Special Education Template (Pennsylvania)

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Tool Search: Special Education Extracts

The Special Education Template describes the primary details of students' participation in special education programming and services as of December 1 of the current school year. Only students in school age programs K4-12 who have a valid IEP on December 1 are included in the December Submission.

Report Logic

When the Resident District (Student Information > General > Enrollments > State Reporting Fields > Resident District) does not match the State District Number (School > Resources > District Information > State District Number), the student does NOT report.

In order to be included in the **December Reporting Period**, a student must be:

- Actively enrolled with a primary enrollment type as of the entered Effective Date on the report editor AND
- Have an Enrollment Special Education Status of Y AND
- Have a locked IEP as of the Effective Date. The student's IEP End Date can be before the entered Effective Date but must be within the reporting year.

An enrollment that ends AFTER the Effective Date is not reported.

One record per district code, school year date, student ID and snapshot date is reported.

For the **July Reporting Period**, there are two report populations reported for any student ever enrolled in the selected calendar (previous school year):

1. Student report population logic is as follows:
    - When a student is 14 years old on or before July 1st of the current school year, they are included in the July submission.
    - When the student turns 14 years old at any time after July 1st, the student is not included in the July submission.
    - When the student turns 14 years old as of the Effective Date and before June 30th, but the student is 13 years old as of July 1st, the student is not included in the July submission.
2. All eligible 14-year-old students with an active IEP during the report period are included on the July submission.
    - The IEP must be locked.
    - The IEP Start Date is before or within the instructional days of the selected calendar. That means the IEP Start Date can begin in the previous school year with an end date in the current school year.
    - The IEP End Date is within or after the instructional days of the selected calendar.
    - The student has an Enrollment Special Ed Status of E or Y within the school year.

3. Any student who has the "Does the student have a transition plan as part of their IEP?" marked on their Transition State Reporting editor of the IEP.
    - The IEP must be locked.
    - The IEP Start Date is before or within the instructional days of the selected calendar. That means the IEP Start Date can begin in the previous school year with an end date in the current school year.
    - The IEP End Date is within or after the instructional days of the selected calendar.
    - The student's Enrollment End Date is not populated or is within the instructional days of the selected calendar.

Report Editor

Field	Description
Extract Type	Determines the type of Extract being generated. For this extract, select **Special Education Template**.
Reporting Period	Indicates the time of year for which the extract is being generated. Options are December or July.
Effective Date	Entered date causes the extract to report all students actively enrolled as of that date and/or all data as of this date. This date entered is considered the end date of the reporting period, unless it is a snapshot extract.
Report All Resident Districts	When marked, students report whose Resident District does not match the Enrolled District.
Format	Determines how the extract generates. Extracts can be generated in State Format (comma delimited) or HTML. Use the HTML format for reviewing and verifying data prior to submission to the state. Use the State Format for submitting the data to the Department of Education.
Report Protected Identities	When marked, last name, first name, middle name, suffix, and gender information reports from the Protected Identity Information section on the Identities editor, when the fields are populated.
Report All Addresses	When marked, address fields included in the report (Address 1, Address 2, City, State, Zip) report for each student record. When not marked, address information only reports for Special Education and CTE students only.
Ad hoc Filter	Select an existing ad hoc filter from which to report students. Only those students included in the **Student** Data Type filter and who meet the reporting population are included in the extract.
Select Grades	Select which grade levels to include on the report.

Field	Description
Calendars	At least one calendar must be selected when generating an extract. Calendars can be selected by the Active Year, by School or by Year. When a calendar is chosen in the Campus toolbar, that calendar is automatically be selected.
Report Generation	To generate the report immediately, use the **Generate Extract** option. To choose when the report generates, use the **Submit to Batch** option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the Batch Queue article for more information.

Generate the Special Education Template

1. Select **Special Education Template** from the **Extract Type** dropdown list.
2. Select the appropriate **Reporting Period**.
3. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. Select the appropriate **Calendar(s)** from which to include data on the extract.
6. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

Report Layout

Element Name	Description	Location
District Code	Reports the State District Number of the reporting school unless there is a different district located in the Serving District. *Numeric, 9 digits*	System Administration > Resources > District Information > State District Number District.number Student Information > General > Enrollments > State Reporting Fields > Serving District Enrollment.servingDistrict

Element Name	Description	Location
Location Code	State School Number of the reporting school. This code reports from the Location Code Override field on the student's Enrollment editor, when populated. When the Location Code Override field is not populated, the school number field reports from the Alt School Number field on the School editor. When both the Location Code field and the Alt School Number field are not populated, the Location Code reports from the State School Number. *Numeric, 4 digits*	Student Information > General > Enrollments > State Reporting Fields > Location Code Override Enrollment.locationCodeOverride System Administration > Resources > School > Alt School Number, State School Number School.altNumber School.number
School Year Date	End date of the school year. Reports a value of June 30. *Date field, 10 characters (YYYY-MM-DD)*	System Administration > Calendar > Calendar > Calendar School Years Term.endDate
Filler Field 4	This field does not report.	N/A
Student ID	Unique identification number assigned to the student. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Filler Field 6-9	These fields do not report.	N/A

Element Name	Description	Location
Special Education Teacher Name	Reports the last name of the Case Manager assigned to the student as of the report Effective Date. When there is no Case Manager, a blank value reports. When there is more than one Case Manager, the most recent record reports. *Alphabetic, 30 characters*	Student Information > Special Education > Team Members > Caseload Role = Case Manager TeamMember.role
Primary Disability	Reports the student's primary disability as identified on the Evaluation/Reevaluation Report. *Numeric, 4 digits*	Student Information > Special Education > Documents > Enrollment Status > Primary Disability PlanState.disability1
Secondary Disability	Reports the student's secondary disability as identified on the Evaluation/Reevaluation Report. *Numeric, 4 digits*	Student Information > Special Education > Documents > Enrollment Status > Secondary Disability PlanState.disability2
Filler Field 13-14	These fields do not report.	N/A
Amount of Special Education Services	Reports the amount of Special Education Services as identified on the IEP or Notice of Recommended Education Placement. Information reports from the Amount of Special Education Services field on the Education Plan Header. When that field is not populated, information	Student Information > Special Education > Documents > Plan > Plan Header > Amount of Services Student Information > Special Education > Documents > IEP Form > Education Plan > Placement Support SEPlan.amount SpedServices SEPLRE.placementPct

Element Name	Description	Location
	reports from the Type of Support field on the Education Placement editor. • Reports 01 when *Itinerant: Special education supports and services provided by special education personnel for 20% or less of the school day* is marked. • Reports 06 when *Supplemental: Special education supports and services provided by special education personnel for more than 20% of the day but less than 80% of the school day* is marked. • Reports 04 when *Full-Time: Special education supports and services provided by special education personnel for 80% or more of the school day* is marked. Reports from the most recent IEP Created Date before or on the report generation Effective Date. This reports from the 2021, 2021.2 and 2022 IEP print formats. See the Pennsylvania Individual Education Plan article for additional information. *Numeric, 2 digits*	
Filler Field 16	This field does not report.	N/A
Type of Support	Reports the support provided based on the student's needs.	Student Information > Special Education > Documents > Plan > Plan Header > Type of Support

Element Name	Description	Location
	Information reports from the Type of Special Education Supports Primary Support field on the Education Placement editor. • Report 01 when Learning Support is selected. • Report 02 when Life Skill is selected. • Report 03 when Multi-Disabilities is selected. • Report 04 when Emotional Support is selected. • Report 06 when Deaf/Hearing Impaired Support is selected. • Report 07 when Speech and Language Support is selected. • Report 08 when Physical Support is selected. • Report 10 when Blind Visually Impaired Support is selected. • Report 26 when Autistic Support is selected. Reports from the most recent IEP Created Date before or on the report generation Effective Date. This reports from the 2021, 2021.2, 2022, and 2023 IEP print formats. See the Pennsylvania Individual Education Plan article for additional information. *Numeric, 2 digits*	Student Information > Special Education > Documents > IEP Form > Education Plan> Placement Support SEPlan.supportType SEPLRE.optionsConsidered

Element Name	Description	Location
Filler Field 18-31	These fields do not report.	N/A
Noneducational Agency Placement	Indicates a student placed in a residential facility or group home in the same state by a non-educational agency. Reports a value of Y when the IEP Plan Header field of 'Was this student agency placed?' is marked or when the Student Status field on the student's enrollment record is R: Court/Agency Placed. Otherwise, reports a value of N. Reports from the most recent IEP Created Date before or on the report generation Effective Date. *Alphanumeric, 1 character (Y or N)*	Student Information > Special Education > Documents > IEP Form > Plan Header > Was this student agency placed? = Y SEPlan.initiated Student Information > General > Enrollments > State Reporting Fields > Student Status = R: Court/Agency Placed Enrollment.studentStatus
Filler Field 33	This field does not report.	N/A
Date Exited Special Education	Reports the date on which the student exited the Special Education program. Reports when the student's Enrollment is within the report generation calendar. Reports blank for the December reporting period. *Date field, 10 characters (YYYY-MM-DD)*	Student Information > General > Enrollments > Special Education > Service Exit Date Enrollment.spedExitDate

Element Name	Description	Location
Snapshot Date	Reports the entered Effective Date entered on the report editor. *Date field, 10 characters (YYYY-MM-DD)*	PA State Reporting > PIMS Extract > Special Education Snapshot > Effective Date
Filler Field 36-43	These fields do not report.	N/A
LRE Category/Location of Intervention	An indication of the extent to which students with disabilities are educated with non-disabled students. When the Special Education Setting field is set to one of the following, the Education Environment Percentage field reports: • 19: Inside regular class >= 80% of the day • 20: Inside regular class 79% to 40% of the day • 21: Inside regular class <40% of the day *Numeric, 2 digits*	Student Information > General > Enrollments > Special Education > Special Education Setting Enrollment.specialEdSetting Student Information > Special Education > Documents > IEP > Enrollment Status > Special Ed Setting SEPlan.educationEnvironment

Element Name	Description	Location
Transition IEP Status Code	Reports a value of Y when the IEP Transition Plan checkbox is marked on the student's Transition State Reporting record. This answers the question "Does the student have a transition plan as part of their IEP?" Otherwise, reports a value of N. *Alphabetic, 1 character*	Student Information > Special Education > General > Transition State Reporting > IEP Transition Plan SpecialEDTransition.transitionPlan
Filler Field 46-48	These fields do not report.	N/A
Education Environment Percentage	Percentage of time that students spend being education in regular classrooms with non-disabled students. Reports the value entered on the Educational Environment 'The percentage of time student spends inside the regular classroom' field on the student's IEP. When multiple copies of an IEP exist, that latest value reports. This field reports ONLY when the Educational Environment (field 44, LRE Category, Location of Intervention) field reports a value of 19, 20 or 21. Otherwise, this field reports blank. *Numeric, 3 (0 to 100) digits*	Student Information > Special Education > Documents > IEP > Educational Environment > Section A checked > Percent (%) field SEPGenericForm.vcMax3 SEPPlacementPA.percent RegularClassroom Student Information > Special Education > Documents > IEP > Enrollment Status > Special Ed Setting SEPlan.educationEnvironment

Element Name	Description	Location
BID School Number	The School Number within the LEA that is responsible for the student based on Best Interest Determination. *Numeric, 4 digits*	Student Information > General > Enrollments > State Reporting Fields > BID School Number EnrollmentPA.bidSchoolNumber
BID AUN	The AUN of the LEA that is responsible for the student based on Best Interest Determination. *Numeric, 9 digits*	Student Information > General > Enrollments > State Reporting Fields > BID AUN EnrollmentPA.BidAUN
Special Education Exit Reason	The reason the student exited the program. Reports when the student's Enrollment is within the report generation calendar. *Numeric, 2 digits*	Student Information > General > Enrollments > Special Education > Exit Reason Enrollment.spedExitReason
LEP Status	Indicates if the student is identified as an English Learner (EL). *Alphanumeric, 2 characters (Y or N)*	Student > Program Participation > English Learners (EL) > Program Status Lep.programStatus
Filler Field 54-69	These fields do not report.	N/A

Element Name	Description	Location
Service Provider	Reports the name of the school where student receives services as selected on the District of Enrollment on the student's Enrollment record. When the District of Enrollment field is not populated, reports the State District Number of the reporting school. *Alphanumeric, 50 characters*	Student Information > General > Enrollments > State Reporting Fields > District of Enrollment Enrollment.districtOfEnrollment System Administration > Resources > District Information > State District Number District.number
Location of Special Education Services	Reports the name of the school where Special Education Services are provided. Information reports from the Location of Services field on the student's enrollment record. When that field is not populated, information reports from the Alt School Number field for the school of enrollment as of the Effective Date of the report. When both the Location of Services and Alt School Number field are not populated, information reports from the State School Number. *Alphanumeric, 50 characters*	Student Information > General > Enrollments > State Reporting Fields > Location of Services Enrollment.locationOfServices System Administration > Resources > School > State School Number System Administration > Resources > School > Alt School School.altNumber School.number
Filler Field 72	This field does not report.	N/A

Element Name	Description	Location
Trans IEP (Comp Int Paid Work Experience)	Reports a value of Y when the Competitive Integrated Paid Work checkbox is marked on the student's Transition State Reporting record. This answers the question "Did the student participate in a competitive integrated paid work experience?" Otherwise, reports a value of N. *Alphabetic, 1 character (Y or N)*	Student Information > Special Education > General > Transition State Reporting > Competitive Integrated Paid Work SpecialEDTransition.competitiveIntegratedPaidWork
Trans IEP (Job Coaching)	Reports a value of Y when the Individual Job Coaching Paid checkbox is marked on the student's Transition State Reporting record. This answers the question "Did the student participate in individual job coaching services funded by the school in a paid work experience?" Otherwise, reports a value of N. *Alphabetic, 1 character (Y or N)*	Student Information > Special Education > General > Transition State Reporting > Individual Job Coaching Paid SpecialEDTransition.indvidJobCoachingPaid

Element Name	Description	Location
Trans IEP (Competitive Integrated Employment Goal)	Reports a value of Y when the Integrated Employment Goal checkbox is marked on the student's Transition State Reporting record. This answers the question "Does the student have an outcome goal of competitive integrated employment?" Otherwise, reports a value of N. *Alphabetic, 1 character (Y or N)*	Student Information > Special Education > General > Transition State Reporting > Integrated Employment Goal SpecialEDTransition.integratedEmploymentGoal
Trans IEP (Competitive Integrated Employment)	Reports a value of Y when the Employed Competitive Work Setting checkbox is marked on the student's Transition State Reporting record. This answers the question "Upon exiting high school, was the student employed in a competitive integrated setting?" Otherwise, reports a value of N. *Alphabetic, 1 character (Y or N)*	Student Information > Special Education > General > Transition State Reporting > Employed Competitive Work Setting SpecialEDTransition.employedCompetitiveWorkSetting
PASA Testing Agency AUN	The AUN district conducting the PASA. *Numeric, 9 digits*	Student Information > General > Enrollment > State Reporting Fields > PASA Testing Agency AUN EnrollmentPA.pasaTestingAUN
Filler Field 77-79	These fields does not report.	N/A

Element Name	Description	Location
Race/Ethnicity	The student's race/ethnicity code. *Numeric, 1 digit*	Census > People > Identities > Race Ethnicity Identity.raceEthnicity