

APPENDIX B

Time Table for Intermediate Units to Supply Data to Penn State for Penn Data 2003

| Student Record File and/or Table Data | Last Date to Submit Data to PSU via Export File | Approval of Child Count by Intermediate Units | Resolution of duplicates across IUs | 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 Dec2003 |
|--|---|---|-------------------------------------|------------------------------------|------------|--|---|
| <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 | 01/07/04 | 01/22/04 | *** | 01/23/04 | 01/30/04 | 02/01/04 | Student_IUxx_date.txt |
| Export file of Revised Student Database – this will include only those students who should have been included on the December 1 count and those students who were part of the count on December 1 and have exited special education. | 07/09/04 | 07/28/04 | *** | 07/30/04 | 08/13/04 | 08/27/04 | Student_IUxx_Full_date.txt OR Student_IUxx_Part_date.txt Where “full” is for a complete database and “part” is only new records and exits. |
| Table 1 – Number and Type of Teachers Employed (in Full-Time Equivalency) to Provide Special Education and Related Services for Children with Disabilities, Ages 3-5 | 07/09/04 | 07/28/04 | N/A | 07/30/04 | 08/13/04 | 08/27/04 | Table1_IUxx_date.txt |
| Table 2 – Number and Type of Teachers Employed (in Full-Time Equivalency) to Provide Special Education and Related Services for | 07/09/04 | 07/28/04 | N/A | 07/30/04 | 08/13/04 | 08/27/04 | Table2_IUxx_date.txt |

| | | | | | | | |
|---|----------|----------|-----|----------|----------|----------|----------------------|
| Children with Disabilities, Ages 6-21 | | | | | | | |
| Table 3 – Number and Type of Teachers Employed (in Full-Time Equivalency) to Provide Special Education and Related Services for Children with Disabilities, Ages 3-21 | 07/09/04 | 07/28/04 | N/A | 07/30/04 | 08/13/04 | 08/27/04 | Table3_IUxx_date.txt |
| Table 4 - Report Of Children With Disabilities Unilaterally Removed To <i>An Interim Alternative Educational Setting</i> , Or Suspended Or Expelled | 07/09/04 | 07/28/04 | N/A | 07/30/04 | 08/13/04 | 08/27/04 | Table4_IUxx_date.txt |
| Table 5 - Report Of Children With Disabilities Unilaterally Removed To <i>An Interim Alternative Educational Setting</i> , Or Suspended Or Expelled By Race/Ethnicity | 07/09/04 | 07/28/04 | N/A | 07/30/04 | 08/13/04 | 08/27/04 | Table5_IUxx_date.txt |
| Table 6 – Children with Disabilities Exiting Special Education by Single Years of Age (14 – 21) and Disabilities | 07/09/04 | 07/28/04 | N/A | 07/30/04 | 08/13/04 | 08/27/04 | Table6_IUxx_date.txt |
| Table 7 – Children with Disabilities Exiting Special Education by Race/Ethnicity | 07/09/04 | 07/28/04 | N/A | 07/30/04 | 08/13/04 | 08/27/04 | Table7_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 database due July 9, 2004 will be a revised December 1 count to include children who were missed in December (and should have been in the count) and those children who exited between December 1, 2003 and June 30, 2004.

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 Dec2003 | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|------------------------------------|-----------------|--|--|------------------|------------------|----------------|-------------------|-----------------|-------------------|-----------------|------------------|----------------|-------------------|-----------------|----------------|--------------|----------------|--------------|--------------|------------|---------------|---|---------------|---|-----------------------|---|---|-----------------------|--------------------------------|
| <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, 2003. It is to be sent to PSU based on data from July 1, 2003 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 5</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 5 | 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, 2003 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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July | August 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August | September 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| September | October 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| October | November 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November | December 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| December | January 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 2003.