

# Supplemental Tables Formatting Information

**DATA FOR TABLES 1, 2 and 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, 2019 through June 30, 2020. 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, and 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, 2020 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) *Employed or Contracted* to work with Children with Disabilities, Ages 3-5 by LEA
- 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
- 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
- TABLE 8A Report of Children with Disabilities Evaluated, July 1, 2019 through June 30, 2020. (Initial Evaluations Completed by the LEA – *does not include Reevaluation or Gifted Evaluation*) Data will be collected by LEA for School Age Students
- TABLE 9A Report of Children with Disabilities Subject to Disciplinary Removal from July 1, 2019 through June 30, 2020 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, Ages 3-21 by LEA~~

# 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).[\[1\]](#)

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, 2019 through June 30, 2020  
 (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 8A 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, 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)		<del>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.</del>  This date must fall within the reporting timeframe The date of the final evaluation report. This date must fall within the reporting timeframe identified in 22 PACode 14.123 for school districts and 34 CFR 300.301(c)(1)(i) for charter schools.

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 <b>C – COVID-19</b>	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 <b>§ C - Due to mandatory school closure as a result of COVID-19</b>
Last Staff Day <b>2018-2019</b> SY	ISO Date Format YYYY-MM-DD (10)		Last Staff day of the <b>2018-2019</b> school year for the building in which the student spends a majority of time.
First Staff Day <b>2019-2020</b> SY	ISO Date Format YYYY-MM-DD (10)		First Staff day of the <b>2019-2020</b> 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 **June 30, 2020**. 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.~~
4. IU Data Managers should submit to PennData through the SpotChecker by **July 8, 2020**.
5. Files should be formatted as comma-delimited text files (.txt, .csv), with a maximum of one header row.
6. The SpotChecker will accept Table 8A files for processing and submission on or before **June 14, 2020**.

Note:

1. ~~When submitting data, please indicate if no Initial Evaluations were completed for an LEA for the reporting timeframe.~~ **If No Initial Evaluations were completed for an LEA for the reporting timeframe, please notify PennData at [penndata@psu.edu](mailto:penndata@psu.edu).**
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, 2019 through June 30, 2020 (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 2018-2019 School Year

Value 12 – First Staff Day 2019-2020 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

For those LEAs that need to complete quarterly reporting, please use the same instructions and format listed above. Quarterly reports are due as follows:

### Submission Due Date

October 16, 2020

January 4, 2021

April 5, 2021

July 2, 2021

### Date Eligibility Decision Made

July 1 – September 30, 2020

October 1 – December 31, 2020

January 1 – March 31, 2021

April 1 – June 30, 2021

## INSTRUCTIONS FOR COMPLETING TABLE 9A

Table 9A is a required submission.

### Reporting Special Education Discipline for 2019-2020 SY

#### If discipline incident occurred in current SY and LEA DID assign a disciplinary action – Sanction/Removal

Report only sanction that was served (Ex. If 4 days OSS but 2 days were served, report 2 days)

If NO sanction/removal was served – Do not report the incident

#### If discipline incident occurred in SY and LEA did NOT assign a disciplinary action – Sanction/Removal before 3/13/2020

Do not report the incident

#### 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.

#### **How are counts reported by removal length?**

The removal length is the cumulative length of removals during the school year.

A child with less than 0.5 cumulative days should not be reported.

A child with greater than or equal to 0.5 and less than 1.5 cumulative days should be counted in 5B

A child with greater than or equal to 1.5 and less than or equal to 10.0 cumulative days should be counted in 5C

A child with greater than 10.0 cumulative days should be counted in 5D

#### **How to report Multiple Disciplinary Actions for the Same Incident**

If a student receives multiple disciplinary actions for the same incident, only report the highest or more "severe" sanction.

Ex. Student receives 5 days of ISS and 5 days of OSS for the same infraction. Report ONLY the 5 days of OSS and report ONE removal.

This applies to both Table 9A and Safe Schools Reporting

#### **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 (continued)

Report of Children with Disabilities Subject to Disciplinary Removal  
from July 1, 2019 through June 30, 2020 by Student  
**The data should be reflective of the date of the submission**  
SCHOOL YEAR 2019-2020

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 Special Education Reporting LEA** AUN should be the 9 digit AUN number, not the name of the school district
- **Charter Schools should use their own AUN, not the District of Residence AUN**
- 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, 2019 through June 30, 2020 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 **Special Education Reporting LEA** 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