

Common Errors

Field 71 – Location of Special Education Services

If the location does not have a valid 4-digit code, enter the actual name of the building. If the Service Provider (70) is an IU, APS or PRRI they should use 0000 in field 71. That is the only time 0000 is a valid code for field 71.

New Rule: If field 71=0000, then field 70 must be IU, APS or PRRI. If field 70=IU, APS or PRRI enter EITHER 0000 or actual name of the building.

If the submitting LEA AUN (1) is equal to the service provider (70) then field 71 should be a valid 4-digit code within field 70. We know there are cases where the LEA is providing service in some other location. LEAs have been submitting exception requests for those cases and I have been approving them.

Service Provider (70) and Ed Environment (44)

If 70 = an APS AUN then 44 must equal 01 or 02.

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There have been instances where the placement is at an APS building but is on the licensed, private academic side. LEA is coding 44 with an 06 or 16, which is correct. Again, LEAs should submit an exception request. The issue is that in most cases the agency that is both an APS and LPA has the same AUN in EdNA.

Ed Environment (44) and Location of Special Education Services(71)

If 44 = 19, 20 or 21 then 71 must be a valid 4-digit school building.

LEAs use 19, 20 or 21 but the placement is located in a non-public or private setting. 19, 20 and 21 are reserved for placements in regular classrooms in public school buildings only. LEAs put in exception requests but they have been denied.

Enrollment records and Field 167 (Special Education Referral) in Student

When to use Y and when to use N

The student had an enrollment record in October because they were being educated by the LEA. Field 167 = N which means PIMS is expecting an enrollment record. At some point the student is placed outside the district 100% into another SD or IU or APS, etc. Now the student does not need an enrollment record so the LEA puts a Y in field 167. The problem occurs when the LEA tries to upload the enrollment record with the proper withdrawal code (which they should) at the same time as the student record with a Y in field 167. It errors because field 167 is a Y. PIMS was aware of this and was telling LEAs to put in an exception and they will approve. They are also looking into a way to add a rule that will allow it to pass if the above situation occurs. LEAs can first upload the enrollment record with the withdrawal code first. Then upload the student and special education snapshot in a separate batch.