

# SPED State Reporting

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Tool Search: SPED State Reporting

The Special Education State Reporting allows users to store and manage student Special Education state reporting data. This tool removes the legal burden of having a Special Education team meeting to amend the setting for age-based changes, such as an early childhood student aging out. Users can use one tool to manage students' data without modifying their special ed documents.

This tool contains several sections: Summary Overview, State Reporting and Data Entry, and Flags.


Fields vary by state. Please see your state-specific article for more information on Special Education State Reporting procedures in your state:

- [Colorado Setting](#)
- [Delaware Special Education Summary](#)
- [Georgia ACS](#)
- [Kansas Special Education State Reporting](#)
- [Maine Special Education State Reporting](#)
- [Massachusetts Special Education State Reporting](#)
- [Montana State Reported Data](#)
- [New Jersey State Reporting](#)
- [Oklahoma Special Education State Reporting](#)
- [Pennsylvania State Referral](#)
- [South Dakota Special Education Summary](#)
- [Wisconsin Setting](#)

## Summary Overview


The Summary Overview section provides a read-only view of Special Education data from the student's evaluation(s) and/or plan(s). Users can select which plan or evaluation to view a summary from the **Plan to View** or **Evaluation to View** dropdowns. Click the **Select** button to confirm the selection. The read-only fields that display in this section are state-specific. The following screenshot is a Delaware example.

This section has its own tool rights and may not be available in your state.



Special Education Summary ☆

[Student Information](#) >
[Special Ed](#) >
Special Education Summary


Yusuf M

DOB:
SPED Flag Example

Student #:
Staff #: 7
Grade: 08

Related Tools ^

Summary Overview

Plan Information

Plan to View

DE Secondary IEP 10/23/2024 - 10/22/2...
Select

Initial IEP Date	IEP Type	Annual IEP Meeting Date
10/23/2024	Annual IEP	
IEP/ISP Initiation Date	IEP/ISP End Date	IEP Amendment Date
10/23/2024	10/22/2025	
Transfer IEP Date	Diploma	Transfer of Rights Date

State Test Accommodations or Alternate Assessments

Evaluation Information

Evaluation to View

DE Evaluation 07/31/2024 (Unlocked)
Select

Eligibility	Last Evaluation Summary Report Date	Initial Evaluation Summary Report Date
Eligible (Meets)	07/31/2024	07/31/2024
Primary Disability	Start Date	Secondary Disability
Autism	07/31/2024	Start Date
		07/31/2024
Most Recent Related Services Evaluation Date(s)	Related Service Code(s)	

Summary Overview Section - Delaware Example

## Plan and Evaluation Information

The Plan and Evaluation Information sections are specific to your state.

## State Reporting and Data Entry

The State Reporting and Data Entry section allows users to enter reported Special Ed data that is not stored on a student's document. This section is specific to your state.

**State Editions:** States can request additional fields they want districts to have available for tracking. These could be fields for compliance tracking that are not necessarily reported.

**District Editions:** State-reported fields available here are added for District Editions only. However, District and State Edition users can add custom fields to this section.

State Reporting

Start Date ↑	End Date	Special Ed Pre-Referral
03/03/2025	06/06/2025	01: Yes

New

State Reporting Section - List View (Delaware Example)

Select an existing record or click **New** to view the State Reporting and Data Entry detail screen. The below example is from Montana, but your screen may have different fields. See your state-specific article for the specific fields for your state.

Dates entered must be between 01/01/1900 - 06/06/2079.

State Reported Data Detail

Date \*

05/16/2024

Reason for Change \*

Special Ed Setting of Service

Special Ed Setting

01: Regular Class inside reg. class 80% or more

Start Date ⓘ

1/1/2024

End Date

5/31/2024

Exit Reason

Exit Date

month/day/year

Save

Cancel

Delete

Montana Example of the Special Ed State Reporting and Data Entry Detail Screen

## Add a New State Reporting and Data Entry Record

A new record should be created anytime a student enters a new Special Education Setting. Fields vary by state.

State Reporting and Data Entry records cannot overlap. This means the previous record must end before the new record begins.

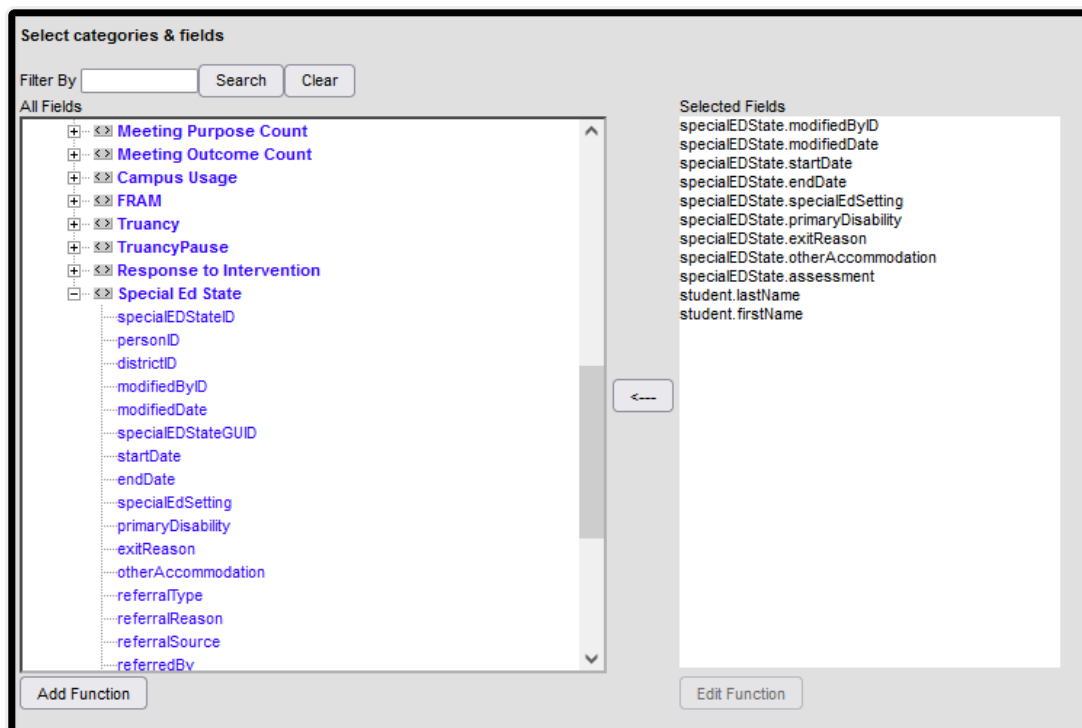
## Delete or End a State Reporting and Data Entry Record

To delete a State Reporting record, select the record from within the State Reporting Editor window and click the **Delete** button. This action COMPLETELY removes the record from Campus. Only do this when the record was completed in error.

To end a record, select the record from within the State Reporting Editor window and enter an **End Date**. This ends the record and allows a new record to be added, if applicable.

## State Reporting and Data Entry fields in Ad hoc

Special Education State Reporting Information is available in the Query Wizard for Student Data Type filters in the **Student > Special Ed State** folder.



*Special Education State Reporting Ad hoc Fields*

## SPED Flags

The SPED Flags section allows users to assign Special Education Flags to students without using

the core student [Flags](#) tool. A SPED Flag can be used to quickly identify special education students from an icon in the Campus header. This section has its own tool rights.

All Special Education Flags display, no matter where they were assigned to a student. This includes Flags assigned via the [Student Flag](#), [Batch Program Assignment Wizard](#), or [Task Scheduler](#) tools.

SPED Flags				
Start Date ↓	End Date	Flag Type	User Warning	Flag icon
10/21/2024		SPED Flag Example	Example user warning	
<div>New</div>				

*SPED Flags List View*

## SPED Flags List View

The following columns display on the list view of SPED Flags.

Column Name	Description
<b>Start Date</b>	The first day the flag is active for the student.
<b>End Date</b>	The last day the flag was active for the student.
<b>Flag Type</b>	The name of the special education flag. This displays in the student's header.
<b>User Warning</b>	Additional comments concerning the flag. This displays when hovering over or clicking the flag name in the student's header. Users often enter the student's case manager into the user warning field.
<b>Flag Icon</b>	The image associated with the flag. This displays next to the flag name in the student's header.

Select an existing record or click **New** to open the **Student SPED Flag Editor**.

## Student SPED Flag Editor Fields

Users can add new or edit existing Flags with the Student SPED Flag Editor.

Student SPED Flag Editor

Flags \*

SPED Flag Example

Case Manager

Carrie

Start Date \*

10/21/2024

End Date

month/day/year

Eligibility Start Date

month/day/year

Eligibility End Date

month/day/year

User Warning

Example user warning

Participation Details

Example detail

Description

Example description

Save & Stay

Cancel

Delete

Student SPED Flag Editor

Field	Description	Additional Information
<b>Flags</b> <i>Required</i>	<p>The name of the special education flag. This displays in the student's header. The icon associated with the Flag display next to the dropdown.</p> <p>See the <a href="#">Flags Setup</a> section for additional information on how flags display in this dropdown.</p>	<p><b>Database:</b> ProgramParticipation.name</p> <p><b>Ad hoc Inquiries:</b> spProgramFlag.name, spProgramFlag.flagImage</p>

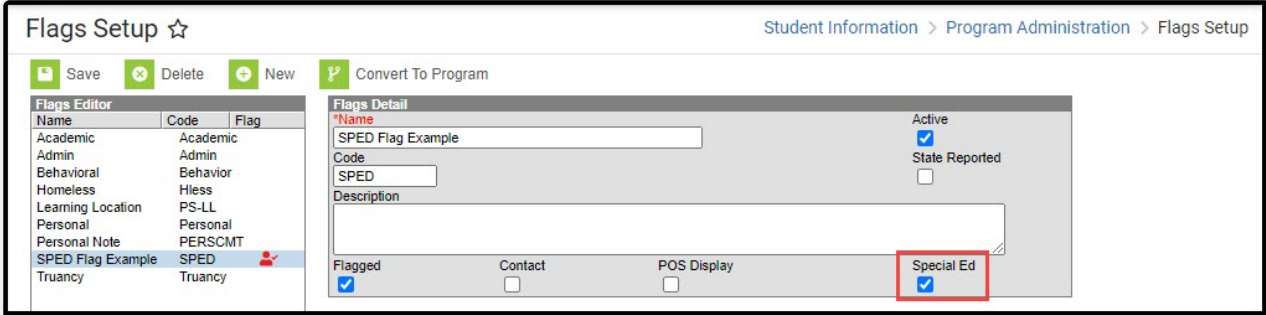
Field	Description	Additional Information
<b>Case Manager</b> <i>Read-only</i>	The person marked as the student's Case Manager. This is for reference only and does not automatically display in the header. Users must copy the case manager into the User Warning field to have the case manager display in the header for the student upon hovering.	This information is pulled in from the <a href="#">Special Ed Team Members</a> tool.  <b>Ad hoc Inquiries:</b> spProgramFlag.userWarning
<b>Start Date</b> <i>Required</i>	The first day the flag is active for the student.	<b>Database:</b> ProgramParticipation.startDate  <b>Ad hoc Inquiries:</b> spProgramFlag.startDate
<b>End Date</b>	The last day the flag was active for the student.	<b>Database:</b> ProgramParticipation.endDate  <b>Ad hoc Inquiries:</b> spProgramFlag.endDate
<b>Eligibility Start Date</b>	The first day the student was determined eligible for special education services.	<b>Database:</b> ProgramParticipation.eligibilityStartDate  <b>Ad hoc Inquiries:</b> spProgramFlag.eligibilityStartDate
<b>Eligibility End Date</b>	The last day the student was determined eligible for special education services.	<b>Database:</b> ProgramParticipation.eligibilityEndDate  <b>Ad hoc Inquiries:</b> spProgramFlag.eligibilityEndDate
<b>User Warning</b>	Additional comments concerning the flag. This displays when hovering over or clicking the flag name in the student's header.	<b>Database:</b> ProgramParticipation.userWarning  <b>Ad hoc Inquiries:</b> spProgramFlag.userWarning
<b>Participation Details</b>	Any details concerning the student's participation in the special education program.	<b>Database:</b> ProgramParticipation.participationDetails  <b>Ad hoc Inquiries:</b> spProgramFlag.participationDetails

Field	Description	Additional Information
<b>Description</b>	Any additional comments regarding the student's participation in the special education program.	<b>Database:</b> ProgramParticipation.programParticipationDescription  <b>Ad hoc Inquiries:</b> spProgramFlag.programParticipationDescription

## Flags Setup

Tool Search: Flags Setup

Before assigning Special Education Flags to students, they must be set up using the [Flags Setup](#) tool. This tool can only assign active Flags marked with the **Special Ed** checkbox. Only flags marked as **Flagged** display on the student's header.



Flags Setup ☆ Student Information > Program Administration > Flags Setup

Save Delete New Convert To Program

Name	Code	Flag
Academic	Academic	
Admin	Admin	
Behavioral	Behavior	
Homeless	Hlss	
Learning Location	PS-LL	
Personal	Personal	
Personal Note	PERSMT	
SPED Flag Example	SPED	
Truancy	Truancy	

**Flags Detail**

Name: SPED Flag Example ☒ Active

Code: SPED ☐ State Reported

Description:

Flagged: ☒ Contact: ☐ POS Display: ☐ **Special Ed: ☒**

*Flags Setup Tool*

## Other Special Education Flag Fields in Ad hoc

Tool Search: Filter Designer

Additional Special Ed Flags fields are in the Ad hoc folder under Student > Learner > Programs/Flags > Flags.



Filter Designer ☆
Reporting > Ad Hoc Reporting > Filter Designer

Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Function option to add the field to the Selected Fields window. To remove a field from the Selected Fields window, select the field(s) and click the back arrow <--. The output will sequence the fields in the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

\*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By:  Search Clear

All Fields

Flags

districtID
personID
programID
name
programParticipationDescription
code
active
flagged
flagImage
flagColor
programDescription
stateReported
medical
contact
posDisplay
specialEd
startDate
endDate
eligibilityStartDate
eligibilityEndDate
userWarning
participationDetails
programType

Add Function

Selected Fields

spProgramFlag.districtID
spProgramFlag.personID
spProgramFlag.programID
spProgramFlag.name
spProgramFlag.programParticipationDescription
spProgramFlag.code
spProgramFlag.active
spProgramFlag.flagged
spProgramFlag.flagImage
spProgramFlag.flagColor
spProgramFlag.programDescription
spProgramFlag.stateReported
spProgramFlag.medical
spProgramFlag.contact
spProgramFlag.posDisplay
spProgramFlag.specialEd
spProgramFlag.startDate
spProgramFlag.endDate
spProgramFlag.eligibilityStartDate
spProgramFlag.eligibilityEndDate
spProgramFlag.userWarning
spProgramFlag.participationDetails
spProgramFlag.programType

Edit Function

Additional Flag Fields in Ad hoc

## Tool Rights

Tool Search: User Account

See this [Tool Rights](#) article for additional information.

Users must have **R** rights to the Special Ed State Reporting tool and at least **Read Only** Calendar Rights for the calendar selected in the Campus toolbar to access the Special Education State Reporting tool.

Special Education Summary	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Plan Information	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Evaluation Information	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
SpedFlag Information	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Special Education Summary Tool Rights Located at Student Information > Special Ed > Special Education Summary

Right or Subright	Read	Write	Add	Delete
<b>Special Education Summary</b>	View the list screen.	Edit existing records, including the State Reporting, Funding Needs, and Consent to Evaluate sections.	Add new records, including the State Reporting, Funding Needs, and Consent to Evaluate sections.	Delete records.
<b>Plan Information</b>	View the read-only Plan Information section on the detail screen.	N/A	N/A	N/A
<b>Evaluation Information</b>	View the read-only Evaluation Information section.	N/A	N/A	N/A
<b>SpedFlag Information</b>	View existing SPED Flags. The SPED Flag card does NOT display for users unless they have Read rights.	Edit existing SPED Flags.	Create new SPED Flags.	Remove SPED Flags.

## Additional Flags Tool Rights Information

Tool Rights for Special Education Summary Flags are assigned at Student Info > Special Ed > Special Education Summary > SpedFlag Information.

Special Ed Flags tool rights assigned at Student Information > General > Flags > Special Ed do NOT impact Special Education Summary Flag access. Those rights only apply to Special Ed Flags assigned using the [Student Flag](#), [Batch Program Assignment Wizard](#), or [Task Scheduler](#) tools. See the [Student Information Tool Rights](#) article for additional information.