

APPENDIX B

Time Table for Intermediate Units to Supply Data to Penn State for Penn Data 2004-2005

Student Record File and/or Table Data	Last Date to Submit Final Data to PSU via Export File	<i>Errors Corrected by IU and Corrected File sent to PSU</i>	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 Dec2004
<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	01/06/05	1/11/05	01/17/05	1/21/05	01/25/04	01/31/04	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.	07/08/05	07/15/05	07/29/05	08/05/05	08/12/05	08/19/05	08/26/05	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	07/08/05	07/15/05	07/29/05	N/A	08/12/05	08/19/05	08/26/05	Table1_IUxx_date.txt
Table 2 – Number and Type of	07/08/05	07/15/05	07/29/05	N/A	08/12/05	08/19/05	08/26/05	Table2_IUxx_date.txt

Teachers Employed (in Full-Time Equivalency) to Provide Special Education and Related Services for 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	07/08/05	07/15/05	07/29/05	N/A	08/12/05	08/19/05	08/26/05	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	07/08/05	07/15/05	07/29/05	N/A	08/12/05	08/19/05	08/26/05	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	07/08/05	07/15/05	07/29/05	N/A	08/12/05	08/19/05	08/26/05	Table5_IUxx_date.txt
Table 6 – Children with Disabilities Exiting Special Education by Single Years of Age (14 – 21) and Disabilities	07/08/05	07/15/05	07/29/05	N/A	08/12/05	08/19/05	08/26/05	Table6_IUxx_date.txt
Table 7 – Children with Disabilities Exiting Special Education by Race/Ethnicity	07/08/05	07/15/05	07/29/05	N/A	08/12/05	08/19/05	08/26/05	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 file due July 8, 2005 will be a revised December 1 count to include children who were missed in December (and should have been in the count), gifted students not included in the December 1 count and exit information for those children who exited between December 1, 2004 and June 30, 2005.

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 Dec2004																										
<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, 2004. It is to be sent to PSU based on data from July 1, 2004 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, 2004 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>
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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 2004.