

# SPED IEP Interchange - Student Participation December (Colorado) [.2335 - .2403]

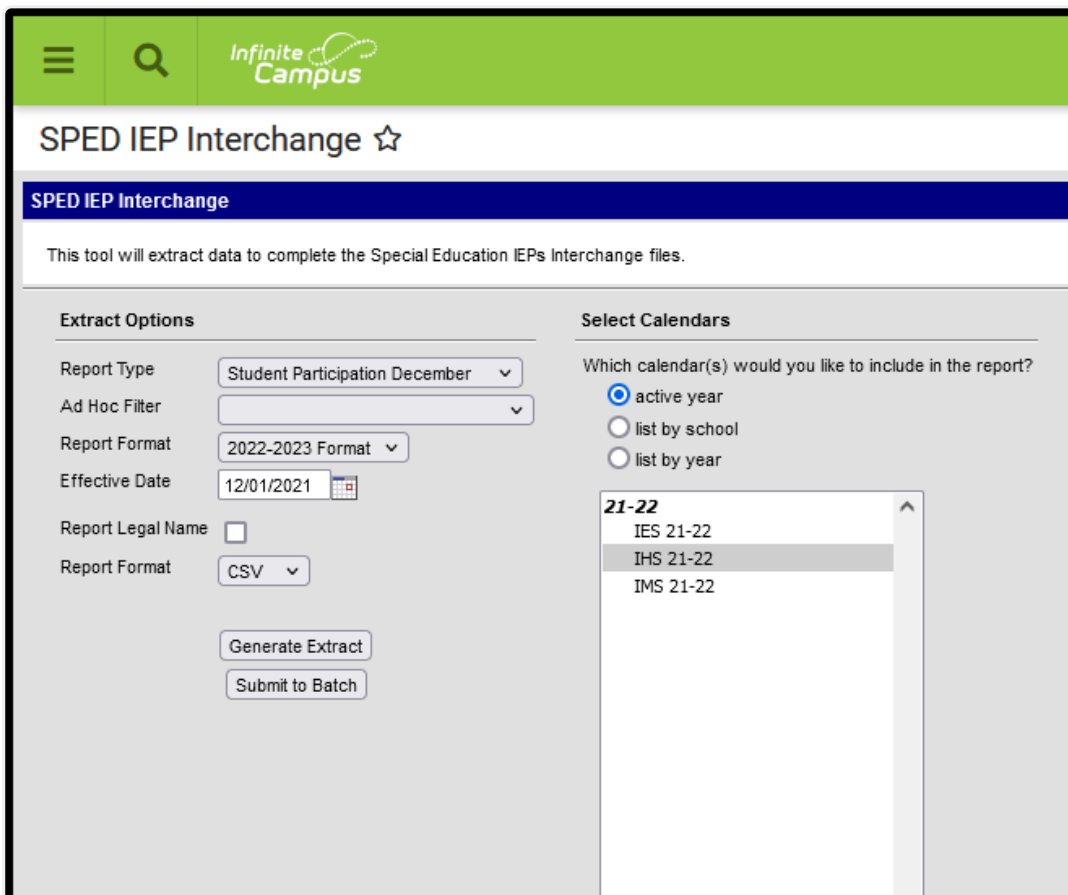
Last Modified on 05/14/2025 10:12 am CDT

You are viewing a previous version of this article. See [SPED IEP Interchange - Student Participation December \(Colorado\)](#) for the most current information.

{snippet.Table\_Of\_Contents\_H1}}

The Student Special Education Participation Report collects information on the services students in Special Education receive. See the [Colorado Special Education](#) articles for more information.

Unless noted otherwise, data reports from the student's current enrollment record as of the entered Effective Date on the report editor.



The screenshot shows the 'SPED IEP Interchange' tool interface. The header includes the Infinite Campus logo and a search icon. Below the header, the title 'SPED IEP Interchange' is displayed with a star icon. A blue bar contains the text 'SPED IEP Interchange'. Below this, a message states: 'This tool will extract data to complete the Special Education IEPs Interchange files.'

The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'.

**Extract Options:**

- Report Type: Student Participation December (dropdown)
- Ad Hoc Filter: (empty dropdown)
- Report Format: 2022-2023 Format (dropdown)
- Effective Date: 12/01/2021 (calendar icon)
- Report Legal Name: (checkbox)
- Report Format: CSV (dropdown)
- Buttons: Generate Extract, Submit to Batch

**Select Calendars:**

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

- ☒ active year
- ☐ list by school
- ☐ list by year

A list of calendars is shown below:

- 21-22
  - IES 21-22
  - IHS 21-22 (highlighted)
  - IMS 21-22

SPED IEP Interchange - Student Participation December

## Report Logic

A student is included in the report when at least ONE of the following is true:

- The student has a locked IEP that overlaps the entered Effective Date AND the Special Ed Exit Date on the Enrollment record is blank (null), on or after the Effective Date.
- The IEP field on the Special Ed Enrollment editor is set to Yes AND the Effective Date falls within the Special Education Start Date and End Date.

The student does not need to have a locked Evaluation to report, only a locked IEP.

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.
- The student is enrolled in Grade Level 002, 004, 006, or 007, and the student has a Parentally Placed in Private School code of 01 or 02.

Note the following:

- Data in fields 1-27 reports from either the Enrollment record or IEP that is current as of the entered Effective Date.
- Field 29, Part C, reports a value of 06 for all students.
- Field 30, Eligibility and Services, reports a value of 02 for all students.
- Fields 31 - 55 reports the default value of zero.

## Special Education IEP

The following fields report from the IEP. Refer to the [Individual Education Plan](#) article for more information.

► [Click here to expand...](#)

## Education Plan Editor

**Classic View:** *Student Information > Special Education > General > Documents > IEP > Education Plan*

- Field 10, SPED Program Code
- Field 44, Date IEP was Implemented C to B (IEP Start Date)
- Field 51, Date Initial IEP was Finalized Part B
- Field 52, Reason for Delay in Finalizing the Initial IEP Part B

- Field 53, Date IEP was Implemented Part B (IEP Start Date)

Special Ed Documents ☆

[Student Information](#) > [Special Ed](#) > [Special Ed Documents](#)

Save

Save & Continue

Print

Plan Outline colEP16

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Education Plan

\*IEP Meeting Date

01/15/2021

\*IEP Start Date

01/16/2021

\*IEP End Date

01/15/2022

Type of IEP:

☐ Initial IEP
 ☐ IEP Review
 ☐ Amendment to IEP Dated:
 
☐ N/A (Student did not qualify)
 ☐ Other:

Additional Meeting:

☐ Initial Eligibility Meeting
 ☐ Reevaluation

Dates of Meetings:

Initial consent for evaluation:

Initial eligibility determination

Next eligibility meeting

CELTA Scores:

Reason for Delay in Finalizing the Initial IEP

Initial Evaluation Completed:

Initial Consent for Services

Next IEP review meeting

Date Initial IEP was Finalized

01/22/2021

Reason for Delay in IEP Implementation

Prior to Meeting:

This data pulls from Student Demographics editor after it has been refreshed (except Home School)
 

District of Residence

Home School

School of Attendance

Unit/Facility of Attendance (if out of district)

After Meeting:

District of Residence

Home School

School of Attendance

Unit/Facility of Attendance (if out of district)

State Special Ed Program Code

0003: Private Facility

Student's Primary Language

Student's Primary Language is ASL (American Sign Language)?

☐ Yes ☐ No

Does the student have Limited English Proficiency?

☐ Yes ☐ No

Is an interpreter needed for meetings?

☐ Yes ☐ No

Is there an Educational Surrogate Parent (ESP)?

☐ Yes ☐ No

ACCESS Scores:

Alternate ACCESS Scores:

Student IEP Fields

## Services Editor

**Classic View:** [Student Information](#) > [Special Education](#) > [General](#) > [Documents](#) > [IEP](#) > [Services](#)

Page 3

- Field 24, Hours of Special Education Services per week (calculated value)

## Special Ed Documents ☆

Student Information > Special Ed > Special Ed Documents

Save

Save & Continue

Delete

Print

New Service Provided

Plan Outline coIEP16

Education Plan

Enrollment Status

Enrollment Status

Enrollment Status

Student Demographics

Parent/Guardian Demographics

IEP Signature Page

ISP Signature Page

Team Meeting

PLAAFP

Special Factors

Behavior Intervention Plan

Learning Media Plan

Communication Plan

Health Care Plan

Secondary School Experience

Agency Referrals

Postsecondary Transition Plan

Transfer Rights

Annual Goals and Objectives

Accommodations/Modifications

Extended School Year

State/District Assessments

Service Delivery Statement

Services

LRE

Projected Completion

Prior Written Notice

Service Provided List

Service Provided	Time	Start Date	End Date

CO Service Provided Editor

\*Service

Service Provider

Service Position

\*Start Date:

\*End Date:

Minutes of Special Education Services per Week

Indirect (consultation)

Direct

Service Frequency

Total Minutes

IEP Services Edit

## Enrollment Status Editor

**Classic View:** Student Information > Special Education > General > Documents > IEP > Enrollment Status

- Field 25, Total School Hours per Week (calculated value)

## Special Ed Documents ☆

Student Information > Special Ed > Special Ed Documents

Save

Save & Continue

Print

Plan Outline colEP16

Education Plan

Enrollment Status

Enrollment Status

Enrollment Status

Student Demographics

Parent/Guardian Demographics

IEP Signature Page

ISP Signature Page

Team Meeting

PLAAFP

Special Factors

Behavior Intervention Plan

Learning Media Plan

Communication Plan

Health Care Plan

Secondary School Experience

Agency Referrals

Postsecondary Transition Plan

Transfer Rights

Annual Goals and Objectives

Accommodations/Modifications

Extended School Year

State/District Assessments

Service Delivery Statement

Services

LRE

Projected Completion

Prior Written Notice

Special Ed State Reported Data Elements

Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Get Special Ed Status from Enrollment

State ID

Total Instructional Minutes (per week)

60

Prior to Meeting

Primary Disability

:

Secondary Disability

:

Special Ed Status

:

Primary Special Education Environment

:

Resident District

:

Home Primary Language

After Meeting Status

Primary Disability

:

Secondary Disability

:

IEP Enrollment Status Editor

## Extended School Year Editor

**Classic View:** Student Information > Special Education > General > Documents > IEP > Extended School Year

- Field 26, Extended School Year Services

## Special Ed Documents ☆

[Student Information](#) > [Special Ed](#) > Special Ed Documents

Save

Save & Continue

Print

Plan Outline colEP16

[Education Plan](#)
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Extended School Year

Criteria/Inquiry:

Did the student experience severe regression on his/her IEP goals and objectives?  
☐ Yes ☐ No ☐ No Information

Did the student require an unreasonably long period of time to relearn previously learned skills?  
☐ Yes ☐ No ☐ No Information

Do predictive factors indicate the need for ESY services?  
☐ Yes ☐ No

Decision: Is the student eligible for Extended School Year Services?  
☐ Yes ☐ No ☒ To be determined by: 01/15/2022

If yes, attach documentation for each question and record services on service summary in Section 13.  
 Identify which goals will be worked on during the Extended School Year Below

IEP Extended School Year Editor

## 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.

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Identities ☆

Census > People > Identities

Student, Luka A DOB: 04/16/2006

AHS Class of 2024

Related Tools ^

Save New

Identity Information

PersonID 120648

\*Last Name Student

\*First Name Luka

Middle Name Andrea

Suffix

\*Gender N: Nonbinary

Pronouns

\*Birth Date (Age: 17) 04/16/2006

Soc Sec Number

Protected Identity Information

Legal Last Name Student

Legal First Name Luka

Legal Middle Name

Legal Suffix

Legal Gender Female

Race/Ethnicity (Edit)

No Image Available

Gender and Legal Gender Assignment

# Report Editor

The following fields are available for selection:

Field	Description
<b>Report Type</b>	Selection determines the Special Education Interchange report that generates. Choose <b>Student Participation December</b> .
<b>Ad hoc Filter</b>	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.
<b>Report Format</b>	Determines which report format is used. When selecting a 2021-22 calendar, choose the 2021-2022 format; when selected a 2022-23 calendar, select the 2022-2023 format.
<b>Effective Date</b>	The entered date is auto-populated to the December date (12/01/YYYY) of the selected calendar in the Campus toolbar. Only those students actively enrolled in the selected calendar on this date.
<b>Report Legal Name</b>	When marked, the student's name and gender report from the Protected Identity Information section on the student's <a href="#">Identities</a> record.
<b>Report Format</b>	This report can be generated in either CSV or HTML formats.
<b>Calendar Selection</b>	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.
<b>Report Generation</b>	Use the <b>Generate Report</b> button to display the results of the report immediately. Use the <b>Submit to Batch</b> 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 Participation December** option from the **Report Type** field.
2. If desired, select students from an existing **Ad hoc Filter**.
3. Select the desired **Format Layout - 2021-2022** or **2022-2023**.
4. Enter the desired **Effective Date**.
5. Mark the **Report Legal Name**, if desired.
6. Select the **Report Format** of the report.
7. Select the **Calendar(s)** from which to report information.
8. Click the **Generate Extract** button or the **Submit to Batch** button. The report displays in the desired format.

	A	B	C	D	E	F	G	H	
1	AdministrativeUnitCode	SASID	LASID	StudentFirstName	StudentLastName	StudentGender	StudentDateofBirth	PrimaryDi Sch	
2	54321	123456789	123456	Jamie	Student	2	9161997	0	
3	54321	234567890	234567	Jonathan	Student	2	1051998	0	
4									
5									
6									
7									

*Student Participation December Report - CSV Format*

CO Data Pipeline: Student Special Ed Participation Records:2						
AdministrativeUnitCode	SASID	LASID	StudentFirstName	StudentLastName	StudentGender	StudentDateofBirth
54321	123456789	123456	Jamie	Student	02	09161997
54321	234567890	234567	Jonathan	Student	02	01051998

*Student Participation December Report - HTML Layout*

## Report Layout

Data Element	Description	Location
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Data Element	Description	Location
<b>Administrative Unit</b>	<p>The Administrative Unit Code assigned to the school by the Colorado Department of Education. This code is entered on the School tab. If the Admin Unit Code field is blank, this field reports 00000 (five zeros).</p> <p><i>Numeric, 5 digits</i></p>	Data not stored
<b>SASID</b>	<p>The unique 10 digit number assigned to each student by the Colorado Department of Education.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; Student State ID</p> <p>Person.stateID</p>
<b>LASID</b>	<p>The district-defined local student ID.</p> <p><i>Numeric, 10 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentNumber</p>
<b>Student First Name</b>	<p>Reports the student's first name.</p> <p>When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.first Name</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Student Last Name</b>	<p>Reports the student's last name.</p> <p>When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.last Name</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>

Data Element	Description	Location
<b>Student Gender</b>	<p>Reports the student's gender.</p> <ul style="list-style-type: none"> <li>• 01 - Female</li> <li>• 02 - Male</li> <li>• 03 - Non-Binary</li> </ul>	<p>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p>
	<p>When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field.</p> <p><i>Numeric, 2 digits</i></p>	<p>Identities &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p>
<b>Student Date of Birth</b>	<p>The student's date of birth.</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p> <p>Identities &gt; Identity Information &gt; Birth Date</p>
<b>Primary Disability</b>	<p>A two-digit code representing the student's assigned disability when the effective date entered on report editor is after the start date entered in the Special Ed Start Date field on the student's enrollment record.</p> <p>If the student has more than one disability, the reported code is that of the major disability as reflected on the student's IEP.</p> <p>If there is no assigned primary disability, this field reports as 00.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; Special Ed Fields &gt; Disability Type</p> <p>Enrollment.disability1</p>

Data Element	Description	Location
<b>School Code</b>	<p>Reports the school number of the student's current enrollment as of the effective date or the end date of report generation.</p> <ul style="list-style-type: none"> <li>If the student has a Special Education Attendance Code of 31 (Administrative Unit) or 32 (State Operated Program), the 4-digit code from the School of Accountability field reports. If this is NULL then this field reports from Serving District.</li> <li>For all other students, reports the school number from the student's latest enrollment where IEP = Yes, as long as the enrollment is before or equal to the effective date.</li> </ul> <p><i>Numeric, 4 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; School of Accountability</p> <p>Enrollments &gt; State Reporting Fields &gt; Serving District</p> <p>Enrollment.residentSchool</p>
<b>SPED Program Code</b>	<p>Reports the code assigned to the special education program, as noted on the student's most recent IEP.</p> <p>A student must have an IEP with a date that continues in the date range chosen in the extract editor. The IEP start date can be before July 1 of the reporting year.</p> <p>If there is no assigned program code, this field reports 0000.</p> <p><i>Numeric, 4 digits</i></p>	<p>Special Education Documents &gt; Plan &gt; IEP &gt; State Special Ed Program Code</p> <p>SEPlan.programCode</p> <hr/> <p>Enrollments &gt; Special Ed Fields &gt; State Special Ed Program Code</p> <p>Enrollment.spedProgramCode</p>
<b>Grade Level</b>	<p>Reports the student's grade level of enrollment.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Start Date</p> <p>Enrollment.gradeLevel</p>

Data Element	Description	Location
<b>District of Attendance</b>	<p>Reports the assigned Serving District code.</p> <ul style="list-style-type: none"> <li>• If the Serving District field is blank, the last four digits of the district number reports.</li> <li>• If Special Education Attendance Code is 19, 22, 27, 30 or 32, or if the serving district number is more than four digits, this field reports 0000.</li> <li>• Otherwise, the field reports the Serving District number.</li> <li>• If the State Code or Country Code is selected, the field reports 0000.</li> </ul> <p><i>Numeric, 4 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Serving District</p> <p>Enrollment.servingDistrict</p>
<b>Pupils Attendance Information</b>	<p>Reports the selected Pupil Attendance Code. If this field is not populated, reports 00.</p> <p>Data reports from the student's current enrollment record.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; Special Education Fields &gt; Special Ed Attendance</p> <p>Enrollment.stateAid</p>
<b>State of Attendance</b>	<p>The state code of attendance for each student who attends school in a district other than their district of residence.</p> <ul style="list-style-type: none"> <li>• If Special Education Attendance Code is 19, 22, 27 or 30, the field reports 0000.</li> <li>• If the State Code or Country Code is selected, the field reports 0000.</li> </ul> <p><i>Numeric, 2 characters</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Serving District</p> <p>Enrollment.servingDistrict</p>

Data Element	Description	Location
<b>Education Orphan</b>	<p>Indicates whether the student is an educational orphan (living in an approved residential facility within the boundaries of the reporting administrative unit).</p> <p>If no Educational Orphan code is selected on the enrollment record, this field reports 00.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; Special Education Fields &gt; Educational Orphan</p> <p>Enrollment.educationOrphan</p>
<b>Parentally Placed In Private School</b>	<p>Indicates whether the student is placed by their parents in a private or parochial school. If he/she is attending a private school, indicates whether they are receiving services on an ISP.</p> <p>If there is no parentally placed code selected on the enrollment record, this field reports 00.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; Special Education Fields &gt; Parentally Placed</p> <p>Enrollment.parentallyPlaced</p>
<b>Special Education Funding Status</b>	<p>Determines if the student record being submitted is eligible for ECEA funding.</p> <p>If there is no funding status code selected, this field reports 00.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; Special Education Fields &gt; Funding Status</p> <p>Enrollment.fundingStatus</p>

Data Element	Description	Location
<b>Educational Environment</b>	<p>Reports the 3-digit code representing the student's educational setting.</p> <p>When the Special Education Setting module overlaps the Effective Date entered on the report editor, the Special Education Setting Code reports from the Special Education Setting record.</p> <p>Otherwise, the Special Education Setting reports from the student's current enrollment record as of the entered Effective Date.</p> <p>When there is no educational environment code selected, this field reports 000.</p> <p><i>Numeric, 3 digits</i></p>	<p>Enrollments &gt; Special Education Fields &gt; Special Ed Settings</p> <p>SpecialEDState.specialEdSetting</p> <hr/> <p>Enrollments &gt; Special Education Fields &gt; Special Ed Settings</p> <p>Enrollment.specialEdSetting</p>
<b>Primary Service Providers EDID</b>	<p>Reports the staff ID of the Primary Provider/Service Coordinator. This is the student's Case Manager that is listed on the Team Members tab. The case manager must have an active District Assignment for the Admin Unit Code being reported. The Case Manager must have an active District Assignment on or before the Effective Date selected on the Report Editor. The Staff ID does not report if the Case Manager's District Assignment is inactive after the Effective Date selected on the Report Editor.</p> <p>This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported.</p>	<p>Demographics &gt; Person Identifiers &gt; Staff ID</p> <p>Special Education Team Members &gt; Role</p> <p>Person.staffID</p>

Data Element	Description	Location
	<p>Case Managers who do not have a District Assignment in the Administrative Unit Code are not included. If more than one case manager is assigned, the manager with the lowest team member ID reports.</p> <ul style="list-style-type: none"> <li>• The student must have an IEP as designated on the Enrollment record.</li> <li>• The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor).</li> <li>• The most recent Case Manager reports, based on the start date. If an end date exists on all case managers but one, the non-ended case manager reports.</li> <li>• Note the following: <ul style="list-style-type: none"> <li>◦ If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238.</li> <li>◦ If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238.</li> <li>◦ If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000.</li> </ul> </li> </ul> <p>If there is no Case Manager, the field reports 00000000.</p> <p><i>Numeric, 8 digits</i></p>	
Secondary		

Data Element	Description	Location
<b>Providers</b> <b>EDID1</b>	<p>Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported.</p> <p>A team member may NOT be reported more than once per student record. If the team member has already been reported for the students, the secondary fields do not report.</p> <ul style="list-style-type: none"> <li>• The student must have an IEP as designated on the Enrollment record.</li> <li>• The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor).</li> <li>• The most recent Service Provider reports, based on the start date.</li> <li>• The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report.</li> <li>• Note the following: <ul style="list-style-type: none"> <li>◦ If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238.</li> <li>◦ If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234,</li> </ul> </li> </ul>	<p>Demographics &gt; Person Identifiers &gt; Staff ID</p> <p>Special Education Team Members &gt; Role</p> <p>Person.staffID</p>



Data Element	Description <sup>235, or 238.</sup> ◦ If the Special Education	Location
	<p>Attendance Code is blank or any selection between 22-31, the field reports 00000000.</p> <p>If there is no provider, the field reports 00000000.</p> <p><i>Numeric, 8 digits</i></p>	
<b>Secondary Service Provider EDID2</b>	<p>Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported.</p> <p>A team member may NOT be reported more than once per student record. If the team member has already been reported for the students, the secondary fields do not report.</p> <ul style="list-style-type: none"> <li>• The student must have an IEP as designated on the Enrollment record.</li> <li>• The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor).</li> <li>• The most recent Service Provider reports, based on the start date.</li> <li>• The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report.</li> <li>• Note the following: <ul style="list-style-type: none"> <li>◦ If the Special Education</li> </ul> </li> </ul>	<p>Demographics &gt; Person Identifiers &gt; Staff ID</p> <p>Special Education Team Members &gt; Role</p> <p>Person.staffID</p>

Data Element	Description	Location
	<p>Attendance Code is 11, the staff member's</p> <p>Assignment Code must be 202 or 238.</p> <ul style="list-style-type: none"> <li>◦ If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238.</li> <li>◦ If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000.</li> </ul> <p>If there is no provider, the field reports 00000000.</p> <p><i>Numeric, 8 digits</i></p>	
<p><b>Secondary Service Providers</b></p> <p><b>EDID3</b></p>	<p>Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported.</p> <p>A team member may NOT be reported more than once per student record. If the team member has already been reported for the students, the secondary fields do not report.</p> <ul style="list-style-type: none"> <li>• The student must have an IEP as designated on the Enrollment record.</li> <li>• The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor).</li> </ul>	<p>Demographics &gt; Person Identifiers &gt; Staff ID</p> <p>Special Education Team Members &gt; Role</p> <p>Person.staffID</p>

Data Element	Description	Location
	<p>The most recent Service Provider reports based on the start date.</p> <ul style="list-style-type: none"> <li>The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report.</li> <li>Note the following: <ul style="list-style-type: none"> <li>If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238.</li> <li>If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238.</li> <li>If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000.</li> </ul> </li> </ul> <p>If there is no provider, the field reports 00000000.</p> <p><i>Numeric, 8 digits</i></p>	
<p><b>Secondary Service Providers EDID4</b></p>	<p>Reports the staff ID of the Primary Provider/Service Coordinator. This is the person listed as the student's Service Provider on the Team Member's tab and the staff person must have an active District Assignment for the Administrative Unit Code being reported.</p> <p>A team member may NOT be reported more than once per student record. If the team member has already been reported for the students, the secondary fields do not report.</p>	<p>Demographics &gt; Person Identifiers &gt; Staff ID</p> <p>Special Education Team Members &gt; Role</p> <p>Person.staffID</p>

Data Element	Description	Location
	<ul style="list-style-type: none"> <li>• The student must have an IEP as designated on the Enrollment record.</li> <li>• The Team Member Start Date must be on or before the end date entered on the Report editor and the Team Member must be active (no end date or an end date after the start date entered on the report editor).</li> <li>• The most recent Service Provider reports based on the start date.</li> <li>• The team member may not be reported more than once per student. If the team member has already been reported for the student, this field does not report.</li> <li>• Note the following: <ul style="list-style-type: none"> <li>◦ If the Special Education Attendance Code is 11, the staff member's Assignment Code must be 202 or 238.</li> <li>◦ If the Special Education Attendance Code is between 1-10 or 12-21, or 32, the staff member's Assignment Code must be 202, 234, 235, or 238.</li> <li>◦ If the Special Education Attendance Code is blank or any selection between 22-31, the field reports 00000000.</li> </ul> </li> </ul> <p>If there is no provider, the field reports 00000000.</p> <p><i>Numeric, 8 digits</i></p>	

Data Element	Description	Location
<b>Hours of Special Education Services per Week</b>	<p>Number of hours the student receives special education and related services per week as indicated on the current IEP as of the Effective Date. Both direct and indirect services are reported, but the total must not be greater than 80.</p> <p>Reports the sum of the number of minutes from the Direct and Indirect minutes from the Services editor for ALL services the student receives.</p> <p>If no services exists, this field reports 0000. If the calculated time is greater than 80, a value of 80 reports.</p> <p>This is a calculated value based on the hours per week. Total minutes are calculated as follows:</p> <ul style="list-style-type: none"> <li>• Daily - (minutes)/12</li> <li>• Weekly - (minutes)/60</li> <li>• Monthly - (minutes)/258</li> </ul> <p>The first two characters report the hours and the last two characters report any portion of an hour. See the <a href="#">Hours of Service</a> table at the end of this article for a complete list of calculations.</p> <p><i>Numeric, 4 digits</i></p>	<p>Special Education Documents &gt; IEP &gt; Services &gt; Service Provided List &gt; Service Provided Editor &gt; Total Minutes</p> <p>PlanServiceProvided.providerID</p>
<b>Total School Hours Per Week</b>	<p>The total number of hours of instructional time per week for the school the student attends as indicated on the IEP current as of the entered Effective Date.</p> <p>This is the number of hours available for all students in the school. This is used to calculate the percent of time in Special Education.</p>	<p>Special Education Documents &gt; IEP &gt; Enrollment Status &gt; Total Instructional Minutes per Week</p> <p>PlanState.totalMinutes</p>

Data Element	Description	Location
	<p>The total school hours per week cannot be greater than 40. If the calculated value is greater than 40, a value of 40 reports.</p> <p>The calculation is as follows:</p> <ul style="list-style-type: none"> <li>• The number of weeks in the school year based on the first day and the last day marked as instructional on the Calendar Days tab is counted.</li> <li>• The number of instructional days in the calendar is counted.</li> <li>• The number of instructional days is divided by the number of weeks. This equals the average number of days of each week in the school year, which is then rounded to the nearest whole number.</li> <li>• This average total is multiplies by the standard day minutes for the grade level in which the student is enrolled.</li> <li>• That number s divided by a value of 60. If the Standard Day field is null, Student Day is calculated from the Calendar tab.</li> </ul> <p>This field reports a value of 0000 when there is not a value for the hours per week.</p> <p>See the <a href="#">Hours of Service</a> table at the end of this article for a complete list of calculations.</p> <p><i>Numeric, 4 digits</i></p>	

Data Element	Description	Location
<b>Extended School Year Services</b>	<p>Indicates if the student receives Extended School Year Services as indicated on the current IEP as of the entered Effective Date. Reports 1 if Yes, reports 0 is No or blank.</p> <p>ESY services are special education and related services that provided beyond the normal school year in accordance with the child's IEP at no cost to the parents and includes summer as well as extended breaks.</p> <p>If a student is receiving special education services:</p> <ul style="list-style-type: none"> <li>• The IEP exists that starts or continues in the date range set in the extract editor.</li> <li>• The IEP has assigned services.</li> <li>• For the question of Is the student eligible for Extended School Year Services? on the ESY editor on the IEP: <ul style="list-style-type: none"> <li>◦ If the Yes checkbox is marked, reports 1.</li> <li>◦ If the No checkbox is marked, reports 0.</li> <li>◦ If neither checkbox is marked, reports 0.</li> </ul> </li> </ul> <p><i>Numeric, 1 digit</i></p>	<p>Special Education Documents &gt; IEP &gt; Extended School Year &gt; Extended School Year</p> <p>sepExtendedYear.determinCheck</p>
<b>Date of Entry to Special Education</b>	<p>Reports the earliest date the student began receiving special education services.</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Enrollments &gt; Special Ed Fields &gt; Special Ed Start Date</p> <p>Enrollment.spedStartDate</p> <hr/> <p>Special Education Documents &gt; IEP &gt; Education Plan &gt; IEP Start Date</p> <p>sep.startDate</p>

Data Element	Description	Location
<b>Date of Exit from Special Education</b>	<p>Reports the date the student ended special education services.</p> <ul style="list-style-type: none"> <li>This date must be on or before the entered Effective Date on the report editor.</li> <li>When reporting from the Enrollment record, the Special Education Exit Date reports.</li> <li>When reporting from the IEP, the IEP Plan End Date reports. An IEP End Date that is on or before the entered Effective Date on the Report Editor does NOT report when there is an active IEP as of the entered Effective Date.</li> </ul> <p>If there is no end date, this field reports 00000000 (8 zeros).</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Enrollments &gt; Special Ed Fields &gt; Special Ed Exit Date</p> <p>Enrollment.spedExitDate</p> <hr/> <p>Special Education Documents &gt; IEP &gt; Education Plan &gt; IEP End Date</p> <p>Sep.endDate</p>
<b>Basis of Exit</b>	<p>Indicates the circumstances under which the student exited from Special Education.</p> <p>If there is no Exit Reason Code, reports 00.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; Special Education Fields &gt; Exit Reason</p> <p>Enrollment.spedExitReason</p>
<b>Special Education Part C Referral</b>	<p>Indicates the type of referrals that occurred for each student.</p> <p>This field reports a value of 06 for all students.</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; Special Ed/Part C Referral Type</p> <p>Evaluation.referralType</p>



Data Element	Description	Location
<b>Eligibility and Services</b>	<p>Indicates whether this student has received Early Intervening Services, Special Education Services, both or neither between July 1 and June 30.</p> <p>This field reports a value of 02 for all students.</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; Eligibility and Services</p> <p>PlanServiceProvided.serviceID</p>
<b>Path 1</b> These fields will be removed in the 2023-2024 format.		
<b>Date Referred for Part C Evaluation</b>	<p>Reports the Referral Date from the Evaluation header.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Special Ed/Part C Referral Type &gt; Date Referred for Part C Evaluation</p> <p>Evaluation.referralDate</p>
<b>Date of Parental Consent to Evaluate Part C</b>	<p>Reports the date the parent consent was signed.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Special Ed/Part C Referral Type &gt; Date of Parental Consent to Evaluate Part C</p> <p>Evaluation.consentDate</p>
<b>Date Evaluation Completed Part C</b>	<p>Reports the date the evaluation for entrance into Part C was completed.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Special Ed/Part C Referral Type &gt; Date Evaluation Completed Part C</p> <p>Evaluation.dateCompleted</p>

Data Element	Description	Location
<b>Reason for Delay in Completing Evaluation Part C</b>	<p>Reports the Reason for Delay in Completing Evaluation Part C from the Evaluation State Reporting Data editor.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Special Ed/Part C Referral Type &gt; Reason for Delay in Completing Evaluation Part C</p> <p>Evaluation.delayReason</p>
<b>Eligibility and Services Path 1</b>	<p>Tracks the eligibility and services based on evaluations of special education students.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; Eligibility and Services</p> <p>Evaluation.eligibility</p>
<b>Path 2</b>		
<b>Date Child is Found Eligible for Part C Services</b>	<p>Reports the Eligibility Date when the Special Ed/Part C Referral Type Code is 02.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date Child Found Eligible for Part C Services</p> <p>Evaluation.partCServiceseligibilityDate</p>
<b>Date of Referral to Administration Unit</b>	<p>Reports the date the Administrative Unit from the Evaluation Header when the Part C Referral Type Code is 02.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date of Referral to Administrative Unit from the Local Community Centered Board</p> <p>Evaluation.AUNotification Date</p>

Data Element	Description	Location
<b>Date of Parental Consent to Evaluate C to B</b>	<p>Reports the Date of Parental Consent to Evaluate C to B from the Evaluation State Reporting Data editor when the Special Ed/Part C Referral Type Code is 02: Part C to Part B Transition - Paths 2, 4 and 7.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date of Parental Consent to Evaluate C to B</p> <p>Evaluation.consentDate</p>
<b>Date Evaluation Completed C to B</b>	<p>Reports the Date Evaluation Completed C to B from the Evaluation State Reporting Data editor when the Special Ed/Part C Referral Type Code is 02: Part C to Part B Transition - Paths 2, 4 and 7.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date Evaluation Completed C to B</p> <p>Evaluation.dateCompleted</p>
<b>Reason for Delay in Completing Evaluation C to B</b>	<p>Reports the Reason for Delay in Completing Evaluation C to B from the Evaluation State Reporting Data editor where the student has a Special Education/Part C Referral Type Code of 02: Part C to Part B Transition - Paths 2, 4 and 7 from a locked evaluation between March 1 of the previous reporting year and June 30 of the current reporting year.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Reason for Delay in Completing Evaluation C to B</p> <p>Evaluation.delayReason</p>

Data Element	Description	Location
<b>Date of Initial Eligibility Meeting C to B</b>	<p>Reports the Date of Initial Eligibility Meeting C to B from the Evaluation State Reporting Data editor where the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition between March 1 of the previous reporting year and June 30 of the current reporting year.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date of Initial Eligibility Meeting C to B</p> <p>Evaluation.eligibilityDate</p>
<b>Reason for Delay in Initial Eligibility Meeting C to B</b>	<p>Reports the selected code from Reason for Delay in Initial Eligibility Meeting C to B from Evaluation State Reporting Data editor where the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B - Paths 2, 4 and 7. Only between July 1 and June 30 of the reporting year.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Reason for Delay in Eligibility Meeting C to B</p> <p>Evaluation.delayReason</p>
<b>Date IEP was Implemented C to B</b>	<p>Reports the earliest IEP Start Date where the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition - Paths 2, 4 and 7 from the selected school year.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Special Ed/Part C Referral Type: 02 Part C to Part B Transition -- Paths 2, 4 and 7</p> <p>Plan.startDate</p>

Data Element	Description	Location
<b>Reason for Delay in IEP Implementation C to B</b>	<p>Reports the selected code from the Reason for Delay in Initial Eligibility Meeting C to B from the Evaluation State Reporting Data editor where the the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition - Paths 2, 4, and 7 between July 1 and June 30 of the reporting year.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; IEP &gt; Reason for Delay in IEP Implementation</p> <p>Plan.delayReason</p>
<b>Eligibility and Services Path 2</b>	<p>Reports the selected code from the Evaluation State Reporting Data editor if the the student has a Special Education/Part C Referral Type of Code 02: Part C to Part B Transition - Paths 2, 4 and 7 between March 1 of the previous school year and June 30 of the reporting year.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Eligibility and Services</p> <p>PlanServiceProvided. serviceID</p>
<b>Path 3</b>		
<b>Date of Parental Consent to Evaluate Part B</b>	<p>Reports the Consent Date where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date of Parental Consent to Evaluate Part B</p> <p>Evaluation.consentDate</p>

Data Element	Description	Location
<b>Date Evaluation Completed Part B</b>	<p>Reports the Date Evaluation Completed Part B from the State Reporting Data editor where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date Evaluation Completed Part B</p> <p>Evaluation.completeDate</p>
<b>Reason for Delay in Completing Evaluation Part B</b>	<p>Reports the selection code from the Reason for Delay in Completing Evaluation Part B from the State Reporting Data editor where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Reason for Delay in Completing Evaluation Part B</p> <p>Evaluation.delayReason</p>

Data Element	Description	Location
<b>Date of Initial Eligibility Meeting Part B</b>	<p>Reports the date of the initial eligibility meeting where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Date of Initial Eligibility Meeting Part B</p> <p>Evaluation.meetingDate</p>
<b>Date Initial IEP was Finalized Part B</b>	<p>Reports the date the initial IEP was finalized on the student's locked IEP with a start date between July 1 and June 30 of the school year being reported.</p> <p>This field reports as zero-filled (00000000).</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; Date Initial IEP was Finalized</p> <p>Plan.startDate</p>
<b>Reason for Delay in Finalizing the Initial IEP Part B</b>	<p>Reports the code selected for the delay in finalizing the Initial IEP for students who have an Initial IEP that is locked between July 1 and June 30 of the reporting year.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Education Plan &gt; IEP &gt; Reason for Delay in Finalizing the Initial IEP</p> <p>Plan.delayReason</p>

Data Element	Description	Location
<b>Date IEP was Implemented Part B</b>	<p>Reports the date the student's IEP was implemented.</p> <p>When the student has an Evaluation between the dates of March 1 of the previous school year and June 30 of the school year being reported AND Part C Referral Code = 03 Part B Services (Path 3 Only) AND the Evaluation Type is Initial, then:</p> <ul style="list-style-type: none"> <li>• If Eligibility &amp; Services = 02 AND IEP Start Date (Evaluation) contains a value, that value reports in MMDDYYYY format. <ul style="list-style-type: none"> <li>◦ If the IEP Start Date is NULL, a value of 00000000 reports.</li> </ul> </li> <li>• If Eligibility &amp; Services = 04, the Date of Initial IEP Meeting Part B reports in MMDDYYYY format.</li> </ul> <p>Otherwise, a value of 00000000 reports.</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; Evaluation Header &gt; Evaluation Editor &gt; IEP Start Date, Date of Initial Eligibility Meeting Part B</p> <p>Plan.startDate</p>
<b>Reason the IEP was Never Implemented Part B</b>	<p>Reports the selected code from the Reason IEP was Never Implemented where the student has a Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; State Reporting Data &gt; Reason the IEP was Never Implemented Part B</p> <p>Evaluation.reasonNoIEP</p>



Data Element	Description	Location
<b>Eligibility and Services Path 3</b>	<p>Reports the selected code from the Evaluation header if the Special Education/Part C Referral Type of Code 03: Part B Services - Paths 3, 5, and 7 between March 1 of the previous school year and June 30 of the reporting year on a locked evaluation.</p> <p>This field reports as zero-filled (00).</p> <p><i>Numeric, 2 digits</i></p>	<p>Special Education Documents &gt; Evaluation &gt; Eligibility and Services</p> <p>PlanServiceProvided.serviceID</p>

## Hours of Service

Minute	Calculated Value	Minute	Calculated Value
1	.02	31	.52
2	.03	32	.53
3	.05	33	.55
4	.07	34	.57
5	.08	35	.58
6	.10	36	.6
7	.12	37	.62
8	.13	38	.63
9	.15	39	.65
10	.17	40	.67
11	.18	41	.68
12	.20	42	.70
13	.22	43	.72
14	.23	44	.75
15	.25	45	.75
16	.27	46	.77
17	.28	47	.78

Minute	Calculated Value	Minute	Calculated Value
18	.30	48	.80
19	.32	49	.82
20	.33	50	.83
21	.35	51	.85
22	.37	52	.87
23	.38	53	.88
24	.40	54	.90
25	.42	55	.92
26	.43	56	.93
27	.45	57	.95
28	.47	58	.97
29	.48	59	.98
30	.50	60	1.00