

# 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.

## Summary Overview

### [Plan and Evaluation Information](#)

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 ☆

Yusuf M  Student #:  Staff #: 7 Grade: 08

DOB:  SPED Flag Example

Related Tools 

**Summary Overview**

**Plan Information**

**Plan to View**

DE Secondary IEP 10/23/2024 - 10/22/2025  

|                                       |                                |                         |
|---------------------------------------|--------------------------------|-------------------------|
| Initial IEP Date<br>10/23/2024        | IEP Type<br>Annual IEP         | Annual IEP Meeting Date |
| IEP/ISP Initiation Date<br>10/23/2024 | IEP/ISP End Date<br>10/22/2025 | IEP Amendment Date      |
| 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)  

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

*Summary Overview (Delaware Example)*

## Plan and Evaluation Information

The Plan and Evaluation Information sections are specific to your state. See your [state-specific article](#) for additional information.

## State Reporting and Data Entry

[Add a New Record](#) | [Delete or End a Record](#) | [State Reporting and Data Entry fields in Ad hoc](#)

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 <input type="button" value="Calendar"/>                                  | Reason for Change * | Special Ed Setting of Service <input type="button" value="Down"/> |
| Special Ed Setting          | 01: Regular Class inside reg. class 80% or more <input type="button" value="Down"/> |                     |   |
| Start Date <small>i</small> | 1/1/2024 <input type="button" value="Calendar"/>                                    | End Date            | 5/31/2024 <input type="button" value="Calendar"/>                 |
| Exit Reason                 | month/day/year <input type="button" value="Down"/>                                  |                     |   |

**Save** **Cancel** **Delete**

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

## Add a New 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.

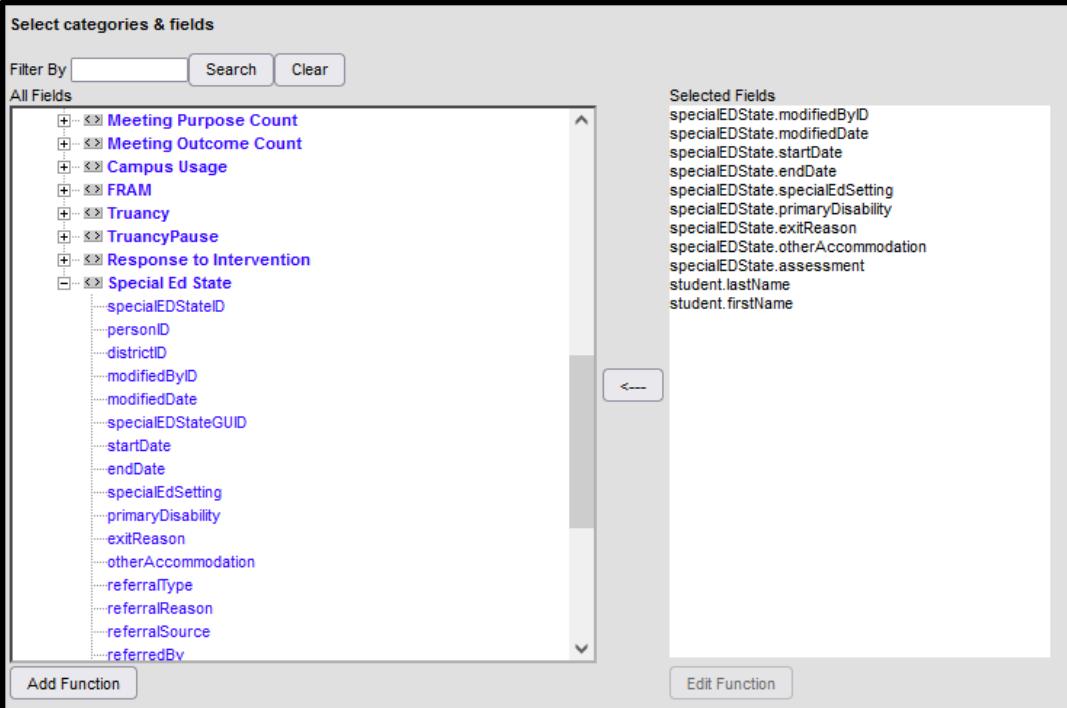
## Delete or End a Record

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

[SPED Flags List View](#) | [Student SPED Flag Editor Fields](#) | [Flags Setup](#) | [Other Special Education Flag Fields in Ad hoc](#)

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 |  |

[New](#)

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 \*   End Date   Eligibility Start Date   Eligibility End Date  

User Warning  
Example user warning

Participation Details  
Example detail

Description  
Example description



Student SPED Flag Editor

| Field                           | Description  | Additional Information  |
|---------------------------------|--|---|
| <b>Flags</b><br><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><br><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.<br><br><b>Ad hoc Inquiries:</b> spProgramFlag.userWarning |
| <b>Start Date</b><br><i>Required</i>    | The first day the flag is active for the student.  | <b>Database:</b> ProgramParticipation.startDate<br><br><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<br><br><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<br><br><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<br><br><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<br><br><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<br><br><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<br><br><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

Flags Detail

\*Name: SPED Flag Example

Code: SPED

Description:

Active:  Flagged:  Special Ed:  State Reported:

Contact:  POS Display:

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 &gt; Ad Hoc Reporting &gt; 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

Selected 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

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Additional Flag Fields in Ad hoc

# Tool Rights

## [Additional Flags Tool Rights Information](#)

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 checked="" type="checkbox"/> Write | <input checked="" type="checkbox"/> Add | <input type="checkbox"/> Delete |
| State Reporting           | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input checked="" type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Plan Information          | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input checked="" type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Evaluation Information    | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input checked="" type="checkbox"/> Add | <input type="checkbox"/> Delete |
| SpedFlag Information      | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input checked="" type="checkbox"/> Write | <input checked="" 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 Special Education Summary tool.  | N/A   | N/A   | N/A  |
| <b>State Reporting</b>           | View existing State Reporting and Data Entry records.   | Edit existing State Reporting and Data Entry records. | Add new State Reporting and Data Entry records. | Delete State Reporting and Data Entry 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.

## State-Specific Information

Follow these links to view Special Education State Reporting information for your state.

- [Colorado](#)
- [Delaware](#)
- [Georgia](#)

- [Kansas](#)
- [Maine](#)
- [Massachusetts](#)
- [Montana](#)
- [New Jersey](#)
- [Oklahoma](#)
- [Pennsylvania](#)
- [South Dakota](#)
- [Vermont](#)
- [Wisconsin](#)

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