APPENDIX C

Frequently Asked Questions

ITEM 1
- **Can the student ID include letters?**
  Yes.

ITEM 6
- Is the Residency Item for EI and School Age?
  Yes.

- Should the home district report 1306 Students?
  Yes.

- How do we code students who are "emancipated"?
  These students are coded according to the residency status as all students.

- How do we code students who are Wards of the State who are also 1306 students?
  Code as 1306.

ITEM 7
- How do you make the decision for students with mixed-heritages?
  The family of the child makes this determination, not the district/IU.

ITEM 8
- How do we determine grade level for UE and US?
  The IEP team of each child is responsible for determining the grade level. The new IEP format has a space for this information. If grade level needs to be determined before the December 1 count, please refer this question to your special education supervisor.

- Can we code a student as grade 12 for several years?
  Yes.

ITEM 9
- How do you indicate religious exemption and/or LEP exemption on the IEP?
  Even though there is not a specific section on the IEP to indicate these exemptions, most IEP Teams will document this information on "Section V. Participation in State and District-Wide Assessments."

- Are you collecting information related to writing or science?
  No.

ITEM 10
- In what cases do you report the home district of a Charter/Cyber School?
  *Charter Schools **and Cyber Schools** in PA are considered LEAs.*

- Do we need a separate AUN for Charter/Cyber Schools?
  Yes.

ITEM 11
- Where do you find the information for "building"?
  ER format and NOREP.

- Do we identify the building name if the student is educated in a private school, APS, another public school district?
  For students in APSs the name of the private school is sufficient. If you are able to be more precise, please do so.

ITEM 14
- How do you code speech?
  In order for a student to receive speech and language services, the student must have a "speech" disability. The Evaluation Report will provide if speech is a primary or secondary disability.

- How do you code a student with more than 2 disabilities?
  The field is limited to the identification of one secondary disability. The information is found on the ER where primary and secondary disabilities are identified by the Multidisciplinary Team.

- Is this item necessary for students not gifted?

Yes, if applicable.

ITEM 16
- Does a 504-plan count as a Services Plan?
  No. Services plans are for students who are placed unilaterally in a non-public school by their parents.

- Please explain who are these students.
  In some instances LEAs provide services to students placed by their parents in non-public schools. These students are included in our Federal Child Count and services are to be documented in a Services Plan.

- Are Services Plans valid for 1 year only (Like the IEPs)?
  Services plans vary in length as IEPs do. We include children with Services Plans in effect on 12/1.

ITEM 17
- If we have transition information for students younger than 16, **must** we report it?
  No.

ITEMS 18 & 19
- **For EI, do we have to update items 18 & 19 for the revised count?**
  Yes.
- **Do all EI children need to be exited at the end of the school year?**
  No.
- **If a student leaves a district after 12/1 and returns the same school year, should he/she be counted as "exited" that year?**
  No. Remember that Penn Data is a 12/1 "census" of the students, and where are they in July. Following are some guiding questions for data reporting: (1) Who did you have on 12/1? (2) Of that group, who don't you have in July? (3) When did they exit? (4) Why?

ITEM 20
- **What LRE field do we use for Cyber Charter Schools, as well as what building?**
  For LRE: Code 19, for Building: Home.

- How are charter schools coded in Item 20 (LRE category)?
  Since Charter Schools are considered LEAs in PA, students are coded as determined by their placement.

- Please give example of public versus private.
  Public facilities are operated under the aegis of a government agency. An example is Scranton State School for the Deaf. Private facilities have status as non-profit or for-profit entities. An example is Devereux.

ITEM 21
- Where do we get definitions for Type of Services?
  PA Chapter 14 (section 14.141)

- Do the Penn Data Categories (Type of Service) match the percent of time in Item 20?
  No. Please refer to PA Chapter 14.141 for the definitions of the types of service.

- Will there be a form for teachers to fill-out to aid the data collector in meeting this Penn Data requirement?
  See IEP format.

ITEM 22
- If you have a student with two types of support how do we complete this item?
  Select the support by the majority of time and/or consult your special education supervisor.

ITEM 26
- Related Services: Does this item apply to both EI and School Age?
  Yes.

ITEM 27
- **There still appears to be confusion about the Early Intervention status codes; these codes DO NOT have to be changed in any way for the July count, is that correct?**

  That is true; program status shouldn't change for the July count. Status for many children will change in the following year.

- If the child is 5 years old in August, and decides in September to stay in EI, what code do we use in September?
  Code 03 in September submission file.

ITEM 30

- **In Early Intervention – a stand-alone code of combination home and classroom has been eliminated. Based on the definition in the Resource Guide of item 30, it appears that the Early Childhood and Early Childhood Special Ed setting is preferred over HOME as a location of intervention…is this accurate?**

  "Preferred" is not a good choice of words since the home may be the least restrictive environment for many preschoolers, especially three year olds. The new format more closely approximates federal reporting requirements. When children receive services in both the classroom and the home, use the setting in which the child receives services the majority of the time.

GENERAL

- **What does keeping a "static" December 1 file mean?**
  Make a copy of the file you exported... put it aside...continue your day-to-day with your current system.

- **Can items that were entered in error be corrected?**
  Errors can be corrected between December 1 and the January submission date.

- **What is the difference between (1) updating December 1 student files in July to include items 18 and 19 versus (2) Tables 6 and 7?**
  Items 18 and 19: these two items must be updated in July for all students who were part of the December 1 count and exited. Tables 6 and 7: they are an aggregate count of all students who exited during the school year, July 1st to June 30th.

- **We are confused regarding Tables to be submitted in July.**
  All tables are aggregate data from July 1st to June 30th. BSE will hold training sessions this spring to (1) review each table, (2) go over the 2002 Resource Guide, and (3) demonstrate how IUs should edit their export files prior to submission.

- **Does the Federal government require the revised submission?**
  Yes.

- **Should we include a confidentiality disclaimer when submitting data?**
  Most IUs: (1) include a disclaimer with their submission, or (2) send the data as a password-protected file, or (3) mail diskette.

- **Which items are required for the December 1 count?**

All items are required, except those that can be left "blank" as per the Resource Guide.

- **Will the compliance-monitoring list be generated from Penn Data?**
  Yes, beginning with the 2002-03 school year.

- **Are IUs responsible for collecting data from Charter Schools, including Cybers?**
  Yes.

- **What is the difference between Type of Service and LRE categories?**
  Type of Service indicates the services the students will receive, as identified in the IEP. LRE Categories indicate the location in which the student will receive the Type of Services, as identified in the IEP.

- **Which items are not required for gifted only?**
  You do not need to report those items that do not apply to gifted students, Item 9 (PSSA), Item 16 (Services Plan), Item 17 (Transition), Item 20 (LRE).

- **Should we include gifted-only students that should have been included in the December 1 count but were not?**
  Yes.

- **Will LRE become a required field for Preschool?**
  It is already required, item 30 for Preschool students.

- **Why are we unable to get a student list confirmation of data sent to the Data Center – it does not have to be the complete file; perhaps just, name, DOB, and district? Will the IUs ever receive this type of confirmation?**
  Penn State will email to the IU a file that contains by district a list of students with their date of birth and disability. The file will be in Excel format. For confirmation write to bsedata@psu.edu.

- **When "other" reports are produced using data supplied, will the IUs be advised about what was distributed? What happens if reports don't match?**
  PDE will inform IUs about "other" reports when necessary and appropriate.

- **What use is made of the changes or corrections between the 12/1 and July counts, given that what is published on the web is the 12/1 count only?**
  PDE is able to "revise" the 12/1 count by adding students who were not included, but should have been. PDE will post the revised count on the web.

- **Could we have all questions you respond to listed on a web site for us to check?**
  Yes.

- **Can we have one contact to ask all of our questions for consistency?**
  Mike Carricato for School Age, Rick Price for EI.

- **Will there be any changes in the final requirements for 2001 data submission (changes to export files, table submissions)?**
  Yes. Table 4 and 5 changed.

- **Will website data be available to view before it is open to public?**
  Yes.

- **Are there specifications for Tables 1-7?**
  Yes, refer to Appendix D of this Resource Guide.

- **Will the IUs receive this year a list of edits used for processing the export file?**
  Yes, refer to Appendix D of this Resource Guide.

- **Will IUs receive confirmation that the export file was received?**
  Yes, we will make sure IUs are notified via email in future submissions.

- How can we make a template of the IEP and the ER?
  www.pattan.k12.pa.us *has all forms/formats in PDF, windows, and MAC versions.*

- Where do you report a 5 year-old child in a School Age program?
  As a School Age student.

- We operate our own large school district special education program--why can't we report directly vs. the IU?
  Through the IDEA B Grant Application process IUs are assigned the responsibility to provide special education data as requested by the Bureau of Special Education.

- How is PDE going to edit/sort duplicates?
  The IU is responsible for verification of data prior to submission including elimination of any duplicate records within member districts. Our contractor (Penn State) is responsible for identification of duplication at the State level.

- If a data item is blank, by mistake - i.e. data entry error, what are the consequences?
  Required data items left blank will be returned to the IU for correction.