

# July 2019 Submission **RESOURCE GUIDE**

Website: [penndata.hbg.psu.edu](http://penndata.hbg.psu.edu)



**pennsylvania**  
DEPARTMENT OF EDUCATION

**April 2019**

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

Jodi Rissinger Education Statistics Assoc  
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: [vrodriguez@pattan.net](mailto:vrodriguez@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)

# Table of Contents

July 2019 Submission: General Information .....	4
Data Process Flow.....	8
Time Table for July 2019 Submission.....	10
PIMS Timeline.....	11
July 2019 Submission Data Formatting Information.....	14
Student Data Items.....	15
Supplemental Tables Formatting Information.....	23
Supplemental Tables Data Items and Layout.....	25
Intermediate Unit Sign-off Sheet.....	45
<b>Appendix A:</b> State Correctional Adult & Juvenile Facilities.....	<b>47</b>
<b>Appendix B:</b> July 2019 Submission Edit Checks Draft.....	<b>48</b>

# July 2019 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 or older by July 1, 2018 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://spotchecker.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 or older by July 1, 2018 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://spotchecker.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 each Table is error-free, the IU will submit and send notification through the Spot Checker.

The supplemental tables collected are:

1. Tables 1-3 - Includes the number of full-time equivalent personnel *employed or contracted* to work with children with disabilities, ages 3-21 by LEA, based on or around the December child count date.
2. Table 8A - the number of children with disabilities evaluated July 1, 2018 through June 30, 2019. (Does not include reevaluations). Note: Table 8A should be uploaded to the SpotChecker, but will be processed by PSU. The IU should notify PSU when a Table 8A file is uploaded.
3. Table 9A – the number of children with disabilities subject to disciplinary removal from July 1, 2018 through June 30, 2019. 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 text files. An Excel template which contains a tab for each table will be provided upon request. However, the file submitted must be a comma delimited text file (.CSV or .TXT).
2. Tables 1, 2, 3, and 13: Tables must be submitted by IU.
3. Tables 8A, 9A: Tables may be submitted by IU or by LEA.

### 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 error-free and final, it should be submitted as final within the Spot Checker.

### 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 the week of 4/15/2019 for Personnel Tables 1, 2, and 3; the week of 5/15/2019 for the Exiting files; and the week of 6/3/2019 for the Discipline Table 9A. 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 a file has 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

Once the data has been loaded to PIMS, PSU will receive the data through PDE and will create Preliminary Comparison Reports for each IU. 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.

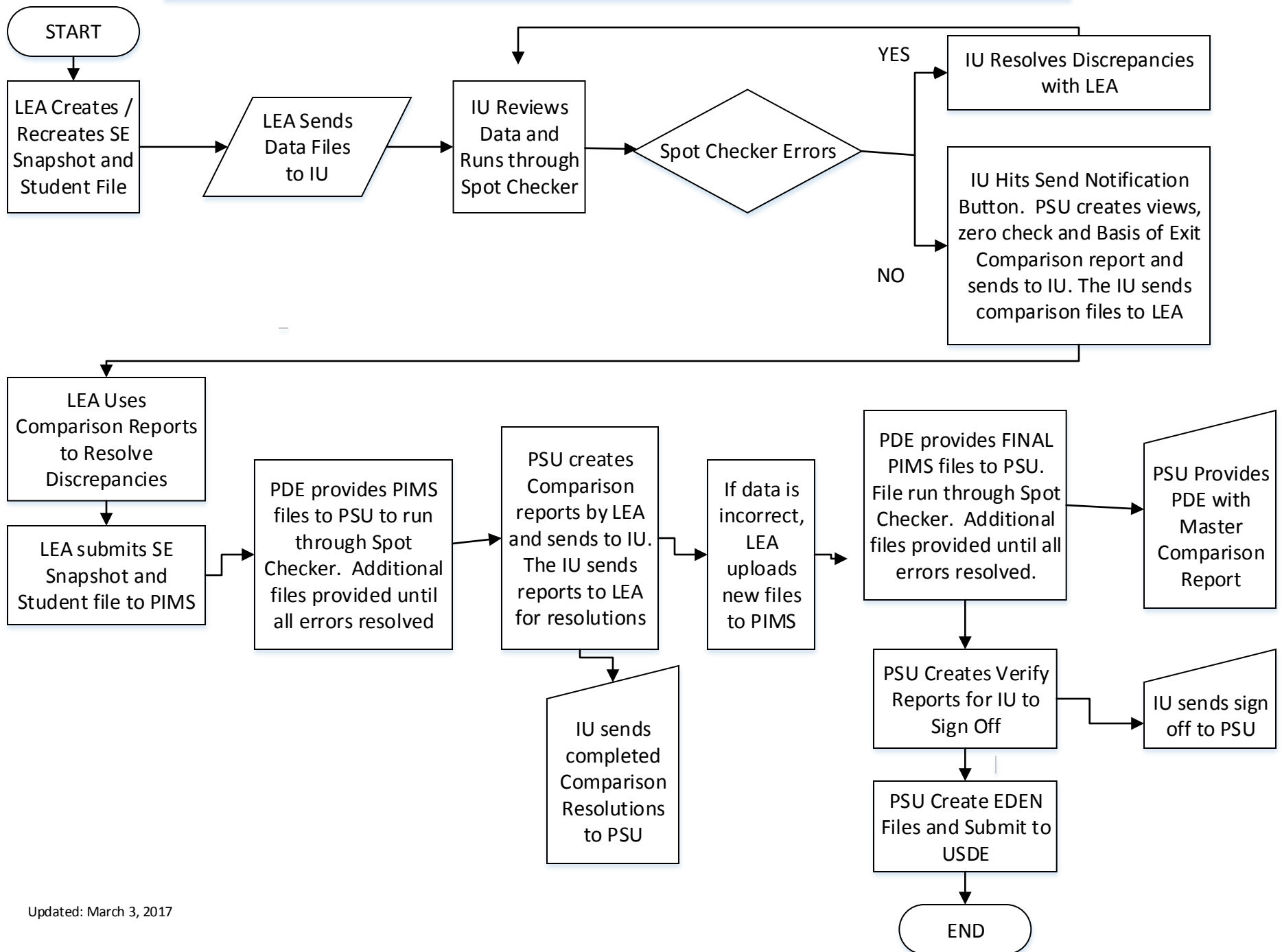
### **Adhoc Reports**

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**

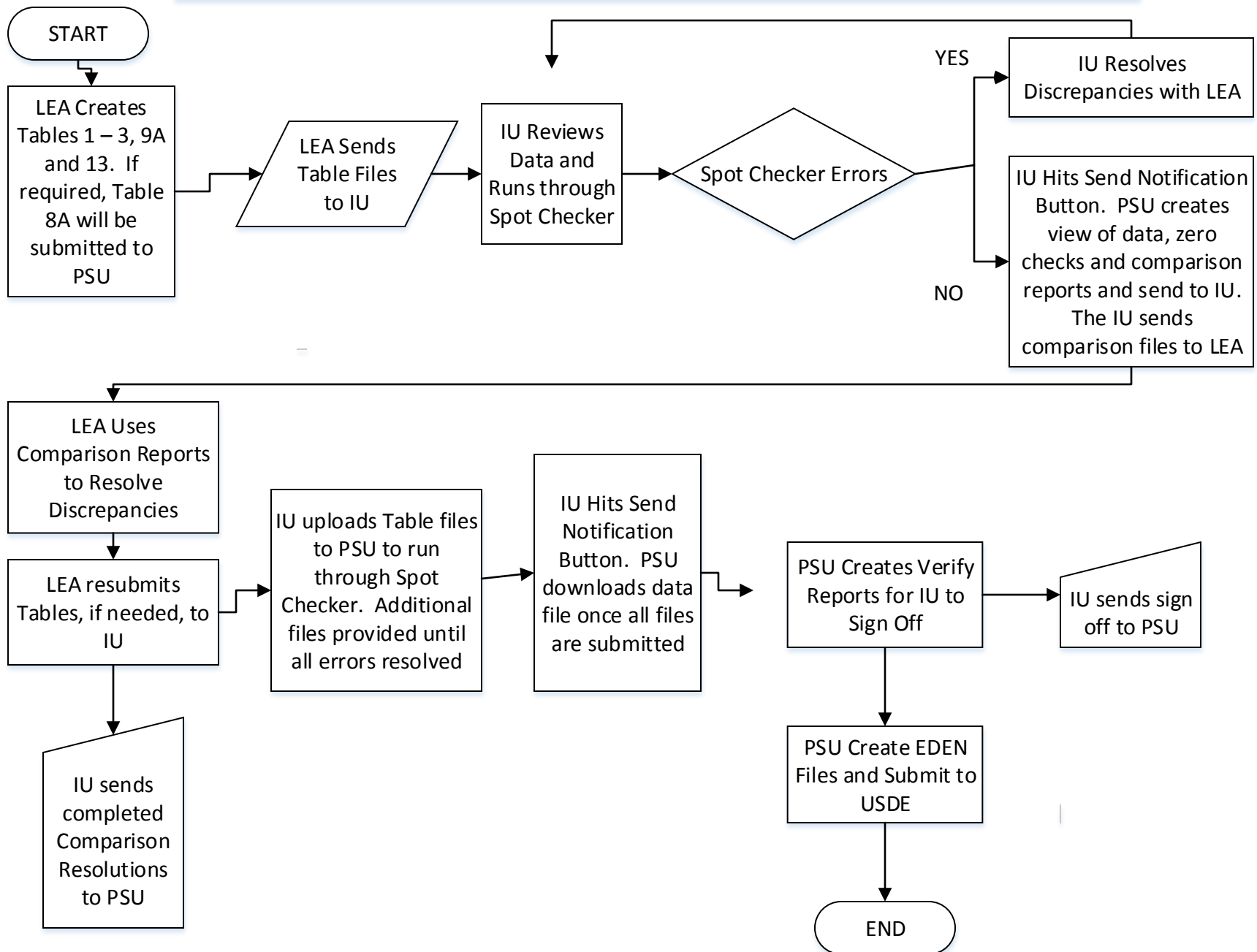
1. All students enrolled in regular SD schools will be reported by the District of Residence.
2. All students enrolled in Charter Schools will be reported by the Charter School.
3. APS students will be included unless otherwise noted.
4. 1305 students in a foster home will be reported where the student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

## Flow Chart of Special Education Data Process July Submission





## Flow Chart of Special Education Data Process Table Submission



## Time Table for July 2019 Submission

	Spot Checker/ Penn State Opens	Student Data File and/or Table Data	Receipt of Preliminary Comparison Reports from PIMS Data	Final Files to PSU	Resolution of Comparison Reports Due	IU Verify Reports and Signoffs Due
Export of July Student Data File – This include all Special Education students 14 years of age or older by July 1, 2017 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.	Week of 5/15/2019	See pages 11- 13 of this document	Week of 7/29/2019	NA	Within 1 week of Receipt	Week of 9/23/2019
Table 1 – The number of Special Education Teachers and Paraprofessionals (in FTE) <i>employed</i> or <i>contracted</i> to work with children with disabilities, Ages 3-5 by LEA	Week of 4/15/2019	NA	NA	8/12/2019	Within 1 week of Receipt	Week of 9/23/2019
Table 2 – The number of Special Education Teachers and Paraprofessionals (in FTE) <i>employed</i> or <i>contracted</i> to work with children with disabilities, Ages 6-21 by LEA	Week of 4/15/2019	NA	NA	8/12/2019	Within 1 week of Receipt	Week of 9/23/2019
Table 3 – The number of Related Services Personnel (in FTE) <i>employed</i> or <i>contracted</i> to work with children with disabilities, Ages 3-21 by LEA	Week of 4/15/2019	NA	NA	8/12/2019	Within 1 week of Receipt	Week of 9/23/2019
Table 8A – Reports of Children with Disabilities Evaluated July 1, 2017 through June 30, 2018. Collection is by LEA for School Age Students.	NA	NA	NA	7/8/2019	NA	NA
Table 9A - Report Of Children With Disabilities Subject to Disciplinary Removal by Student	Week of 6/3/2019	NA	NA	8/12/2019	Within 1 week of Receipt	Week of 9/23/2019
Table13 - Report Of Children Subject to Expulsion With and Without Educational Services by Disability Status by LEA	Week of 6/3/2019	NA	NA	8/12/2019	Within 1 week of Receipt	Week of 9/23/2019

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

**The Spot Checker will open the week of 4/15/2019 for Personnel Tables 1, 2, and 3; the week of 5/15/2019 for the Exiting files; and the week of 6/3/2019 for the Discipline Table 9A.** Note: Individual IUs may have different submission date requirements for their LEAs.

# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
<i>PIMS Special Ed Submission OPEN</i>						
16	17	18	19	20	21	22
<i>PIMS Special Ed Submission OPEN</i>						
23	24	25	26	27	28	29
<i>PIMS Special Ed Submission OPEN</i>						
30						
<i>Open</i>						

# July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	<i>PIMS Closed for Maintenance</i>					
7	8	9	10	11	12	13
	<i>PIMS Closed for Maintenance</i>					
14	15	16	17	18	19	20
<i>PIMS Closed for Maintenance</i>	<i>PIMS Special Ed Submission OPEN</i>					
21	22	23	24	25	26	27
<i>PIMS Special Ed Submission OPEN</i>						
28	29	30	31			

# August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				PIMS Special Ed Re-Submission OPEN		
4	5	6	7	8	9	10
PIMS Special Ed Re-Submission OPEN						PIMS Special Ed CLOSED Permanently
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Calendar Details

PIMS Special Education Data Submission Open June 10, 2019 through June 30, 2019

PIMS Closed for Maintenance July 1, 2019 through July 15, 2019

PIMS Special Education Data Submission Open July 16, 2019 through July 22, 2019

PIMS Closed for Special Education Submission July 23, 2019 through July 31, 2019

PIMS Special Education Re-Submission Open August 1, 2019 through August 9, 2019

PIMS Special Education Re-Submission Closed August 10, 2019

# July 2019 Submission Formatting Information

## General Formatting Information for Data Files

All **data 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 **file** 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:

```
123468303,3272,2019-06-30,9629399189,,,,,010,,,SH09,2003-05-21,F,6161 Roxbury Drive,,Hershey,PA,17033,,,,,1,,,,,  
F,2128,,,Y,,,01,,,21,,,,,,,,,,,,,,,,,,,,,N,,,N,,,,,N,,,,,N,,B,,,36042452,,,Y,,2012-05-23,2012-05-23,,,,,,2012-05-23,,,,,  
123463603,,,,,,,,,R,,Brown,Charlie,,,,,,,,,,,,,Y,,,,,,,,,,,,,123463603,,,,,,,,,Y,,,,A,,Y,N,N,123468303
```

- Special Education Snapshot:

```
123468303,3272,2019-06-30,,9629399189,,,,,2128,2106,,,,,01,,,,,,,,,Y,,2018-11-30,2019-06-30,,,,,,Y,,,,,01,,,,,,,,,xyz  
school,,Y,Y,Y,Y
```

# July Submission Student Data Items

## Student Template

Empty fields are not included in this list –  
**Reminder: The layout of the record must follow the 217 fields  
 for Student Template (optional in Spot Checker)**

**See PIMS Manual for more detailed descriptions.**

Field No.	Field Name	Valid Values
1	District Code (LEA submitting, SE District of Residence)	9-digit code
2	Location Code	4-digit code
3	School Year Date	10 characters, ISO format (YYYY-MM-DD). Must be 20YY-06-30, where YY is the year after the Dec 1 Child Count date
4	Student ID	10-digit code
10	Current Grade Level	K4A, K4P, K4F, K5A, K5P, K5F, 001-012
13	Home Room	Not blank
	Birth Date	10 characters, ISO format (YYYY-MM-DD)
15	Gender Code	M or F
16	Address 1	Required
17	Address 2	Required
18	City	Required
19	State Code	Required
20	Full Zip Code	Required
27	Race or Ethnicity Code	1 - American Indian/Alaskan Native 3 - Black or African American 4 - Hispanic 5 - White 6 - Multiracial 9 - Asian 10 - Native Hawaiian or other Pacific Islander

## Student Template

Field No.	Field Name	Valid Values
33	Economic Status	F - free R - reduced N - neither
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
38	Special Education	Y - has IEP E - exited IEP < 2 years
41	EL Status	01 – current EL, not LIFE 03 – former EL, exited, and in 1st year of monitoring 04 – former EL, exited, and in 2nd year of monitoring 05 – former EL, exited, and no longer monitored 06 – current EL, LIFE (Limited or Interrupted Formal Education) 07 – former EL, exited, and in 3 <sup>rd</sup> year of monitoring 08 - former EL, exited, and in 4th year of monitoring 99 - never EL
45	LIEP Type	21 –Mixed Bilingual 22 –EL Bilingual 23 –EL Specific Transitional Instruction 25 –EL Specific English-only 26 –Mixed Classes with English-only Support 27 –Parental refusal-mixed classes with English-only support 98 –LIEP type 21-26 provided by another entity-English-only support provided at this entity



## Student Template

Field No.	Field Name	Valid Values
65	Graduation Status Code	See PIMS Student Snapshot Template Specifications in the PIMS User Manual Volume 1 for valid codes
66	Expected Post-Graduate Activity	See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values
67	Student Status	See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values
68	Date First Enrolled in an ESD or Bilingual Education Program	10 characters, ISO format (YYYY-MM-DD)
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 and is considered disabled per ADA
73	Foreign Exchange Student	Y or N
80	Gifted and Talented	GY - Gifted, has GIEP GN - Gifted, does not have GIEP N - Not Applicable
88	Economic Disadvantaged Status Code	Y or N
90	Mobility Code	A, B, C or Blank
91	Diploma Type Code	806 - Regular Diploma 816 - General Education Development (GED) credential
93	Alternate Student ID	
95	Title III EL Eligibility	Y – Title III served N – Not Title III served
96	Programs Services Code (Title I Part A)	Y – Title I Part A N – Not Title I Part A Blank
97	Grade 09 Entry Date	10 characters, ISO format (YYYY-MM-DD)
98	District Entry Date	10 characters, ISO format (YYYY-MM-DD)
99	School Entry Date	10 characters, ISO format (YYYY-MM-DD)
109	State Entry Date	10 characters, ISO format (YYYY-MM-DD)
110	Date First Enrolled in a US School	10 characters, ISO format (YYYY-MM-DD)
117	District Code of Residence	9-digit code

## Student Template

Field No.	Field Name	Valid Values
120	Student is a Single Parent	Y or N
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
125	Years in US Schools	1 - 0-12 months
		2 - 13-24 months
		3 - 25-36 months
126	Name Suffix	
131	Food Program Eligibility	F – free R – reduced N – neither
133	Last Name Long	
134	First Name Long	
142	Middle Name	
154	Address 3	
165	Location Code of Residence	4-digit code
166	Displaced Homemaker	Y or N
167	Special Education Referral	Y or N
182	Home Address State County Code	See Appendix D Volume 2 of the PIMS User Manual for the full list of state abbreviations
189	Funding District Code	9-digit code
190	CTE Indicator	
207	Military Family Code	Y or N
212	Assessment Participation Code	A - PASA only B – PSSA Only I - Not participating in any of these assessments M – PASA Online testing (no precodes) N – PSSA Online testing (no precodes)
214	Assessment Participation Code 2	Y, N or O
215	Assessment Participation Code 3	Y, N or O
216	Assessment Participation Code 4	Y, N or O
217	District of Enrollment Code	9-digit code

## Student Template

Age Ranges by Grade	
Grade	Age
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

# 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.

## Special Ed Snapshot

Field No.	Field Name	Code
1	District Code	9-digit code
2	Location Code	4-digit code
3	School Year Date	10 characters, ISO format (YYYY-MM-DD)
5	Student ID	10-digit code
10	Special Education Teacher Name	Optional for July
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
12	Secondary Disability	Optional for July
15	Amount of Special Education Services	Optional for July

## Special Ed Snapshot

Field No.	Field Name	Valid Values
17	Type of Support	Optional for July
32	Primary Placement Type	Y or N
34	Date Exited Special Education	10 characters, ISO format (YYYY-MM-DD). Must be blank or later than 12/1/20YY where YY is the current Dec 1 Child Count year
35	Snapshot Date	10 characters, ISO format (YYYY-MM-DD).
44	Educational Environment	Optional for July
45	Transition IEP Status Code	Y or N. Does the student have a transition plan as part of their IEP?
49	Educational Environment Percentage (School Age Program)	Optional for July
52	Reason for Exiting Special Education	<p>Blank, unless student exited between 7/1/2018 and 6/30/2019</p> <p>01 - Graduated with Regular High School Diploma</p> <p>02 - Received a GED and/or Certificate</p> <p>03 - Reached Maximum Age (Age 21)</p> <p>04 - Dropped Out</p> <p>05 - Transferred to Regular Education</p> <p>06 – Moved out of Pennsylvania, Known to be Continuing</p> <p>09 – Died</p> <p>99 – Moved, within PA, known to be continuing</p> <p>Must be a valid code if Date Exited Special Education (field 34) is between 7/1/2018 and 6/30/2019</p> <p>Must be blank if Date Exited Special Education (field 34) is blank or not between 7/1/2018 and 6/30/2019</p>

## Special Ed Snapshot

Field No.	Field Name	Valid Values
70	Service Provider	Optional for July
71	Location of Special Education Services	The PDE-defined, 4-digit code identifying the school <b>where Special Education services are provided</b> . If a student is at a location that does not have a designated school code, enter the actual name of the building.
73	Trans IEP (Paid Work Learning)	One character, text format. 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 cannot be blank.
74	Trans IEP (Job Supports/Coaching)	One character, text format. DEFINITION: Does IEP contain services that include job supports/coaching? If Transition IEP Status Code (field 45) =Y, then cannot be blank.
75	Trans IEP (Career Dev/Job Exploration)	One character, text format. DEFINITION: Does IEP contain services that include career development and job exploration? If Transition IEP Status Code (field 45) =Y, then cannot be blank.
76	Trans IEP (Modified)	One character, text format. 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 cannot be blank.

# Supplemental Tables Formatting Information

*DATA FOR TABLES 1, 2, 3, and 13 TO BE REPORTED BY LEA  
DATA FOR EXITING AND DISCIPLINE TABLE 9A 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 Special Education Teachers, Paraprofessional and Related Services Personnel (in FTE) *employed* or *contracted* to work with and provide related services to children with disabilities, Ages 3-21 by LEA, based on or around the December child count date. Supplemental **Tables 8A, 9A, and 13** are based on data from July 1, 2018 through June 30, 2019. The data should be reflective of the year of the submission or, if the student exited, **the** date of exit.

Tables 1, 2, 3, 8A, 9A, and 13 are required submissions. Table 9A, Discipline by Student, contains a list of Children with Disabilities subject to Disciplinary Removal from July 1, 2018 through June 30, 2019 by student. Verification of all final tables will be required.

A detailed template for the tables are included below in Supplemental Tables Data Items and Layout. 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,2003-01-01,1234,2019-01-05,2019-02-06,,,2018-06-15,2018-08-25,31,2019-02-15,
```

### Supplemental Tables Collected:

TABLE 1	Number of Special Education Teachers and Paraprofessionals (in FTE) <i>Employed or Contracted</i> to work with Children with Disabilities, Ages 3-5 by LEA
TABLE 2	Number of Special Education Teachers and Paraprofessionals (in FTE) <i>Employed or Contracted</i> to work with Children with Disabilities, Ages 6-21 by LEA
TABLE 3	Number of Related Services Personnel (in FTE) <i>Employed or Contracted</i> to provide related services for Children with Disabilities, Ages 3-21 by LEA
TABLE 8A	Report of Children with Disabilities Evaluated, July 1, 2018 through June 30, 2019. (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 9A	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2018 through June 30, 2019 by Student
TABLE 13	Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2018 through June 30, 2019. Children Subject to Expulsion With and Without Educational Services by Disability Status, <b>Ages 3-21 by LEA</b>



# Supplemental Tables Data Items and Layout

**TABLE 1**

Number of Special Education Teachers and Paraprofessionals (in FTE) *Employed or Contracted* to work with Children with Disabilities, Ages 3-5 by LEA

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

		(1) Fully Certified/ Qualified	(2) Not Fully Certified/ Not 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 work with children with disabilities 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. Report teachers as Fully Certified or Not Fully Certified.  
Report paraprofessionals as Qualified or Not Qualified.

## 6. Paras

### How are FTE of paraprofessional reported by qualification status?

FTE is reported as either qualified or not qualified. Qualification status depends on whether paraprofessionals are included in the state's definition of qualified based on the criteria identified in 20 U.S.C. 1412(14)(B).

- If paraprofessionals are included, then paraprofessionals must meet the State standard for qualified based on the definition.
- If paraprofessionals are not included in the definition, then paraprofessionals are considered qualified for the FTE if they either:
  - Hold the appropriate State certification or licensure for the position held, or
  - Hold a position for which no State requirements exist (*i.e.* certification or licensure requirements).

Paraprofessionals who do not meet the standards listed above for qualified are reported as not qualified.

## 7. Teachers

### How are teacher FTE reported by Qualification Status (Special Education Teacher)?

FTE is reported as either fully certified or not fully certified. Report teachers as fully certified based on the following qualifications:

A person employed as a special education teacher in the State who teaches elementary school, middle school, or secondary school:

- Has obtained full State certification as a special education teacher (including certification obtained through participating in an alternate route to certification as a special educator, if such alternate route meets minimum requirements described in section 200.56(a)(2)(ii) of title 34, Code of Federal Regulations, as such section was in effect on November 28, 2008), or passed the State special education teacher licensing examination, and holds a license to teach in the State as a special education teacher, except with respect to any teacher teaching in a public charter school who shall meet the requirements set forth in the State's public charter school law;
- Has not had special education certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
- Holds at least a bachelor's degree.

Report teachers who do not meet the qualifications for fully certified (as listed above) for the position in which they are employed as not fully certified.

## Export Specifications for Table 1

Table 1 –Number of Special Education Teachers and Paraprofessionals (in FTE) *Employed or Contracted* to work with Children with Disabilities, Ages 3-5 by LEA

This table includes a count of special education teachers in full-time equivalency that are Fully Certified or Not Fully Certified and paraprofessionals that are Qualified or Not Qualified (serving children ages 3-5 by LEA).

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

Number of Rows: 2 per LEA

Number of Values per Row: 3

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

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

Value 1 – AUN of LEA

Value 2 – Qualified

Value 3 – Not Qualified

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

Value 1 – AUN of LEA

Value 2 – Fully Certified

Value 3 – Not Fully Certified

**TABLE 2**

Number of Special Education Teachers and Paraprofessionals (in FTE) *Employed or Contracted* to work with Children with Disabilities, Ages 6-21 by LEA

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

		(1) Fully Certified/ Qualified	(2) Not Fully Certified/ Not 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 work with children with disabilities 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. Report teachers as Fully Certified or Not Fully Certified.  
Report paraprofessionals as Qualified or Not Qualified.

#### 6. Paras

##### How are FTE of paraprofessional reported by qualification status?

FTE is reported as either qualified or not qualified. Qualification status depends on whether paraprofessionals are included in the state's definition of qualified based on the criteria identified in 20 U.S.C. 1412(14)(B).

- If paraprofessionals are included, then paraprofessionals must meet the State standard for qualified based on the definition.
- If paraprofessionals are not included in the definition, then paraprofessionals are considered qualified for the FTE if they either:
  - Hold the appropriate State certification or licensure for the position held, or
  - Hold a position for which no State requirements exist (*i.e.* certification or licensure requirements).

Paraprofessionals who do not meet the standards listed above for qualified are reported as not qualified.

#### 7. Teachers

##### How are teacher FTE reported by Qualification Status (Special Education Teacher)?

FTE is reported as either fully certified or not fully certified. Report teachers as fully certified based on the following qualifications:

A person employed as a special education teacher in the State who teaches elementary school, middle school, or secondary school:

- Has obtained full State certification as a special education teacher (including certification obtained through participating in an alternate route to certification as a special educator, if such alternate route meets minimum requirements described in section 200.56(a)(2)(ii) of title 34, Code of Federal Regulations, as such section was in effect on November 28, 2008), or passed the State special education teacher licensing examination, and holds a license to teach in the State as a special education teacher, except with respect to any teacher teaching in a public charter school who shall meet the requirements set forth in the State's public charter school law;
- Has not had special education certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
- Holds at least a bachelor's degree.

Report teachers who do not meet the qualifications for fully certified (as listed above) for the position in which they are employed as not fully certified.

## Export Specifications for Table 2

Table 2 – Number of Special Education Teachers and Paraprofessionals (in FTE) *Employed or Contracted* to work with Children with Disabilities, Ages 6-21 by LEA

This table includes a count of special education teachers in full-time equivalency that are Fully Certified or Not Fully Certified and paraprofessionals that are Qualified or Not Qualified (serving children ages 6-21 by LEA).

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

Number of Rows: 2 **per LEA**

Number of Values per Row: 3

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

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

Value 1 – AUN of LEA

Value 2 – Qualified

Value 3 – Not Qualified

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

Value 1 – AUN of LEA

Value 2 – Fully Certified

Value 3 – Not Fully Certified

**TABLE 3**

**Number of Related Services Personnel (in FTE) *Employed or Contracted* to provide  
Related Services for Children with Disabilities, Ages 3-21 by LEA**

Related Services Personnel Serving Children with Disabilities Ages 3-21

<u>RELATED SERVICES PERSONNEL</u>	(1) Number of Related Services Personnel Employed Fully Certified	(2) Number of Related Services Personnel Employed Not Fully Certified
Audiologists		
Speech-Language Pathologists		
Interpreters		
Psychologists		
Occupational Therapists		
Physical Therapists		
Physical Education Teachers and Recreation and Therapeutic Recreation Specialists		
Social Workers		
Medical/Nursing Service Staff		
Counselors and Rehabilitation Counselors		
Orientation and Mobility Specialists		

Note:

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 related services to children with disabilities 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.
6. Report Related Services personnel as Fully Certified or Not Fully Certified.

**7. Related Services**

**How are staff reported by certification status?**

Include the FTE of personnel as 'fully certified' if they:

- Hold appropriate State certification or licensure for the position held; or
- Hold positions for which *no* State requirements exist (i.e., no certification or licensure requirements). [u](#)

Include the FTE of personnel as 'not fully certified' if they:

- Did not hold standard State certification or licensure for the position to which they were assigned, or
- Did not meet other existing State requirements for the position.

These "not fully certified" individuals may be personnel employed on an emergency, provisional, or other basis (e.g. long term substitutes) if they do not hold standard state certification or licensure for the position to which they were assigned or if they did not meet other existing state requirements for the position



## Export Specifications for Table 3

Table 3 – Number of Related Services Personnel (in FTE) *Employed or Contracted* to provide Related Services for Children with Disabilities, Ages 3-21 by LEA

This table includes the count and types of Related Services Personnel in full-time equivalency that are Fully Certified or Not Fully Certified (serving children ages 3-21 by LEA). The fraction of the teacher's time must be reported to 2 decimal places.

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

Number of Rows: 11 **per LEA**

Number of Values per Row: 3

Details: File shall consist of 11 rows (Type of Personnel) **per LEA**, 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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 **per LEA** 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, 2018 through June 30, 2019  
 (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 2017-2018 SY	ISO Date Format YYYY-MM-DD (10)		Last Staff day of the 2017-2018 school year for the building in which the student spends a majority of time.
First Staff Day 2018-2019 SY	ISO Date Format YYYY-MM-DD (10)		First Staff day of the 2018-2019 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 8, 2019. 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,2003-01-01,1234,2019-01-05,2019-02-06,E,,2018-06-15,2018-08-25,31,2019-02-15,

## Export Specifications for Table 8A

Table 8A – Report of Children with Disabilities Evaluated July 1, 2018 through June 30, 2019  
(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 2017-2018 School Year

Value 12 – First Staff Day 2018-2019 School Year

Value 13 – Number of Days between Parent Permission Received and Date Eligibility Decision Made (will automatically calculate or enter number of days)

Value 14 – Date IEP Developed

Value 15 – Comments

## INSTRUCTIONS FOR COMPLETING TABLE 9A

Table 9A is a required submission.

### 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, 2018 through June 30, 2019 by Student**  
**The data should be reflective of the date of the submission.**

**SCHOOL YEAR 2018-2019**

Each IU/LEA is required to submit Table 9A

<b>IU</b>	<b>District of Residence AUN</b>	<b>PAsecureID</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Name or Initial</b>	<b>Birth Date</b>	<b>Gender</b>	<b>Ethnic Background</b>	<b>LEP</b>	<b>Grade</b>	<b>Disability Category</b>	<b>Primary Placement Type</b>

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 should be 01, 03, 04, 05, 06, 07, 08, 99 (EL Status codes as referenced in the PIMS manual)
- Disability Category should be the 4 digit code (see Disability Category in the Child Count Data Items section of this manual)
- Primary Placement Type should be a Y or N
- 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, 2018 through June 30, 2019 by Student  
**The data should be reflective of the date of the submission**  
**SCHOOL YEAR 2018-2019**  
Each IU/LEA is required to submit Table 9A

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 should be 01, 03, 04, 05, 06, 07, 08, 99 (EL Status codes as referenced in the PIMS manual)
- Disability Category should be the 4 digit code (see Disability Category in the Child Count Data Items section of this manual)
- Primary Placement Type should be a Y or N
- 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, 2018 through June 30, 2019 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: 26

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 – Primary Placement Type

Value 14 - Unilateral Removals to an Interim Alternative Educational Setting by School Personnel – Yes/No (Y/N)

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

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

Value 17 - Unilateral Removals to an Interim Alternative Educational Setting by School Personnel – Number of Removals for Serious Bodily Injury

Value 18 – Removals to an Interim Alternative Educational Setting Based on a Hearing Officer Determination Regarding Likely Injury – Yes/No (Y/N)

Value 19 – Out-of-School Suspension/Expulsions Totaling 10 Days or Less – Yes/No (Y/N)  
Value 20 - Out-of-school Suspension/Expulsions Totaling > 10 Days – Yes/No (Y/N)  
Value 21 - In-School Suspensions Totaling 10 Days or Less – Yes/No (Y/N)  
Value 22 – In-School Suspensions Totaling >10 Days – Yes/No (Y/N)  
Value 23 – Total Disciplinary Removals  
Value 24 – Disciplinary Removals Totaling 1 Day – Yes/No (Y/N)  
Value 25 – Disciplinary Removals Totaling 2-10 Days – Yes/No (Y/N)  
Value 26 – Disciplinary Removals Totaling > 10 Days – Yes/No (Y/N)

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 2018-2019**

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 **per LEA**

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 **per LEA** 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 **per LEA** 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 2019 Submission Sign-Off Process

- 1) 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.
- 2) The Authorization Form should be faxed or scanned and emailed to the PaSDC by end of business **9/23/2019** **unless otherwise specified by PaSDC**. The fax number is: 717-948-6754. The email address is: [penndata@psu.edu](mailto:penndata@psu.edu).
- 3) Original authorization form and copies of the 1<sup>st</sup> page of each report should reach the PaSDC at the following address by **9/30/2019** **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

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

\_\_ 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.

### Authorization Form for July Submission

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

- ☐ 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: 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-Ryan  
~~SCI-Graterford (closed July 2018)~~  
SCI-Greene  
SCI-Houtzdale-Woodward  
SCI-Huntingdon  
SCI-Laurel Highland  
SCI-Mahanoy  
SCI-Mercer  
SCI-Muncy  
~~SCI - Phoenix~~  
SCI-Pine Grove  
~~SCI-Pittsburgh (Closed June 2017)~~  
Quehanna Boot Camp  
SCI-Retreat-Newport T  
SCI-Rockview  
SCI-Smithfield  
SCI-Somerset  
SCI-Waymart

## State Juvenile Institutions

~~Cresson Secure Treatment Unit~~  
Danville Ctr Adolescent Female  
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

***District of Residence/ Charter School Reports students in County Prisons.*** All students in county prisons should be reported by the district of residence or Charter School. Wards of state should NOT be reported.

## Appendix B: July 2019 Submission Edit Checks

### SpotChecker: July 2019 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.

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

Field No.	Field Name	Valid Codes	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	9-digit AUN	not blank length = 9 valid within IU (not 999999999, not 888888888)
2	Location Code		not blank valid code (found on Location Code lookup) or 9999 or 0000
3	School Year Date		not blank 10 characters, ISO format (YYYY-MM-DD)
5	Student ID	10-digit code	not blank length = 10 numeric
10	Special Education Teacher Name		
11	Primary Disability	2121,2122,2123,2124,2125,2126,2127,2128, 2129,2130,2131,2132	not blank valid code
12	Secondary Disability	-	-
15	Amount of Special Education Services	-	-



17	Type of Support	-	-
32	Primary Placement Type	Y,N	not blank valid code
34	Date Exited Special Education		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 7/1/2018 - 6/30/2019
35	Snapshot Date		must be 2019-06-30
44	Educational Environment	-	-
45	Transition IEP Status Code	Y,N	if age >= 14 on 7/1/2018, then not blank if not blank, then valid code (Y,N) if field 73, field 74, field 75, or field 76 = Y, then must equal Y
49	Educational Environment Percentage		
52	Reason for Exiting Special Education	01,02,03,04,05,06,09,99	not blank if Date Exited Special Education (field 34) is not blank blank or valid code if code=03 (max age) then age >= 20 on 12/1/2018 if code=01 (grad) or 02 (GED) then age >= 16 on 12/1/2018 if code=05, then Special Education in Student Snap (field 38) must be code E
70	Service Provider		
71	Location of Special Education Services		not blank valid code (found on Location Code lookup) or text that contains at least one alphabet character
73	Trans IEP (Paid Work Learning)	Y,N	if Transition Status Code (field 45)=Y, then not blank if not blank, then valid code (Y,N) if Transition Status Code (field 45)=N, then not Y

74	Trans IEP (Job Supports/Coaching)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y
75	Trans IEP (Career Dev/Job Exploration)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y
76	Trans IEP (Modified)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y

# SpotChecker: July 2019 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.

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

Field No.	Field Name	Valid Codes	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	9-digit AUN	not blank length = 9 valid within IU or 999999999
2	Location Code		not blank valid code (found on Location Code lookup) or 9999 or 0000
3	School Year Date		must be 2019-06-30
4	Student ID	10-digit code	not blank length = 10 numeric
10	Current Grade Level	K4A,K4P,K4F,K5A,K5P,K5F,00 1-012	not blank valid code
13	Home Room		
14	Birth Date		not blank 10 characters, ISO format (YYYY-MM-DD) valid date (age within 3-22 on 12/1/2018) age on 12/1/2018 within valid range for each grade (look up below)
15	Gender Code	M,F	not blank valid code
16	Address 1		
17	Address 2		
18	City		
19	State Code		
20	Full Zip Code		
27	Race or Ethnicity Code	1,3,4,5,6,9,10	not null

			valid code
33	Economic Status	F, R, N	not blank valid code
34	Challenge Type	2121,2122,2123,2124,2125,2126,2127,2128,2129,2130,2131,2132	not blank valid code matches Primary Disability (field 11) in SpecEd Snap
38	Special Education	Y,E	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 Challenge Type (field 34) is not blank, then must be Y or E if Post-Graduate Activity (field 66) =997, then must be Y if ADA Status (field 70) =Y, then must not be Y
41	EL Status	01,03,04,05,06,07,08,99	not blank valid code
45	LIEP Type	21,22,23,24,25,26,27,98	blank or valid code
65	Graduation Status Code		
66	Expected Post-Graduate Activity		-
67	Student Status		
68	Date First Enrolled in an ESLor Bilingual Education Program (Core)		
70	ADA Status Indicator	Y,N	not blank valid code if Special Education (field 38)=Y, then must be N
73	Foreign Exchange Student	Y,N	not blank valid code
80	Gifted and Talented	GY,GN,N	not blank valid code
88	Economic Disadvantaged Status Code	Y,N	not blank valid code
90	Mobility Code	A, B, C	blank or valid code
91	Diploma Type Code		
93	Alternate Student ID		not blank

95	Title III EL Eligibility		
96	Programs Services Code	Y,N	blank or valid code
97	Grade 09 Entry Date		
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)
110	Date First Enrolled in a US School		
117	District Code of Residence	9-digit AUN	not blank length = 9 valid PA School District (Type=01 on lookup) or 999999999 or 888888888
120	Student is a Single Parent		
123	Home Language Code		
125	Years in US Schools		
126	Name Suffix		
131	Food Program Eligibility	F,R,N	not blank valid code
133	Last Name Long		not blank
134	First Name Long		not blank
142	Middle Name		
154	Address 3		
165	Location Code of Residence		
166	Displaced Homemaker		
167	Special Education Referral	Y,N	not blank valid code
182	Home Address State County Code		
189	Funding District Code		not blank length = 9 valid PA school district (Type=01 on lookup)
190	CTE Indicator		
207	Military Family Code	Y,N	not blank valid code

212	Assessment Participation Code	A,B,I,M,N	not blank valid code
214	Assessment Participation Code 2	Y,N,O	not blank valid code
215	Assessment Participation Code 3	Y,N,O	not blank valid code
216	Assessment Participation Code 4	Y,N,O	not blank valid code
217	District of Enrollment Code		not blank length = 9 valid AUN on AUN_217 list