# SPED IEP Interchange - Student Parent Association (Colorado)

Last Modified on 03/11/2024 8:44 am CDT

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

Tool Search: SPED IEP Interchange

The Student Parent Association Report collects adult contact information for those students whose AU or SOP is part of the indicator 8 or 13 Sampling Plans for the current collection year.
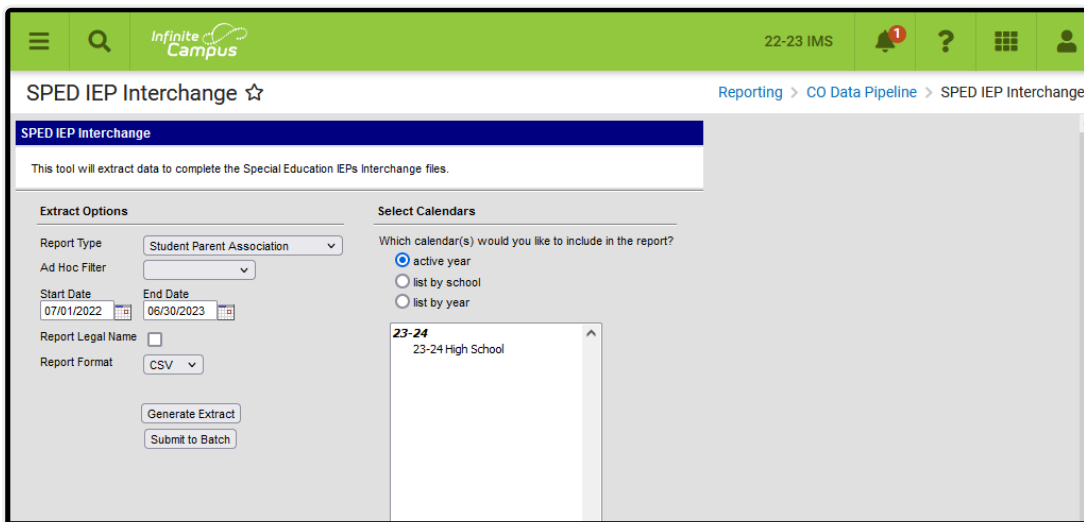
Student Parent Association Extract Editor

Report Logic

At least one of the following must be true in order for a student to be reported:

- At least one date (Special Education Start Date, Special Education End Date) falls within the reporting period.
- The student has an active and locked IEP AND at least one date of the plan falls within the reporting period.
- The student has an active and locked Evaluation AND the Effective Date of the evaluation falls within the reporting period.

Only one record per administrative unit code reports for the student.

This report does NOT include students who have an ILP or other plan type that is not an IEP.

Records are not included when:

- The student's enrollment record is marked as a No Show.
- The enrollment record is marked as State Exclude.
- The Grade Level of enrollment is marked as State Exclude.

- The Calendar selected is marked as State Exclude.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the Identities tool and/or the Demographics tool.

> Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
3. Save the record when finished.

Gender and Legal Gender Assignment

Report Editor

Field	Description
Report Type	Selection determines the Special Education Interchange report that generates. Choose **Student Parent Association**.
Ad hoc Filter	Select a saved ad hoc filter to only include those students in the filter in the report, assuming those students meet the reporting logic and business rules of this report.

Field	Description
Start Date/End Date	The entered date is auto-populated to the current first and last dates of the selected calendar in the Campus toolbar. Students who have an Evaluation or IEP during the entered date range, even when the enrollment record is ended during the date range, are included on the report.
Report Legal Name	When marked, the student's name and gender report from the Protected Identity Information section on the student's Identities record.
Report Format	The School Association report can be generated in either CSV or HTML formats.
Calendar Selection	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.
Report Generation	Use the **Generate Report** button to display the results of the report immediately. Use the **Submit to Batch** option to determine when the report generates. Submit to Batch is helpful when generating the report for multiple calendars and a large range of dates.

Generate the Report

1. Select the **Student Parent Association** from the **Report Type** field.
2. If desired, select students from an existing **Ad hoc Filter**.
3. Enter the desired **Start and End Dates.**
4. Mark the **Report Legal Name**, if desired.
5. Select the **Report Format** of the report.
6. Select the **Calendar(s)** from which to report information.
7. Click the **Generate Extract** button or the **Submit to Batch** button. The report displays in the desired format.

Student Parent Association Report - CSV Format

Student Parent Association - HTML Format

Report Layout

Field	Description	Location
Administrative Unit	The Administrative Unit Code assigned to the school by the Colorado Department of Education. This code is entered on the School Information record. When the Admin Unit Code field is blank on the School editor, this field reports 00000 (five zeros). *Numeric, 5 digits*	School Information > School Detail > Admin Unit Code School.adminUnitCode
LASID	The district-defined local student ID. *Numeric, 10 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
SASID	The unique 10 digit number assigned to each student by the Colorado Department of Education. *Numeric, 10 digits*	Demographics > Person Identifiers > Student State ID Person.stateID

Field	Description	Location
Student First Name	Reports the student's first name. When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field. Alphanumeric, 30 characters	Demographics > Person Information > First Name Identity.first Name Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Student Last Name	Reports the student's last name. When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field. *Alphanumeric, 30 characters*	Demographics > Person Information > Last Name Identity.last Name Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Student Gender	Reports the student's gender. • 01 - Female • 02 - Male • 03 - Non-Binary When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field. *Numeric, 2 digits*	Demographics > Person Information > Gender Identity.gender Identities > Protected Identity Information > Legal Gender Identity.legalGender
Student Birth Date	The student's date of birth. *Date field, 8 characters (MMDDYYYY)*	Demographics > Person Information > Birth Date Identity.birthDate Identities > Current Identity > Birth Date

Field	Description	Location
Primary Contact Status	Indicates whether the parent is the primary contact for the student. When the guardian checkbox is marked, field reports 1; otherwise, field reports 0. *Numeric, 1 digit*	Special Education Team Members Census > People > Relationships > Primary Household Relationships > Guardian Contact.guardian
Parent ID	Reports the person ID of the active guardian on the student's Team Member tool. • The Effective Date on the editor must be on or between membership start and end dates. • The guardian checkbox must be marked on the relationship. • When there is more than one guardian listed on the Team Member's record, the guardian with the earliest start date reports. Or, when the same, the guardian with the lowest person ID reports. *Numeric, 10 digits*	Special Education Team Members Census > People > Relationships > Primary Household Relationships > Guardian Person.personID
Parent First Name	Reports the parent's first name of the guardian listed on the Team Member's tool. • The Effective Date on the editor must be on or between membership start and end dates. • The guardian checkbox must be marked on the relationship. • When there is more than one guardian listed on the Team Member's record, the guardian with the earliest start date reports. Or, when the same, the guardian with the lowest person ID reports. *Alphanumeric, 30 characters*	Special Education Team Members Census > People > Relationships > Primary Household Relationships > Guardian Identity.firstName

Field	Description	Location
Parent Middle Name	Reports the parent's middle name. • The Effective Date on the editor must be on or between membership start and end dates. • The guardian checkbox must be marked on the relationship. • When there is more than one guardian listed on the Team Member's record, the guardian with the earliest start date reports. Or, when the same, the guardian with the lowest person ID reports. *Alphanumeric, 30 characters*	Special Education Team Members Census > People > Relationships > Primary Household Relationships > Guardian Identity.middleName
Parent Last Name	Reports the parent's last name. • The Effective Date on the editor must be on or between membership start and end dates. • The guardian checkbox must be marked on the relationship. • When there is more than one guardian listed on the Team Member's record, the guardian with the earliest start date reports. Or, when the same, the guardian with the lowest person ID reports. *Alphanumeric, 30 characters*	Special Education Team Members Census > People > Relationships > Primary Household Relationships > Guardian Identity.lastName
Parent's Address	Reports the active primary street address of the parents. When there are multiple primary addresses, the earliest start date is used. When the start date of the addresses are the same, the lowest address ID is used. When the address is a PO Box, this address is reported. *Alphanumeric, 50 characters*	Address Information Address.number Address.POBox Address.street Address.prefix Address.tag Address.direction Address.apt
Parent's City	Reports the city of the parent's primary household address. *Alphanumeric, 30 characters*	Address Information > City Address.city

Field	Description	Location
Parent's State Abbreviation	Reports the state of the parent's primary household address. *Alphabetic, 2 characters*	Address Information > State Address.state
Parent's Postal Code	Reports the zip code of the parentt's primary household address. *Alphanumeric, 9 characters*	Address Information > Zip Code Address.zip
Parent's Primary Telephone Number	Reports the household's primary phone number. *Numeric, 10 digits*	Household Information > Phone Number Household.phone
Parent's Secondary Telephone Number	Reports the cell phone of the student being reported. When the cell phone is blank, the work phone reports. when the work phone is blank, the Other phone field reports. When the Private checkbox is marked, the value entered in any phone number field does not report. *Numeric, 10 digits*	Demographics > Personal Contact Information > Work Phone, Other Phone Contact.other Contact.work
Parent's Email Address	Reports the parent's email address. *Alphanumeric, 50 characters*	Demographics > Personal Contact Information > Email Contact.email