



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**  
ALBANY, NY 12234

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**EXECUTIVE DIRECTOR**  
Data Systems and Educational Technology

To: District Superintendents, School Superintendents

From: Kathleen Moorhead

Subject: Special Education Data System

Date: April 20, 2016

This memo provides important information required to access and submit Special Education data. The *PD Data System* is an online tool for the collection, verification and certification of Special Education data. The majority of the data displayed in the PD System is pulled from the Student Information Repository System (SIRS) data warehouse. Additionally, some data is entered directly into the System. Public school districts and charter schools designate one individual to be the "PD Contact". This person accesses the PD System and is responsible for ensuring that all data is reviewed, verified and certified.

Please note the following changes:

- In an effort to streamline access to NYSED application, the PD system will now be part of the NYSED Business Portal: <http://portal.nysed.gov/portal/page/portal/PortalApp>.
- Current PD user names and passwords will not work on or after April 28<sup>th</sup>. In order to access the PD system, users must have a State Education Department Delegated Account System (SEDDAS) username and password. Information on SEDDAS can be found at: <http://www.p12.nysed.gov/seddas/seddashome.html>.
- Superintendents and Charter School Leaders already have SEDDAS usernames and passwords and will need to set up Delegated/Entitlement Administrator (DA/EA) accounts for Special Education Directors and staff in order for these folks to access the PD system and submit data. A list of PD contacts can be found online at: <http://www.p12.nysed.gov/sedcar/pdcontact.html>.
- Account creation/modification can begin on April 21, 2016. For the PD System, the entitlement is "PD System" and there are up to two specific level of access (PD Contact or CIO), based on the type of institution. RIC users have been automatically entitled. Additional detail on how to set up SEDDAS DA/EA accounts can be found in the current SEDDAS user guide, available at: <http://www.p12.nysed.gov/seddas/completeuserguide.pdf> as well as in the "How to Grant PD Data System Entitlements" document posted at: <http://www.p12.nysed.gov/sedcar/>.

Please use the following links to find further information on the PD System:

- Information on reporting requirements: <http://www.p12.nysed.gov/sedcar/data.htm>
- A walkthrough of the PD Data System and how to navigate within the site: [http://www.p12.nysed.gov/sedcar/files/word/pd\\_data\\_system\\_redesign\\_guide.doc](http://www.p12.nysed.gov/sedcar/files/word/pd_data_system_redesign_guide.doc)
- Frequently Asked Questions on the PD System can be found at: <http://www.p12.nysed.gov/sedcar/pdsystemfaq.html>

If you have any questions please send an email to [datasupport@nysed.gov](mailto:datasupport@nysed.gov) and use "PD System Login" in the subject of your email.

Thank you for your assistance and cooperation in implementing this important change.