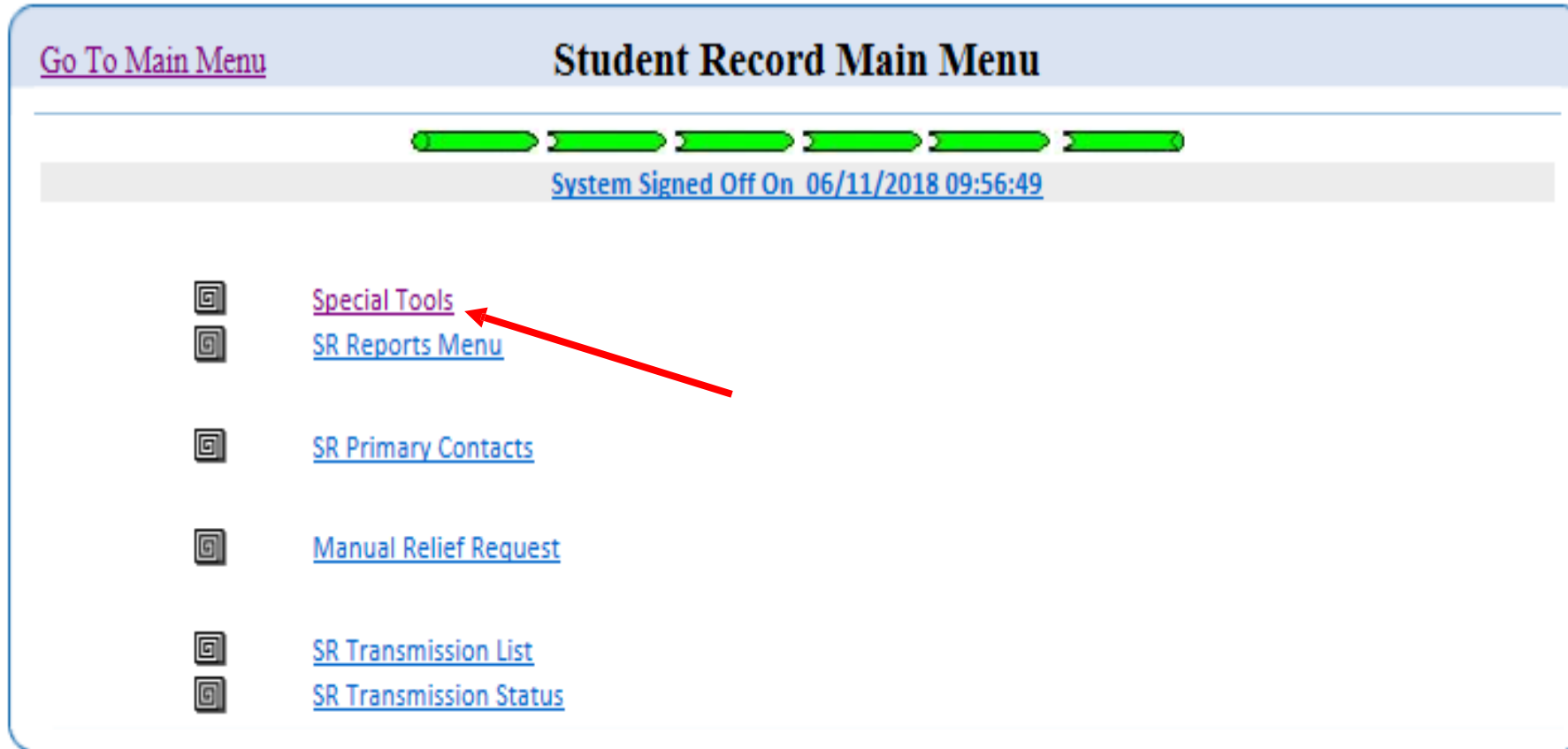
Records are rejected because:

- A reported event occurred outside of a child's enrollment in the current LEA
- The reported event occurred outside the current fiscal year
- A reported event was reported twice on the same date
- A new "initial event" was reported and no exit event was reported

Some rejected events should be in the student's history therefore...recovery is necessary

Some rejected events should stay rejected.

SR Special Tools



Special Tools in SR

- Individual Student Record
- Special Education History
- Rejection Report (SE076)

Session on 06/11/2018 09:56:49 am Signed off

[click here to print](#)

of Education

Student Record Special Tools Menu

Collection System (FY2018)

633-Cobb County

[Go To the Main Menu](#)

Special Tools Menu



[Individual Student Record](#)



[ADHOC Query](#)



[SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)



[SE076 - Rejection Report](#)

















[EOPA Eligibility Report](#)

Error Report

[Go To the Main Menu](#)

Reports Menu

-  [System Reports](#)
-  [School Reports](#)
-  [Student Reports](#)
-  [Enrollment Reports](#)
-  [Program Reports](#)
-  [Special Education Reports](#)
-  [Student Safety Reports](#)
-  [Address Reports](#)

-  [Error Reports](#)
-  [Download Errors](#)
-  [Comparison Warning Report](#)
-  [Enrollment History](#)
-  [CCRPI-Related Reports](#)
-  [Sign-Off Report](#)

Live link
when SR is
open

Error Report

- Will include both Errors and Warnings

Error: A type of edit that causes a record to be rejected and not processed. An error message is generated and provides the reason the data did not pass the edit.

Note: Data in records with errors is not included in reports.

Warnings: A type of edit that causes a record to be accepted, processed, and reported but the data are flagged for verification purposes. A warning message is displayed that provides the reason the data are flagged.







Relevant Reports

- Special Education Reports
- Student Safety Reports
- Enrollment Reports
- Student Reports
- Program Reports
- Error Reports

[Go To the Main Menu](#)

Reports Menu

-  [System Reports](#)
-  [School Reports](#)
-  [Student Reports](#)
-  [Enrollment Reports](#)
-  [Course Reports](#)
-  [Program Reports](#)
-  [Special Education Reports](#)
-  [Student Safety Reports](#)

-  [Error Reports](#)
-  [Download Errors](#)
-  [Comparison Warning Report](#)
-  [Enrollment History](#)
-  [CCRPI-Related Reports](#)
-  [Sign-Off Report](#)

Plan to attend a Support Session for Student Record conducted by the GO-IEP Team

Support Sessions are planned at GLRS/ RESA locations around Georgia during the month of February once Student Record reopens for submission.

Topics will include:

- General Tips

- Recovering Rejected Records

- Understanding Errors to correct

- Reports to review prior to sign off

Questions

Contact:

Dale R. Rose, Ph.D.

Program Specialist for GO-IEP

Division for Special Education Services and Supports

Georgia Department of Education

Mobile: 678-340-0162

Email: drose@doe.k12.ga.us

"Educating Georgia's Future"