

# July 2017 Submission **RESOURCE GUIDE**

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**Pennsylvania Department of Education Contact Information for Special Education Data:**

Jodi Rissinger, Education Statistics Associate  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333  
Phone: 717-783-6911  
Fax: 717-783-6139  
E-mail: [jrissinger@pa.gov](mailto:jrissinger@pa.gov)

Dan Ficca, IT Project Admin  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333  
Phone: 717-787-5745  
Fax: 717-783-6139  
E-mail: [c-dficca@pa.gov](mailto:c-dficca@pa.gov)

Emily Hackleman, Division Chief  
of Standards and Professional Development, OCDEL  
333 Market Street, 6th Floor  
Harrisburg, PA 17126-  
0333 Phone: 717-783-3636  
Fax: 717-265-8220  
E-mail: [ehackleman@pa.gov](mailto:ehackleman@pa.gov)

**Providing Consultation, Training and Technical Assistance through our PaTTAN organization:**

Victor L. Rodriguez-Diaz, Ph.D., Assistant Director  
PaTTAN-Harrisburg  
6340 Flank Drive, Suite 600  
Harrisburg, PA 17112  
Phone: 800-360-7282 ext. 3133  
Fax: 717-541-4968  
E-mail: [vrodriquez@pattan.net](mailto:vrodriquez@pattan.net)

**Contracted Vendor -- Penn State University:**

Susan D. Copella, Director  
Pennsylvania State Data Center  
Penn State Harrisburg  
777 West Harrisburg Pike  
Middletown, PA 17057  
Phone: 717-948-6427  
E-mail: [penndata@psu.edu](mailto:penndata@psu.edu)

Debbie Bowalick, Manager, Sponsored Projects  
Pennsylvania State Data Center  
Penn State Harrisburg  
777 West Harrisburg Pike  
Middletown, PA 17057  
Phone: 717-948-6696  
E-mail: [penndata@psu.edu](mailto:penndata@psu.edu)

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# July 2017 Submission: General Information

## Introduction

The Special Education Reporting and Verification System managed by the Pennsylvania State Data Center, Penn State Harrisburg, verifies and reports information on Special Education students. Information for the July submission includes: exiting student data, transition student data and table data for federal, state and public reporting. PIMS supplies the individual student records needed for reporting both exiting and transition. This data is used to create Exiting Tables 4-7 for submission to the Federal Department of Education and transition data for inter-agency use. The LEA's, through the Intermediate Units, supply the additional required supplemental tables specified in this Special Education Reporting and Verification Guide. These tables are also submitted to the Federal Department of Education.

## Submission of Student Data

The submission of the exiting and transition data starts when the LEA's send their PIMS Student file (optional in Spot Checker) and the Special Education Snapshot file to the Intermediate Units (IUs). This year the files should include all Special Education students 14 years of age by July 1, 2016 and any other students with a transition plan as part of their IEP. Students that have exited should have exiting information in Fields 34 and 52. Students that have a transition plan should have transition data in 45 and 73-76.

The Intermediate Unit will upload the file(s) to the File Submission Website (<https://edsc.hbg.psu.edu/>), where the Spot Checker will review the file(s) for errors. The errors are available for download by the user. The LEA's should make corrections in their Student file (optional in Spot Checker) and the Special Education Snapshot file. This process is repeated until the data is error-free.

When the data is error-free, comparison reports for exiting students age 14-21 will be created to be sent to the LEA's through the IU. The comparison reports show the LEA what data was submitted this year compared to last year by disability, gender, race and LEP. The LEA has the opportunity to review the Comparison reports and correct any problems in their files. Once all issues are corrected, the LEA uploads the Special Ed Snapshot and the Student to PIMS.

Final comparison reports are created once all files are uploaded to PIMS. The LEA is responsible for ensuring the accuracy of the data. The LEAs should work with the IUs on any issues. The LEA's must supply the IU with reasons for any differences. The LEA and the IU must verify that the data supplied is accurate.

The student level files must meet the following criteria:

1. July submission should include all Special Education students 14 years of age by July 1, 2016 and any student who has a transition plan as part of their IEP. If a student exits and returns prior to June 30, they would not be included.
2. Two comma delimited files:
  - a. Student file in the same format as the PIMS file. (optional in Spot Checker)
  - b. Special Education Snapshot in the same format as the PIMS file.

### **Supplemental Tables Submission**

The Special Education Reporting and Verification System collects the LEA's supplemental tables through the IU. Tables 1, 2, 3, 8A, 9A, and 13 are required submissions. The tables will be uploaded to the File Submission Website (<https://edsc.hbg.psu.edu/>), and processed through the Spot Checker to check for any errors. The errors are available for download by the user for correction and resubmission. This process is repeated until the data is error-free.

When all LEA's in an IU data is error-free, the IU will contact PSU that the table files are ready to be processed.

The supplemental tables collected are:

1. Tables 1-3 - 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. Table 8A - the number of children with disabilities evaluated July 1, 2016 through June 30, 2017. (Does not include reevaluations). Note: Table 8A should be uploaded to the WebApp, but cannot be processed through the SpotChecker. PSU will be notified when a Table 8A file is uploaded.
3. Table 9A – the number of children with disabilities subject to disciplinary removal from July 1, 2016 through June 30, 2017. PSU will create Tables 9, 10, 11, and 12 from the student level data provided in Table 9A.
4. Table 13 - the number of children with and without disabilities, ages 3-21, subject to expulsion.

The tables must meet the following criteria:

1. Comma delimited files, one file per table per LEA.
2. An Excel template which contains a tab for each table will be provided upon request. However, the file submitted must be comma delimited.

### **Transmission of Student Data and Supplemental Table Files**

Intermediate Units must upload all files using the File Submission WebApp (Spot Checker). Files that are not formatted in accordance with the correct specifications will be returned to the sender. Information on IU, data type, type of file, etc., will need to be entered when appropriate.

IU's can use the Spot Checker on the File Submission WebApp to run edit checks on their files.

Once an IU's table file or student data file is accepted as correct, the IU will Send Notification to PSU. For the exiting and discipline, PSU will send table views, and zero checks reports.

### **Confidentiality**

The PSU team assures that the information received from the IUs will be kept confidential.

### **Duplicate resolution**

Intermediate units and LEA's are responsible for resolving duplicate student records within their LEA before submitting student child count export files. The LEAs and Intermediate units will determine if the child should be included in the file.

### **Timeline**

The intermediate units shall follow the timeline in this manual. **The Spot Checker will open for the Exiting files on 5/15/2017. The Spot Checker will open for the supplemental table files on 6/1/2017. PSU encourages Intermediate Units to send files through the Spot Checker as early as possible so that all errors will be corrected by the final file for the July Submission.**

### **Comparison Reports – July Submission**

Once an LEA have been uploaded to the SpotChecker and processed without errors, the Preliminary Comparison Reports listed below can be downloaded from the Spot Checker for verification. Each report contains LEA summaries for the current year submission and the prior year submission, along with the difference and percent difference between the two years of data. The reports will help the IU/LEA detect data problems prior to their official PIMS submission.

Preliminary Comparison Reports:

1. School Age:
  - Exit Reason by Basis of Exit
  - Type of Discipline Removal

When the data is correct and loaded into PIMS, a file will be downloaded and the Preliminary Comparison Reports will be created again. These do not need to be returned with reasons.

When all of the data problems are corrected in PIMS by the LEA, Final Comparison Reports will be run and sent to the IU. These Comparison Reports must be returned **with reasons for the changes from current to previous year.**

## Comparison Reports:

1. Exiting Tables 4-7:
  - Exit Reason by Basis of Exit
  - Exit Reason by Disability by SD
  - Exit Reason by Race by SD
  - Exit Reason by Gender by SD
  - Exit Reason by LEP by SD
2. Discipline Tables 9-12:
  - Type of Discipline Removal
  - Type of Discipline Removal by Disability by SD
  - Type of Discipline Removal by Race by SD
  - Type of Discipline Removal by Gender by SD
  - Type of Discipline Removal by LEP by SD
3. For each Aggregate Table 1-3 and 13

## Sign off and Validation of Data

The Intermediate Units will ensure at the time of data submission that the student datafile and the supplemental tables are true and accurate. For the student data file, the Intermediate Units will provide PSU with a count of the number of children contained in the file. Once all PIMS files and supplemental tables are accepted as correct, verification reports for Tables 1 through 13 will be sent.

Upon review of the data, a sign-off will be required from all IUs. The IU Director will need to sign the final sign-off. A sample Sign-off Sheet can be found in this manual.

## Adhoc Reports

Adhoc reports may be requested of PSU by the Department of Education, Bureau of Special Education. All requests for reports must be submitted through BSE. PSU will complete the reports in a timely manner and send them to BSE. The reports will be in either Excel or Access format.

### **Data Assumptions**

1. All students will be reported by the District of Residence.
2. All students enrolled in Charter Schools will be reported by the Charter School.
3. APS students will be included unless otherwise noted.
4. 1305 students in a foster home will be reported where the student resides with the foster parents.
5. 1306 students will be reported by the District of Residence



## Data Process Flow

DRAFT

DRAFT

## Time Table for July 2017 Submission

<b>Student Data File and/or Table Data</b>	<b>Spot Checker/ Penn State Opens</b>	<b>LEAs Upload to PIMS</b>	<b>Receipt of Preliminary Comparison Reports from PIMS Data</b>	<b>Final Files to PSU</b>	<b>Resolution of Comparison Reports Due</b>	<b>IU Verify Reports and Signoffs Due</b>
Export of July Student Data File – This include all Special Education students 14 years of age by July 1, 2016 and any other students with a transition plan as part of their IEP. The Student Snapshot (optional in Spot Checker) and the Special Education Snapshot should be-uploaded to the Spot Checker.	5/15/2017	See pages 11- 13 of this document	Week of 7/24/2017	NA	Within 1 week of Receipt	9/11/2017
Table 1 – Personnel (in Full-Time Equivalency) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-5 by LEA	6/1/2017	NA	NA	8/3/2017	Within 1 week of Receipt	9/11/2017
Table 2 – Personnel (in Full-Time Equivalency) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 6-21 by LEA	6/1/2017	NA	NA	8/3/2017	Within 1 week of Receipt	9/11/2017
Table 3 – Personnel (in Full-Time Equivalency) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-21 by LEA	6/1/2017	NA	NA	8/3/2017	Within 1 week of Receipt	9/11/2017
Table 8A – Reports of Children with Disabilities Evaluated July 1, 2016 through June 30, 2017. Collection is by LEA for School Age Students.	NA	NA	NA	7/10/2017	NA	NA
Table 9A - Report Of Children With Disabilities Subject to Disciplinary Removal by Student	6/1/2017	NA	NA	8/3/2017	Within 1 week of Receipt	9/11/2017
Table 13 - Report Of Children Subject to Expulsion With and Without Educational Services by Disability Status by LEA	6/1/2017	NA	NA	8/3/2017	Within 1 week of Receipt	9/11/2017

All export files will be sent to PSU using the File Submission website (Spot Checker).










Spot Checker will tentatively open 5/15/2017 for Exiting files and 6/1/2017 for Supplemental Tables.

Note: Individual IUs may have different submission date requirements for their LEAs.

# June 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
PIMS Special Ed Submission OPEN						
18	19	20	21	22	23	24
PIMS Special Ed Submission OPEN						
25	26	27	28	29	30	
PIMS Special Ed Submission OPEN						

# July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 
2 	3	4	5	6	7	8
						
9	10	11	12	13	14	15
						
16	17	18	19	20	21	22
						
23	24	25	26	27	28	29
						
30	31					
						

# August 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		<i>PIMS Special Ed Re-Submission OPEN</i>				
6	7	8	9	10	11	12
		<i>PIMS Special Ed Re-Submission OPEN</i>				
13	14	15	16	17	18	19
		<i>PIMS Special Ed Re-Submission OPEN</i>		<i>PIMS Special Ed CLOSED</i>		
20	21	22	23	24	25	26
27	28	29	30	31		

# July 2017 Submission Formatting Information

## General Formatting Information for Export Files

All data export files must be in standard ASCII comma-delimited format, either CSV or text format. Each line must be terminated by a carriage return and line feed combination. Files shall be named as indicated in this document, and must be in an MS-DOS compatible file format.

## Student Data

The two files, Student (optional in Spot Checker) and Special Education Snapshot, will contain a row of data for each student. The Student contains **217 values per row**, each separated by a comma (for a total of 216 commas per row). The Special Education Snapshot contains **76 values per row**, each separated by a comma (for a total of **75 commas per row**). If there is not a value for any item, a comma will indicate a blank variable.

Be sure to include leading zeros where necessary. Dates should be formatted as YYYY-MM-DD. See example below.

See PIMS Manual for more detailed descriptions.

### Example:

- Student Template:  
123469696,3241,2015-06-30,5723049696,,,,,KF,,,S-09,1990-09-29,F,12 REVERE  
AVE,,ABINGTON,PA,19001,,,M,,,5,,,,,N,,,,E,,,99,,,,Y,,,,,0612,,,,,E,,,N,,,N,,,,,N,,,2012-07-16,,,,N,,,,,011806,,,,2005-09-  
01,2000-09-05,2007-09-05,,,,,2000-09-05,,,,,123469696,,,N,,,,,0,,,,,N,,NEARING,ANNA,,,,,3241,N,Y,,,,,123469696,,,,,J,,A,B,F,123469696
- Special Education Snapshot:  
123469696,3241,2015-06-30,,5723049696,,,,,Prestlow,2125,,,06,,02,,,,,N,,,,,2015-12-01  
,,,,,20,,,,,54,,,,,123469696,3241,,,,

# Student Data Items

## Student Template

Empty fields are not included in this list –

**Reminder: The layout of the record must follow the 271 fields for Student Template (optional in Spot Checker)**

See PIMS Manual for more detailed descriptions.

Field No.	Field Name	Valid Values	Explanations / Comments
1	District Code (LEA submitting, +SE District of Residence)	9-digit code	FIELD TYPE: Numeric LENGTH: Nine (9) DEFINITION: The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. AUN of the district in which the parent or guardian resides
2	Location Code	4-digit code	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: The PDE-defined, 4-digit code identifying the school. All public schools have a 4-digit school code that is other than 0000 or 9999 <b>NOTE:</b> IUs, PRRISs and APSs use location code 0000. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000. For Special Ed Reporting - the Special Education Reporting LEA uses 9999 for students educated in other LEAs



Field No.	Field Name	Valid Values	Explanations / Comments
3	School Year Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2016-2017 school year would be indicated by 2017-06-30. All dates must be entered in the ISO format YYYY-MM-DD
4	Student ID	10-digit code	FIELD TYPE: Numeric or alpha/numeric (no special characters) LENGTH: Ten digit code DEFINITION: The unique 10-digit PASecureID assigned to the student.
10	Current Grade Level	K4A – K4 Half Day – Morning (AM) K4P - K4 Half Day – Afternoon (PM) K4F - K4 Full Day K5A – K5 Half Day – Morning (AM) K5P – K5 Half Day – Afternoon (PM) K5F – K5 Full Day 001-012 Grades	FIELD TYPE: Alpha or Numeric LENGTH: Three (3) DEFINITION: Indication of student's grade level. Special Ed students must be coded with an actual grade. The student's age may be used to make this determination.
13	Home Room	Not blank	FIELD TYPE: Numeric or alpha/numeric LENGTH: Twenty (20) DEFINITION: Provide the homeroom number for the student for the given year. This field is used for determining class size in the elementary school grades and in off-site preschool programs.
14	Birth Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: Date of birth. All dates must be entered in the ISO format YYYY-MM-DD.

Field No.	Field Name	Valid Values	Explanations / Comments
			Age must be within 3-22 on 12/1/2016. Age on 12/1/2016 within valid range for each grade. See Edit Checks in Appendix C for age ranges.
15	Gender Code	M – Male F - Female	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Provide a code that represents the gender of the student
16	Address 1	Text with no commas	FIELD TYPE: Text LENGTH: Forty (40) DEFINITION: Provide the street name and number of the student/parent/guardian's mailing address. Note – this should be within the District of Residence catchment area. Spaces, pound sign (#), dashes (-), and periods (.) will be accepted. Commas are NOT allowed. Example: 222 Main St. If there is a P.O. Box, the P.O. Box should go in Parent/Guardian Address 1 and the street address should go in the Parent/Guardian Address 2. If there is no P.O. Box, the street address should go in the Parent/Guardian Address 1.
17	Address 2	Text with no commas	FIELD TYPE: Text LENGTH: Forty (40) DEFINITION: Provide additional information concerning the street address of the student/parent/guardian's mailing address, such as apartment number. Note – this should be within the District of Residence catchment area. Spaces, pound sign (#), dashes (-), and periods (.) will be accepted. Commas are NOT allowed. Example: 222 Main St. If there is a P.O. Box, the P.O. Box should go in Parent/Guardian Address 1 and the street address should go in the

Field No.	Field Name	Valid Values	Explanations / Comments
			Parent/Guardian Address 2. If there is no P.O. Box, the street address should go in the Parent/Guardian Address 1.
18	City	Text with no commas	FIELD TYPE: Text LENGTH: Thirty (30) DEFINITION: Provide the city of the student/parent/guardian's mailing address. Note – this should be within the District of Residence catchment area. All punctuation is allowed except commas.
19	State Code	2 digit state code	FIELD TYPE: Text LENGTH: Two (2) DEFINITION: Provide the official 2-character US Postal Service abbreviation for the student/parent/guardian's mailing address
20	Full Zip Code	10 or less digit zip code	FIELD TYPE: Text LENGTH: Ten (10) or less DEFINITION: Provide the official US postal code for the student/parent/guardian's mailing address. Do not include punctuation. Note – this should be within the District of Residence catchment area
23	Guardian Relationship	M - Minor (<=21) A - Adult E - Emancipated minor	FIELD TYPE: Text LENGTH: One (1) DEFINITION: A person's status in relation to legal adulthood, as specified by state law
27	Race or Ethnicity Code	1 - American Indian/Alaskan Native 3 - Black or African American 4 - Hispanic 5 - Whit	FIELD TYPE: Text LENGTH: Two (2) DEFINITION: A single code indicating the race and ethnicity of the student. No leading zeros.

Field No.	Field Name	Valid Values	Explanations / Comments
		6 - Multiracial 9 - Asian 10 - Native Hawaiian or other Pacific Islander	
33	Economic Status	F - free R - reduced N - neither	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Use this field to indicate if a student participates in free or reduced lunch program. (Food Program Participant)
34	Challenge Type	2121 - Autism 2122 - Deaf-Blindness 2123 - Hearing Impairment including Deafness 2124 - Intellectual Disability (MR) 2125 - Multiple Disabilities 2126 - Orthopedic Impairment 2127 - Emotional Disturbance 2128 - Specific Learning Disability 2129 - Speech or Language Impairment 2130 - Traumatic Brain Injury 2131 - Visual Impairment incl. Blindness 2132 - Other Health Impairment	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: Student's primary Challenge Type. This often is referred to as Disability throughout PDE. <b>NOTE:</b> This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template. This field is required only if Field 38 (SPECIAL EDUCATION) is Y or E. <ul style="list-style-type: none"> <li>Primary Disability as identified on the Evaluation/Reevaluation Report.</li> <li>If the student is gifted <u>and</u> has a disability, report the disability in Item 10, and gifted as Code 2106 in Item 11</li> <li>Code 2134 applies only to student in EI programs</li> </ul>
38	Special Education	Y - Has IEP E - Exited IEP < 2 years N - No IEP or exited IEP > 2 years	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode.

Field No.	Field Name	Valid Values	Explanations / Comments
41	LEP/ELL Status	01 - Current ELL 03 - Former ELL, exited, and in 1st year of monitoring 04 - Former ELL, exited, and in 2nd year of monitoring 05 - Former ELL, exited, and no longer monitored 98 - Current ELL, ESL, or Bilingual Instruction provided by another LEA 99 - Never ELL	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: Student is in the process of acquiring English as a Second Language This field indicates whether the student: <ul style="list-style-type: none"> <li>• is currently identified as an ELL;</li> <li>• was formerly ELL, has exited, and is being monitored;</li> <li>• was formerly ELL, has exited, and no longer is being monitored, or;</li> <li>• was never identified as ELL.</li> </ul>
46	Repeating Last Year	Y or N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Y or N to indicate student is repeating current grade level during the school year
53	Expected Graduation Timeframe	MMYY	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: The expected timeframe for the student to graduate, in the form MMYT, where MM is a 2-digit number representing the expected month of graduation, and YY is the last 2 digits of the expected year of graduation. As an example, June 2016 would be represented 0616. If the exact month is unknown, use June (06) as the graduation month. This field can be left as null for elementary and middle school students but must be populated for all students who have entered grade 9.

Field No.	Field Name	Valid Values	Explanations / Comments
65	Graduation Status Code	See PIMS Student Snapshot Template Specifications in the PIMS User Manual Volume 1 for valid codes	<p>FIELD TYPE: Text</p> <p>LENGTH: One (1)</p> <p>DEFINITION:</p> <p>Indication of whether a student graduates, drops out, or transfers</p> <p>This field pertains to graduation status <i>and</i> dropout status, as well as transfers.</p> <p>Use appropriate code for students grades 7 through 12 for whom one of the situations in the Valid Values list applies.</p>
66	Expected Post-Graduate Activity	See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values	<p>FIELD TYPE: Numeric</p> <p>LENGTH: Three (3)</p> <p>DEFINITION:</p> <p>Indication of the type of activity the student plans for after graduation or after dropping out</p> <p>Value 998 is valid for dropouts only.</p> <p>Values 010 – 100 are valid for graduates only.</p> <p>Value 997 is valid for special education students with an IEP only.</p> <p><b>Required for dropouts and high school graduates only.</b></p>
67	Student Status	See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values	<p>FIELD TYPE: Text</p> <p>LENGTH: One (1)</p> <p>DEFINITION:</p> <p>Indication of current status of student.</p> <p>Required for students that fall into one of the situations described in the value list. If a student is court placed, use court placed for the code value.</p>
68	Date First Enrolled in an ESL or Bilingual Education Program (Core)	10 characters, ISO format (YYYY-MM-DD)	<p>FIELD TYPE: Numeric</p> <p>LENGTH: Ten (10)</p> <p>DEFINITION: The date, in ISO format, when the student was first enrolled in an ESL or bilingual education (core) program since first enrollment in a US school.</p>

Field No.	Field Name	Valid Values	Explanations / Comments
70	ADA Status Indicator	Y - Student has a current Section 504 service agreement plan in place and is considered disabled per ADA N – Student does not have a current Section 504 service agreement plan in place	FIELD TYPE: Text LENGTH: Two (2) DEFINITION: Field identifies students who: (1) have a current Section 504 service agreement plane in place AND (2) are considered disabled and eligible for protection under the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008. ADA (as amended) defines “disability” as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such impairment; or (3) being regarded as having such impairment. Populate this data element, as appropriate, for all students. Consult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place. <b>NOTE:</b> Populate this field (70) with N for students recorded as having a current/active IEP in Field 38 (SPECIAL EDUCATION) of this template.
73	Foreign Exchange Student	Y or N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: An indication of whether the student has entered the country on a student visa (usually 2-year) and is not intending to remain here permanently
80	Gifted and Talented	GY - Gifted, has GIEP GN - Gifted, does not have GIEP N - Not Applicable	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Indicates the student’s gifted status and participation in a Gifted and Talented program.

Field No.	Field Name	Valid Values	Explanations / Comments
88	Economic Disadvantaged Status Code	Y or N	<p>FIELD TYPE: Text  LENGTH: One (1)  DEFINITION:  This field indicates the economically disadvantaged status of a student, and is used to provide the economically disadvantaged disaggregation. This will be the one field used for all LEAs to indicate if a student is economically disadvantaged. To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used. If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility.</p> <p>For most LEAs, this field will populate with Y if the student meets the requirements for “Eligibility to participate in a free or reduced lunch program” in the current school year. Provision II Districts and Community Eligibility schools should not use “base year” Free and Reduced Eligibility data for reporting individual student poverty code data in “non-base years.”</p>
91	Diploma Type Code	806 - Regular Diploma 816 - General Education Development (GED) credential	<p>FIELD TYPE: Numeric  LENGTH: Three (3)  DEFINITION:  The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements. This field is required for students that have graduated.</p>



Field No.	Field Name	Valid Values	Explanations / Comments
93	Alternate Student ID		FIELD TYPE: Numeric or Alphanumeric LENGTH: Twenty Five (25) DEFINITION: A Student ID that is different than the primary identifier associated such as a local student identifier
95	LEP/ELL Eligibility	Y – Title III served N – Not Title III served	FIELD TYPE: Text LENGTH: One (1) DEFINITION: A Title III Indicator to identify which ELL students are Title III served This field is conditionally required for ELLs with a Valid Value of 01 in Field 41 (LEP/ELL STATUS).
97	Grade 09 Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The school year in which the student entered 9th grade for the first time The school year is represented by a single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2016-2017 school year would be indicated by 2017-06-30. This field is required for any student enrolled in grades 9 – 12
98	District Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The most recent date that the student entered the LEA, For new students in their first year at the an LEA only, this should be the current school year.

Field No.	Field Name	Valid Values	Explanations / Comments
99	School Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The most recent date that the student entered the school. For new students in the first year at an LES only, this should be the current school year.
109	State Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The most recent date that the student entered Pennsylvania; if that is not known, the most recent date enrolled in a school in PA This field must be populated with the actual date.
110	Date First Enrolled in a US School	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The date, in ISO format, that the student first enrolled in a US school. For this purpose, enrollment in a school in Puerto Rico does not count as enrollment in a US school. Use best information available on prior enrollments. This data is needed for ELL students only.
117	District Code of Residence	9-digit code	FIELD TYPE: Numeric LENGTH: Nine (9) DEFINITION: The school district code where the parent/legal guardian resides

Field No.	Field Name	Valid Values	Explanations / Comments
120	Student is a Single Parent	Y or N	<p>FIELD TYPE: Text</p> <p>LENGTH: One (1)</p> <p>DEFINITION:</p> <p>Specifies whether the student is a single parent. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant.</p> <p>This is an element required for secondary and adult affidavit program CTE students only.</p>
123	Home Language Code	See Appendix J Volume 2 of the PIMS User Manual for a complete list of valid NCES county and language codes	<p>FIELD TYPE: Numeric</p> <p>LENGTH: Four (4)</p> <p>DEFINITION:</p> <p>The NCES Code for the <b>native</b> language a child is/was exposed to that resulted in identification as an English language learner</p> <p>Conditionally required if <b>native</b> language is other than US English</p> <p>If <b>native</b> language is US English, leave blank.</p>
125	Years in US Schools	<p>If student has been in US schools:</p> <p>1 - 0-12 months</p> <p>2 - 13-24 months</p> <p>3 - 25-36 months</p> <p>In the case of re-entry into US schools, the calculation for YEARS IN US SCHOOLS is cumulative.</p> <p>Calculation of number of months is from date of enrollment to October 1 of the current school year.</p> <p>Use best information available.</p>	<p>FIELD TYPE: Numeric</p> <p>LENGTH: One (1)</p> <p>DEFINITION:</p> <p>An integer value (1, 2 or 3) that indicates the years that a student meets the Title III immigrant definition for federal funding purposes, as follows:</p> <ul style="list-style-type: none"> <li>• is age 3 – 21, and</li> <li>• was not born in any state, and</li> <li>• has not been attending one or more schools in any one or more states for more than three full academic years</li> </ul> <p>Note: Students from Puerto Rico are not considered immigrant students.</p>

Field No.	Field Name	Valid Values	Explanations / Comments
126	Name Suffix		<p>FIELD TYPE: Text</p> <p>LENGTH: Ten (10)</p> <p>DEFINITION:</p> <p>The legal middle name or middle initial of the student. Required if the student has a middle name, no punctuation.</p> <p>An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).</p>
131	Food Program Eligibility	<p>F - Free</p> <p>R - Reduced</p> <p>N - Neither</p>	<p>FIELD TYPE: Text</p> <p>LENGTH: One (1)</p> <p>DEFINITION: The student's eligibility to participate in the free/reduced lunch program.</p>
133	Last Name Long		<p>FIELD TYPE: Text</p> <p>LENGTH: Sixty (60)</p> <p>DEFINITION: The legal last name (surname) of the student.</p>
134	First Name Long		<p>FIELD TYPE: Text</p> <p>LENGTH: Sixty (60)</p> <p>DEFINITION: The legal first name of the student.</p>
142	Middle Name		<p>FIELD TYPE: Text</p> <p>LENGTH: : Sixty (60)</p> <p>DEFINITION:</p> <p>The middle of the student.</p> <p>Note: Whenever possible, this is to be the FULL middle name, not just the middle initial.</p>

Field No.	Field Name	Valid Values	Explanations / Comments
154	Address 3		<p>FIELD TYPE: Text  LENGTH: Forty (40))  DEFINITION:  Additional information concerning the street address of the student's mailing address, such as building or site number.  Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.</p>
165	Location Code of Residence	4-digit code	<p>FIELD TYPE: Numeric  LENGTH: Four (4)  DEFINITION:  The school number of the public school that the student would attend, based on (1) his/her grade level and (2) home address of the parents/legal guardian  This must be a school number related to the reported DISTRICT CODE OF RESIDENCE (Field 117).</p> <p>If the district code of residence is the PA State Code 999999999 use location code 9999.  If the district code of residence is out of state (88888888) use 9999.</p> <p>For charter school students use the location code of the school the student would attend in the district of residence if not in the charter school.  For students reported as being educated in a magnet school located within the student's district of residence use the magnet school's location code, not the school the student would attend based on their home address.</p>

Field No.	Field Name	Valid Values	Explanations / Comments
166	Displaced Homemaker	Y or N	<p>FIELD TYPE: Text  LENGTH: One (1)  DEFINITION:  An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, "(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; "(ii) has been dependent on the income of another family member but is no longer supported by that income; or "(iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and "(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>
167	Special Education Referral	Y or N	<p>FIELD TYPE: Text  LENGTH: Four (4)  DEFINITION: Special Education Student that is referred to another LEA for education. Must be a Special Education student  Valid Value in Field 38 (SPECIAL EDUCATION) must be "Y" or "E" to value this field with a "Y."  District of Residence and Charter Schools are the only entities allowed to have "Y" in this field.</p>
182	Home Address State County Code	See Appendix D Volume 2 of the PIMS User Manual for the full list of state abbreviations	<p>FIELD TYPE: Numeric  LENGTH: Two (2)  DEFINITION: The 2-digit county code of the student's mailing address; counties in PA are numbered 01 – 67 in alphabetical order.</p>

Field No.	Field Name	Valid Values	Explanations / Comments
189	Funding District Code	9-digit code	<p>FIELD TYPE: Text  LENGTH: Nine (9)  DEFINITION:  The district code that applies to the school district financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence <b>EXCEPT</b> in the case of non-resident foster children.  This field is only required for students educated by LEA schools classified as either “occupational” or “comprehensive” Career and Technical Centers (CTCs) on PDE’s EdNA website,  <a href="http://www.edna.ed.state.pa.us/">http://www.edna.ed.state.pa.us/</a>  <b>This must be one of the 500 Pennsylvania school districts.</b></p>
190	CTE Indicator		<p>FIELD TYPE: Text  LENGTH: One (1)  DEFINITION:  This field indicates whether or not a normal full complement of “primary academics” is administered and provided to this student by the reported CTC school identified in LOCATION CODE (Field 2 of this template).  For the purpose of this data element, “primary academics” include English, Reading/Language Arts, Mathematics, Sciences, and Social Studies (history, economics, geography, and civics and government).  The field needs to be populated for all students educated by occupational and comprehensive CTC schools as identified in Field 2 (LOCATION CODE) of this template.</p>

Field No.	Field Name	Valid Values	Explanations / Comments
212	Assessment Participation Code	A - PASA only B - PSSA only I - Not participating in any of these assessments J – NIMS and NOCTI K - NIMS L - NOCTI	<p>FIELD TYPE: Text  LENGTH: One (1)  DEFINITION:  Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:</p> <ul style="list-style-type: none"> <li>• LEAs not administering an assessment to a student is to use Code I</li> <li>• LEAs administering an assessment indicate the appropriate code.</li> </ul> <p><b>NOTE:</b> adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>
214	Assessment Participation Code 2	A – Algebra B – Literature C – Biology D – Algebra and Literature E – Algebra, Literature, Biology F – Literature and Biology G – Algebra and Biology Z - N/A; not participating in this Keystone	<p>FIELD TYPE: Text  LENGTH: One (1)  DEFINITION:  Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:</p> <ul style="list-style-type: none"> <li>• LEAs not administering an assessment to a student is to use Code Z</li> <li>• LEAs administering an assessment indicate the appropriate code</li> </ul> <p><b>NOTE:</b> adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>



Field No.	Field Name	Valid Values	Explanations / Comments
215	Assessment Participation Code 3	A – Algebra B – Literature C – Biology D – Algebra and Literature E – Algebra, Literature, Biology F – Literature and Biology G – Algebra and Biology Z - N/A; not participating in this Keystone	<p>FIELD TYPE: Text  LENGTH: One (1)  DEFINITION:  Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:</p> <ul style="list-style-type: none"> <li>• LEAs not administering an assessment to a student is to use Code Z</li> <li>• LEAs administering an assessment indicate the appropriate code</li> </ul> <p><b>NOTE:</b> adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>
216	Assessment Participation Code 4	A – Algebra B – Literature C – Biology D – Algebra and Literature E – Algebra, Literature, Biology F – Literature and Biology G – Algebra and Biology Z - N/A; not participating in this Keystone	<p>FIELD TYPE: Text  LENGTH: One (1)  DEFINITION:  Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:</p> <ul style="list-style-type: none"> <li>• LEAs not administering an assessment to a student is to use Code Z</li> <li>• LEAs administering an assessment indicate the appropriate code</li> </ul> <p><b>NOTE:</b> adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>
217	District of Enrollment Code	9-digit code	<p>FIELD TYPE: Numeric  LENGTH: Nine (9)  DEFINITION: Identifies the district where the non-resident student is enrolled.</p>

# Special Education Snapshot

Empty fields are not included in this list –

**Reminder: The layout of the record must follow the 76 fields for Special Education Snapshot**

See PIMS Manual for more detailed descriptions.

Field No.	Field Name	Valid Values	Explanations / Comments
1	District Code	9-digit code	<p>FIELD TYPE: Numeric  LENGTH: Nine (9)  DEFINITION:  The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. AUN of the district in which the parent or guardian resides  The Valid Value must equal the (Special Education) school district, the charter school where the student is enrolled, or corrections ed (<b>NOT</b> educating LEA, IU, APS, CTC, or other entity)</p>
2	Location Code	4-digit code	<p>FIELD TYPE: Numeric  LENGTH: Four (4)  DEFINITION:  The PDE-defined, 4-digit code identifying the school the student attends within the district of residence. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000.  For Special Ed Reporting – the district of residence should indicate 9999 for students educated in other LEAs</p>

Field No.	Field Name	Valid Values	Explanations / Comments
3	School Year Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2016-2017 school year would be indicated by 2017-06-30. All dates must be entered in the ISO format YYYY-MM-DD
5	Student ID	10-digit code	FIELD TYPE: Numeric or alpha/numeric (no special characters) LENGTH: Ten digit code DEFINITION: The unique 10-digit PASecureID assigned to the student.
10	Special Education Teacher Name (OPTIONAL FOR JULY)		FIELD TYPE: Text LENGTH: Thirty (30) DEFINITION: Enter the legal last name of the teacher providing the majority of special education services. No punctuation allowed except for hyphens and apostrophes. e.g. Johnson-Smith or O'Reilly

Field No.	Field Name	Valid Values	Explanations / Comments
11	Primary Disability	2121 - Autism 2122 - Deaf-Blindness 2123 - Hearing Impairment including Deafness 2124 - Intellectual Disability (MR) 2125 - Multiple Disabilities 2126 - Orthopedic Impairment 2127 - Emotional Disturbance 2128 - Specific Learning Disability 2129 - Speech or Language Impairment 2130 - Traumatic Brain Injury 2131 - Visual Impairment incl. Blindness 2132 - Other Health Impairment	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: Student's primary Challenge Type. This often is referred to as Disability throughout PDE. <b>NOTE:</b> This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template. This field is required only if Field 38 (SPECIAL EDUCATION) is Y or E. <ul style="list-style-type: none"> <li>Primary Disability as identified on the Evaluation/Reevaluation Report.</li> <li>If the student is gifted <u>and</u> has a disability, report the disability in Item 10, and gifted as Code 2106 in Item 11</li> <li>Code 2134 applies only to student in EI programs</li> </ul>
12	Secondary Disability  (OPTIONAL FOR JULY)	Same as #11 above	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: Enter the secondary disability identified on the Evaluation/Reevaluation Report
15	Amount of Special Education Services  (OPTIONAL FOR JULY)	01 - Itinerant 04 - Full-time 06 - Supplemental Resource	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: The amount of special education services as identified on the IEP or Notice of Recommended Educational Placement

Field No.	Field Name	Valid Values	Explanations / Comments
17	Type of Support (OPTIONAL FOR JULY)	01 - Learning 02 - Life Skills 03 - Multi-Disabilities 04 - Emotional 06 - Deaf or Hearing Impaired 07 - Speech and Language 08 - Physical 10 - Blind or Visually Impaired 26 - Autistic	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: The support provided to student based on their needs as identified on the IEP or Notice of Recommended Educational Placement.
34	Date Exited Special Education	10 characters, ISO format (YYYY-MM-DD) or blank	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The date the student exited the special education program. If not blank, date must be between 7/1/2016 - 6/30/2017.
35	Snapshot Date	10 characters, ISO format (YYYY-MM-DD) Required Date: 2017- 06-30	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: One of the standard reporting date defined by PDE.

Field No.	Field Name	Valid Values	Explanations / Comments
44	Educational Environment (OPTIONAL FOR JULY)	<p>Codes for students being educated in regular buildings with non-disabled students</p> <p>19 - Inside the regular class 80 percent or more of the day (formerly Special Education Outside the Regular Class Less Than 21% of the Day )</p> <p>20 - Inside the regular class no more than 79% of the day and no less than 40% percent of the day (formerly Special Education Outside the Regular Class At Least 21% of the Day (21-60%))</p> <p>21 -Inside the regular class less than 40 percent of the day (formerly Special Education Outside the Regular Class More than 60% of the Day (61% or more))</p> <p>Codes for students being educated in other locations</p> <p>01 - Approved Private School (Non Residential)</p> <p>02 - Approved Private School (Residential)</p> <p>05 - Public Separate Facility (Residential)</p> <p>06 - Other Private Separate Facility (Residential)</p> <p>09 - Hospital/Home Bound</p> <p>12 - Public Separate Facility (Non Residential)</p> <p>14 - Out of State Facility</p> <p>15 - Instruction in the Home</p> <p>16 - Other Private Separate Facility (Non Residential)</p> <p>18 - Correctional Facility</p>	<p>FIELD TYPE: Numeric</p> <p>LENGTH: Two (2)</p> <p>DEFINITION: Students with disabilities must be educated in regular public school buildings with non-disabled students to the extent possible. (As indicated in Section VIII (A or B) of the IEP.)</p>

Field No.	Field Name	Valid Values	Explanations / Comments
45	Transition IEP Status Code	Y/N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Does the student have a transition plan as part of their IEP? Cannot be blank if student is 14 or older on 7/1/2016.
49	Educational Environment Percentage (School Age Program)  (OPTIONAL FOR JULY)	whole number (0-100)	FIELD TYPE: Numeric LENGTH: Three (3) DEFINITION: Actual percentage of time that students are educated in regular classrooms in public school buildings with non-disabled students as indicated in Section VIII (A) of the IEP This item is not applicable to students not educated in regular buildings as indicated in Section VIII (B) of the IEP. Example: 5% = 5, 20% = 20, 100% = 100
52	Reason for Exiting Special Education	01 - Graduated with Regular High School Diploma 02 - Received a GED and/or Certificate 03 - Reached Maximum Age (Age 21) 04 - Dropped Out 05 - Transferred to Regular Education 06 – Moved out of Pennsylvania, Known to be Continuing 09 – Died  Or blank	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: Indicates the reason the student exited the program. If the student Graduated with Regular High School Diploma and Reached Max Age, always use code 01 Graduated with Regular High School Diploma. If Exit Reason is (01) Graduating or (02) GED, age must be at least 16 on 12/1/2016.  If the student does not meet graduation requirements/IEP goals by age 21, use code 03 Reached Max Age. If Exit Reason is (03) Reached Max Age, age must be at least 20 on 12/1/2016.

Field No.	Field Name	Valid Values	Explanations / Comments
70	Service Provider  (OPTIONAL FOR JULY)	9-digit AUN code or Provider Name (text)	FIELD TYPE: Numeric/Alphanumeric LENGTH: Fifty (50) DEFINITION: Enter the 9-digit AUN of the special education service provider as indicated on the IEP or Notice of Recommended Educational Placement. If the AUN doesn't exist, enter the actual name of the service provider. <b><i>This indicates the entity providing special education services.</i></b>
71	Location of Special Education Services  (OPTIONAL FOR JULY. Spot Checker will check for valid entry since it will be required in the school year 2016-2017)	4-digit code or text	FIELD TYPE: Numeric/Alphanumeric LENGTH: One Hundred (100) DEFINITION: The PDE-defined, 4-digit code identifying the school <b><i>where special education services are provided.</i></b> If a student is at a location that does not have a designated school code, enter the actual name of the building. 9999 is <b>NOT</b> valid
73	Trans IEP (Paid Work Based Learning)	Y/N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: - Does IEP contain new services that support paid work-based learning experiences in a competitive (at least minimum wage) integrated setting? If Transition IEP Status Code (field 45) =Y, then can not be blank.
74	Trans IEP (Job Support/Coaching)	Y/N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Does IEP contain services that include job supports/coaching? If Transition IEP Status Code (field 45) =Y, then cannot be blank.



Field No.	Field Name	Valid Values	Explanations / Comments
75	Trans IEP (Career Dev/Job Exploration)	Y/N	<p>FIELD TYPE: Text</p> <p>LENGTH: One (1)</p> <p>DEFINITION: Does IEP contain services that include career development and job exploration?</p> <p>If Transition IEP Status Code (field 45) =Y, then cannot be blank.</p>
76	Trans IEP (Modified)	Y/N	<p>FIELD TYPE: Text</p> <p>LENGTH: One (1)</p> <p>DEFINITION: Has the transition IEP been modified to include services that support paid work-based learning experiences in a competitive (at least minimum wage) integrated setting?</p> <p>If Transition IEP Status Code (field 45) =Y, then cannot be blank.</p>

# Supplemental Tables Formatting Information

*DATA FOR ALL TABLES TO BE REPORTED BY LEA*

*DATA FOR EXITING AND DISCIPLINE TABLES TO BE REPORTED \*BY STUDENT*

*\*BY STUDENT Template will be provided in Excel for Discipline Tables*

## General Formatting Information for Export Files

All data export files must be in standard ASCII comma-separated variable (CSV) format, sometimes called “comma delimited text.” Each line must be terminated by a carriage return and line feed combination. Files shall be named as indicated in this document, and must be in an MS-DOS compatible file format.

Supplemental Tables 1-3 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. Supplemental Tables 4-13 are based on data from July 1, 2016 through June 30, 2017. The data should be reflective of the year of the submission or, if the student exited, date of exit.

Tables 1, 2, 3, 8A, 9A, and 13 are required submissions. PSU will create Tables 4, 5, 6, and 7 from the student level data provided in the July Submission files downloaded from PIMS. PSU will create Tables 9, 10, 11, and 12 from the student level data provided in Table 9A. Table 9A, Discipline by Student, contains a list of Children with Disabilities subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by student. Verification of all final tables will be required.

A detailed template for the tables are included in Appendix A, labeled *Tables Created*. An example of the Supplemental Table data format for Table 1 is shown below. For this file, there are three rows of data and each row contains 3 values. The 1<sup>st</sup> value is the AUN. If any value is zero, include the zero and NOT a value of ‘blank’.

### *Example:*

```
111111111,26,0
222222222,35,4
333333333,33,4
```

An example of **Table 8A** data format is shown below.

### *Example:*

```
101000000,1234567890,Smith,John,1993-01-01,1234,2010-01-05,2010-02-06,,,2010-06-15,2010-08-25,31,2010-02-15,
```

### Supplemental Tables Collected or Created:

TABLE 1	Personnel (in Full-Time Equivalency of Assignment) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-5
TABLE 2	Personnel (in Full-Time Equivalency of Assignment) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 6-21
TABLE 3	Personnel (in Full-Time Equivalency of Assignment) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-21
TABLE 4	Report of Children with Disabilities Exiting Special Education from July 1, 2016 through June 30, 2017 by Age and Disability by Basis of Exit
TABLE 5	Report of Children with Disabilities Exiting Special Education from July 1, 2016 through June 30, 2017 by Race/Ethnicity by Basis of Exit
TABLE 6	Report of Children with Disabilities Exiting Special Education from July 1, 2016 through June 30, 2017 by Gender by Basis of Exit
TABLE 7	Report of Children with Disabilities Exiting Special Education from July 1, 2016 through June 30, 2017 by Limited English Proficiency by Basis of Exit
TABLE 8A	Report of Children with Disabilities Evaluated, July 1, 2016 through June 30, 2017. (Initial Evaluations Completed by the LEA – <i>does not include Reevaluation or Gifted Evaluation</i> ) Data will be collected by LEA for School Age Students
TABLE 9	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Disability
TABLE 9A	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Student
TABLE 10	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Race/Ethnicity
TABLE 11	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Gender

TABLE 12	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Limited English Proficiency Status (LEP)
TABLE 13	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017. Children Subject to Expulsion With and Without Educational Services by Disability Status

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# Supplemental Tables Data Items and Layout

**TABLE 1**

Personnel (in Full-Time Equivalency of Assignment)  
To Provide Special Education and Related Services  
For Children with Disabilities, Ages 3-5 by LEA

Special Education Paraprofessionals and Teachers Serving Children with Disabilities, Ages 3-5

		(1) HIGHLY QUALIFIED	(2) NOT HIGHLY QUALIFIED
AUN of LEA	Special Education Paraprofessionals for Ages 3-5		
AUN of LEA	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.)
2. IU data should be reported under AUN 1xx000000 where xx is the IU number.
3. 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.
4. IU contracted staff are reported by the IU. District/Charter contracted staff should be reported by the District/Charter.

## Export Specifications for Table 1

Table 1 – Personnel (in Full-Time Equivalency of Assignment) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-5

This table includes a count of special education paraprofessionals and teachers (serving children ages 3-5) in full-time equivalency that are highly qualified and not highly qualified.

Report: Personnel (in Full- Time Equivalency) Employed to Provide Special Education and Related Services for Children with Disabilities, Ages 3-5

Number of Rows: 2

Number of Values per Row: 3

Details: File shall consist of 2 rows (Special Education Paraprofessionals and Teachers) with each row containing 3 elements or data values (AUN, Highly Qualified and Not Highly Qualified). The Intermediate Unit must report the fraction of time to 2 decimal places, e.g., .34 = 1/3 time.

Row 1 contains number of Special Education Paraprofessionals for Ages 3-5

Value 1 – AUN of LEA

Value 2 – Highly Qualified

Value 3 – Not Highly Qualified

Row 2 contains number of Special Education Teachers for Ages 3-5

Value 1 – AUN of LEA

Value 2 – Highly Qualified

Value 3 – Not Highly Qualified

**TABLE 2**

**Personnel (in Full-Time Equivalency of Assignment)  
To Provide Special Education and Related Services for Children With  
Disabilities, Ages 6-21 by LEA**

**Special Education Paraprofessionals and Teachers Serving Children with Disabilities Ages 6-21**

		(1) HIGHLY QUALIFIED	(2) NOT HIGHLY QUALIFIED
AUN of LEA	Special Education Paraprofessionals for Ages 6-21		
AUN of LEA	Special Education Teachers for Ages 6-21		

**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.)
2. IU data should be reported under AUN 1xx000000 where xx is the IU number.
3. 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.
4. IU contracted staff are reported by the IU. District/Charter contracted staff should be reported by the District/Charter.

## Export Specifications for Table 2

Table 2 – Personnel (in Full-Time Equivalency of Assignment) Employed To Provide Special Education and Related Services for Children with Disabilities, Ages 6-21

This table includes a count of special education paraprofessionals and teachers (of students ages 6-21) in full-time equivalency that is highly qualified and not highly qualified. The fraction of the s time must be reported to 2 decimal places.

Report: Personnel (in Full- Time Equivalency) Employed To Provide Special Education and Related Services for Children with Disabilities, Ages 6-21

Number of Rows: 2

Number of Values per Row: 3

Details: File shall consist of 2 rows (Special Education Paraprofessionals and Teachers) with each row containing 3 elements or data values (AUN, Highly Qualified and Not Highly Qualified). The Intermediate Unit must report the fraction of time to 2 decimal places, e.g., .34 = 1/3 time.

Row 1 contains number of Special Education Paraprofessionals for Ages 6-21

Value 1 – AUN of LEA

Value 2 – Highly Qualified

Value 3 – Not Highly Qualified

Row 2 contains number of Special Education Teachers for Ages 6-21

Value 1 – AUN of LEA

Value 2 – Highly Qualified

Value 3 – Not Highly Qualified



**TABLE 3**

**Personnel (In Full-Time Equivalency of Assignment)  
To Provide Special Education and Related Services for Children with  
Disabilities, Ages 3-21 by LEA**

**Related Services Personnel Serving Children with Disabilities Ages 3-21**

	(1) FULLY CERTIFIED	(2) NOT FULLY CERTIFIED
<b><u>RELATED SERVICES PERSONNEL</u></b>		
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:**

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.)
2. IU data should be reported under AUN 1xx000000 where xx is the IU number.
3. 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.
4. IU contracted staff are reported by the IU. District/Charter contracted staff should be reported by the District/Charter.
5. While we realize there are many other Related Services Personnel positions within a LEA, those listed above are the only positions required for reporting to OSEP.

### Export Specifications for Table 3

Table 3 – Personnel (In Full-Time Equivalency of Assignment) Employed To Provide Special Education and Related Services for Children with Disabilities, Ages 3-21

This table includes the number and types of other personnel employed (in full-time equivalency of assignment) to provide special education and related services for children with disabilities, ages 3-21. The fraction of the teacher's time must be reported to 2 decimal places.

Report: Personnel (In Full -Time Equivalency of Assignment) Employed To Provide Special Education and Related Services for Children with Disabilities, Ages 3-21

Number of Rows: 11

Number of Values per Row: 3

Details: File shall consist of 11 rows (Type of Personnel) with each row containing 3 elements or data values (AUN, Fully Certified, Not Fully Certified), with the values in each row separated by a comma. The Intermediate Unit must report the fraction of the teacher's time to 2 decimal places, e.g., .34 = 1/3 time.

Row 1 contains number of Audiologists

Value 1 – AUN of LEA

Value 2 – Number of Audiologists Employed Fully Certified

Value 3 – Number of Audiologists Employed Not Fully Certified

Row 2 contains number of Speech-Language Pathologists

Value 1 – AUN of LEA

Value 2 – Number of Speech-Language Pathologists Employed Fully Certified

Value 3 – Number of Speech-Language Pathologists Employed Not Fully Certified

Row 3 contains number of Interpreters

Value 1 – AUN of LEA

Value 2 – Number of Interpreters Employed Fully Certified

Value 3 – Number of Interpreters Employed Not Fully Certified

Row 4 contains number of Psychologists

Value 1 – AUN of LEA

Value 2 – Number of Psychologists Employed Fully Certified

Value 3 – Number of Psychologists Employed Not Fully Certified

Row 5 contains number of Occupational Therapists

Value 1 – AUN of LEA

Value 2 – Number of Occupational Therapists Employed Fully Certified

Value 3 – Number of Occupational Therapists Employed Not Fully Certified

Row 6 contains number of Physical Therapists

Value 1 – AUN of LEA

Value 2 – Number of Physical Therapists Employed Fully Certified

Value 3 – Number of Physical Therapists Employed Not Fully Certified

Row 7 contains number of Physical Education Teachers and Recreation and Therapeutic Recreation Specialists

Value 1 – AUN of LEA

Value 2 – Number of Physical Education Teachers and Recreation and Therapeutic Recreation Specialists Employed Fully Certified

Value 3 – Number of Physical Education Teachers and Recreation and Therapeutic Recreation Specialists Employed Not Fully Certified

Row 8 contains number of Social Workers

Value 1 – AUN of LEA

Value 2 – Number of Social Workers Employed Fully Certified

Value 3 – Number of Social Workers Employed Not Fully Certified

Row 9 contains number of Medical/Nursing Service Staff

Value 1 – AUN of LEA

Value 2 – Number of Medical/Nursing Service Staff Employed Fully Certified

Value 3 – Number of Medical/Nursing Service Staff Employed Not Fully Certified

Row 10 contains number of Counselors and Rehabilitation Counselors

Value 1 – AUN of LEA

Value 2 – Number of Counselors and Rehabilitation Counselors Employed Fully Certified

Value 3 – Number of Counselors and Rehabilitation Counselors Employed Not Fully Certified

Row 11 contains number of Orientation and Mobility Specialists

Value 1 – AUN of LEA

Value 2 – Number of Orientation and Mobility Specialists Employed Fully Certified

Value 3 – Number of Orientation and Mobility Specialists Employed Not Fully Certified

**TABLE 8A**

Report of Children with Disabilities Evaluated, July 1, 2016 through June 30, 2017  
 (Initial Evaluation Completed by the LEA - does not include Reevaluation or Gifted Evaluation)  
 Data will be collected by the LEA for School Age Students

Please read the following basic guidelines before completing the Table 8 form:

1. The IU needs to contact LEA's in order to obtain the information needed to complete Table 8A.
2. The following fields need to be completed for each initial evaluation completed by the LEA for school age students:

## Data Items

Field Name	Field Type (Length)	Data Entry Codes	Definition / Explanations / Comments
AUN	Numeric (9)	AUN (9)	AUN of the LEA
PAsecureID	Numeric or alpha/numeric (10 or less)		PAsecureID given to the student by PDE. If a PAsecureID has not been assigned, then use the ID that the LEA uses to identify the student.
Last Name	Text (255 max)		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.
First Name	Text (255 max)		Legal first name of the student. Do not include quotes or punctuation.
Birth Date	ISO Date Format YYYY-MM-DD (10)		Date of birth.
Location Code	Numeric (4)		The PDE defined 4-digit code identifying the school where the student receives the majority of her/her special education services. If a location does not have a designated code, use 9999.
Date Parent Permission to Evaluate Received	ISO Date Format YYYY-MM-DD (10)		Date received consent for initial evaluation.
Date Eligibility Decision Made	ISO Date Format YYYY-MM-DD (10)		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

Field Name	Field Type (Length)	Data Entry Codes	Definition / Explanations / Comments
Eligibility	Text (1 or 2)	E - Eligible NE - Not Eligible	Eligibility decision. Was the child found eligible?
Reason for Delay	Text (1)	(Blank) On Time  P - Parental reason A - Administrative E - SLD Extension	If the Evaluation Report was not issued within 60 calendar days of receipt of parent consent, then provide the reason for delay. § 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 2015-2016 SY	ISO Date Format YYYY-MM-DD (10)		Last Staff day of the 2015-2016 school year for the building in which the student spends a majority of time.
First Staff Day 2016-2017 SY	ISO Date Format YYYY-MM-DD (10)		First Staff day of the 2016-2017 school year for the building in which the student spends a majority of time.
Number of Days	Numeric (3 or less)		The calculated number of days from the date the Parent Permission was Received until the date the Eligibility Decision was Made. If all dates are provided on the spreadsheet, this will automatically calculate.
Date IEP Developed	ISO Date Format YYYY-MM-DD (10)	(Blank) Not Developed	Date the initial IEP was developed.
Comments	Text (255 max)	Required - if Reason for Delay is NOT blank Optional - if Reason for Delay is blank	Comment related to Reason for Delay.

3. Submit to PennData at [penndata@psu.edu](mailto:penndata@psu.edu) **by July 10, 2017**. Acceptable formats include an Excel file or a comma-delimited text file (.txt, .csv). If the file is uploaded to the PennData WebApp, send PennData an email notification.

Note:

1. When submitting data, please indicate if no Initial Evaluations were completed for an LEA for the reporting timeframe.
2. Those LEAs that are to submit Table 8A to the Bureau of Special Education will be informed of such in May of each year.
3. Regardless of their reporting status, all LEAs in the Commonwealth must continue to collect and maintain data regarding timely evaluations, so that the LEA can assess its on-going compliance and program effectiveness and be prepared to report data to the state when notified to do so.

A sample of **Table 8A** data in text format is shown below.

101000000,1234567890,Smith,John,1993-01-01,1234,2010-01-05,2010-02-06,,,2010-06-15,2010-08-25,31,2010-02-15,

## Export Specifications for Table 8A

Table 8A – Report of Children with Disabilities Evaluated July 1, 2016 through June 30, 2017  
(Initial Evaluation Completed by the LEA – does not include Reevaluation, 504, or Gifted Evaluation). Data will be collected by the LEA for School Age Students

Report: Children with Disabilities Evaluated

Number of Rows: 1 row for each initial evaluation

Number of Values per Row: 15

Details: File shall consist of 1 row of data, for each initial student evaluation within the LEA, with each row containing 15 elements or data values, with the values in each row separated by a comma.

Row(s) = Number of Students

Value 1 – AUN

Value 2 – PAsecureID

Value 3 – Last Name

Value 4 – First Name

Value 5 – Birth Date

Value 6 – Location Code

Value 7 – Date Parent Permission to Evaluate Received

Value 8 – Date Eligibility Decision Made

Value 9 – Eligibility

Value 10 – Reason for Delay

Value 11 – Last Staff Day 2015-2016 School Year

Value 12 – First Staff Day 2016-2017 School Year

Value 13 – Number of Days between Parent Permission Received and Date Eligibility Decision Made

Value 14 – Date IEP Developed

Value 15 – Comments

## INSTRUCTIONS FOR COMPLETING TABLE 9A

Table 9A is a required submission. PSU will create Tables 9, 10, 11, and 12 from the student level data provided in Table 9A. Verification of all resulting tables will be required by the IU/LEA.

### UNILATERAL REMOVAL to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BY SCHOOL PERSONNEL:

Column 1A - Each child is counted ONLY 1 time no matter how many Unilateral Removals the student had for any of the reasons in column B, C, or D. Also Column 1A total must match on all 4 tables. The total for this column MUST be the same on all 4 tables.

Column 1B, 1C, 1D - The sum of these 3 columns will be equal to or greater than Column 1A. Example: A student was removed 3 times for serious bodily injury. The student will be counted 1 time in column 1A and 3 times in column 1D. The total for this column MUST be the same on all 4 tables.

### REMOVALS to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BASED on a HEARING OFFICER DETERMINATION REGARDING LIKELY INJURY

Column 2 - The student MUST be removed based on a Hearing Officer Determination to be placed in this column. **The total for this column MUST be the same on all 4 tables. Report only Hearing Officers employed by Office for Dispute Resolution (ODR).**

### OUT-OF-SCHOOL SUSPENSIONS OR EXPULSIONS

Column 3A, 3B - Each child is counted ONLY 1 time no matter how many times the student was suspended or expelled. You must total the number of days the student was suspended or expelled and will count ONLY 1 time in column 3A if the total number of days is 10 days or less, or will count ONLY 1 time in column 3B if the total number of days is greater than 10 days. The total for columns 3A and 3B MUST be the same on all 4 tables. When calculating cumulative days of in- and out-of-school suspension, include **children who have cumulatively been suspended for** half a school day in length and longer. Do not include **children who have cumulatively been suspended for** less than half a school day.

A child should be counted in only one of the first three columns (1A, 2, or 3) for the same offense. If a child is unilaterally removed for drugs and reported in column 1A, then do NOT report the child again in column 3 for the same incident. Similarly, if a child is removed by a hearing officer for likely injury and is reported in column 2, then do NOT report the child again in column 3 for the same incident.

A child with more than one offense could be counted in more than one column (1A, 2, or 3). For example, a child who was unilaterally removed to an interim alternative educational setting and, later in the school year, was subject to an out-of-school suspension for more than 10 school days for a separate offense, should be reported in both column 1A and column 3.

### IN-SCHOOL SUSPENSIONS

Column 4C, 4D - Each child is counted ONLY 1 time no matter how many times the student was suspended in school. You must total the number of days the student was suspended in school and will count ONLY 1 time in column 4C if the total number of days is 10 days or less, or will count ONLY 1 time in column 4D if the total number of days is greater than 10 days. The total for columns 4C and 4D MUST be the same on all 4 tables. When calculating cumulative days of in- and out-of-school suspension, include **children who have cumulatively been suspended for** half a school day in length and longer. Do not include **children who have cumulatively been suspended for** less than half a school day.

**NOTE: If a child has both in-school and out-of-school suspensions in the same school year, that same child can be reported in both column 3A or 3B and column 4A or 4B.**

### DISCIPLINARY REMOVALS

Column 5A - This is the TOTAL number of removals.

Example: A student was suspended 3 different times for 5 days each. The student will be counted as 3 removals in column 5A and counted 1 time in column 5D because the total number of days was greater than 10.

Column 5B, 5C, 5D - Each child is counted ONLY 1 time no matter how many times the student was removed. You must total the number of days the student was removed and will count ONLY 1 time in column 5B if the total number of days is 1, or will count ONLY 1 time in column 5C if the total number of days is between 2 to 10 days, or will count ONLY 1 time in column 5D if the total number of days is greater than 10 days. The total for columns 5A, 5B, 5C, and 5D MUST be the same on all 4 tables.

\*Column 5 is a report of disciplinary removals. In column 5A, report the number of times any child with a disability was subject to any kind of disciplinary removal during the school year. When counting disciplinary removals, include in-school suspensions, out of-school suspensions, expulsions, removals by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removals by hearing officer for likely injury to self or others. Note that column 5A is a report of disciplinary events, NOT, children. If a child has more than one disciplinary removal in the school year, then each removal should be reported in column 5A.

#### **COLUMN CHECKS**

Columns 1A, 2, 3A, 3B, 4C, 4D, 5B, 5C, 5D must contain a Y or N for Yes or No

To be included in Table 9A, at least one of the Y/N columns must contain a Y

If sum of columns 1B, 1C, 1D > 0 then 1A must be Y

If 1A = Y, then the sum of 1B, 1C, 1D > 0

Only one of columns 3A and 3B may contain a Y

Only one of columns 4C and 4D may contain a Y

To be included in Table 9A, column 5A must be greater than 0

To be included in Table 9A, one and only one of columns 5B, 5C, 5D must contain a Y

There must be a Y contained in one or more of (1A, 2, 3A, 3B, 4C, 4D)



## Table 9A

Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Student

**The data should be reflective of the date of the submission.**

**SCHOOL YEAR 2016-2017**

Student Level Data in Table 9A will be used to create Tables 9-12.

Each IU/LEA is required to submit Table 9A and PSU will create Tables 9-12.

IU	District of Residence AUN	PAsecureID	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:

- 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 must be a valid code (1, 3, 4, 5, 6, 9, 10)
- LEP must be a valid code (01,03,04,05,98,99)
- Disability Category should be the 4 digit code (see Disability Category in the Child Count Data Items section of this manual)
- For columns 1A, 2, 3A, 3B, 4C, 4D, 5B, 5C, 5D., enter Y or N for Yes or No.

**Table 9A (continued)**

Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Student

**The data should be reflective of the date of the submission**

**SCHOOL YEAR 2016-2017**

Student Level Data in Table 9A will be used to create Tables 9-12.

Each IU/LEA 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 Likely Injury	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:

- 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 must be a valid code (1, 3, 4, 5, 6, 9, 10)
- LEP must be a valid code (01,03,04,05,98,99)
- Disability Category should be the 4 digit code (see Disability Category in the Child Count Data Items section of this manual)
- For columns 1A, 2, 3A, 3B, 4C, 4D, 5B, 5C, 5D., enter Y or N for Yes or No.

## Export Specifications for Table 9A

Table 9A – Children with Disabilities Subject to Disciplinary Removal from July 1, 2016 through June 30, 2017 by Student

Required for Report: Children with Disabilities subject to discipline removal. Student Level Data in Table 9A supports Tables 9-12. Totals in Table 9A must match totals in Tables 9-12.

Number of Rows: One row for each child subject to disciplinary removal.

Number of Values per Row: 25

Details: File shall consist of as many rows as students subject to disciplinary removal with each row containing 25 elements or data values, with the values in each row separated by a comma.

Each row contains data for a Child with Disabilities Subject to Disciplinary Removal, Ages 3-21

Value 1 – IU

Value 2 -- District of Residence AUN

Value 3 – PAsecureID

Value 4 – Last Name

Value 5 – First Name

Value 6 – Middle Name or Initial

Value 7 – Birth Date

Value 8 – Gender

Value 9 – Ethnic Background

Value 10 – LEP

Value 11 – Grade

Value 12 – Disability Category

Value 13 - Unilateral Removals to an Interim Alternative Educational Setting by School Personnel – Yes/No (Y/N)

Value 14 - Unilateral Removals to an Interim Alternative Educational Setting by School Personnel – Number of Removals for Drugs

Value 15 - Unilateral Removals to an Interim Alternative Educational Setting by School Personnel – Number of Removals for Weapons

Value 16 - Unilateral Removals to an Interim Alternative Educational Setting by School Personnel – Number of Removals for Serious Bodily Injury

Value 17 – Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury – Yes/No (Y/N)

Value 18 – Out-of-School Suspension/Expulsions Totaling 10 Days or Less – Yes/No (Y/N)

Value 19 - Out-of-school Suspension/Expulsions Totaling > 10 Days – Yes/No (Y/N)

Value 20 - In-School Suspensions Totaling 10 Days or Less – Yes/No (Y/N)

Value 21 – In-School Suspensions Totaling >10 Days – Yes/No (Y/N)  
Value 22 – Total Disciplinary Removals  
Value 23 – Disciplinary Removals Totaling 1 Day – Yes/No (Y/N)  
Value 24 – Disciplinary Removals Totaling 2-10 Days – Yes/No (Y/N)  
Value 25 – Disciplinary Removals Totaling > 10 Days – Yes/No (Y/N)

This table supports Tables 9-12. Totals must match totals in Tables 9-12.

When viewing this table, please keep in mind that due to the width of this data file, it was necessary to split the file for documentation purposes only. Even though the table appears to have more than one section, it is one data file.

**TABLE 13**

**REPORT OF CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Children Subject to Expulsion With and Without Educational Services by Disability Status

	6. Children Subject to Expulsion	
	A. Received Educational Services During Expulsion	B. Did Not Receive Educational Services During Expulsion
1. Children with Disabilities Ages 3-21		
2. Children without Disabilities, Grades K-12		

(Please recopy the data rows for each LEA.)

**Export Specifications for Table 13**

Table 13 – Report of Children Subject To Expulsion with and Without Educational Services by Disability Status

This table is a count of the number of children with and without disabilities, ages 3-21, subject to expulsion.

Report: Children Subject to Expulsion With and Without Educational Services by Disability Status

Number of Rows: 2

Number of Values per Row: 3

Details: File shall consist of 2 rows (Children with and without disabilities) with each row containing 3 elements or data values, with the values in each row separated by a comma.

Row 1 contains number of Children with Disabilities, Ages 3-21

Value 1 - AUN

Value 2 – Children Subject to Expulsion – Received Educational Services During Expulsion

Value 3 – Children Subject to Expulsion – Did Not Receive Educational Services During Expulsion

Row 2 contains number of Children Without Disabilities, Grades K-12

Value 1 - AUN

Value 2 – Children Subject to Expulsion – Received Educational Services During Expulsion

Value 3 – Children Subject to Expulsion – Did Not Receive Educational Services During Expulsion

# Intermediate Unit Sign-off Sheet

## July 2017 Submission Sign-Off Process

- 1) The Spot Checker will open for Exiting files on 5/15/2017 and for Supplemental Tables on 6/1/2017.
- 2) LEAs will upload files to PIMS between 6/15/2017 and 7/2/2017 and 7/18/2017 and 7/21/2017.
- 3) Files will be reviewed and checked for accuracy. Preliminary Comparison Reports will be created and received by IU the week of 7/24/2017.
- 4) PDE will provide a final file from PIMS to PSU. Final Comparison Reports will be created and received by IU. Resolutions of Final Comparison Reports by the IU are due within 1 week of receipt of the Final Comparison Reports.
- 5) Once all corrections have been processed, Verify Reports for Table 1 through Table 13 will be sent to each IU for verification.
- 6) The Verify Reports should be reviewed for correctness. The IU should print off the Authorization Form for signature by the IU Executive Director. Boxes for Table 1 through Table 13 should be checked.
- 7) The Authorization Form should be faxed or scanned and emailed to the PaSDC by end of business **9/11/2017 unless otherwise specified by PaSDC**. The fax number is: 717-948-6754. The email address is: [penndata@psu.edu](mailto:penndata@psu.edu).
- 8) Original authorization form and copies of the 1<sup>st</sup> page of each report should reach the PaSDC at the following address by **9/18/2017 unless otherwise specified by PaSDC**.

Pennsylvania State Data Center  
Institute of State and Regional Affairs  
Penn State Harrisburg  
777 West Harrisburg Pike  
Middletown, PA 17057-4898

- 9) Original authorization letters and individual IU reports will be printed, copied and filed by the PaSDC.

## Authorization Form for July Submission

Check **ONE** of the following two groups of Verify Reports:

\_\_ I have reviewed the Reports marked below for Intermediate Unit \_\_\_\_\_ and affirm that they are correct. I understand this information will be submitted to the Pennsylvania Department of Education for reporting purposes to the U.S. Department of Education.

- ☐ Table 1
- ☐ Table 2
- ☐ Table 3
- ☐ Table 4
- ☐ Table 5

- ☐ Table 6
- ☐ Table 7
- ☐ Table 9
- ☐ Table 10
- ☐ Table 11

- ☐ Table 12
- ☐ Table 13
- ☒ Transition Data

**OR**

\_\_ I have reviewed the Reports marked below for Intermediate Unit \_\_\_\_\_ and affirm that they are acceptable with the corrections attached. I understand this information will be submitted to the Pennsylvania Department of Education for reporting purposes to the U.S. Department of Education.

- ☐ Table 1
- ☐ Table 2
- ☐ Table 3
- ☐ Table 4
- ☐ Table 5

- ☐ Table 6
- ☐ Table 7
- ☐ Table 9
- ☐ Table 10
- ☐ Table 11

- ☐ Table 12
- ☐ Table 13
- ☒ Transition Data

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title printed

# Appendix A: Tables Created from LEA Data

Exiting Tables 4-7 Created from Exiting Child Count data

Discipline Tables 9-12 Created from Table 9A

TABLE 4

Students with Disabilities Exiting Special Education by Age, Disability and LEA  
Ages 14-21

Age and Disability by Basis of Exit

AUN	Disability	Basis of Exit	Age								
			14	15	16	17	18	19	20	21	22+
		Transferred to Regular Education									
		Graduated with Regular High School Diploma									
		Received a GED and/or Certificate									
		Reached Maximum Age									
		Died									
		Moved out of PA, Known to be Continuing									
		Dropped Out									

Within every AUN, each Disability will have a Basis of Exit for all ages.

Every AUN for the IU will have a Table 4 created from their Exiting Child Count data.

Total by Basis of Exit for Table 4 = Total by Basis of Exit for Table 5 = Total by Basis of Exit for Table 6 = Total by Basis of Exit for Table 7



TABLE 5

Students with Disabilities Exiting Special Education by Race/Ethnicity and LEA  
Ages 14-21

Race/Ethnicity by Basis of Exit

		RACE/ETHNICITY						
BASIS OF EXIT	AUN	HISPANIC/ LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	WHITE	TWO OR MORE RACES
Transferred to Regular Education								
Graduated with Regular High School Diploma								
Received a GED and/or Certificate								
Reached Maximum Age								
Died								
Moved out of PA, Known to be Continuing								
Dropped Out								

Every AUN for the IU will have a Table 5 created from their Exiting Child Count data.

Total by Basis of Exit for Table 4 = Total by Basis of Exit for Table 5 = Total by Basis of Exit for Table 6 = Total by Basis of Exit for Table 7

TABLE 6

Students with Disabilities Exiting Special Education by Gender and LEA  
Ages 14-21

Gender by Basis of Exit

		GENDER	
BASIS OF EXIT	AUN	MALE	FEMALE
Transferred to Regular Education			
Graduated with Regular High School Diploma			
Received a GED and/or Certificate			
Reached Maximum Age			
Died			
Moved out of PA, Known to be Continuing			
Dropped Out			

Every AUN for the IU will have a Table 6 created from their Exiting Child Count data.

Total by Basis of Exit for Table 4 = Total by Basis of Exit for Table 5 = Total by Basis of Exit for Table 6 = Total by Basis of Exit for Table 7

TABLE 7

Students with Disabilities Exiting Special Education by Limited English Proficiency Status and LEA  
Ages 14-21

Limited English Proficiency Status by Basis of Exit

BASIS OF EXIT	AUN	LIMITED ENGLISH PROFICIENCY STATUS	
		YES	NO
Transferred to Regular Education			
Graduated with Regular High School Diploma			
Received a GED and/or Certificate			
Reached Maximum Age			
Died			
Moved out of PA, Known to be Continuing			
Dropped Out			

Every AUN for the IU will have a Table 7 created from their Exiting Child Count data.

Total by Basis of Exit for Table 4 = Total by Basis of Exit for Table 5 = Total by Basis of Exit for Table 6 = Total by Basis of Exit for Table 7

TABLE 9

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Type of Disability

Children with Disabilities Ages 3-21		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 Likely Injury
Disability	AUN	A. Number of Children	B. Number of Removals for Drugs	C. Number of Removals for Weapons	D. Number of Removals for Serious Bodily Injury	Number of Children
Mental Retardation						
Hearing Impairments						
Speech or Language Impairments						
Visual Impairments						
Emotional Disturbance						
Orthopedic Impairments						
Other Health Impairments						
Specific Learning Disabilities						
Deaf-Blindness						
Multiple Disabilities						
Autism						
Traumatic Brain Injury						
Developmental Delay <sup>1</sup>						

States must have defined and established eligibility criteria for developmental delay in order to use this category for reporting

Every AUN for the IU will have a Table 9 created from their Table 9A data

Sum of column 1B, 1C, 1D  $\geq$  column 1A. If the sum of columns 1B, 1C, 1D  $> 0$ , then column 1A cannot equal 0.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

Column 2 - **Report only Hearing Officers employed by Office for Dispute Resolution (ODR).**

TABLE 9 (continued)

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Type of Disability (Continued)

<b>Children with Disabilities Ages 3-21</b>		<b>3. Out-of-School Suspensions or Expulsions</b>		<b>4. In-School Suspensions</b>	
<b>Disability</b>	<b>AUN</b>	<b>A. Number of Children with Out-of-School Suspension / Expulsions Totaling 10 Days or Less</b>	<b>B. Number of Children with Out-of-School Suspension / Expulsions Totaling &gt;10 Days</b>	<b>C. Number of Children with In-School Suspensions Totaling 10 Days or Less</b>	<b>D. Number of Children with In-School Suspensions Totaling &gt;10 Days</b>
Mental Retardation					
Hearing Impairments					
Speech or Language Impairments					
Visual Impairments					
Emotional Disturbance					
Orthopedic Impairments					
Other Health Impairments					
Specific Learning Disabilities					
Deaf-Blindness					
Multiple Disabilities					
Autism					
Traumatic Brain Injury					
Developmental Delay <sup>1</sup>					

States must have defined and established eligibility criteria for developmental delay in order to use this category for reporting

Every AUN for the IU will have a Table 9 created from their Table 9A data

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

TABLE 9 (continued)  
CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017

Disciplinary Removal by Type of Disability (Continued)

Children with Disabilities Ages 3-21		*5. Disciplinary Removals			
Disability	AUN	A. Total Disciplinary Removals	B. Number of Children with Disciplinary Removals Totaling 1 day	C. Number of Children with Disciplinary Removals Totaling 2-10 days	D. Number of Children with Disciplinary Removals Totaling > 10 days
Mental Retardation					
Hearing Impairments					
Speech or Language Impairments					
Visual Impairments					
Emotional Disturbance					
Orthopedic Impairments					
Other Health Impairments					
Specific Learning Disabilities					
Deaf-Blindness					
Multiple Disabilities					
Autism					
Traumatic Brain Injury					
Developmental Delay <sup>1</sup>					

States must have defined and established eligibility criteria for developmental delay in order to use this category for reporting

Every AUN for the IU will have a Table 9 created from their Table 9A data

Column 5A >= the sum of columns 5B, 5C, 5D. If column 5A is >0 then the sum of columns 5B, 5C, 5D cannot equal 0.

Sum of columns 1A, 2, 3A, 3B, 4C and 4D >= sum of columns 5B, 5C, 5D. If the sum of columns 1A, 2, 3A, 3B, 4C, 4D > 0, then the sum of columns 5B, 5C, 5D cannot equal zero.

\*Column 5 is a report of disciplinary removals. In column 5A, report the number of times any child with a disability was subject to any kind of disciplinary removal during the school year. When counting disciplinary removals, include in-school suspensions, out of-school suspensions, expulsions, removals by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removals by hearing officer for likely injury to self or others. Note that column 5A is a report of disciplinary events, NOT, children. If a child has more than one disciplinary removal in the school year, then each removal should be reported in column 5A.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

TABLE 10

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Race/Ethnicity

Children with Disabilities Ages 3-21		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 Likely Injury
Race/Ethnicity	AUN	A. Number of Children	B. Number of Removals for Drugs	C. Number of Removals for Weapons	D. Number of Removals for Serious Bodily Injury	Number of Children
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or More Races						

Sum of column 1B, 1C, 1D  $\geq$  column 1A. If the sum of columns 1B, 1C, 1D  $> 0$ , then column 1A cannot equal 0.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**UNILATERAL REMOVAL to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BY SCHOOL PERSONNEL:**

Column 1A - Each student is counted ONLY 1 time no matter how many Unilateral Removals the student had for any of the reasons in column B, C, or D. Also Column 1A total must match on all 4 tables. The total for this column MUST be the same on all 4 tables.

Column 1B, 1C, 1D - The grand total for these 3 columns will be equal to or greater than Column 1A.

Example: A student was removed 3 times for serious bodily injury. The student will be counted 1 time in column 1A and 3 times in column 1D. The total for this column MUST be the same on all 4 tables.

**REMOVALS to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BASED on a HEARING OFFICER DETERMINATION REGARDING LIKELY INJURY**

Column 2 - The student MUST be removed based on a Hearing Officer Determination to be placed in this column. The total for this column MUST be the same on all 4 tables. Report only Hearing Officers employed by Office for Dispute Resolution (ODR).

TABLE 10 (Continued)

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:**

Disciplinary Removal by Race/Ethnicity (Continued)

Children with Disabilities Ages 3-21		3. Out-of-School Suspensions or Expulsions		4. In-School Suspensions	
Race/Ethnicity	AUN	A. Number of Children with Out-of-School Suspension/Expulsions Totaling 10 Days or Less	B. Number of Children with Out-of-School Suspension/Expulsions Totaling >10 Days	C. Number of Children with In-School Suspensions Totaling 10 Days or Less	D. Number of Children with In-School Suspensions Totaling >10 Days
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or More Races					

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**OUT-OF-SCHOOL SUSPENSIONS OR EXPULSIONS** - Column 3A, 3B

Each child is counted ONLY 1 time no matter how many times the student was suspended or expelled. You must total the number of days the student was suspended or expelled and will count ONLY 1 time in column 3A if the total number of days is 10 days or less, or will count ONLY 1 time in column 3B if the total number of days is greater than 10 days. The total for columns 3A and 3B MUST be the same on all 4 tables.

**IN-SCHOOL SUSPENSIONS** - Column 4C, 4D

Each child is counted ONLY 1 time no matter how many times the student was suspended in school. You must total the number of days the student was suspended in school and will count ONLY 1 time in column 4C if the total number of days is 10 days or less, or will count ONLY 1 time in column 4D if the total number of days is greater than 10 days. The total for columns 4C and 4D MUST be the same on all 4 tables.

When calculating cumulative days of in- and out-of-school suspension, include **children who have cumulatively been suspended for** half a school day in length and longer. Do not include **children who have cumulatively been suspended for** less than half a school day.



TABLE 10 (Continued)

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Race/Ethnicity (Continued)

<b>Children with Disabilities Ages 3-21</b>		<b>5. Disciplinary Removals</b>			
<b>Race/Ethnicity</b>	<b>AUN</b>	<b>A. Total Disciplinary Removals</b>	<b>B. Number of Children with Disciplinary Removals Totaling 1 day</b>	<b>C. Number of Children with Disciplinary Removals Totaling 2-10 days</b>	<b>D. Number of Children with Disciplinary Removals Totaling &gt; 10 days</b>
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or More Races					

Column 5A  $\geq$  the sum of columns 5B, 5C, 5D. If column 5A is  $>0$  then the sum of columns 5B, 5C, 5D cannot equal 0.

Sum of columns 1A, 2, 3A, 3B, 4C and 4D  $\geq$  sum of columns 5B, 5C, 5D. If the sum of columns 1A, 2, 3A, 3B, 4C, 4D  $>0$ , then the sum of columns 5B, 5C, 5D cannot equal zero.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**DISCIPLINARY REMOVALS** - Column 5A

This is the TOTAL number of removals.

Example: A student was suspended 3 different times for 5 days each. The student will be counted as 3 removals in column 5A and counted 1 time in column 5D because the total number of days was greater than 10.

Column 5B, 5C, 5D

Each child is counted ONLY 1 time no matter how many times the student was removed. You must total the number of days the student was removed and will count ONLY 1 time in column 5B if the total number of days is 1, or will count ONLY 1 time in column 5C if the total number of days is between 2 to 10 days, or will count ONLY 1 time in column 5D if the total number of days is greater than 10 days. The total for columns 5A, 5B, 5C, and 5D MUST be the same on all 4 tables.

\*Column 5 is a report of disciplinary removals. In column 5A, report the number of times any child with a disability was subject to any kind of disciplinary removal during the school year. When counting disciplinary removals, include in-school suspensions, out of-school suspensions, expulsions, removals by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removals by hearing officer for likely injury to self or others. Note that column 5A is a report of disciplinary events, NOT, children. If a child has more than one disciplinary removal in the school year, then each removal should be reported in column 5A.

TABLE 11

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Gender

Children with Disabilities Ages 3-21		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 Likely Injury
Gender	AUN	A. Number of Children	B. Number of Removals for Drugs	C. Number of Removals for Weapons	D. Number of Removals for Serious Bodily Injury	Number of Children
Male						
Female						

Sum of column 1B, 1C, 1D  $\geq$  column 1A. If the sum of columns 1B, 1C, 1D  $> 0$ , then column 1A cannot equal 0.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**UNILATERAL REMOVAL to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BY SCHOOL PERSONNEL:**

Column 1A

Each child is counted ONLY 1 time no matter how many Unilateral Removals the student had for any of the reasons in column B, C, or D. Also Column 1A total must match on all 4 tables. The total for this column MUST be the same on all 4 tables.

Column 1B, 1C, 1D - The grand total for these 3 columns will be equal to or greater than Column 1A.

Example: A student was removed 3 times for serious bodily injury. The student will be counted 1 time in column 1A and 3 times in column 1D. The total for this column MUST be the same on all 4 tables.

**REMOVALS to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BASED on a HEARING OFFICER DETERMINATION REGARDING LIKELY INJURY**

Column 2 - The student MUST be removed based on a Hearing Officer Determination to be placed in this column. The total for this column MUST be the same on all 4 tables. Report only Hearing Officers employed by Office for Dispute Resolution (ODR).

TABLE 11 (Continued)

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Gender (Continued)

<b>Children with Disabilities Ages 3-21</b>		<b>3. Out-of-School Suspensions or Expulsions</b>		<b>4. In-School Suspensions</b>	
<b>Gender</b>	<b>AUN</b>	<b>A. Number of Children with Out-of-School Suspension/Expulsions Totaling 10 Days or Less</b>	<b>B. Number of Children with Out-of-School Suspension/Expulsions Totaling &gt;10 Days</b>	<b>C. Number of Children with In-School Suspensions Totaling 10 Days or Less</b>	<b>D. Number of Children with In-School Suspensions Totaling &gt;10 Days</b>
Male					
Female					

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**OUT-OF-SCHOOL SUSPENSIONS OR EXPULSIONS**

Column 3A, 3B

Each child is counted ONLY 1 time no matter how many times the student was suspended or expelled. You must total the number of days the student was suspended or expelled and will count ONLY 1 time in column 3A if the total number of days is 10 days or less, or will count ONLY 1 time in column 3B if the total number of days is greater than 10 days. The total for columns 3A and 3B MUST be the same on all 4 tables.

**IN-SCHOOL SUSPENSIONS**

Column 4C, 4D

Each child is counted ONLY 1 time no matter how many times the student was suspended in school. You must total the number of days the student was suspended in school and will count ONLY 1 time in column 4C if the total number of days is 10 days or less, or will count ONLY 1 time in column 4D if the total number of days is greater than 10 days. The total for columns 4C and 4D MUST be the same on all 4 tables.

TABLE 11 (Continued)

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Gender (Continued)

Children with Disabilities Ages 3-21		5. Disciplinary Removals			
Gender	AUN	A. Total Disciplinary Removals	B. Number of Children with Disciplinary Removals Totaling 1 day	C. Number of Children with Disciplinary Removals Totaling 2-10 days	D. Number of Children with Disciplinary Removals Totaling > 10 days
Male					
Female					

Column 5A  $\geq$  the sum of columns 5B, 5C, 5D. If column 5A is  $>0$  then the sum of columns 5B, 5C, 5D cannot equal 0.

Sum of columns 1A, 2, 3A, 3B, 4C and 4D  $\geq$  sum of columns 5B, 5C, 5D. If the sum of columns 1A, 2, 3A, 3B, 4C, 4D  $>0$ , then the sum of columns 5B, 5C, 5D cannot equal zero.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**DISCIPLINARY REMOVALS****Column 5A**

This is the TOTAL number of removals.

Example: A student was suspended 3 different times for 5 days each. The student will be counted as 3 removals in column 5A and counted 1 time in column 5D because the total number of days was greater than 10.

**Column 5B, 5C, 5D**

Each child is counted ONLY 1 time no matter how many times the student was removed. You must total the number of days the student was removed and will count ONLY 1 time in column 5B if the total number of days is 1, or will count ONLY 1 time in column 5C if the total number of days is between 2 to 10 days, or will count ONLY 1 time in column 5D if the total number of days is greater than 10 days. The total for columns 5A, 5B, 5C, and 5D MUST be the same on all 4 tables.

\*Column 5 is a report of disciplinary removals. In column 5A, report the number of times any child with a disability was subject to any kind of disciplinary removal during the school year. When counting disciplinary removals, include in-school suspensions, out of-school suspensions, expulsions, removals by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removals by hearing officer for likely injury to self or others. Note that column 5A is a report of disciplinary events, NOT, children. If a child has more than one disciplinary removal in the school year, then each removal should be reported in column 5A.

TABLE 12

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Limited English Proficiency

<b>Children with Disabilities Ages 3-21</b>	<b>1. Unilateral Removal to an interim Alternative Educational Setting by School Personnel</b>				<b>2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury</b>
<b>Limited English Proficiency Status</b>	<b>A. Number of Children</b>	<b>B. Number of Removals for Drugs</b>	<b>C. Number of Removals for Weapons</b>	<b>D. Number of Removals for Serious Bodily Injury</b>	<b>Number of Children</b>
Yes					
No					

Sum of column 1B, 1C, 1D  $\geq$  column 1A. If the sum of columns 1B, 1C, 1D  $> 0$ , then column 1A cannot equal 0.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**UNILATERAL REMOVAL to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BY SCHOOL PERSONNEL:**

**Column 1A**

Each child is counted ONLY 1 time no matter how many Unilateral Removals the student had for any of the reasons in column B, C, or D. Also Column 1A total must match on all 4 tables. The total for this column MUST be the same on all 4 tables.

Column 1B, 1C, 1D - The grand total for these 3 columns will be equal to or greater than Column 1A.

Example: A student was removed 3 times for serious bodily injury. The student will be counted 1 time in column 1A and 3 times in column 1D. The total for this column MUST be the same on all 4 tables.

**REMOVALS to an INTERIM ALTERNATIVE EDUCATIONAL SETTING BASED on a HEARING OFFICER DETERMINATION REGARDING LIKELY INJURY**

Column 2 - The student MUST be removed based on a Hearing Officer Determination to be placed in this column. The total for this column MUST be the same on all 4 tables. Report only Hearing Officers employed by Office for Dispute Resolution (ODR).

TABLE 12 (Continued)

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Limited English Proficiency (Continued)

Children with Disabilities Ages 3-21		3. Out-of-School Suspensions or Expulsions		4. In-School Suspensions	
Limited English Proficiency Status	AUN	A. Number of Children with Out-of-School Suspension/Expulsions Totaling 10 Days or Less	B. Number of Children with Out-of-School Suspension/Expulsions Totaling >10 Days	C. Number of Children with In-School Suspensions Totaling 10 Days or Less	D. Number of Children with In-School Suspensions Totaling >10 Days
Yes					
No					

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**OUT-OF-SCHOOL SUSPENSIONS OR EXPULSIONS**

Column 3A, 3B

Each child is counted ONLY 1 time no matter how many times the student was suspended or expelled. You must total the number of days the student was suspended or expelled and will count ONLY 1 time in column 3A if the total number of days is 10 days or less, or will count ONLY 1 time in column 3B if the total number of days is greater than 10 days. The total for columns 3A and 3B MUST be the same on all 4 tables.

**IN-SCHOOL SUSPENSIONS**

Column 4C, 4D

Each child is counted ONLY 1 time no matter how many times the student was suspended in school. You must total the number of days the student was suspended in school and will count ONLY 1 time in column 4C if the total number of days is 10 days or less, or will count ONLY 1 time in column 4D if the total number of days is greater than 10 days. The total for columns 4C and 4D MUST be the same on all 4 tables.

TABLE 12 (Continued)

**CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL BY LEA:  
SCHOOL YEAR 2016-2017**

Disciplinary Removal by Limited English Proficiency (Continued)

Children with Disabilities Ages 3-21		5. Disciplinary Removals			
Limited English Proficiency Status	AUN	A. Total Disciplinary Removals	B. Number of Children with Disciplinary Removals Totaling 1 day	C. Number of Children with Disciplinary Removals Totaling 2-10 days	D. Number of Children with Disciplinary Removals Totaling > 10 days
Yes					
No					

Column 5A  $\geq$  the sum of columns 5B, 5C, 5D. If column 5A is  $>0$  then the sum of columns 5B, 5C, 5D cannot equal 0.

Sum of columns 1A, 2, 3A, 3B, 4C and 4D  $\geq$  sum of columns 5B, 5C, 5D. If the sum of columns 1A, 2, 3A, 3B, 4C, 4D  $>0$ , then the sum of columns 5B, 5C, 5D cannot equal zero.

Total by Column for Table 9 = Total by Column for Table 10 = Total by Column for Table 11 = Total by Column for Table 12

**DISCIPLINARY REMOVALS****Column 5A**

This is the TOTAL number of removals.

Example: A student was suspended 3 different times for 5 days each. The student will be counted as 3 removals in column 5A and counted 1 time in column 5D because the total number of days was greater than 10.

**Column 5B, 5C, 5D**

Each child is counted ONLY 1 time no matter how many times the student was removed. You must total the number of days the student was removed and will count ONLY 1 time in column 5B if the total number of days is 1, or will count ONLY 1 time in column 5C if the total number of days is between 2 to 10 days, or will count ONLY 1 time in column 5D if the total number of days is greater than 10 days. The total for columns 5A, 5B, 5C, and 5D MUST be the same on all 4 tables.

\*Column 5 is a report of disciplinary removals. In column 5A, report the number of times any child with a disability was subject to any kind of disciplinary removal during the school year. When counting disciplinary removals, include in-school suspensions, out-of-school suspensions, expulsions, removals by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removals by hearing officer for likely injury to self or others. Note that column 5A is a report of disciplinary events, NOT, children. If a child has more than one disciplinary removal in the school year, then each removal should be reported in column 5A.



# Appendix B: State Correctional Adult & Juvenile Facilities

## State Correctional Institutions

SCI-Albion  
SCI-Benner Township  
SCI-Cambridge Springs  
SCI-Camp Hill  
SCI-Chester  
SCI-Coal Township  
SCI-Dallas  
SCI-Fayette  
SCI-Forest  
SCI-Frackville  
SCI-Graterford  
SCI-Greene  
SCI-Houtzdale  
SCI-Huntingdon  
SCI-Laurel Highlands  
SCI-Mahanoy  
SRCR-Mercer  
SCI-Muncy  
SCI-Pine Grove  
SCI-Pittsburgh  
Quehanna Boot Camp  
SCI-Retreat  
SCI-Rockview  
SCI-Smithfield  
SCI-Somerset  
SCI-Waymart

## State Juvenile Institutions

Cresson Secure Treatment Unit  
Loysville Youth Development Center  
North Central Secure Treatment Unit (Boys)  
North Central Secure Treatment Unit (Girls)  
South Mountain Secure Treatment Unit  
Youth Forestry Camp #2  
Youth Forestry Camp #3

### **COUNTY PRISONS:**

- District of Residence reports students in County Prisons. If the Host District cannot locate a District of Residence after two documented attempts at 4605 Acknowledgement, then the Host District would report indicating 999999999 (State Code for Ward of State) in Field 117 of the Student Snapshot.
- Wards of state in county prisons are reported by the district where prison is located.
- The Department of Corrections reports the facilities listed here.

# Appendix C: July 2017 Submission Edit Checks

## SpotChecker: July 2017 Edit Checks for Spec Ed Snap

Step 1: Check to ensure that the same students are in Spec Ed Snap and Student files, unique by Student ID and District Code. If a student/district record only appears in one file, an error message will result for that record and no further checks will run for that record. The Spot Checker will proceed with edit checks on all records that appear in both files. Sample Error Message: "Record for this Student ID and District Code is not found in Student Snap file."

Step 2: Check for duplicates by Student ID and District Code.

Field No.	Field Name	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	not blank valid AUN within IU
2	Location Code	not blank valid 4-digit building code or 0000 or 9999
3	School Year Date	not blank 10 characters, ISO format (YYYY-MM-DD)
5	Student ID	valid PAsecureID
11	Primary Disability	not blank valid code
34	Date Exited Special Education	Blanks allowed not blank if Reason for Exiting Special Education (field 52) is not blank 10 characters, ISO format (YYYY-MM-DD) if not blank, date between 7/1/2016 - 6/30/2017
35	Snapshot Date	must be 2017-06-30
45	Transition IEP Status Code	Y/N if age>=14 on 7/1/16, then not blank if not blank, then valid code (Y,N) if field (73, 74, 75, or 76) =Y, then must be Y

52	Reason for Exiting Special Education	not blank
		not blank if Date Exited Special Education (field 34) is not blank
		blank or valid code
		valid code
		if code=03 then age >= 20 on 12/1/2016
		if code=01 or 02 then age >= 16 on 12/1/2016
71	Location of Special Education Services	if code=05, then Special Education in Student (Field 38) must be code E
		(warning only) valid 4-digit Location Code or 0000 or text
73	Trans IEP (Paid Work Based Learning)	if Transition Status Code (field 45)=Y, then not blank
		if not blank, then valid code (Y,N)
74	Trans IEP (Job Supports/Coaching)	if Transition Status Code (field 45)=Y, then not blank
		if not blank, then valid code (Y,N)
75	Trans IEP (Career Dev/Job Exploration)	if Transition Status Code (field 45)=Y, then not blank
		if not blank, then valid code (Y,N)
76	Trans IEP (Modified)	if Transition Status Code (field 45)=Y, then not blank
		if not blank, then valid code (Y,N)

## SpotChecker: July 2017 Edit Checks for Student Template

Step 1: Check to ensure that the same students are in Spec Ed Snap and Student files, unique by Student ID and District Code. If a student/district record only appears in one file, an error message will result for that record and no further checks will run for that record. The Spot Checker will proceed with edit checks on all records that appear in both files. Sample Error Message: "Record for this Student ID and District Code is not found in Student Snap file."

Step 2: Check for duplicates by Student ID and District Code.

Field No.	Field Name	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	not blank valid AUN within IU or 999999999
2	Location Code	not blank valid 4-digit building code or 9999 or 0000
3	School Year Date	must be 2017-06-30
4	Student ID	valid PAsecureID
10	Current Grade Level	not blank valid code
13	Home Room	not blank
14	Birth Date	not blank 10 characters, ISO format (YYYY-MM-DD) valid date (age within 3-22 on 12/1/2016) age on 12/1/2016 within valid range for each grade (look up below)
15	Gender Code	not blank valid code
23	Guardian Relationship	not blank valid code

27	Race or Ethnicity Code	not null
		valid code
33	Economic Status	not blank
		valid code
34	Challenge Type	not blank
		valid code
		matches Primary Disability (field 11) in SpecEd Snap
38	Special Education	must be Y unless Reason for Exiting (field 52) in SpecEd Snap is 05
		if Reason for Exiting (field 52) in SpecEd Snap (field 52)=05, then must be E
		if Post-Graduate Activity (field 66) =997, then must be Y
		if ADA Status (field 70) =Y, then must not be Y
41	LEP/ELL Status	not blank
		valid code
46	Repeating Last Year	not blank
		valid code
70	ADA Status Indicator	not blank
		valid code
		if Special Education (field 38)=Y, then must be N
73	Foreign Exchange Student	not blank
		valid code
80	Gifted and Talented	not blank
		valid code
88	Economic Disadvantaged Status Code	not blank
		valid code
93	Alternate Student ID	not blank
98	District Entry Date	not blank
		10 characters, ISO format (YYYY-MM-DD)
99	School Entry Date	not blank
		10 characters, ISO format (YYYY-MM-DD)
109	State Entry Date	not blank
		10 characters, ISO format (YYYY-MM-DD)

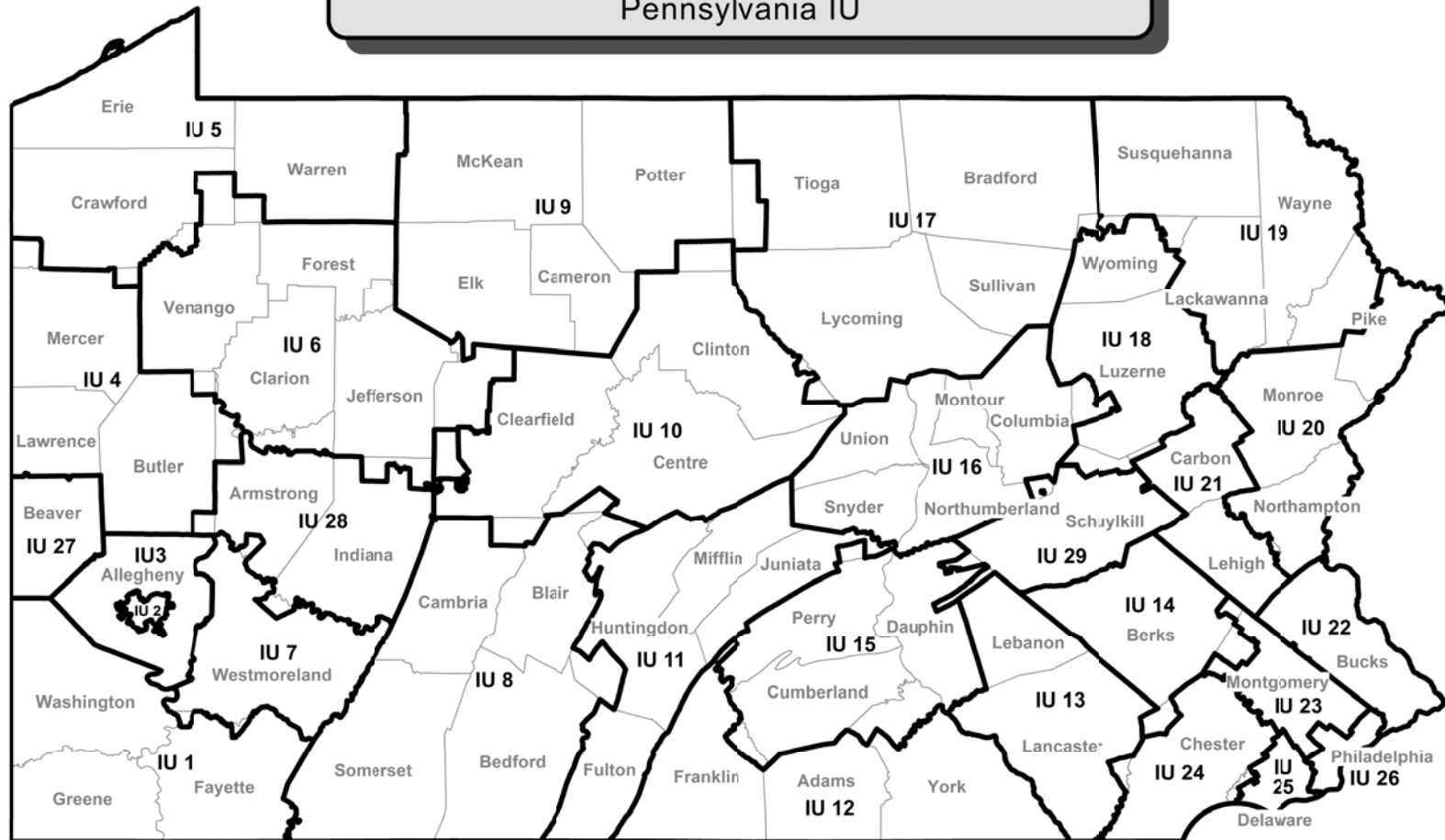
117	District Code of Residence	not blank
		valid PA School District AUN or 999999999 or 888888888
131	Food Program Eligibility	not blank
		valid code
133	Last Name Long	not blank
134	First Name Long	not blank
165	Location Code of Residence	not blank
		valid 4-digit building code or 9999
		if District Code of Residence (field 117) is not 999999999 or 888888888, then must be valid within District Code of Residence (field 117)
167	Special Education Referral	not blank
		valid code
189	Funding District Code	not blank
		valid PA school district AUN
212	Assessment Participation Code	not blank
		valid code
214	Assessment Participation Code 2	not blank
		valid code
215	Assessment Participation Code 3	not blank
		valid code
216	Assessment Participation Code 4	not blank
		valid code
217	District of Enrollment Code	not blank
		valid AUN (SD, CS, IU, APS, CTC, PRRI, St Juv Corr Inst) 888888888, 999999999

## Age Ranges by Grade

Grade	Age Range
K4A	4-8
K4P	4-8
K4F	4-8
K5A	4-8
K5P	4-8
K5F	4-8
001	4-9
002	4-10
003	5-11
004	6-12
005	7-13
006	8-14
007	9-15
008	10-16
009	11-19
010	12-20
011	13-21
012	14-22

# Pennsylvania Intermediate Units

Pennsylvania IU



IU 1 Intermediate Unit 1	IU 6 Riverview	IU 11 Tuscarora	IU 16 Central Susquehanna	IU 20 Colonial	IU 25 Delaware County
IU 2 Pittsburgh-Mt. Oliver	IU 7 Westmoreland	IU 12 Lincoln	IU 17 Blast	IU 21 Carbon-Lehigh	IU 26 Philadelphia
IU 3 Allegheny	IU 8 Appalachia	IU 13 Lancaster-Lebanon	IU 18 Luzerne	IU 22 Bucks County	IU 27 Beaver Valley
IU 4 Midwestern	IU 9 Seneca Highlands	IU 14 Berks County	IU 19 Northeastern Educational	IU 23 Montgomery County	IU 28 Arin
IU 5 Northwest Tri-County	IU 10 Central	IU 15 Capital Area		IU 24 Chester County	IU 29 Schuylkill