



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

ALBANY, NY 12234

STRATEGIC EVALUATION DATA COLLECTION, ANALYSIS AND REPORTING (SEDCAR)
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TO: Superintendents of Public School Districts
Chief School Officers of Child Care Institutions with Affiliated Schools that
Provide Educational Services Pursuant to Article 81
Chief Administrators of Selected State Agencies
Superintendent of the New York State School for the Blind
Superintendent of the New York State School for the Deaf
Chief Administrators of State-Supported Schools
Chief Administrators of Charter Schools
Chief Administrators of Approved Private Schools for Students with Disabilities
District Superintendents of BOCES
PD Contact Persons for the Schools Listed Above
Special Education Directors of the Schools Listed Above
Chief Information Officers of the Schools Listed Above

FROM: Inni Barone, Special Education Data Manager

SUBJECT: Special Education Data Required for the 2008-2009 School Year

DATE: October, 2008 (Dates revised 07/16/09)

This memo contains important and timely information regarding special education data collection for the 2008-09 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 vesidcar@mail.nysed.gov.

All materials related to requirements for reporting special education data to the State for the 2008-09 school year are posted at <http://www.vesid.nysed.gov/sedcar/> and/or at <http://www.emsc.nysed.gov/irts/SIRS/>. Special education data are collected through the Student Information Repository System (SIRS) and the PD system. The primary documentation for data that must be submitted through SIRS is the 2008-09 SIRS Manual, which will be available at the two websites previously referenced. The documentation for data that must be submitted directly through the PD data system is included with the PD-6 and PD-8 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 summary of types of schools that must submit data through SIRS, the types of data, the verification time period, the verification reports that display the data and the date by when data must be certified as complete and accurate. Special education data verification and certification takes place through the PD data system at <http://pd.nysed.gov>. One contact person in each school or district has a user ID and password to access this system. If there is a new contact person in your school or district, please contact SEDCAR to request a new user ID and password.

Type of School	Type of Data	Verification Period, Report(s) and Final Date for Data Certification
<p>Public school districts, Special Act Schools, child care institutions with affiliated schools (Article 81 schools), State agencies and State-operated schools. These schools report all students for whom they have Committee on Preschool Special Education (CPSE) and/or Committee on Special Education (CSE) responsibility</p>	<p>All school districts are required to report the number of preschool and school age students with disabilities for whom they have CPSE and CSE responsibility as of October 1, 2008. These data are submitted using the Special Education Snapshot, School Enrollment, Student Demographic, and Programs Fact templates.</p> <p>This data set provides information on students with disabilities who receive special education services according to State standards and the least restrictive environment setting in which they are enrolled on October 1, 2008. (The only students who may have Special Education Snapshot data elements in the SIRS but who do not receive special education services as of October 1 are the parentally placed students with disabilities in nonpublic schools.) This data set also identifies students with disabilities as either day or residential placements and as court/State agency or school district placements.</p>	<p>Data verification is between October 22, 2008 through December 24, 2008.</p> <p>Data displayed in VR Reports 1, 2, 3, 4, 5, 6, 8 are to be certified by no later than December 24, 2008.</p>
<p>Public school districts, Special Act Schools, child care institutions with affiliated schools (Article 81 schools), approved private schools for students with disabilities, Charter Schools, BOCES and State-supported Schools</p>	<p>These schools will be able to VIEW the VR-7 and VR-9 reports to see the total number of students with disabilities who are reported by public school districts as enrolled in these programs on October 1, 2008. This will be an aggregate count of school age students with disabilities enrolled full-time in these programs and a count of preschool children with disabilities for whom the program is the coordinating service provider. These schools will only be able to see the COUNT of students as reported by each school district, not any individual student identification information. In order to be proactive and assist school districts to report accurate enrollment information, we recommend that these schools provide school districts with enrollment information in their schools as of October 1, 2008 as soon as possible in October, or early November to ensure all students are accurately reported by school districts.</p>	<p>Between October 22, 2008 and December 24, 2008 review the information reported by school districts in the VR7 and VR9 reports. If your record of enrollments from each school district does not match the district's report, please contact the school district and request that they make revisions to their data.</p>
<p>Public school districts, Special Act Schools, child care institutions with affiliated schools (Article 81 schools), State agencies and State-operated schools and Charter Schools</p>	<p>These schools are required to provide exiting data on students with disabilities ages 2-21. For students with disabilities ages 2-13, data are displayed in reports for students who are declassified. For students ages 14-21, in addition to declassification, information is displayed in verification reports regarding reasons for ending enrollment, type of credential & postgraduate plans of students with disabilities who leave school during the 2008-09 school year.</p>	<p>Data verification is between June 1, 2009 and August 5, 2009.</p> <p>Data displayed in VR10 Report are to be certified by no later than August 5, 2009</p>

Type of School	Type of Data	Verification Period, Report(s) and Final Date for Data Certification
	The School Enrollment, Student Demographic and Programs Fact templates are used to report these data.	
Public school districts	All school districts are required to report the total number of preschool children who receive preschool special education programs or services at any time during the 2008-09 school year. The Special Education Snapshot, School Enrollment, Student Demographic and Programs Fact templates are used to report these data. The required data elements in the Special Education Snapshot are the Primary Service Code, Primary Service Provider, and the Snapshot Date (July 1, 2008).	Data verification is between June 1, 2009 and November 4, 2009. Data displayed in VR13 Report are to be certified by no later than November 4, 2009.
Public School Districts	All school districts are required to report on the number of parentally placed students in nonpublic schools located in the district who are evaluated for eligibility for special education; the number who are determined to be eligible; and the number who receive special education services. The Special Education Events, School Enrollment, Student Demographic and Programs Fact templates are used to report these data. This data set requires records for all parentally placed students in nonpublic schools who are referred to the CSE for initial determination of eligibility for special education services between July 1, 2008 and June 30, 2009. 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.	Data verification is between June 1, 2009 and November 4, 2009. Data displayed in VR14 Report are to be certified by no later than November 4, 2009.
Public School Districts that are assigned to report on State Performance Plan Indicator #7. 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.vesid.nysed.gov/sedcar/sppschedule.html and http://www.vesid.nysed.gov/sedcar/resubschedule.html	See information related to reporting data for this indicator at http://www.vesid.nysed.gov/specialed/spp/7data.htm and see the 2008-09 SIRS Manual which will be posted at http://www.emsc.nysed.gov/irts/SIRS/ . This indicator is a measure of the amount of progress preschool children make between first entering preschool special education and leaving preschool special education. The Assessment Fact, School Enrollment, Student Demographic and Programs Fact templates are used to report each child's level of functioning at entry and at exit in each of the three early childhood outcome areas of the Child Outcomes Summary Form. Report on all preschool students with disabilities who were evaluated on or after March 1, 2006 and who left preschool special education between July 1, 2008 and June 30, 2009 after receiving special education services for at least 6 months.	Data verification is between June 1, 2009 and November 4, 2009. Data displayed in VR15 Report are to be certified by no later than November 4, 2009.
Public School Districts that are assigned to report on State	See additional information related to reporting data for this indicator at http://www.vesid.nysed.gov/specialed/spp/11data.htm and	Data verification is between June 1, 2009 and November 4, 2009.

Type of School	Type of Data	Verification Period, Report(s) and Final Date for Data Certification
<p>Performance Plan Indicator #11. 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.vesid.nysed.gov/sedcar/sppschedule.html and http://www.vesid.nysed.gov/sedcar/resubschedule.html</p>	<p>see the 2008-09 SIRS Manual which will be posted at http://www.emsc.nysed.gov/irts/SIRS/.</p> <p>This indicator is a measure of the timely evaluation of - preschool and school-age students for special education eligibility. The Special Education Events, School Enrollment, Student Demographic and Programs Fact templates are used to report data on all students for whom parent consent to evaluate is received between July 1, 2008 and June 30, 2009. This includes all preschool students who were referred to the CPSE for an initial evaluation, including children referred from the Early Intervention Program and all school-age students referred to the CSE for an initial evaluation, including parentally placed students in nonpublic schools. The status of the information is reported as of August 31, 2009. Specific dates are required, 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 students) and the number of calendar days (for school-age students) between date of receipt of parental consent to evaluate and 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.</p>	<p>Data displayed in VR11 Report are to be certified by no later than November 4, 2009.</p>
<p>Public School Districts that are assigned to report on State Performance Plan Indicator #12. 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.vesid.nysed.gov/sedcar/sppschedule.html and http://www.vesid.nysed.gov/sedcar/resubschedule.html</p>	<p>See additional information related to reporting data for this indicator at http://www.vesid.nysed.gov/specialed/spp/12data.htm and see the 2008-09 SIRS Manual which will be posted at http://www.emsc.nysed.gov/irts/SIRS/.</p> <p>This indicator is a measure of timely transition of children from Early Intervention (EI) to preschool special education. The Special Education Events, School Enrollment, Student Demographic and Programs Fact templates are used to report information on children who are referred from Early Intervention (Part C of IDEA) to the CPSE between July 1, 2008 and June 30, 2009. Status of the information requested is as of August 31, 2009. Specific dates are required such as the date of receipt of referral, date of receipt of parental consent to evaluate, date of meeting at which eligibility determination is made, date of full implementation of IEP, and the number of calendar days past the child's 3rd birthday when the IEP was fully implemented and the reason for the delay. This data set also includes an indication of whether the child is found eligible for preschool special education and requires a reason for determining eligibility past the child's third birthday for children who are found not eligible for preschool special education.</p>	<p>Data verification is between June 1, 2009 and November 4, 2009.</p> <p>Data displayed in VR12 Report are to be certified by no later than November 4, 2009.</p>

Special Education Data Collected Directly Through the PD Data System

The chart below provides a summary of types of schools that must submit data through the PD system, the types of data and the due date. One contact person in each school has a user ID and password to access this system. If there is a new contact person, please contact SEDCAR to request a new user ID and password.

Type of School	Type of Data	Due Date
Public school districts, Special Act Schools, child care institutions with affiliated schools (Article 81 schools), State agencies, State-operated schools, Charter schools, State-supported schools, BOCES and approved private schools for students with disabilities	PD-6- Report of Personnel Employed or Contracted to Provide Special Education and Related Services to Students with Disabilities on or about October 1, 2008. This form is posted at http://www.vesid.nysed.gov/sedcar/ , under the 2008-09 school year heading.	February 2, 2009
Public school districts, Special Act Schools, child care institutions with affiliated schools (Article 81 Schools), State agencies, State-operated schools and Charter schools	PD-8- Report of Students with Disabilities Suspended or Expelled during the 2008-09 school year. This form is posted at http://www.vesid.nysed.gov/sedcar/ , under the 2008-09 school year heading.	August 7, 2009
Approved private schools for students with disabilities, State-supported schools, BOCES with approved preschool special education programs and public school districts with approved preschool special education programs that enroll children from other school districts	SEDCAR-1, Approved Special Education Program Request for IDEA Vendor Funding. This form is posted at http://www.vesid.nysed.gov/sedcar/ , under the 2008-09 school year heading.	March 3, 2009- Due to school districts. This form is not submitted to the State.
Child care institutions with affiliated schools (Article 81 Schools)	SEDCAR-2, Approved Private School Notice of Designated Local Education Agency for IDEA Funds. This form is posted at http://www.vesid.nysed.gov/sedcar/ , under the 2008-09 school year heading.	March 3, 2009 to the State and to the Designated LEA
Public School Districts that are assigned to report on State Performance Plan Indicator #13 (Secondary Transition IEPs). See the schedule of the school year in which school districts are assigned	These school districts are required to initially report or resubmit data from the Self Review Monitoring Protocol for Secondary Transition IEP Review of Students with Disabilities. This self review 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 http://www.vesid.nysed.gov/specialed/spp/home.html under Indicator 13 . The data required include the number of students with disabilities ages 15-21 for whom the district	August 31, 2009

Type of School	Type of Data	Due Date
and/or reassigned to report data on SPP Indicators 7, 8, 11, 12, 13 and 14 at http://www.vesid.nysed.gov/sedcar/sppschedule.html and http://www.vesid.nysed.gov/sedcar/resubschedule.html	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.	
School districts identified for the following issues are required to conduct the corresponding self review monitoring protocol: <ul style="list-style-type: none"> • High long-term, out-of-school suspension rate (SPP Indicator 4A) • Disproportionality, based on race/ethnicity in suspensions (SPP Indicator 4B) • Disproportionality, based on race/ethnicity in special education (SPP Indicator 9) • Disproportionality, based on race/ethnicity in Identification by a specific disability (SPP Indicator 10A) • Disproportionality, based on race/ethnicity, in the placement of students in particular settings (SPP Indicator 10B) 	School districts identified in the first column are required to complete the following appropriate self-review monitoring protocol(s) and provide results of their review to the Department. The results provide information regarding school district's compliance on regulatory citations related to each of the issues listed below. Copies of the self-review monitoring protocols are available at http://www.vesid.nysed.gov/specialed/spp/home.html . SPP Indicator 4A and 4B: School District Self-Review Monitoring Protocol - Suspension of Students with Disabilities SPP Indicator 9: School District Self-Review Monitoring Protocol - Disproportionate Identification of Racial and Ethnic Groups in Special Education and Related Services SPP Indicator 10A and 10B: School District Self-Review Monitoring Protocol - Disproportionate Representation of Students with Disabilities by Classification and Placement	October 15, 2009

Special Education Data Collected Through Other Processes

Type of School	Type of Data	Due Date
Public School Districts that are assigned to report on State Performance Plan Indicator #8 (Parental Involvement). See the	Please see http://www.vesid.nysed.gov/specialed/spp/parentsurvey08.doc for complete information regarding procedures for administering the parent survey to measure Indicator 8: <i>Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for</i>	All completed surveys must be returned to CyberData, Inc. by August 31, 2009.

Type of School	Type of Data	Due Date
<p>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.vesid.nysed.gov/sedcar/sppschedule.html and http://www.vesid.nysed.gov/sedcar/resubschedule.html</p>	<p><i>children with disabilities.</i></p> <p>The Department has contracted with CyberData, Inc. to assist with this data collection. See: http://vesidsurvey.com/. Go to the following website to order surveys: www.vesidsurvey.com/order.</p> <p>To determine the number of surveys needed, use the sampling calculator at: http://eservices.nysed.gov/pdssystem/samplecalculator.jsp</p> <p>We strongly recommend that districts employ a variety of methods to encourage parents to complete the survey. Whenever possible, please encourage parents to complete the survey on the Internet at www.vesidsurvey.com/parent.</p> <p>CyberData, Inc. will provide a website to update the rate of return. It is the district's responsibility to take steps to follow up with parents if necessary.</p>	
<p>Public School Districts that are assigned to report on State Performance Plan Indicator #14 (Post School Outcome). 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.vesid.nysed.gov/sedcar/sppschedule.html and http://www.vesid.nysed.gov/sedcar/resubschedule.html</p>	<p>Please see http://www.vesid.nysed.gov/specialed/spp/indicators/14.htm for additional information related to this indicator.</p> <p>This indicator measures the post school outcomes for students with disabilities one year after leaving high school. The data for this indicator are collected over a two year period. School districts assigned to report on this indicator for the 2008-09 school year will receive directions regarding their responsibilities related to this indicator from the Potsdam Institute for Applied Research (PIAR). Directions to school districts for the 2008-09 school year will be posted at http://www.psiweb.potsdam.edu/nyspp14/.</p>	<p>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 PIAR lists of students who leave school during the 2008-09 school year.</p>

For your reference, this memo will be posted at <http://www.vesid.nysed.gov/sedcar>, look under the 2008-09 school year heading and under the communications section of this website.

cc: Regional Information Centers
Special Education Computer Management Companies
SEQA Regional Supervisors
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