



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /**

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**TO:** Chief School Administrators of Charter Schools  
Special Education Contact Person 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](mailto: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;
- 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, schools will not be able to certify their data at anytime during the verification time period. Instead, data will be refreshed on a weekly basis from the Level 2 repository until the last refresh and all schools will certify their data electronically on the last refresh date with one of the following two certification options. These options will be displayed below each VR report on the last refresh date:
  - I certify that my school's data are accurate;
  - I cannot certify that my school's data are accurate, however, I understand that the due date has passed and that these data will be used for Statewide and school level reporting and decision making.

- 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 as reported by Charter Schools.
- 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.

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 and PD-8).

### Special Education Data Collected Through SIRS

The chart below provides a description of each type of data that schools 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 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 contact persons in your school, please contact SEDCAR at (518) 486-4678 or by e-mail to [dataquest@mail.nysed.gov](mailto: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
VR7 and VR9	<p>These reports provide a VIEW only of the number of preschool students with disabilities (VR7) and number of school age students with disabilities (VR9) who are the CPSE or CSE responsibility of other school districts, but as of October 7, 2009 are enrolled in your school, as reported by their districts of residence. These reports provide an aggregate count of preschool and school age students with disabilities enrolled full-time in your school. Individual student identification information is NOT provided.</p> <p>If these reports do not agree with your record of how many students with disabilities your school is educating from other school 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 enrolled in your school as of October 7, 2009.</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>

Verification Report	Type of Data and Required Templates	Verification Period, and Final Date for Data Certification
	Please do this as soon as possible in October or early November to ensure all students are accurately reported by school districts of residence.	
VR10	This report displays preschool and school-age students with disabilities 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 who were enrolled in your school prior to exiting. 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.	Data verification is between <b>June 1, 2010</b> and August 4, 2010.  Data displayed in VR10 Report on August 4, 2010 will need to be certified.

### Special Education Data Collected Directly Through the PD Data System

The chart below provides a summary of aggregate data that is required to be submitted through the PD system and the due date. One PD data system contact person and one chief information officer (CIO) in each school 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, please contact SEDCAR at (518) 486-4678 or by e-mail to [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov) to request a new user ID and password.

Type of School	Type of Data	Due Date
PD-6	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 <a href="http://www.emsc.nysed.gov/sedcar/">http://www.emsc.nysed.gov/sedcar/</a> , under the 2009-10 school year heading.	Between October 7, <b>2009</b> and February 2, 2010  Certification is required by February 2, 2010.
PD-8	This report requests the number of students with disabilities for whom your school has CSE responsibility 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 without disabilities and students with disabilities. This form is posted at <a href="http://www.emsc.nysed.gov/sedcar/">http://www.emsc.nysed.gov/sedcar/</a> , under the 2009-10 school year heading.	Between July 1, 2010 and August 6, 2010.  Certification is required by August 6, 2010.

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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SEQA Supervisors  
Regional Information Centers  
Special Education Computer Management Companies