

# Special Education Services Fact Template (New Mexico)

Last Modified on 06/06/2024 9:21 am CDT

[Report Logic](#) | [Report Editor](#) | [Report Layout](#)

Tool Search: Special Education Services Fact Template

The Special Education Services Fact Template tracks Special Education Services and contains details of services provided to special education students.

SE\_SERVICES\_FACT ☆
Reporting > NM State Reporting > SE\_SERVICES\_FACT

**Special Education Services Fact Template**

This tool extracts data to complete the Special Education Services Fact Template. Records report for services entered on the Services Detail Editor of the NM Exceptionality (state reporting) plan. To report, the enrolled student's service must be active on the Reporting Date selected. An Ad Hoc filter may be used to further limit the records that report. Choose the State Format to get the report in the state defined file format; otherwise, choose HTML for testing/debugging.

**Extract Options**

Submission Schedule:

Reporting Date:

Which students would you like to include in the report?

Grade

2U  
PK  
KN  
KF

Ad Hoc Filter

Format:

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

**23-24**

23-24 Bataan Elementary

23-24 Bell Elementary

23-24 Chaparral Elementary

23-24 Columbus Elementary

23-24 Deming Cesar Chavez Char

23-24 Deming High School

23-24 Deming Intermediate

23-24 Early College High

23-24 Memorial Elementary

23-24 Mimbres Valley High

23-24 Misc Preschool Program

23-24 My Little School

23-24 Red Mountain Middle

23-24 Ruben S Torres ES

23-24 Summer Camp-CO

23-24 Summer Camp-DHS

CTRL-click or SHIFT-click to select multiple

Refresh Show top  tasks submitted between  and

Batch Queue List	Report Title	Status	Download
Queued Time			

Special Education Services Fact Template Editor

## Report Logic

- Reports one record per enrolled student per active Service on the reporting date selected on the extract editor.
- Students MUST have a student state ID to report.
- Students MUST be actively enrolled in at least one qualifying calendar on the Reporting Date selected on the extract editor to report.
- Students are NOT included if
  - their enrollment record is marked as State Exclude;
  - their enrollment record is marked as No Show;
  - their Grade Level of enrollment is marked as State Exclude; or
  - their Calendar of enrollment is marked as State Exclude.
- Only data entered on the NM Exceptionality (state reporting) plan may report.
- Plan must be active on the reporting date selected on the extract editor to report.
- Service MUST be active on the reporting date selected on the extract editor to report.
- Service MUST have a Service Code <> NULL to report.

## Report Editor

Field	Description
<b>Submission Schedule</b>	The Submission Schedule for which data is being submitted to the state.
<b>Reporting Date</b>	The earliest date on which the student's Enrollment and Special Education Service must be active to report.
<b>Which students would you like to include in the report?</b>	<ul style="list-style-type: none"> <li>• Grade</li> <li>• Ad Hoc Filter</li> </ul>
<b>Format</b>	The format in which the report will generate. Options include HTML and State Format (CSV).
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report.
<b>Generate Extract/ Submit to Batch</b>	Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of immediately generating the report by clicking <b>Generate Extract</b> . The batch process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <a href="#">Batch Queue</a> article.

## Report Layout

#	Element Name	Logic	Type, Format, and Length	Campus Database	Camp Locat		
1	<b>District Code</b>	A three character district code.	Numeric, 3 digits	District.number	District Inform State   Numb		
2	<b>Location Code</b>	<p>The state school number. Reports the code selected in the Location Code field on the NM Exceptionality record.</p> <p>Otherwise, If the Location Code field is null, this element reports the State School Number from the student of record's active calendar of enrollment that is marked as Primary on the Reporting Date entered on the extract editor.</p> <table border="1" data-bbox="464 1594 716 1641"> <tr> <td><b>If...</b></td> <td><b>Then...</b></td> </tr> </table>	<b>If...</b>	<b>Then...</b>	Numeric, 6 digits	nmExceptionalityService.locationCode	Docun Plan O nmGif >Serv > Serv Provid >Serv > Loc: OR Schoo Inform State   Numb
<b>If...</b>	<b>Then...</b>						

#	Element Name	Logic	Then...	Type, Format, and Length	Campus Database	Camp Locat
		there is more than one active enrollment marked as Primary	this value reports based on earliest start date. If the start dates are the same, the value reports based on the highest calendar ID.			
		there are no active enrollments marked as Primary	<b>S:Partial</b> reports.			
		more than one active enrollment is marked as S:Partial	this value reports based on earliest start date. If the start dates are the same, the value reports based on the highest calendar ID.			
3	<b>School Year Date</b>	The end year of the selected calendar (NONE, P, S, or Partial) plus the year 06-30. For example, 2016-08-30.	<b>N:Spec</b> Location Code	Date field, 10 characters YYYY-MM-DD	Calendar.endDate	N/A
4	<b>Student ID</b>	Reports the state assigned identifier for the student. Otherwise, this field reports the Service Code selected on the student's reporting service of record: NM Exceptionality (state reporting) plan.	Location Code	Numeric, 9 digits	Person.stateID	Demo State
5	<b>Service Code</b>	The Service Code selected on the student's reporting service of record: NM Exceptionality (state reporting) plan.	Location Code	Numeric, 8 digits	nmExceptionalityService.serviceCode	Docun Outlin nmGif >Serv Detail: Provid >Serv > Serv
6	Filler6	N/A		N/A	N/A	N/A
7	Filler7	N/A		N/A	N/A	N/A

#	Element Name	Logic	Type, Format, and Length	Campus Database	Camp Locat								
8	<b>Service Start Date</b>	<p>This date reports based on the Submission Schedule selected on the extract editor. The End year value must fall within 7/1 &amp; 6/30 of the calendar year selected.</p> <ul style="list-style-type: none"> <li>• YYYY-10-01 = 40D</li> <li>• YYYY-12-15 = 80D</li> <li>• YYYY-03-01 = 120D</li> <li>• YYYY-06-01 = EOY</li> </ul>	Date field, 10 characters YYYY-MM-DD	N/A	N/A								
9	<b>Filler9</b>	N/A	N/A	N/A	N/A								
10	<b>Filler10</b>	N/A	N/A	N/A	N/A								
11	<b>Filler11</b>	N/A	N/A	N/A	N/A								
12	<b>Filler12</b>	N/A	N/A	N/A	N/A								
13	<b>Service Duration</b>	<p>The number of minutes the service is occurring per week based on Service Frequency and Service Cycle selected.</p> <table border="1" data-bbox="464 952 715 1429"> <thead> <tr> <th>Service Cycle</th> <th>Reports...</th> </tr> </thead> <tbody> <tr> <td><b>W: Weekly</b></td> <td>the value entered in Service Frequency Minutes.</td> </tr> <tr> <td><b>D: Daily</b></td> <td>the Service Frequency Minutes x 5.</td> </tr> <tr> <td><b>M: Monthly</b></td> <td>the Service Frequency Minutes ÷ 4.</td> </tr> </tbody> </table>	Service Cycle	Reports...	<b>W: Weekly</b>	the value entered in Service Frequency Minutes.	<b>D: Daily</b>	the Service Frequency Minutes x 5.	<b>M: Monthly</b>	the Service Frequency Minutes ÷ 4.		nmExceptionalityService.serviceFrequencyMinutes nmExceptionalityService.serviceCycle	Docun Plan O nmGif Servic Servic List > Detail <ul style="list-style-type: none"> <li>• S</li> <li>• F</li> <li>• M</li> <li>• S</li> <li>• C</li> </ul>
Service Cycle	Reports...												
<b>W: Weekly</b>	the value entered in Service Frequency Minutes.												
<b>D: Daily</b>	the Service Frequency Minutes x 5.												
<b>M: Monthly</b>	the Service Frequency Minutes ÷ 4.												

#	Element Name	Legisive Cycle	Reports...	Type, Format, and Length	Campus Database	Camp Locat
		<b>S:</b> <b>Semester</b>	the Service Frequency Minutes ÷ (the number of weeks scheduled for the full year in the student's calendar of enrollment ÷ 2) ONLY calculates when a student has an active enrollment marked as Primary in at least one calendar on the school selected in the Location field on the Services Editor; otherwise, reports blank.			

#	Element Name	Reporting Cycle	Reports...	Type, Format, and Length	Campus Database	Camp Locat
		Y: Yearly	the Service Frequency Minutes ÷ the number of weeks scheduled for the full			
14	Filler14	N/A	year in the student's	N/A	N/A	N/A
15	<b>Integrated Services Status</b>	Indicates whether Integrated Services Status is selected on the student's reporting service of record: NM Exceptionality (state reporting) plan. This field reports null if <ul style="list-style-type: none"> <li>Education Detail editor has a PRIMARY SETTING CODE in PPS</li> <li>Services Detail Editor has a SERVICE CODE in IHP, LIFT, NS, SECDEV, TRS, NMSD or NMSBV</li> </ul>	calendar of enrollment. ONLY calculates when a student has an active enrollment marked as Primary in at least one calendar on the school selected in the	Alphanumeric, 1 character Y or N	nmExceptionalityService. integratedService	Docun >Plan nmGif Servic Servic List > Detail Integr. Servic
16	Filler16	N/A	the	N/A	N/A	N/A
17	Filler17	N/A	Location field on the	N/A	N/A	N/A
18	Filler18	N/A	Services Editor;	N/A	N/A	N/A
19	Filler19	N/A	otherwise,	N/A	N/A	N/A
20	Filler20	N/A	reports blank.	N/A	N/A	N/A
21	Filler21	N/A		N/A	N/A	N/A
22	Filler22	N/A		N/A	N/A	N/A
23	Filler23	N/A		N/A	N/A	N/A
24	Filler24	N/A		N/A	N/A	N/A
25	Filler25	N/A		N/A	N/A	N/A
26	Filler26	N/A		N/A	N/A	N/A
27	Filler27	N/A		N/A	N/A	N/A
28	<b>Primary Staff ID</b>	The Staff State ID of the Staff person selected in the Service Provider Staff field.		Alphanumeric, 12 characters	Person.staffStateID	Specia Gener Excep Plan > Provid Demo Staff :