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NEW YORK / ALBANY, NY 12234

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**To:** Special Education Data Managers of Public Schools  
Districts  
Superintendents of Public School Districts

**Date:** February 2007

**From:** Inni Barone

**Subject:** **PD-11 – Public School District Report of Timeliness of Initial Evaluations of  
Preschool and School-Age Students for Special Education Programs and/or  
Services During the 2006-07 School Year**  
**Important: Due Date is Between October 1 and October 15, 2007.**

The PD-11 report replaces Tables 1 through 6 of 2005-06 PD-9 report. The PD-11 report requests data to evaluate the State's and school district's performance on State Performance Plan (SPP) Indicator #11, required under section 616(b) of the Individuals with Disabilities Education Act (IDEA). The data collected on the PD-11 report measures a school district's compliance with important IDEA requirements related to timely evaluations of students for special education programs and services. The data provided in this report will be used to monitor compliance with regulatory requirements. For information on New York's SPP, go to <http://www.vesid.nysed.gov/specialed/spp/home.html>.

**Indicator #11** requests the percent of children with parental consent to evaluate, who were evaluated within the State required timeline (30 school days for preschool children and 60 calendar days for school age students).

- **Please note** this indicator has been revised since last year. It is now focusing on the time between parental consent to evaluate and the date of the first meeting at which evaluation results are discussed. Last year, the focus of this indicator was on the time between parental consent to evaluate and the date of eligibility determination for special education services. This change is a result of changes in IDEA regulations. School districts were notified of this change in a field memo data November 2006, which is posted at <http://www.vesid.nysed.gov/specialed/spp/partb1106.html>.
- **Also**, this PD-11 form has four tables to collect data for this indicator, compared to six tables last year. Tables 2 and 3 from last year have been combined and Tables 5 and 6 from last year have been combined.

The State Education Department (SED) is requesting data for this indicator from a sample of school districts that are representative of the State. By the end of the 2010-11 school year, all school districts will have submitted data for this indicator. Please go to <http://www.vesid.nysed.gov/sedcar/data.htm> for a schedule of the school years in which your school district must submit data for this indicator as well as for other indicators.

School districts may submit data for Indicator #11 for all eligible students. However, if reporting the data on fewer students reduces the data-reporting burden, data may be submitted for a sample of eligible students. If school districts choose to use sampling to report the data, the sampling guidelines provided in the general directions must be followed. The minimum number of eligible

students to be included in the sample for this indicator will be provided to school districts when school districts enter the number of preschool children requested in column B of the table above Tables 1 and 3 of this form. Documentation of the sampling process, including worksheets, must be maintained and made available upon request for any future audits of these data.

**Data for Indicator #11 are due to SED by October 15, 2007.** These data must be submitted through the PD website at <http://pd.nysed.gov> or through the File Transfer Protocol (FTP) process. Paper copies of the PD-11 report will not be accepted. The web-based PD data entry system provides immediate feedback on any data reporting errors and allows school districts to make any necessary corrections. A User ID and password to access the web-based system has been mailed to the current contact person identified on the PD website. If your school district has a new contact person, or if this information was not received, please contact the Strategic Evaluation Data Collection, Analysis and Reporting (SEDCAR) unit.

During the 2006-07 school year, SEDCAR unit staff may be available to conduct a limited number of regional training programs regarding the various special education data forms (i.e., the PD forms). If you feel that such training would be useful to the data managers in your area, please contact your local Special Education Training and Resource Center (SETRC) to make your interest known so they may arrange for training sessions in your area.

The data collected through the PD forms are used in the following reports and activities:

- State Performance Plan and Annual Performance Report for Special Education
- Public reporting of LEA results against State targets established in the State Performance Plan
- Calculation of minimum amount of per-pupil IDEA funds to be sub-allocated or spent on services.
- Pocketbook of Goals and Results for Individuals with Disabilities
- Chapter 655 Report to the Governor and the Legislature on the Status of the State's Schools
- Special Education Quality Assurance Reviews
- School District Report Cards
- BOCES Report Cards
- Charter School Report Cards
- Calculations to identify instances of possible race/ethnicity disproportionality
- Evaluation of programs and policies
- Other reports required by State or federal statutes

If you have any questions or are in need of assistance in completing this report, please contact the SEDCAR unit using the contact information provided on the letterhead.

Thank you.

Attachment

**PD-11 – Public School District Report of Timeliness of Initial Evaluations of Preschool and School-Age Students During the 2006-07 School Year  
 (July 1, 2006 to June 30, 2007)**

**Instructions:**

1. Please determine if your school district must submit data for SPP Indicator #11 during the 2006-07 school year by checking the schedule for submitting data for the sampling indicators. **The schedule is posted at <http://www.vesid.nysed.gov/sedcar/data.htm>**
2. If required to do so, please submit these data electronically at <http://pd.nysed.gov> or through the FTP process. **The due date for data submission is between October 1, 2007 and October 15, 2007. Paper copies of this report will not be accepted.**
3. Retain one copy (and supporting documentation) in your school district for reference and audit purposes. The required retention period ends October 15, 2014.
4. Carefully read the instructions and definitions on the following pages.
5. If you have questions about this report, please call (518) 486-4678, or e-mail your questions to [vesidcar@mail.nysed.gov](mailto:vesidcar@mail.nysed.gov)

<b>School District Information</b>																
(Enter 12-digit SED Code Below)																
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>																
SCHOOL DISTRICT NAME																
ADDRESS																
<i>Contact Person Information*</i>	<i>Director of Special Education or Comparable Title</i>															
NAME:	NAME:															
TITLE:	TITLE:															
TELEPHONE (include Area Code)	TELEPHONE (include Area Code)															
FAX NUMBER (include Area Code)	FAX NUMBER (include Area Code)															
E-MAIL ADDRESS	E-MAIL ADDRESS															

\*All correspondence from SEDCAR will be directed to the contact person identified in the web based PD Data Entry System at <http://pd.nysed.gov>. The same contact person must be used on all PD reports completed by your school district/school or agency. We recommend that local procedures be established to forward all correspondence to the appropriate individual. Please keep the contact information current, including the e-mail address as most communication will occur via e-mail.

### **General Instructions for PD-11**

1. During the 2006-07 school year, one statewide representative sample of school districts will complete the PD-11 report, which requests data for State Performance Plan (SPP) Indicator #11. This indicator is “Percent of children with parental consent to evaluate, who were evaluated within 30 school days for preschool children and within 60 calendar days for school-age students.” By the end of the 2010-11 school year, all school districts will have submitted these data. See schedule of the school years in which school districts will submit these data at <http://www.vesid.nysed.gov/sedcar/data.htm> .
2. Data must be reported in the PD-11 for all students (or minimum number required in a sample) for whom parental consent to evaluate for special education programs and/or services was received between July 1, 2006 and June 30, 2007. The status of students’ evaluations and reasons for delays must be reported in Tables 1-4 as of August 31, 2007.
3. Data for SPP Indicator #11 may be submitted for all students who meet the eligibility criteria. However, if reporting these data on fewer students reduces the data-reporting burden, data may be submitted for a sample of students. If school districts choose to use sampling to report these data, the sampling guidelines included with these directions must be followed. Documentation of the sampling process, including worksheets, must be maintained by school districts and made available upon request for any future audits of these data.
4. Please follow instructions provided above each table, as well as within the description of each line of data requested in Tables 1-4.

## Sampling Guidelines for SPP Indicator #11

**Indicator #11:** Percent of children with parental consent to evaluate, who were evaluated within 30 school days for preschool children and within 60 calendar days for school-age students. The data for this indicator is requested in this PD-11 form, Tables 1-4

### **Eligible population of students to be included in the sample of preschool children:**

Identify all preschool children for whom parents provided consent to evaluate for initial eligibility for special education programs and services anytime during the 2006-07 school year (July 1, 2006 to June 30, 2007). Include all such preschool children, regardless of the source of referral.

### **Eligible population of students to be included in the sample of school age students:**

Identify all school-age students for whom parents provided consent to evaluate for initial eligibility for special education programs and services anytime during the 2006-07 school year (July 1, 2006 to June 30, 2007). Include all such school-age students, regardless of the source of referral, and the school students attended or currently attend.

### **Minimum number of students to be included in the sample:**

School districts may provide data on all students identified under the eligible populations or they may choose to provide data on a sample of eligible students. If school districts decide to provide data on a sample of eligible students, they must enter the number of eligible students in the tables above Tables 1 and 3 to determine the minimum number of students that must be included in the sample.

### **Method of selecting students for the sample:**

1. Assign all students who meet the criteria described in the eligible population a sequential number or use a number that already exists in your database. These numbers may be student identification numbers, social security numbers, or other randomly or sequentially assigned numbers. Sort all eligible students in numerical order.
2. Use the Random Number Table posted at <http://www.vesid.nysed.gov/sedcar/data.htm> to select one number on this table as a beginning point. Use the first three or four digits of the first random number and find the student with the corresponding matching number on your list of eligible students. After picking the first student to be included in the sample proceed in order on the random number table from top to bottom and left to right and select the next student to be included in the sample by matching the first three or four digits of the number from the random number table with the student number. If the first three or four digits of the random number do not match any student number, skip to the next random number. Repeat this process until the required numbers of students have been selected for the sample.

### **Maintain documentation of how the sample was selected:**

1. Maintain documentation for a period of seven years, counting the reporting year as the first of the seven years.
2. Documentation must include the list of all student names and numbers who were included in the eligible population, copy of the Random Number Table, the beginning number for selecting students, and a list of all students and their numbers who were selected for the sample.

**Table 1- Timeliness of Evaluations of Preschool Students for Special Education Programs and/or Services**

**Determination of Sample Size:** Enter below in Column B, the number of preschool children who meet the definition stated in Column A. The PD data entry system will display in Column C the minimum number of children that must be included in the school district’s sample of children for whom data must be provided in Table 1. As an alternative, school districts may provide data in Table 1 for all preschool children reported in Column B. If the school district chooses to report data on the minimum number of children displayed in Column C, it must adhere to the sampling guidelines provided in the general directions for completing this report.

A	B	C
Description of Eligible Children to be Reported in Table 1	Number of Children	Minimum Number of Children for Sampling
Number of preschool children whose parents provided initial consent to evaluate for special education programs and services during the 2006-07 school year (July 1, 2006 to June 30, 2007).		PD data entry system will fill this cell

**Directions for Completing Table 1**

**Line 1-** Report in Line 1 below the number of preschool children reported in Column B or Column C above. Report the number from Column B if the school district will report data on all eligible preschool children. Report the number from Column C if the school district will report data on a minimum sample of eligible preschool children.

**Line 2-** Of the students in Line 1, report the numbers of students in columns A through E according to the number of **school days** between the school district’s receipt of parental consent to evaluate and the date of first Committee on Preschool Special Education (CPSE) meeting to discuss evaluation results. Report the status of students as of August 31, 2007.

Line No.	Description	Number of School Days					F
		A	B	C	D	E	Total Number
		Within 30 Days	Within 31-40 Days	Within 41-50 Days	Within 51-60 Days	More than 60 Days	
<b>1</b>	Number of preschool children whose parents provided consent to evaluate for special education programs and/or services during the 2006-07 school year (July 1, 2006-June 30, 2007).						
<b>2</b>	Of the number of students reported in Line 1, report the number of students in Columns A through E according to the number of school days between receipt of parental consent to evaluate and the date of first CPSE meeting to discuss evaluation results. Report status of students as of August 31, 2007.						

**Table 2- Reasons that the Number of Children with Parental Consents to Evaluate Exceeded the Number of Children for Whom the First CPSE Meetings Were Held to Discuss Evaluation Results or Reasons for Delays in Holding the First CPSE Meetings Past 30 School Days from the Date of Parental Consent to Evaluate**

If the number of preschool students for whom parents provided consent to evaluate for special education programs and/or services (Table 1, Line 1) is greater than the number of children for whom the first CPSE meeting was held to discuss evaluation results by August 31, 2007 (Table 1, Line 2 total), provide reasons for the difference in these numbers. Also, if there was any delay in holding the first meeting to discuss evaluation results past 30 school days for any preschool children, provide the primary reason for each child’s delay. The total number of students for whom reasons must be provided is displayed in Line 1 below and represents [(Table 1, Line 1) minus (Table 1, Line 2, Column F) + (Table 1, Line 2, Columns B through E)]. In Lines 2 through 11 below, report by **primary reason** the number of preschool children whose first meetings to discuss evaluation results were not held by August 31 or were held after 30 school days from date of parental consent for the evaluation. Report each child only once according to the primary reason that most closely matches the reason that explains the delay. The number in Line 1 below must equal the sum of numbers in Lines 2 through 11 below. If Line 1 is 0, no response is required in this table.

Line No.	Reasons that the Number of Children with Parental Consents to Evaluate Exceeded the Number of Children for Whom the First CPSE Meetings Were Held to Discuss Evaluation Results or Reasons for Delays in Holding the First CPSE Meetings Past 30 School Days from the Date of Parental Consent to Evaluate	A
		Number of Children
1	What is the total of [(Table 1, Line 1) minus (Table 1, Line 2, Column F) plus (Table 1, Line 2, Columns B through E)]?	PD data entry system will fill this cell.
2	Of the children in Line 1 above, report the number whose parents withdrew referral or consent to evaluate.	
3	Of the children in Line 1 above, report the number who moved to another school district before the evaluation was completed.	
4	Of the children in Line 1 above, report the number of children who died before evaluation was completed.	
5	Of the children in Line 1 above, report the number for whom an approved evaluator was not available to provide a timely evaluation.	
6	Of the children in Line 1 above, report the number for whom there were delays in making contact with parents to schedule the evaluation. (There is documentation of repeated attempts to make contact.)	
7	Of the children in Line 1 above, report the number whose parents cancelled the scheduled evaluation and selected another approved evaluator.	
8	Of the children in Line 1 above, report the number whose parents refused or repeatedly did not make the child available for the evaluation.	
9	Of the children in Line 1 above, report the number for whom there were evaluator delays in completing the evaluation.	
10	Of the children in Line 1 above, report the number who transferred to this school district after the evaluation period began and the parent and school district agreed in writing to an extended time period.	
11	Of the children in Line 1 above, report the number for whom there were delays in scheduling CPSE meetings.	

**Table 3- Timeliness of Initial Evaluations Completed for School-Age Students**

**Determination of Sample Size:** Enter below in Column B, the number of school-age students who meet the definition stated in Column A. Column C will display the minimum number of students who must be included in the school district’s sample of students for whom data must be provided in Tables 3 and 4. As an alternative, school districts may provide data in Tables 3 and 4 for all school-age students entered in Column B. If this school district chooses to report data on the minimum number of students reflected in Column C, it must adhere to the sampling guidelines provided in the general directions for completing this report.

A	B	C
<b>Description of Eligible Students to be Reported in Table 4</b>	<b>Number of Students</b>	<b>Minimum Number of Students for Sampling</b>
Number of school-age students whose parents provided consent for an initial evaluation for special education programs and/or services during the 2006-07 school year (July 1, 2006 - June 30, 2007).		PD data entry system will fill this cell

**Directions for Completing Table 3:**

**Line 1-** Report in Line 1 below the number of school-age students reported in Column B or Column C above. Report the number from Column B if the school district will report data on all eligible students. Report the number from Column C if the school district will report data on a minimum sample of eligible students.

**Line 2-** Of the students in Line 1, report the numbers of students in columns A-E according to the number of **calendar days** between the school district’s receipt of parental consent to evaluate and the date of first Committee on Special Education (CSE) meeting to discuss evaluation results. Report the status of students as of August 31, 2007.

Line No.	Description	Number of <u>Calendar Days</u> Within Which First CSE Meetings to Discuss Evaluation Results Were Held for School Age Students					F Total Number of Students
		A	B	C	D	E	
		60 Days or Less	61-70 Days	71-80 Days	81-100 Days	More Than 100 Days	
1	Number of school-age students whose parents provided consent for an initial evaluation for special education programs and/or services during the 2006-07 school year (July 1, 2006- June 30, 2007).						
2	Of the number of students reported in Line 1, report the number of students in Columns A through E according to the number of calendar days between receipt of parental consent to evaluate and the date of first CSE meeting to discuss evaluation results. Report status of students as of August 31, 2007.						

**Table 4- Reasons that the Number of Students with Parental Consents to Evaluate Exceeded the Number of Students for Whom the First CSE Meetings Were Held to Discuss Evaluation Results or Reasons for Delays in Holding the First CSE Meetings Past 60 Calendar Days from the Date of Parental Consent to Evaluate**

If the number of school-age students for whom parents provided consent to evaluate for special education programs and/or services (Table 3, Line 1) is greater than the number of students for whom the first CSE meeting was held to discuss evaluation results by August 31, 2007 (Table 3, Line 2 total), provide reasons for the difference in these numbers. Also, if there was any delay in holding the first meeting to discuss evaluation results past 60 calendar days for any school-age students, provide the primary reason for each student’s delay. The total number of students for whom reasons must be provided is displayed in Line 1 below and represents [(Table 3, Line 1) minus (Table 3, Line 2, Column F) plus (Table 3, Line 2, Columns B through E)]. In Lines 2 through 10 below, report by **primary reason** the number of school-age students whose first meetings to discuss evaluation results were not held by August 31 or were held after 60 calendar days from date of parental consent for the evaluation. Report each student only once according to the primary reason that most closely matches the reason that explains the delay. The number in Line 1 below must equal the sum of numbers in Lines 2 through 10 below. If Line 1 is 0, no response is required in this table.

Line No.	Reasons that the Number of Students with Parental Consents to Evaluate Exceeded the Number of Students for Whom the First CSE Meetings Were Held to Discuss Evaluation Results or Reasons for Delays in Holding the First CSE Meetings Past 60 Calendar Days from the Date of Parental Consent to Evaluate	A Number of Students
1	What is the total of [(Table 3, Line 1) minus (Table 3, Line 2, Column F) plus (Table 3, Line 2, Columns B through E)]?	PD data entry system will fill this cell.
2	Of the students in Line 1 above, report the number whose parents withdrew referral or consent to evaluate.	
3	Of the students in Line 1 above, report the number who moved to another school district before the evaluation was completed.	
4	Of the students in Line 1 above, report the number of students who died before evaluation was completed.	
5	Of the students in Line 1 above, report the number for whom evaluators were not available to provide a timely evaluation.	
6	Of the students in Line 1 above, report the number for whom there were delays in making contact with parents to schedule the evaluation. (There is documentation of repeated attempts to make contact.)	
7	Of the students in Line 1 above, report the number whose parents refused or repeatedly did not make the child available for the evaluation.	
8	Of the students in Line 1 above, report the number for whom there were evaluator delays in completing the evaluation.	
9	Of the students in Line 1 above, report the number who transferred to this school district after the evaluation period began and the parent and school district agreed in writing to an extended time period.	
10	Of the students in Line 1 above, report the number for whom there were delays in scheduling CSE meetings.	