

Special Education July Submission

PIMS Submission Info &
Special Education Tables -
Who and What are we
supposed to report?

Special Education July Submission Window Info

- Open – 6/15-6/30
- Closed for Maintenance – 7/1-7/14
- Open – 7/15-7/21
- Closed for PDE Review – 7/22-7/31
- Open again (but most LEAS should have already be submitted) – 8/1-8/14

Special Education July Submission – Changes/Clarifications

Snapshot Date is 6/30/2015!

Reason for exiting 06 is now Moved out of Pennsylvania, known to be continuing. If a student moved from district A to district B within PA, that student should not to be reported in this collection.

The following fields are required in the special education snapshot. (All other fields are **OPTIONAL** and will not have any PIMS data checks associated with them for this collection)

Field 1 – Special Education District Code

Field 2 – Location Code

Field 3 – School Year Date

Field 5 – Student ID

Field 11 – Primary Disability

Field 34 – Date Exited Special Education

Field 35 – Snapshot Date

Field 52 – Reason for Exiting Special Education

Summer Special Education Exits

- Examples of Special Education Student data that is not included in the student template for the reporting LEA during the reporting school year. This includes students that exited Special Education sometime after 7/1/14 and before the beginning of the reporting LEA's school year.
- Some students may have been reported in 13-14 due to graduation or transfer/drops per instructions, and they also have to be reported in 14-15 if the student is a Special Education Exit.
- The below samples apply to Student Template records and School Enrollment records NOT already in PIMS for the reporting school year.
- Maintain appropriate Graduation Status Code in Student Template to match the Special Education Exit Reason when applicable
- Use Student Template field Special Education Referral Code (Field #167) when applicable
- If an LEA incurs school enrollment errors, request a data exception stating each student's PASecureID, and their special education exit date.

Exit Reason	Special Education Snapshot field #52	13-14 Student Template	14-15 Student Template – Graduation Status (field 65) if grade level is in 09-12	14-15 Student Template – Special Education Referral Code (Field 167)	14-15 Enrollment Record
Graduated with Diploma	01	Reported as G in field 65	S		Not Required
			T (Educating LEA issued the Diploma and is not the District of Residence)	Y(Field #167) or field #217 <> Field #1	Not Required
Received A GED and/or Certificate	02	Reported as G in field 65 if applicable	S		Not Required
Reached maximum Age (Age 21)	03	Reported as E or F in field 65	S	Y if applicable	Not Required
				N	Request data exception for Grad status error in PY
Dropped Out	04	Not reported as Dropout/Exit	Appropriate Drop Out Code – A,B,C,D,O,R,W,H	Y if applicable	Not Required
				N	E/W records else request data exception for enrollment error
Transferred to Regular Education	05	Not reported as Exit	N/A		Required
Moved out of PA, known to be continuing	06	Not reported as exit	L	Y if applicable	Not required
				N	E/W records else request data exception for enrollment error
Died	09	Not reported as exit	L	Y if applicable	Not required
				N	E/W records else request data exception for enrollment error

Federal Tables?

Personnel Tables

- Table 1 – Paraprofessionals and Teachers who provide Special Ed services to students age 3-5
- Table 2 – Paraprofessionals and Teachers who provide Special Ed services to students age 6-21
- Table 3 - Related Service providers who provide Special Ed services to students age 6-21.

Discipline Tables

- Table 9A – All students (age 3-21) subject to disciplinary removal from July 1, 2014 through June 30, 2015.
- Table 13 – All students (age 3-21) subject to expulsion removal from July 1, 2014 through June 30, 2015

Initial Evaluation Table

- Table 8A – All School-Age students Evaluated from July 1, 2014 through June 30, 2015

Table 1

Paraprofessionals & Teachers Servicing Children with Disabilities, Ages 3-5

TABLE 1			
Personnel (in Full-Time Equivalency of Assignment) To Provide Special Education and Related Services			
OSEP Table 2, Section A - Special Education Paraprofessionals and Teachers Serving Children With Disabilities, Ages 3-5			
	AUN of LEA	Highly Qualified	Not Highly Qualified
Special Education Paraprofessionals for Ages 3-5			
Special Education Teachers for Ages 3-5			
Note:			
1. See Export Specifications for File layout. Data will need to be reported for each LEA within an IU. (Please recopy the data rows for each LEA. For example if you have 5 LEAs, you will need to copy rows 5 through 6 five times.)			
2. IU data should be reported under AUN 1xx000000 where xx is the IU number.			
3. Include the number of full-time equivalent personnel <i>employed</i> or <i>contracted</i> to provide special education and related services based on or around the December child count date.			
4. IU contracted staff are reported by the IU. District/Charter contracted staff should be reported by the District/Charter.			

Questions?

Who are the staff members that should be included in this Table?

- *This would include any Teachers and Paraprofessionals who provide Special Education services to preschool students ages 3-5.*

Are Related Service providers included?

- *No - Related Service providers for preschool students will be captured on Table 3.*

Table 2

Paraprofessionals and Teachers Servicing Children with Disabilities, Ages 6-21

TABLE 2			
Personnel (in Full-Time Equivalency of Assignment)			
OSEP Table 2, Section B - Special Education Paraprofessionals and Teachers Serving Children with Disabilities, Ages 6-21			
	AUN of LEA	Highly Qualified	Not Highly Qualified
Special Education Paraprofessionals for Ages 6-21	123XXXXXX	90	0
Special Education Teachers for Ages 6-21	123XXXXXX	75	0

Note:

1. Include the number of full-time equivalent personnel *employed* or *contracted* to provide special education and related services based on or around the December child count date.

2. IU contracted staff are reported by the IU. District/Charter contracted staff should be reported by the District/Charter.

Questions?

Who are the staff members that should be included in this Table?

- *This would include any Teachers and Paraprofessionals who provide Special Education services to school-age students, Ages 6-21.*

Are Related Service providers included?

- *No - Related Service providers for school-age students will be captured on Table 3.*

If an IU Teacher is providing Special Education services to an in-district student, who reports the teacher?

- *The IU is required to submit the Personnel Tables. Therefore, the IU reports the teacher as he/she is an IU employee.*
- *The District, however, would report any other contracted service provider.*

How do we report a part time employee?

- *Part Time employees would be reported as .50 or the prorate share of the day.*

Table 3

Related Service Personnel Serving Children with Disabilities, Ages 3-21

TABLE 3			
Personnel (In Full-Time Equivalency of Assignment)			
OSEP Table 2 Section C - Related Services Personnel Serving Children with Disabilities, Ages 3-21			
RELATED SERVICES PERSONNEL	AUN of LEA	(1)	(2)
		Number of Related Services Personnel Employed Fully Certified	Number of Related Services Personnel Employed Not Fully Certified
Audiologists			
Speech-Language Pathologists			
Interpreters			
Psychologists			
Occupational Therapists			
Physical Therapists			
Physical Education Teachers and Recreation and Therapeutic Recreation Specialists			
Social Workers			
Medical/Nursing Service Staff			
Counselors and Rehabilitation Counselors			
Orientation and Mobility Specialists			

Note:

- See Export Specifications for File layout. Data will need to be reported for each LEA within an IU. (Please recopy the data rows for each LEA. (Please recopy the data rows for each LEA. For example if you have 5 LEAs, you will need to copy rows 5 through 15, five times.)
- IU data should be reported under AUN 1xx000000 where xx is the IU number.
- Include the number of full-time equivalent personnel employed or contracted to provide special education and related services based on or around the December child count date.
- IU contracted staff are reported by the IU. District/Charter contracted staff should be reported by the District/Charter.

Questions?

Who are the staff members that are to be included in this Table?

- This would include any Related Service provider who provide Special Education services to preschool students and/or school-age students in your district.*

If an IU Related Service Provider is providing Special Education services to an in-district student, who reports the service provider?

- The IU is required to submit the Personnel Tables. Therefore, the IU reports the teacher as he/she is an IU employee. The District, however, would report any other contracted service provider.*

Who should be included in the field titled “Physical Education Teachers & Recreation and Therapeutic Recreation Specialists”?

- If the Regular Education Physical Education teacher provides services to Special Education Students, they should be included.*
- If your district has Therapeutic Recreation Specialist (music therapy, aquatics therapy, wheelchair sports, etc) on staff or contracted, they should be included.*

Who should be included in the field titled Counselors and Rehabilitation Counselors?

- Counselors can include Guidance Counselors(as long as they are providing Guidance to Special Education students) Those counselors who provide direct counseling services to students would also be included.*
- Rehabilitation counselors help people with emotional and physical disabilities live independently. If your district has a Rehabilitation counselor on staff or contracted, they would be included.*

Table 9A

Report of Children with Disabilities subject to Disciplinary Removal

TABLE 9A

Report of Children with Disabilities Subject to Disciplinary Removal
from July 1, 2014 through June 30, 2015 by Student
SCHOOL YEAR 2014-2015

Student Level Data in Table 9A will be used to create Tables 9-12.
Each IU is required to submit Table 9A and PSU will create Tables 9-12.

IU	District of Residence AUN	PaSecureID/ Student ID (EI Preschool Program Only)	Last Name	First Name	Middle Name or Initial	Birth Date	Gender	Ethnic Background	LEP	Grade	Disability Category

Follow the specifications below when completing the Table 9A:

- The data should be reflective of the date of the submission.
- District of Residence AUN should be the 9 digit AUN number, not the name of the school district
- Birth Date should be in the format YYYY-MM-DD
- Gender should be M or F for Male or Female
- Ethnic Background should be 1, 3, 4, 5, 6, 9, 10 (Race or Ethnicity Codes as referenced in the PIMS manual)
- LEP should be 01, 03, 04, 05, 99 (LEP/ELL Status codes as referenced in the PIMS manual)
- Grade should be a valid code (PS, K4A, K4P, K4F, K5A, K5P, K5F, 001-012)
- Disability Category should be the 4 digit code (Primary Disability codes are referenced in the PIMS manual)
- For columns 1A, 2, 3A, 3B, 4C, 4D, 5B, 5C, 5D, enter Y or N for Yes or No.

Instructions

The first section of this table reflects demographic information for each student.

- *IU*
- *District of Residence*
- *PA Secure ID*
- *Name*
- *Birth Date*
- *Gender*
- *Ethnic Background*
- *LEP*
- *Grade*
- *Disability Category*

Table 9A – Con't

Report of Children with Disabilities subject to Disciplinary Removal

from July 1, 2014 through June 30, 2015 by Student												
SCHOOL YEAR 2014-2015												
Student Level Data in Table 9A will be used to create Tables 9-12.												
Each IU is required to submit Table 9A and PSU will create Tables 9-12.												
1. Unilateral Removal to an interim Alternative Educational Setting by School Personnel				2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding	3. Out-of-School Suspensions or Expulsions		4. In-School Suspensions		5. Disciplinary Removals			
A. Yes/No (Y/N)	B. Number of Removals for Drugs	C. Number of Removals for Weapons	D. Number of Removals for Serious Bodily Injury	Yes/No (Y/N)	A. Totaling 10 Days or Less Yes/No (Y/N)	B. Totaling > 10 Days Yes/No (Y/N)	C. Totaling 10 Days or Less Yes/No (Y/N)	D. Totaling > 10 Days Yes/No (Y/N)	A. Total Disciplinary Removals	B. Totaling 1 Day Yes/No (Y/N)	C. Totaling 2-10 Days Yes/No (Y/N)	D. Totaling > 10 Days Yes/No (Y/N)

Follow the specifications below when completing the Table 9A:

- The data should be reflective of the date of the submission.
- District of Residence AUN should be the 9 digit AUN number, not the name of the school district
- Birth Date should be in the format YYYY-MM-DD
- Gender should be M or F for Male or Female
- Ethnic Background should be 1, 3, 4, 5, 6, 9, 10 (Race or Ethnicity Codes as referenced in the PIMS manual)
- LEP should be 01, 03, 04, 05, 99 (LEP/ELL Status codes as referenced in the PIMS manual)
- Grade should be a valid code (PS, K4A, K4P, K4F, K5A, K5P, K5F, 001-012)
- Disability Category should be the 4 digit code (Primary Disability codes are referenced in the PIMS manual)
- For columns 1A, 2, 3A, 3B, 4C, 4D, 5B, 5C, 5D, enter Y or N for Yes or No.

Instructions

Table 9A captures the students with Disabilities subject to Disciplinary Removals. Each student is listed individually.

This includes all students who have been removed from school for one of the reasons listed below:

- *Removal to an Interim Alternative Ed Setting by school personnel for Drugs, Weapons or Bodily Injury*
- *Removal to an Interim Alternative Education setting based on a Hearing Officer Determination*
- *Out of School Suspension*
- *In school Suspension*

1. Unilateral Removal to an Interim Alternative Education Setting by School Personnel

Columns 1A, 1B, 1C, 1D

1. Unilateral Removal to an interim Alternative Educational Setting by School Personnel			
A. Yes/No (Y/N)	B. Number of Removals for Drugs	C. Number of Removals for Weapons	D. Number of Removals for Serious Bodily Injury

Instructions

1A Was the student removed to an Alternative Education Setting? (Yes or No)

- Each student is only counted 1 time no matter how many Unilateral Removals the student had for any of the reasons in column 1B, 1C, 1D

1B Number of Removals for Drugs

- Example: A student was removed 3 times for drugs. The student will be counted 1 time in column 1A and 3 times in column 1B.

1C Number of Removals for Weapons

- Example: A student was removed 2 times for weapons. The student will be counted 1 time in column 1A and 2 times in column 1C.

1D Number of Removal for Bodily Injury

- Example: A student was removed 1 time for Bodily Injury. The student will be counted 1 time in column 1A and 1 times in column 1C.

The sum of column 1B, 1C and 1D will be greater than or equal to Column 1A

2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury

Column 2

2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury
Yes/No (Y/N)

Instructions

- The student must be removed based on a Hearing Officer Determination to be placed in this column.
- Report only if the Hearing Officer is employed by Office for Dispute Resolution (ODR)

3. Out-of-School Suspensions or Expulsions

Column 3A and 3B

3. Out-of-School Suspensions or Expulsions	
A. Totalling 10 Days or Less Yes/No (Y/N)	B. Totalling > 10 Days Yes/No (Y/N)

Instructions

- Column 3A and 3B
 - Each child is counted only 1 time no matter how many times the student was suspended or expelled.
 - Total the number of days the student was suspended or expelled
 - Example: If a student was suspended on two occasions. One day the first time and two days the second time the total number of days is 3.
 - count only 1 time in column 3A if the total number of days is less than 10.
 - count only 1 time in column 3B if the total number of days is greater than 10.

4. In-School Suspensions

Column 4C and 4D

4. In -School Suspensions	
C. Totaling 10 Days or Less Yes/No (Y/N)	D. Totaling > 10 Days Yes/No (Y/N)

Instructions

- Column 4A and 4B
 - Each child is counted only 1 time no matter how many times the student was suspended or expelled.
 - Total the number of days the student had an in-school suspension.
 - Example: If a student had an in-school suspension on two occasions. Two days the first time and two days the second time the total number of days is 4.
 - count only 1 time in column 3A if the total number of days is less than 10.
 - count only 1 time in column 3B if the total number of days is greater than 10.

5. Disciplinary Removals

Column 5A, 5B, 5C, 5D

5. Disciplinary Removals			
A. Total Disciplinary Removals	B. Totalling 1 Day Yes/No (Y/N)	C. Totalling 2-10 Days Yes/No (Y/N)	D. Totalling > 10 Days Yes/No (Y/N)

Instructions

- When counting Disciplinary Removals, include:
 - In-School Suspensions
 - Out-of-School Suspensions
 - Expulsions
 - Removals by school personnel to an alternative education setting for drugs, weapons, bodily injury
 - Removals by hearing officer
- Column 5A – reflects the TOTAL number of **removals** throughout the school year
 - Example: A student was suspended on 3 occasions for 5 days each (total=15 days). The student will be counted as 3 removals in column 5A.
- Column 5B, 5C, 5D – reflects the TOTAL number of **days**.
 - The same student will be counted only 1 time in column 5D because the total number of days is greater than 10.

Note: Column 5A is a report of disciplinary events, NOT # of children. If a child has more than one disciplinary removal in the school year, then each removal should be reported in column 5A

Table 8A

Initial Evaluations Completed by the LEA Does not include Reevaluation or Gifted Evaluation

Field Name	Field Type (Length)	Data Entry Codes
AUN	Numeric (9)	AUN (9)
PAsecureID	Numeric (10)	
Last Name	Text (255 max)	
First Name	Text (255 max)	
Birth Date	ISO Date Format YYYY-MM-DD (10)	
Location Code	Numeric (4)	
Date Parent Permission to Evaluate Received	ISO Date Format YYYY-MM-DD (10)	
Date Eligibility Decision Made	ISO Date Format YYYY-MM-DD (10)	
Eligibility	Text (1 or 2)	E - Eligible NE -Not Eligible
Reason for Delay	Text (1)	(Blank) On Time
		P - Parental reason
		A - Administrative
		E - SLD Extension
Last Staff Day 2012-2013 SY	ISO Date Format YYYY-MM-DD (10)	
First Staff Day 2013-2014 SY	ISO Date Format YYYY-MM-DD (10)	
Number of Days	Numeric (3 or less)	
Date IEP Developed	ISO Date Format YYYY-MM-DD (10)	(Blank) Not Developed
Comments	Text (255 max)	Required - if Reason for Delay is NOT blank
		Optional - if Reason for Delay is blank

Definition / Explanations / Comments
AUN of the LEA
PAsecureID given to the student by PDE.
Legal last name of the student. Suffixes may be included with last name, with a space after the last name and no punctuation, e.g., Smith Jr.
Legal first name of the student. Do not include quotes or punctuation.
Date of birth.
The PDE defined 4-digit code identifying the school where the student receives the majority of her/her special education services.
Date received consent for initial evaluation.
The date that the evaluation report meeting is held, and the team is in agreement with the determination. If no meeting is held, it is the date of the final evaluation report. This date must fall within the reporting timeframe.
Was the child found eligible?
Provide the reason for delay if the Evaluation Report was not issued within 60 calendar days of receipt of parent consent, excluding summer breaks.
§ P - Parental reason (i.e. parent failed to produce student, student/parent ill, etc.)
§ A - Administrative (i.e. lack of staff, staff error, etc.)
§ E - for SLD Extension allowable under Federal Regs 34CFR300.309
Last Staff day of the 2012-2013 school year for the building in which the student spends a majority of time.
First Staff day of the 2013-2014 school year for the building in which the student spends a majority of time.
The calculated number of days from the date the Parent Permission was Received until the date the Eligibility Decision was Made, excluding summer breaks.
If all dates are provided on the spreadsheet, this will automatically calculate.
Date the initial IEP was developed.
Comment related to Reason for Delay.