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TO: Superintendents of Public School Districts
Directors of Special Education
Special Education Contact Persons in the PD Data System
Chief Information Officers

FROM: Ken Wagner, Data Director
Inni Barone, Special Education Data Manager

SUBJECT: Special Education Data Collection Requirements for the 2009-10 School Year

DATE: September 2009 (**Updates are highlighted**)

This memo contains important and timely information regarding special education data collection requirements for the 2009-10 school year. Please review the information provided below and if you have any questions regarding your reporting responsibilities, contact the SEDCAR unit by telephone at (518) 486-4678 or by sending an e-mail message to dataquest@mail.nysed.gov.

Compared to the 2008-09 school year, the following changes will be implemented during the 2009-10 school year:

- The special education snapshot (child count and least restrictive environment in which students with disabilities receive educational services) will be on Wednesday, October 7, 2009;
- Some reasonability checks have been added to some October 7, 2009 child count and least restrictive environment reports (VR1, VR2 and VR3) to compare 2008-09 with 2009-10 school year data. Discrepancies of 10 percent and 10 students will require an explanation after data are certified.
- The VR10, Report of Students with Disabilities Exiting Special Education has been revised to include a display of all the required data elements for all students with disabilities for whom a school district has CPSE and CSE responsibility as well as a display of data that will be reported to the USDOE.
- Two summary statements have been added to the VR15, preschool outcomes report to display results according to how State targets will be established for this indicator and

how data will be displayed in the Special Education School District Data Profiles, posted at <http://eservices.nysed.gov/sepubrep/>.

- A new VR16 report will require your data submission, verification, and certification. This report is an end-of-year report and will display students **without** disabilities who received or are receiving Coordinated Early Intervening Services (CEIS) during the 2007-08, 2008-09 and/or 2009-10 school years. It will also display students **with** disabilities in the 2009-10 school year who received CEIS for any length of time when they were students without disabilities during the above stated years. These data are required to be reported to the U.S. Department of Education. If school districts have not reported a program service code 5753 (Early Intervening Services) for students in the above stated years, they are required to make the necessary historical corrections to past years data as well as accurately report students with this program service code for the 2009-10 school year. Please see the guidance memo on CEIS posted at <http://www.vesid.nysed.gov/specialed/publications/policy/ceis908.htm>;
- The verification and certification process for the special education reports displayed through the PD data system for data collected through the Student Information Repository System (SIRS) will be different during the 2009-10 school year. In the 2009-10 school year, data will be refreshed on a weekly basis from the Level 2 repository and displayed in the VR reports for your review. After the last refresh, all school districts will certify their data electronically by selecting one of the following two certification options. These options will appear below each VR report on the last refresh date:
 - I certify that my school district's data are complete and accurate;
 - I cannot certify that my school district's data are complete and accurate, however, I understand that the deadline for making corrections has passed and that these data will be used for all State and district reports and decisions.
- The 2009-10, PD-6, Report of Special Education Personnel Employed or Contracted to Provide Special Education Services is posted at <http://www.emsc.nysed.gov/sedcar/> under the 2009-10 school year. The due date for this report is February 1, 2010. Revisions from the previous year are contained in the cover memo accompanying this report.
- The 2009-10, PD-8, Report of Students with Disabilities Suspended or Removed to an Interim Alternative Education Setting is posted at <http://www.emsc.nysed.gov/sedcar/>, under the 2009-10 school year. The due date for this report is on August 6, 2010. There are no revisions to this report compared to the previous year.
- The SEDCAR-1 form has an earlier due date. By November 27, 2009, approved special education programs for preschool and school-age students with disabilities and State-supported schools and other districts that provide special education services to your resident children are required to send each school district of residence this form to request a proportionate share of vendor funding amount of IDEA funds for the 2010-11 school year. Their request is based on the number of students with disabilities placed by your school district in their educational program on October 7, 2009.

- The SEDCAR-2 form has an earlier due date. By November 27, 2009, child care institutions with affiliated schools that provide educational services to students with disabilities pursuant to Article 81 are required to designate a single LEA through whom to receive a proportionate share of IDEA federal funds for their court placed students. The SEDCAR-2 form is used to designate and notify the LEA of this designation.

All materials related to requirements for reporting special education data to the State for the 2009-10 school year are posted or a link to them is available at <http://www.emsc.nysed.gov/sedcar/>. Special education data are collected through the Student Information Repository System (SIRS) and the PD data system. The primary documentation for data that must be submitted through SIRS is the 2009-10 SIRS Manual, the link to which will be available at the websites identified above. The documentation for data that must be submitted directly through the PD data system is included with each form (i.e., PD-6, PD-8, SEDCAR-1 and SEDCAR-2 forms) and in the Self Review Monitoring Protocols for special education State Performance Plan (SPP) Indicators 4, 9, 10 and 13. For description of these and all other special education indicators and for copies of all the self review monitoring protocols, and other information related to each indicator, please see the SPP home page at <http://www.vesid.nysed.gov/specialed/spp/home.html>.

Special Education Data Collected Through SIRS

The chart below provides a description of each type of data that school districts must submit through SIRS, which verification reports will display the data, the verification time period, and the certification due date. Special education data verification and certification takes place through the PD data system at <http://pd.nysed.gov>. One PD data system contact person and one chief information officer (CIO) in each school district has a user ID and password to access this system. Certification can only be provided by the PD data system contact person. If there are new contact persons in your school district, please contact SEDCAR at (518) 486-4678 or by e-mail to dataquest@mail.nysed.gov to request a new user ID and password.

Verification Report	Type of Data and Required Templates	Verification Period, and Final Date for Data Certification
VR1-6, and VR8	<p>These reports display preschool and school age students with disabilities for whom school districts have CPSE and CSE responsibility and who are provided special education services in accordance with an IEP, IESP or SP and in accordance with State standards as of October 7, 2009. These data are submitted through SIRS, using the Special Education Snapshot, School Enrollment, Student Demographic, and Programs Fact templates.</p> <p>These reports also display the least restrictive environment in which preschool and school age students with disabilities are provided special education services. Data in these reports are displayed by age-range, race/ethnicity, gender and LEP status. (Parentally placed students with disabilities in nonpublic elementary and secondary schools are displayed in two categories, those who receive special education services in accordance with an IEP, Individualized Education Services Program (IESP) or a Service Plan (SP) and those who do not.)</p> <p>VR6 (preschool students) and VR8 (school-age students) reports display students by the “Building of Enrollment” information provided for each student. Students are displayed as enrolled in district buildings or in each out-of-district building of enrollment.</p>	<p>Data verification period is between October 14, 2009 and January 13, 2010.</p> <p>An electronic certification is required on January 13, 2010.</p> <p>A Statement of Assurance form (printed from the PD data system) must be mailed to SEDCAR after completing the certification.</p>
VR7 and VR9	<p>These reports provide a VIEW only of the number of students with disabilities who are the CPSE or CSE responsibility of other school districts, but as of October 7, 2009 are placed in your school district, as reported by their districts of residence. These reports provide an aggregate count of preschool (VR7) and school age (VR9) students with disabilities enrolled in your school district. Individual student identification information is NOT provided in these reports.</p> <p>If these reports do not agree with your record of how many students with disabilities your district is educating from other districts, please contact the other school districts that reported these data to let them know so they may correct their reporting.</p> <p>In order to be proactive and assist school districts of residence report accurate enrollment information, we recommend that you provide each district of residence enrollment information on students with disabilities who are placed in your school district as of October 7, 2009. Please do this as soon as possible in October or early November to facilitate accurate reporting by school districts of residence.</p>	<p>Please view the VR7 and VR9 reports beginning on October 14, 2009. These reports will be refreshed every Wednesday until January 13, 2010.</p> <p>No certification is required for these reports.</p>
VR10	This report displays preschool and school-age students with disabilities	Data verification is

Verification Report	Type of Data and Required Templates	Verification Period, and Final Date for Data Certification
	<p>who are declassified or end enrollment during the 2009-10 school year. Information is also included regarding type of credential students earn and their postgraduate plans. Data are displayed for all students with disabilities for whom the district has CPSE or CSE responsibility. Data are displayed by disability, age, race/ethnicity, gender and LEP status of students with disabilities who leave school during the 2009-10 school year. These data are reported through SIRS, using the School Enrollment, Student Demographic and Programs Fact templates. School districts may but are not required to report type of credential or postgraduate plans of students with disabilities for whom they have CSE responsibility only.</p>	<p>between June 2, 2010 and August 4, 2010.</p> <p>Data displayed in VR10 Report on August 4, 2010 will need to be certified.</p>
VR16	<p>This report will display all students who received Coordinated Early Intervening Services (CEIS) funded with up to 15% of federal IDEA funds. These are students for whom a CEIS program service record (code 5753 – Early Intervening Services) has been submitted to the repository during the 2007-08, 2008-09 or 2009-10 school years. CEIS services are provided to students without disabilities only. This report will also display students who received CEIS and subsequently were identified as having a disability under IDEA. See a guidance memo on CEIS at http://www.vesid.nysed.gov/specialed/publications/policy/ceis908.htm. School districts that did not accurately report students with the CEIS code in the 2007-08 or 2008-09 school years are required to correct their historical data through SIRS.</p>	<p>Data verification is between June 2, 2010 and August 4, 2010.</p> <p>Data displayed in VR16 Report on August 4, 2010 will need to be certified.</p>
VR11	<p>The data for this report are provided only by public school districts that are assigned to report on State Performance Plan Indicator #11 (timely evaluation of preschool and school age students). See the schedule of the school year in which school districts are assigned and/or reassigned to report data on SPP Indicators 7, 8, 11, 12, 13 and 14 at http://www.emsc.nysed.gov/sedcar/sppschedule.html and http://www.emsc.nysed.gov/sedcar/resubschedule.html. Additional school districts will be added to the resubmission schedule after data from the 2008-09 school year are finalized.</p> <p>See additional information related to reporting data for this indicator at http://www.vesid.nysed.gov/specialed/spp/11data.htm.</p> <p>This report displays information regarding the timely evaluation of preschool and school-age students for special education eligibility determination. The status of evaluations is displayed as of August 31, 2010. Specific dates are provided, such as the date of receipt of referral to the CPSE or CSE, date of receipt of parental consent to evaluate, date of CPSE or CSE meeting at which evaluation results are discussed, and the number of school days (for preschool children) and the number of calendar days (for school-age students) from date of receipt of parent consent to evaluate to the date of the CPSE or CSE meeting at which evaluation results are discussed. This data set also includes whether the student is found eligible for special education and requires a reason for not completing the evaluation within State established time lines. These data are reported through SIRS by using the Special Education Events, School Enrollment, Student Demographic and Programs Fact templates.</p>	<p>Data verification is between June 2, 2010 and November 3, 2010.</p> <p>Data displayed in VR11 Report on August 4, 2010 will need to be certified.</p>

Verification Report	Type of Data and Required Templates	Verification Period, and Final Date for Data Certification
	School districts must report data on all preschool children (including children referred from Part C, Early Intervention) and school-age students (including parentally placed students in nonpublic elementary and secondary schools) when parent consent for an initial evaluation is received between July 1, 2009 and June 30, 2010.	
VR12	<p>The data for this report are provided only by public school districts that are assigned to report on State Performance Plan Indicator #12 (IEP by third birthday for children transitioning from Early Intervention to preschool). See the schedule of the school year in which school districts are assigned and/or reassigned to report data on SPP Indicators 7, 8, 11, 12, 13 and 14 at http://www.emsc.nysed.gov/sedcar/sppschedule.html and http://www.emsc.nysed.gov/sedcar/resubschedule.html. Additional school districts will be added to the resubmission schedule after data from the 2008-09 school year are finalized.</p> <p>See additional information related to reporting data for this indicator at http://www.vesid.nysed.gov/specialed/spp/12data.htm.</p> <p>This report displays information on the evaluation of children who are referred from Early Intervention (Part C of IDEA) to the CPSE between July 1, 2009 and June 30, 2010 and on the status of their IEP implementation as of August 31, 2010. Specific dates are displayed such as the date of receipt of referral, date of receipt of parent consent to evaluate, date of meeting at which eligibility determination is made and the date of full implementation of IEP. This report also displays if children were found eligible and if their IEP was not implemented by their 3rd birthday, the number of calendar days past the child's 3rd birthday when the IEP was fully implemented and the reason for the delay. These data are submitted through SIRS using the Special Education Events, School Enrollment, Student Demographic and Programs Fact templates.</p>	<p>Data verification is between June 2, 2010 and November 3, 2010.</p> <p>Data displayed in VR12 Report on August 4, 2010 will need to be certified.</p>
VR13	This report displays all preschool children who receive special education programs or services at any time during the 2009-10 school year. These data are submitted through SIRS by using the end-of-year Special Education Snapshot, School Enrollment, Student Demographic and Programs Fact templates. The required data elements in the Special Education Snapshot are the Primary Service Code, Primary Service Provider, and the Snapshot Date (July 1, 2009).	<p>Data verification is between June 2, 2010 and November 3, 2010.</p> <p>Data displayed in VR13 Report on August 4, 2010 will need to be certified.</p>
VR14	This report displays all parentally placed school-age students with disabilities in nonpublic elementary and secondary schools located in the school district who are evaluated for eligibility for special education; those who are determined to be eligible; and those who receive special education services during the 2009-10 school year. These data are submitted through SIRS using the Special Education Events, School Enrollment, Student Demographic and Programs Fact templates. The required data elements include date of referral to the CSE, date parents provide consent to evaluate the student, the date of the CSE meeting to discuss evaluation results, the outcome of the CSE meeting, and the date the IEP or IESP or SP are implemented.	<p>Data verification is between June 2, 2010 and November 3, 2010.</p> <p>Data displayed in VR14 Report on August 4, 2010 will need to be certified.</p>
VR15	The data for this report are provided only by public school districts that	Data verification is

Verification Report	Type of Data and Required Templates	Verification Period, and Final Date for Data Certification
	<p>are assigned to report on State Performance Plan Indicator #7 (preschool outcomes). See the schedule of the school year in which school districts are assigned and/or reassigned to report data on SPP Indicators 7, 8, 11, 12, 13 and 14 at http://www.emsc.nysed.gov/sedcar/sppschedule.html and http://www.emsc.nysed.gov/sedcar/resubschedule.html.</p> <p>For additional information related to this indicator see http://www.vesid.nysed.gov/specialed/spp/7data.htm.</p> <p>This report displays preschool children’s functional level in three early childhood outcome areas as recorded on the Child Outcomes Summary Form upon entry of child into preschool special education and upon exit from preschool special education. This report also displays each child’s progress category and two statements summarizing school districts’ data in each early childhood outcome area. These data are reported through SIRS by using the Assessment Fact, School Enrollment, Student Demographic and Programs Fact templates.</p> <p>School districts must report on all preschool children with disabilities who were evaluated on or after March 1, 2006 and who left preschool special education between July 1, 2009 and June 30, 2010 after receiving special education services for at least 6 months.</p>	<p>between July 7, 2010 and November 3, 2010.</p> <p>Data displayed in VR15 Report on August 4, 2010 will need to be certified.</p>

Special Education Data Collected Directly Through the PD Data System

The chart below provides a summary of aggregate data that are required to be submitted through the PD data system and the due dates. One PD data system contact person and one chief information officer (CIO) in each school district has a user ID and password to access this system. Data entry and certification can only be provided by the PD data system contact person. If there are new contact persons in your school district, please contact SEDCAR at (518) 486-4678 or by e-mail to dataquest@mail.nysed.gov to request a new user ID and password.

Type of School	Type of Data	Due Date
PD-6	<p>This report requests the total full-time equivalent (FTE) number of special education personnel in selected titles who are employed or contracted to provide special education services to preschool and school age students with disabilities on or about October 7, 2009. This form and its accompanying directions is posted at http://www.emsc.nysed.gov/sedcar/, under the 2009-10 school year heading.</p>	<p>Between October 7, 2009 and February 2, 2010</p> <p>Certification is required by February 2, 2010.</p>
PD-8	<p>This report requests the number of students with disabilities who are suspended, expelled or removed to an interim alternative education setting during the 2009-10 school year. Data are collected by type of disciplinary removal, by disability, race/ethnicity, gender and LEP status. Data regarding provision of educational services during expulsion is also requested for students with and without disabilities. This form is posted at http://www.emsc.nysed.gov/sedcar/, under the 2009-10 school year heading.</p>	<p>Between July 1, 2010 and August 6, 2010.</p> <p>Certification is required by August 6, 2010.</p>
Indicator 13 – Self Review Monitoring	<p>The data for this self-review monitoring protocol are provided only by public school districts that are assigned to report on State Performance Plan Indicator #13 (Secondary Transition IEPs) See the schedule of the</p>	<p>Between July 1 and August 31, 2010</p>

Type of School	Type of Data	Due Date
Protocol – Review of Secondary Transition IEPs.	<p>school year in which school districts are assigned and/or reassigned to report data on SPP Indicators 7, 8, 11, 12, 13 and 14 at http://www.emsc.nysed.gov/sedcar/sppschedule.html and http://www.emsc.nysed.gov/sedcar/resubschedule.html. Additional school districts will be added to the resubmission schedule after data from the 2008-09 school year are finalized.</p> <p>See additional information related to reporting data for this indicator at http://www.vesid.nysed.gov/specialed/spp/indicators/13.htm .</p> <p>This indicator requires school districts to review a sample of students’ IEPs to evaluate their compliance with respect to transition planning and services. This self-review monitoring protocol is posted at the above stated site. The data required include the number of students with disabilities ages 15-21 for whom the district has CSE responsibility, the number of IEPs reviewed and whether or not the school district is in compliance with each of the eight regulatory citations related to transition planning.</p>	
Indicators 4A, 4B, 9, 10A, 10B – Self-Review Monitoring Protocols	<p>Public school districts that are identified based on review of their data for the following issues are required to conduct a corresponding self review monitoring protocol and report results of the review through the PD data system:</p> <ul style="list-style-type: none"> • Indicator 4A: significantly high long-term, out-of-school suspension rate; • Indicator 4B: significant disproportionality, based on race/ethnicity in suspensions; • Indicator 9: significant disproportionality, based on race/ethnicity in special education classification; • Indicator 10A: significant disproportionality, based on race/ethnicity in identification by a specific disability; • Indicator 10B: significant disproportionality, based on race/ethnicity, in the placement of students in particular settings <p>All self-review monitoring protocols are posted at http://www.vesid.nysed.gov/specialed/spp/home.html.</p>	School districts will be notified if they are required to complete any one or more of these self-review monitoring protocols and they will be notified of the due date for reporting results.

Special Education Data Collected Through Other Processes

Type of School	Type of Data	Due Date
SEDCAR-1 Form	<p>This form is used by educational programs listed below to request 2010-11, federal IDEA vendor funding amounts from school districts that have CPSE or CSE responsibility and have placed students in these program. The amount of vendor funding for 2010-11 school year is to be based on October 7, 2009 enrollment of students with disabilities:</p> <ul style="list-style-type: none"> ▪ Approved private schools for students with disabilities ▪ State-supported schools ▪ Approved preschool special education programs operated by a BOCES. ▪ Public school districts with approved preschool special education programs that enroll children from other school districts 	<p>This form must be provided to school districts with CPSE or CSE responsibility by November 27, 2009.</p> <p>This form is not submitted to the State.</p>

Type of School	Type of Data	Due Date
	This form is posted at http://www.emsc.nysed.gov/sedcar/ , under the 2009-10 school year heading.	
SEDCAR-2	Child care institutions with affiliated schools (Article 81 Schools) will use the SEDCAR-2 form to designate a public school district through whom to receive 2010-11 federal IDEA funds for students who are placed by the courts or State agencies in their program as of October 7, 2009. This form is posted at http://www.emsc.nysed.gov/sedcar/ , under the 2009-10 school year heading.	This form must be provided to the designated LEA and to the State through regular mail by November 27, 2009.
Indicator 8 (parental involvement)	<p>Public School Districts that are assigned to report on State Performance Plan Indicator #8 (Parental Involvement) must take steps to administer the Department's parent survey. See the schedule of the school year in which school districts are assigned and/or reassigned to report data on SPP Indicators 7, 8, 11, 12, 13 and 14 at http://www.emsc.nysed.gov/sedcar/sppschedule.html and http://www.emsc.nysed.gov/sedcar/resubschedule.html. Additional school districts will be added to the resubmission schedule after data from the 2008-09 school year are finalized.</p> <p>For additional information related to this indicator, please see http://www.vesid.nysed.gov/specialed/spp/parentsurvey08.doc.</p> <p>The Department has contracted with SUNY Potsdam beginning in the 2009-10 school year to assist school districts with the administration of the parent survey. Please use the website: https://www.piar.potsdam.edu/parentsurvey/ for ordering parent surveys and accessing other information that SUNY Potsdam will post regarding availability of electronic surveys, monitoring response rates and other information.</p>	All completed surveys must be returned to SUNY Potsdam by August 31, 2010.
SPP Indicator 14 (Post School Outcomes)	<p>Public School Districts that are assigned to report on State Performance Plan Indicator #14 (post school outcomes) are to work with the Potsdam Institute of Applied Research (PIAR) located at SUNY Potsdam to facilitate interviews of former students with disabilities one year after they leave school. See the schedule of the school year in which school districts are assigned and/or reassigned to report data on SPP Indicators 7, 8, 11, 12, 13 and 14 at http://www.emsc.nysed.gov/sedcar/sppschedule.html and http://www.emsc.nysed.gov/sedcar/resubschedule.html. Additional school districts will be added to the resubmission schedule after data from the 2008-09 school year are finalized.</p> <p>For additional information on this indicator, see http://www.vesid.nysed.gov/specialed/spp/indicators/14.htm. PIAR can be contacted by e-mail at piar@potsdam.edu or telephone at 315-267-2718. They maintain a website at http://www.psiweb.potsdam.edu/nyspp14/.</p>	SUNY PIAR will provide directions and due dates to school districts to report student and family contact information, communicate with families regarding this indicator, and provide SUNY PIAR lists of students who leave school during the 2009-10 school year.

For your reference, this memo will be posted at <http://www.emsc.nysed.gov/sedcar>, look under the 2009-10 school year heading and under the communications section of this website.

cc: Rebecca H. Cort
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