

# July 2025 Submission RESOURCE GUIDE

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



*May 2025*

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

Jodi Rissinger, Data Manager  
607 South Drive, 3<sup>rd</sup> Floor - East Wing  
Harrisburg, PA 17120  
Phone: 717-783-6911  
E-mail: [jrissinger@pa.gov](mailto:jrissinger@pa.gov)

Dan Ficca, IT Project Admin  
607 South Drive, 3<sup>rd</sup> Floor - East Wing  
Harrisburg, PA 17120  
Phone: 717-787-5745  
E-mail: [c-dficca@pa.gov](mailto:c-dficca@pa.gov)

Emily Hackleman, Division Chief, OCDEL  
607 South Drive, 4<sup>th</sup> Fl Rotunda  
Harrisburg, PA 17120  
Phone: 717-783-3636  
E-mail: [ehackleman@pa.gov](mailto:ehackleman@pa.gov)

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

Jennifer Shultz, Director  
Pennsylvania State Data Center  
Penn State Harrisburg  
130 Alumni Drive  
Middletown, PA 17057  
Phone: 717-519-9547  
E-mail: [penndata@psu.edu](mailto:penndata@psu.edu)

Amy Heffelfinger  
Pennsylvania State Data Center  
Penn State Harrisburg  
130 Alumni Dr  
Middletown, PA 17057  
Phone: 717-948-6177  
E-mail: [penndata@psu.edu](mailto:penndata@psu.edu)

Alyson Garland  
Pennsylvania State Data Center  
Penn State Harrisburg  
130 Alumni Dr  
Middletown, PA 17057  
Phone 717-948-6608  
E-mail: [penndata@psu.edu](mailto:penndata@psu.edu)

# Table of Contents

July 2025 Submission: General Information .....	4
Data Process Flow.....	8
Time table for July 2025 Submission.....	10
July 2025 Submission Data Formatting Information.....	11
Student Data Items.....	12
Supplemental Tables Formatting Information.....	21
Supplemental Tables Data Items and Layout.....	23
Intermediate Unit Sign-off Sheet.....	32
Appendix A: State Correctional Adult & Juvenile Facilities.....	34

# July 2025 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. Data collections for the July submission include: exiting data, transition data, and discipline data. The data is used for federal, state, and public reporting. PIMS supplies the individual student records needed for exiting and transition. Exiting data is submitted to the Federal Department of Education and transition data is used for inter-agency initiatives. 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, 2024 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 Fields 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 LEAs 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 data submitted this year compared to last year by Basis of Exit. 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, 2024 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 8A and 9A 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. Table 8A - the number of children with disabilities evaluated July 1, 2024 through June 30, 2025. (Does not include reevaluations).
2. Table 9A – the number of children with disabilities subject to disciplinary removal from July 1, 2024 through June 30, 2025.

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 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 (SpotChecker). 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. The LEA will also need to submit final Exiting and Transition data through the PIMS system during the PIMS submission window.

### **Confidentiality**

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

### **Duplicate resolution**

Intermediate units and LEAs 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 in early June for Exiting and 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. Exiting: Exit Reason by Basis of Exit
2. Discipline: Type of Discipline Removal

Once the data has been loaded to PIMS during the reporting period, PSU will receive the data through PDE and will create Preliminary Comparison Reports for each IU. These do not need to be returned with justifications.

When all 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**. LEAs can select the most prevalent reason from the drop-down menu or can select “Other” and provide a comment.

Comparison Reports:

1. Exiting:
  - Exit Reason by Basis of Exit
2. Discipline:
  - Type of Discipline Removal
  - Type of Discipline Removal by Disability by SD
  - Type of Discipline Removal by Race by SD

### **Sign off and Validation of Data**

The Intermediate Units will ensure at the time of data submission that the student data file and 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 Exiting and Discipline 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.

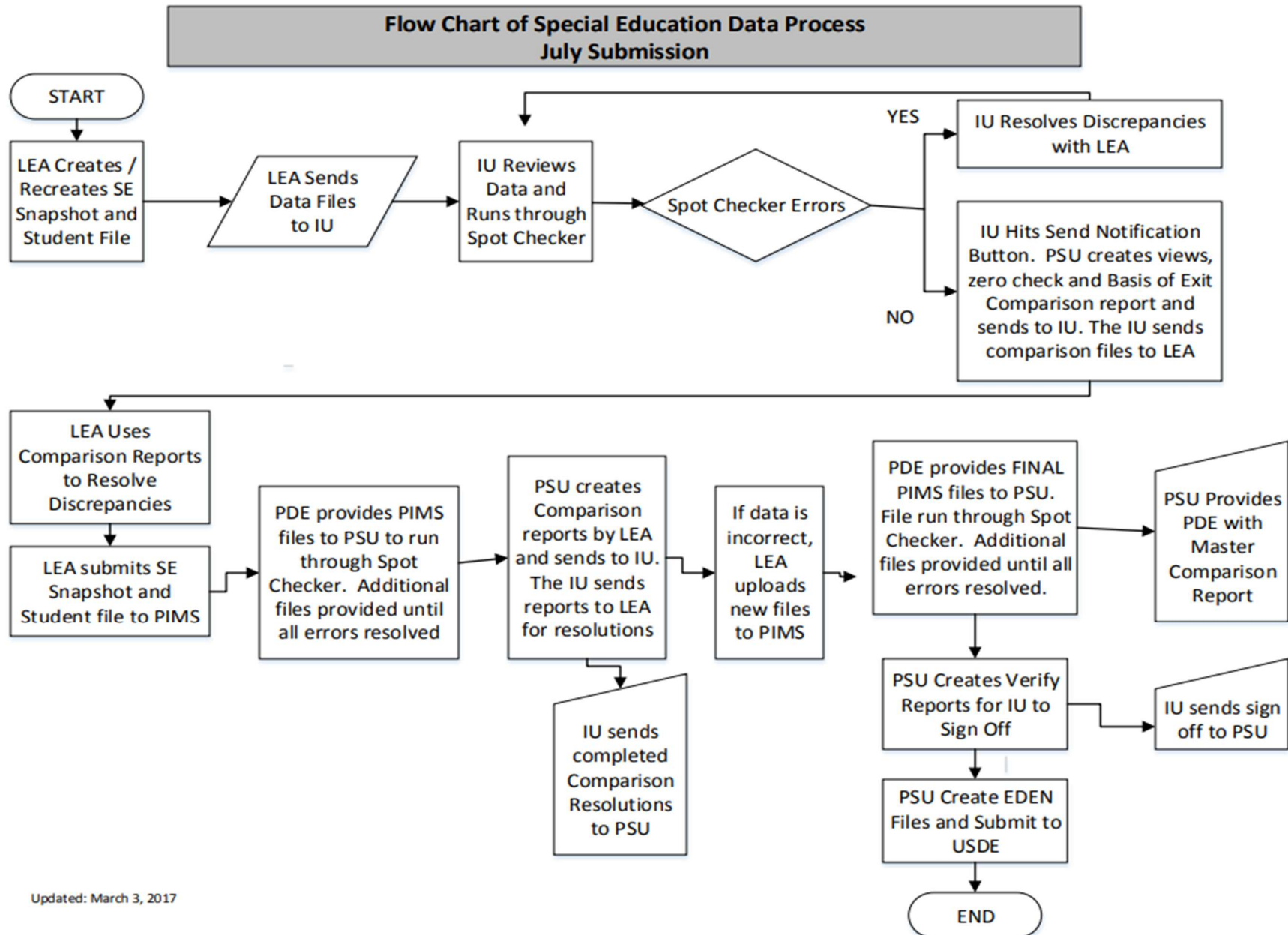
### **Adhoc Reports**

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

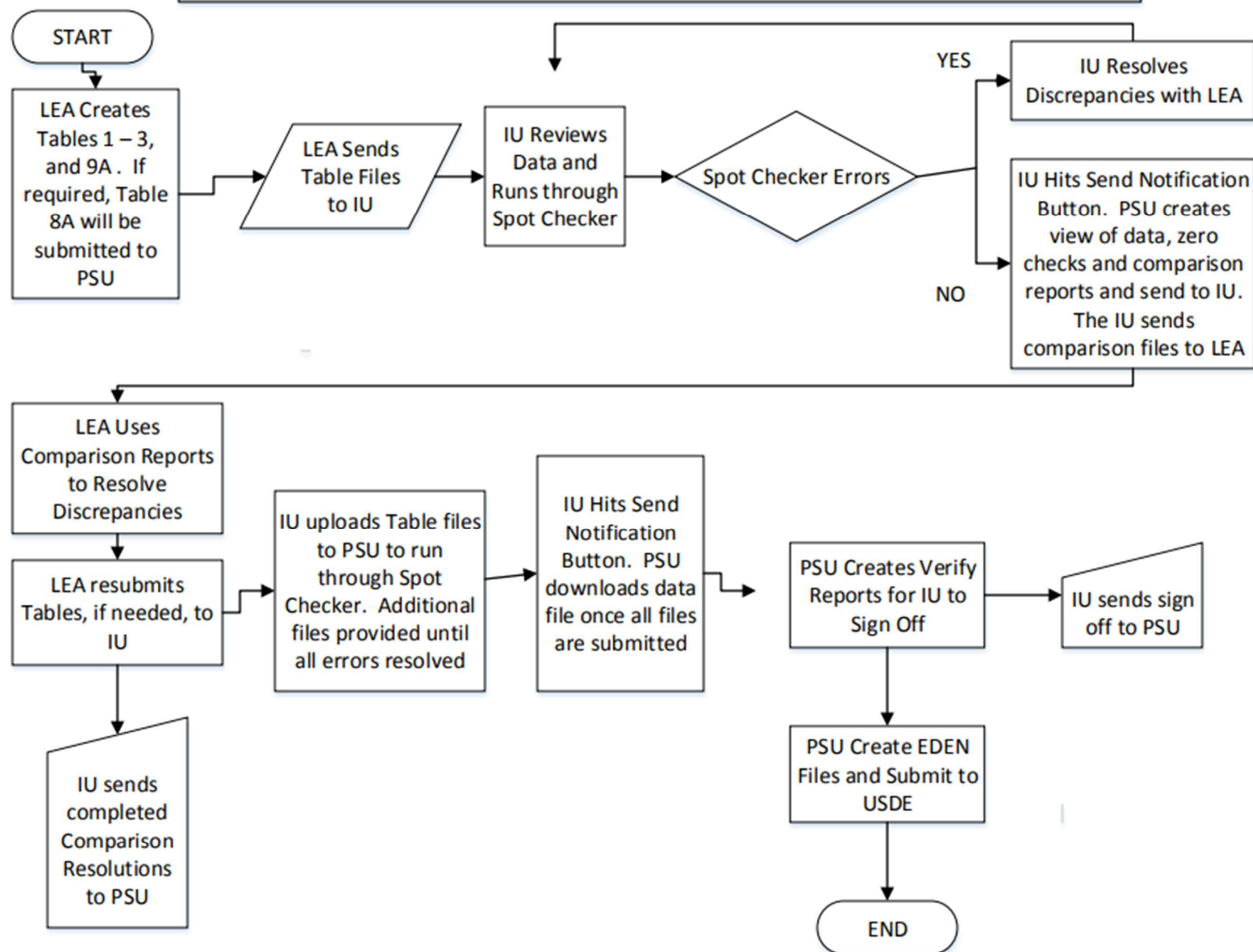
# Data Process Flow



Updated: March 3, 2017



## Flow Chart of Special Education Data Process Table Submission



## Time Table for July 2025 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, 2024 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 6/1/2025	Week of 7/28/2025 See PIMS C4 Calendar	Week following download from PIMS	Week of 8/27/2025	Within 1 week of Receipt	Week following the final download from PIMS. Sign off is 1 week following receipt of files
Table 8A – Reports of Children with Disabilities Evaluated July 1, 2024 through June 30, 2025. Collection is by LEA for School Age Students.	Week of 6/18/2025	NA	NA	7/11/2025	NA	NA
Table 9A - Report Of Children With Disabilities Subject to Disciplinary Removal by Student	Week of 6/1/2025	NA	NA	7/18/2025	Within 1 week of Receipt	Same timeline as exiting verify reports

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

**The Spot Checker will open the week of 6/1/2025 for Exiting and Discipline Table 9A.**

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

# July 2025 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 **226 values per row**, each separated by a comma (for a total of 225 commas per row). The Special Education Snapshot contains **80 values per row**, each separated by a comma (for a total of 79 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,,,E,Y,,,  
123468303
- Special Education Snapshot:  
123468303,3272,2022-06-30,,9629399189,,,,,2128,2106,,,,,01,,,,,,,,,,,,,Y,,,2021-11-30,2022-06-30,,,,,,,,,Y,,,,,01,,,,,,,,,,,,,xyz  
school,,Y,Y,Y,Y,,,3

# July Submission Student Data Items

## Student Template

Empty fields are not included in this list –  
**Reminder: The layout of the record must follow the 226 fields  
 for Student Template (optional for Spot Checker runs)**

See PIMS Manual for more detailed descriptions.

### Student Template

Field No.	Field Name	Valid Values
1	Submitting AUN (LEA submitting, SE District of Residence)	9-digit code
2	School Number	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	PASECUREID	10-digit code
10	Grade	K4A, K4P, K4F, K5A, K5P, K5F, 001-012
13	Home Room	
14	Birth Date	10 characters, ISO format (YYYY-MM-DD)
15	Gender	M or F
16	Address 1	
17	Address 2	
18	City	
19	State Code	
20	Zip	
27	Race/Ethnicity	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	Food PGM Participation Code	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 and transferred to Regular Ed this school year
41	LEP/ELL 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
50	BID School Number	4-digit code
51	BID AUN	9-digit code
65	Grad Status	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	504 Plan	Y or N
73	Foreign Exchange Student	Y or N
80	Gifted	GY - Gifted, has GIEP GS – Gifted, receives gifted services through IEP GX – Gifted, does not receive gifted services 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 826 -
93	Alternate Student ID	
95	Title III EL Eligibility	Y or N
96	Title I Part A	Y or N
97	Grade 09 Entry Date	10 characters, ISO format (YYYY-MM-DD)
98	LEA 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 of Residence AUN	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	
134	First Name	
142	Middle Name	
154	Address 3	
165	School Number 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 AUN	9-digit code
190	CTE Indicator	
207	Military Family Code	Y or N
212	PSSA/PASA Assessment	A - PASA only, no PSSA precode label B – PSSA, receive precode label I - Not participating in any of these assessments  N – PSSA Online testing, no label required
214	Keystone Winter Assessment	Y – Receive precode label N – Not testing O – Online testing, no label required
215	Keystone Spring Assessment	Y – Receive precode label N – Not testing O – Online testing, no label required

## Student Template

Field No.	Field Name	Valid Values
216	Keystone Summer Assessment	Y – Receive precode label N – Not testing O – Online testing, no label required
217	AUN of Enrollment	9-digit code
221	Access for ELLS Assessment	E – ACCESS for ELLs precode label A – Alternate ACCESS for ELLs precode label O – Other LEA requesting precode label
222	ELA Assessment Exemption Indicator	Y or N
223	AUN of Sending Charter School	9-digit AUN of the charter school that contracted with the educating LEA to educate a charter school student
224	Sending Charter School Number	The PDE defined 4-digit code of the charter school that contracted with the educating LEA to educate a charter school student.
225	Gender Identity	X – Gender Non-binary or Gender Not Listed
226	PASA Testing Agency AUN	9-digit code

Age Ranges by Grade	
Grade	Age
K4A, K4P, K4F	4-8
K5A, K5P, 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 80 fields for Special Education Snapshot**

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

## Special Ed Snapshot

Field No.	Field Name	Code
1	Submitting AUN	9-digit code
2	School Number	4-digit code
3	School Year Date	10 characters, ISO format (YYYY-MM-DD)
5	PASECUREID	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

## Special Ed Snapshot

Field No.	Field Name	Valid Values
15	Amount of Special Education Services	Optional for July
17	Type of Support	Optional for July
32	Noneducational Agency Placement	Y or N
34	Date Exited Special Education	10 characters, ISO format (YYYY-MM-DD). Must be blank or fall between 7/1/2024 and 6/30/2025
35	Snapshot Date	10 characters, ISO format (YYYY-MM-DD). Must be 2025-06-30.
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

## Special Ed Snapshot

Field No.	Field Name	Valid Values
52	Reason for Exiting Special Education	Blank, unless student exited between 7/1/2024 and 6/30/2025  01 - Graduated with Regular High School Diploma 02 - Received a GED and/or Certificate 03 - Reached Maximum Age (Age 21) 04 - Dropped Out 05 - Transferred to Regular Education 06 – Moved out of Pennsylvania, Known to be Continuing 09 – Died 99 – Moved, within PA, known to be continuing
53	LEP Status	Y or N
70	Service Provider	9-digit AUN code or Provider Name (text)
71	Location of Special Education Services	The PDE-defined, 4-digit code identifying the school <i>where <b>Special Education services are provided</b></i> . If a student is at a location that does not have a designated school code, enter the actual name of the building. Codes 9999 and 0000 are not valid codes
73	Trans IEP (Comp Int Paid Work Exp)	One character, text format. DEFINITION: Did the student participate in a competitive integrated paid work experience?
74	Trans IEP (Job Coaching)	One character, text format. DEFINITION: Did the student participate in individual job coaching services funded by the school in a paid work experience?
75	Trans IEP (Comp Int Emp Goal)	One character, text format. DEFINITION: Does the student have an outcome goal of competitive integrated employment?

## Special Ed Snapshot

Field No.	Field Name	Valid Values
76	Trans IEP (Comp Int Emp)	One character, text format. DEFINITION: Upon exiting high school, was the student employed in a competitive integrated setting?
80	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

# Supplemental Tables Formatting Information

**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, or comma delimited text. Each line must be terminated by a carriage return and line feed combination. Files must be in an MS-DOS compatible file format.

Supplemental Tables 8A and 9A are based on data from July 1, 2024 through June 30, 2025. The data should reflect the year of the submission or, if the student exited, the date of exit.

Tables 8A and 9A are required submissions. Table 9A, Discipline by Student, contains a list of Children with Disabilities subject to Disciplinary Removal from July 1, 2024 through June 30, 2025 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 **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 8A Report of Children with Disabilities Evaluated, July 1, 2024 through June 30, 2025. (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, 2024 through June 30, 2025 by Student

# Supplemental Tables Data Items and Layout

**TABLE 8A**

Report of Children with Disabilities Evaluated, July 1, 2024 through June 30, 2025  
(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 LEAs 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)		The date of the final evaluation report. This date must fall within the reporting timeframe identified in 22 PACode14.123 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	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 2023-2024 SY	ISO Date Format YYYY-MM-DD (10)		Last Staff day of the 2023-2024 school year for the building in which the student spends a majority of time.
First Staff Day 2024-2025 SY	ISO Date Format YYYY-MM-DD (10)		First Staff day of the 2024-2025 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. IU Data Managers should submit to PennData through the SpotChecker **by July 11, 2025**.
4. Files should be formatted as comma-delimited text files (.txt, .csv), with a maximum of one header row.
5. The SpotChecker will accept Table 8A files for processing and submission on or before June 18, 2025.

Note:

1. If No Initial Evaluations were completed for an LEA for the reporting timeframe, please notify PennData at 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,2003-01-01,1234,2021-01-05,2021-02-06,E,,2020-06-15,2020-08-25,31,2021-02-15,

## Export Specifications for Table 8A

Table 8A – Report of Children with Disabilities Evaluated July 1, 2024 through June 30, 2025 (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 2023-2024 School Year

Value 12 – First Staff Day 2024-2025 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 10, 2025

January 9, 2026

April 10, 2026

July 10, 2026

### Date Eligibility Decision Made

July 1 – September 30, 2025

October 1 – December 31, 2025

January 1 – March 31, 2026

April 1 – June 30, 2026



## INSTRUCTIONS FOR COMPLETING TABLE 9A

Table 9A is a required submission.

Reporting Special Education Discipline for 2024-2025 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

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.

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.

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. **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. 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. 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.

\*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

Report of Children with Disabilities Subject to Disciplinary Removal  
from July 1, 2024 through June 30, 2025 by Student  
**The data should be reflective of the date of the submission.**

**SCHOOL YEAR 2024-2025**

Each IU/LEA is required to submit Table 9A

IU	Special Education Reporting LEA AUN	PAsecureID	Last Name	First Name	Middle Name or Initial	Birth Date	Gender	Ethnic Background	LEP	Grade	Disability Category	Non- educational Agency Placement

Follow the specifications below when completing Table 9A:

- Special Education Reporting LEA AUN should be the 9 digit AUN number, not the name of the school district
- Birth Date should be in the format YYYY-MM-DD
- Gender should be M or F for Male or Female
- Ethnic Background should be 1, 3, 4, 5, 6, 9, 10 (Codes as referenced in the PIMS manual)
- LEP should be 01, 03, 04, 05, 06, 07, 08, 99 LEP/ELLStatus codes as referenced in the PIMS manual)
- Disability Category should be a 4-digit code (Primary Disability codes as referenced in the PIMS manual)
- Noneducational Agency Placement should be Y or N
- For columns 1A, 2, 3A, 3B, 4C, 4D, 5B, 5C, 5D, enter Y or N for Yes or No.
- For Section 1, only include Unilateral Removals that involve Drugs, Weapons, or Bodily Injury.

For all other sections, include all removals, regardless of reason.

- Noneducational Agency Placement Definition: If the student was placed in a residential facility or group home in the same state by a non-educational Agency (e.g. court systems; department of corrections; departments of children, youth and families; department of social service; etc.) the field should equal Y. If not, enter N.

**Table 9A (continued)**

**Report of Children with Disabilities Subject to Disciplinary Removal  
from July 1, 2024 through June 30, 2025 by Student  
The data should be reflective of the date of the submission  
SCHOOL YEAR 2024-2025**

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 Table 9A:

- Special Education Reporting LEA AUN should be the 9 digit AUN number, not the name of the school district
- Birth Date should be in the format YYYY-MM-DD
- Gender should be M or F for Male or Female
- Ethnic Background should be 1, 3, 4, 5, 6, 9, 10 (Codes as referenced in the PIMS manual)
- LEP should be 01, 03, 04, 05, 06, 07, 08, 99 (LEP/ELL Status codes as referenced in the PIMS manual)
- Disability Category should be a 4-digit code (Primary Disability codes as referenced in the PIMS manual)
- Noneducational Agency Placement should be Y or N
- For columns 1A, 2, 3A, 3B, 4C, 4D, 5B, 5C, 5D, enter Y or N for Yes or No.
- For Section 1, only include Unilateral Removals that involve Drugs, Weapons, or Bodily Injury.

For all other sections, include all removals, regardless of reason.

- Noneducational Agency Placement Definition: If the student was placed in a residential facility or group home in the same state by a non-educational Agency (e.g. court systems; department of corrections; departments of children, youth and families; department of social service; etc.) the field should equal Y. If not, enter N.

## Export Specifications for Table 9A

Table 9A – Children with Disabilities Subject to Disciplinary Removal from July 1, 2024 through June 30, 2025 by Student

Required for Report: Children with Disabilities subject to discipline removal.

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 -- 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 – Noneducational Agency Placement

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.

# Intermediate Unit Sign-off Sheet

## July 2025 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 Exiting and Discipline should be checked.
- 2) The Authorization Form should be emailed to [penndata@psu.edu](mailto:penndata@psu.edu) within one week of receipt of the Verify Reports, **unless otherwise specified by PaSDC**. Include copies of pages that note any data changes made.
- 3) Authorization forms and individual IU reports will be retained by the PaSDC.

## Authorization Form for July Submission

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

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

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Exiting    | <input type="checkbox"/> Discipline |
| <input type="radio"/> Basis of Exit | <input type="radio"/> Disability    |
|                                     | <input type="radio"/> Race          |

***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.

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Exiting    | <input type="checkbox"/> Discipline |
| <input type="radio"/> Basis of Exit | <input type="radio"/> Disability    |
|                                     | <input type="radio"/> Race          |

\_\_\_\_\_  
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-Forest  
SCI-Frackville-Ryan  
SCI-Greene  
SCI-Houtzdale-Woodward  
SCI-Huntingdon  
SCI-Laurel Highland  
SCI-Mahanoy  
SCI-Mercer  
SCI-Muncy  
SCI - Phoenix  
SCI-Pine Grove  
Quehanna Boot Camp  
SCI-Rockview  
SCI-Smithfield  
SCI-Somerset

## State Juvenile Institutions

Loysville Youth Development Center  
North Central Secure Treatment Unit (Boys)  
North Central Secure Treatment Unit (Girls)  
North Eastern Secure Treatment Unit  
South East Youth Development Center (1306 – District of Residence Reports)  
South Mountain Secure Treatment Unit  
Western Secure Treatment Unit (1306 – District of Residence Reports)  
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.