

APPENDIX B

Time Table for Intermediate Units to Supply Data to Penn State for Penn Data 2005-2006

Student Record File and/or Table Data	Last Date to Submit Final Data to PSU via Export File	Errors Corrected by IU and Corrected File 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 Dec2005
<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	01/06/06	1/11/06	01/17/06	1/23/06	01/25/06	01/31/06	02/01/06	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.	07/10/06	07/17/06	07/31/06	08/07/06	08/14/06	08/21/06	08/28/06	Student_IUxx_date.txt
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	07/10/06	07/17/06	07/31/06	07/31/06	08/14/06	08/21/06	08/28/06	Table1_IUxx_date.txt
Table 2 – Number and Type of Teachers Employed (in Full-Time Equivalency) to Provide Special Education and Related Services for Children with Disabilities, Ages 6-21	07/10/06	07/17/06	07/31/06	07/31/06	08/14/06	08/21/06	08/28/06	Table2_IUxx_date.txt
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	07/10/06	07/17/06	07/31/06	07/31/06	08/14/06	08/21/06	08/28/06	Table3_IUxx_date.txt

Table 4 - Report Of Children With Disabilities Unilaterally Removed To An Interim Alternative Educational Setting, Or Suspended Or Expelled	07/10/06	07/17/06	07/31/06	07/31/06	08/14/06	08/21/06	08/28/06	Table4_IUxx_date.txt
Table 5 - Report Of Children With Disabilities Unilaterally Removed To An Interim Alternative Educational Setting, Or Suspended Or Expelled By Race/Ethnicity	07/10/06	07/17/06	07/31/06	07/31/06	08/14/06	08/21/06	08/28/06	Table5_IUxx_date.txt
Table 6 – Children with Disabilities Exiting Special Education by Single Years of Age (14 – 21) and Disabilities	07/10/06	07/17/06	07/31/06	07/31/06	08/14/06	08/21/06	08/28/06	Table6_IUxx_date.txt
Table 7 – Children with Disabilities Exiting Special Education by Race/Ethnicity	07/10/06	07/17/06	07/31/06	07/31/06	08/14/06	08/21/06	08/28/06	Table7_IUxx_date.txt
Table 8 – Report of Children with Disabilities Evaluated March 1 through June 30, 2006 (Initial Evaluation started on or after March 1, 2006 and completed by June 30, 2006 conducted by the LEA – does not include re-evaluation, Ages 3-21	07/10/06	07/17/06	07/31/06	7/31/06	8/14/06	8/21/06	8/28/06	Table8_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 10, 2006 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, 2005 and June 30, 2006.

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.**