

APPENDIX B

Time Table for Intermediate Units to Supply Data to Penn State for Penn Data 2007-2008

Student Record File and/or Table Data	Last Date to Submit Final Data to PSU via Export File	Errors Corrected by IU and sent to PSU	Resolution of Duplicates Across IUs	Approval of Child Count / Tables by Intermediate Units	Processed by PSU/ Submitted to PDE	PDE Review	OSEP tables submitted to U.S. Dept. of Education	File Name xx equals IU number Format date as Dec2007
<i>The following is for All Students in Special Education (School Age and EI)</i>								
Export file of Student Database – this will include all data items	01/07/08	01/11/08	01/17/08	01/23/08	01/25/08	01/29/08	02/01/08	Student_IUxx_date.txt
Export file of Revised Student Database – this will include only those students who should have been included or deleted on the December 1 count and those students who were part of the count on December 3 and have exited special education.	07/09/08	07/16/08	07/30/08	08/06/08	08/13/08	08/20/08	08/27/08	Student_IUxx_date.txt
Table 1 – Personnel (in Full-Time Equivalency) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-5 by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table1_IUxx_date.txt
Table 2 – Personnel (in Full-Time Equivalency) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 6-21 by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table2_IUxx_date.txt
Table 3 – Personnel (in Full-Time Equivalency) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-21 by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table3_IUxx_date.txt
Table 4 – Children with Disabilities Exiting Special Education by Single Years of Age (14 – 21) and Disabilities by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 4_IUxx_date.txt

Table 5 – Children with Disabilities Exiting Special Education by Race/Ethnicity by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 5_IUxx_date.txt
Table 6 – Children with Disabilities Exiting Special Education by Gender by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 6_IUxx_date.txt
Table 7 – Children with Disabilities Exiting Special Education by Limited English Proficiency Status by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table7_IUxx_date.txt
Table 8 – Report of Children with Disabilities Evaluated July 1, 2007 through June 30, 2008 (Initial Evaluation conducted by the LEA – does not include re-evaluation, Ages 3-21. Collection is by MAWA for Early Intervention and LEA for School Age	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table8_IUxx_date.txt
Table 9 - Report Of Children With Disabilities Subject to Disciplinary Removal by Disability by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 9_IUxx_date.txt
Table 10 - Report Of Children With Disabilities Subject to Disciplinary Removal by Race/Ethnicity by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 10_IUxx_date.txt
Table11 - Report Of Children With Disabilities Subject to Disciplinary Removal by Gender by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 11_IUxx_date.txt
Table 12 - Report Of Children With Disabilities Subject to Disciplinary Removal by Limited English Proficiency by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 12_IUxx_date.txt
Table13 - Report Of Children Subject to Expulsion With and Without Educational Services by Disability Status by LEA	07/09/08	07/16/08	07/30/08	07/30/08	08/13/08	08/20/08	08/27/08	Table 13_IUxx_date.txt

All export files will be sent to PSU in zip format. All files sent to PSU should be zipped into one file. The naming convention of the file should be IUxx_date zip where ‘xx’ is equal to the IU number and ‘date’ is equal to the date the file was sent.

The student file due July 9, 2008 will be a revised December 1 count to include children who were missed in December (and should have been in the count), exit information with a date prior to 12/1/2007 for those students who should be deleted from the December count, exit information for those children who exited between December 3, 2007 and June 30, 2008, and gifted students not included in the December 1 count.

At the request of each Intermediate Unit, PSU will send each IU a copy of the final file they sent to PSU in January after all data has been checked and verified. The file will be in Excel format.

***** Once student record files from all IUs have passed all edit checks by PSU, each IU will receive an Excel spreadsheet, via email, listing students in their export file that have the same Last Name, First Name, and Birth Date as students in other IU files. Contained in the email will be instructions on how to resolve these duplicates and a deadline.**

The following is for:
Children in EI Programs Only
(this is in addition to files listed above)

Student Record File and/or Table Data	Last Date to Submit Data to PSU via Export File	Approval of Child Count by Intermediate Units	Processed by PSU/ Submitted to PDE	PDE Review	OSEP tables submitted to U.S. Dept. of Education	File Name xx equals IU number Format date as Dec2007																										
<p>Export file of Preschool Student Database – this will include all 30 data items. This file will be used to create aggregate data for preschool reports. The data in the file is based on information starting July 1, 2007. It is to be sent to PSU based on data from July 1, 2007 to end of current month. The database file is due for the time period ending in the following months:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Aggregate Data for:</u></td> <td style="width: 50%;"><u>Due:</u></td> </tr> <tr> <td>July</td> <td>August 5</td> </tr> <tr> <td>August</td> <td>September 5</td> </tr> <tr> <td>September</td> <td>October 5</td> </tr> <tr> <td>October</td> <td>November 5</td> </tr> <tr> <td>November</td> <td>December 5</td> </tr> <tr> <td>December</td> <td>January 7</td> </tr> <tr> <td>January</td> <td>February 5</td> </tr> <tr> <td>February</td> <td>March 5</td> </tr> <tr> <td>March</td> <td>April 5</td> </tr> <tr> <td>April</td> <td>May 5</td> </tr> <tr> <td>May</td> <td>June 5</td> </tr> <tr> <td>Full year aggregate ...(July 1-June 30) of preceding year.</td> <td>July 5</td> </tr> </table>	<u>Aggregate Data for:</u>	<u>Due:</u>	July	August 5	August	September 5	September	October 5	October	November 5	November	December 5	December	January 7	January	February 5	February	March 5	March	April 5	April	May 5	May	June 5	Full year aggregate ...(July 1-June 30) of preceding year.	July 5	<p>Export File Received by the 5th of the month for the time period July 1, 2007 through the last day of the previous month.</p>	<p>Not Applicable</p>	<p>Send to Early Intervention Staff by the 15th of due month</p>	<p>Review by Early Intervention Staff by the 20th of due month</p>	<p>Not Applicable</p>	<p>Preschool_IUxx_ date.txt</p>
<u>Aggregate Data for:</u>	<u>Due:</u>																															
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August	September 5																															
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April	May 5																															
May	June 5																															
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Notes:

All files will be sent to PSU in the form of Export files. The file layout will follow the Export Specifications for Penn Data 2007.