



Federal Reporting to OSEP for Head Start Programs

Children with IEPs for which Head Start is the **ONLY** entity maintaining a GOLD portfolio should follow the same steps for children that are exiting from preschool special education. If a child with an IEP is known to have *two active portfolios* (i.e. children that are dually enrolled), **ONLY THE DISTRICT** should complete the Part B Exit. This is essential to prevent two sets of data for the same child from being included in federal reporting. ADE continues to work with LEAs and Arizona Head Start programs to resolve the presence of duplicate portfolios in GOLD for the same child. If you are uncertain whether a child with an IEP has 2 portfolios, please contact elizabeth.hamilton@azed.gov



Federal Reporting to Office of Special Education Programs (OSEP)

During the course of the program year and *especially at the end of the year*, a Part B Exit must be completed for particular children with IEPs. This process is essential to ensuring that assessment data will be reported to the Office of Special Education Programs. This process is required **ONLY** for children with IEPs that have received special education services for at least six months and are *exiting* preschool special education because the child has been dismissed from special education AND/OR the child will be transitioning to kindergarten (with or without an IEP) in Fall 2014. Follow the step-by-step instructions.

READ FIRST:

- Before an Administrator can process this Exit Request, each child needing to be exited **must have finalized checkpoint data for each area for two checkpoint periods** and no objectives/dimensions can be marked "Not Observed".
- Only children that have **at least six months** between their Part B Entry and Exit dates are considered eligible for reporting to OSEP.
- This process must be completed by a person with Administrator access to GOLD. **To support Administrators in this process, teachers can indicate online which children need to be exited from their classes.**
- **If the child is transitioning to kindergarten, please wait until Spring data has been finalized.**
- **If the child is continuing in preschool but is no longer receiving special education services**, the child's portfolio is maintained and can continue to be used for progress monitoring in the system even though they have been "exited" for federal reporting purposes.
- **If the child's status is not changing at the end of the program year** and they will be returning to the preschool special education program, finalization of the checkpoint data is the only action required. **NO PART B EXIT REQUEST IS NECESSARY.**
- Completing an exit request in GOLD for a child does not mean that the child's data is deleted from the system. This process simply ensures that the child's data will be included when federal OSEP reports are generated. Please archive the portfolio once exited, do not delete!
- **If you receive any error messages during this process**, please confirm first two items above, then contact elizabeth.hamilton@azed.gov

WE NEED YOUR FEEDBACK!

Participate in a focus group to evaluate your ongoing progress monitoring tool. Visit our website for dates and times for an in person focus group or to participate in an online survey.

<http://www.azed.gov/online/registration/>

or contact

Elizabeth.hamilton@azed.gov

How to Process Part B Exits for Children with IEPs



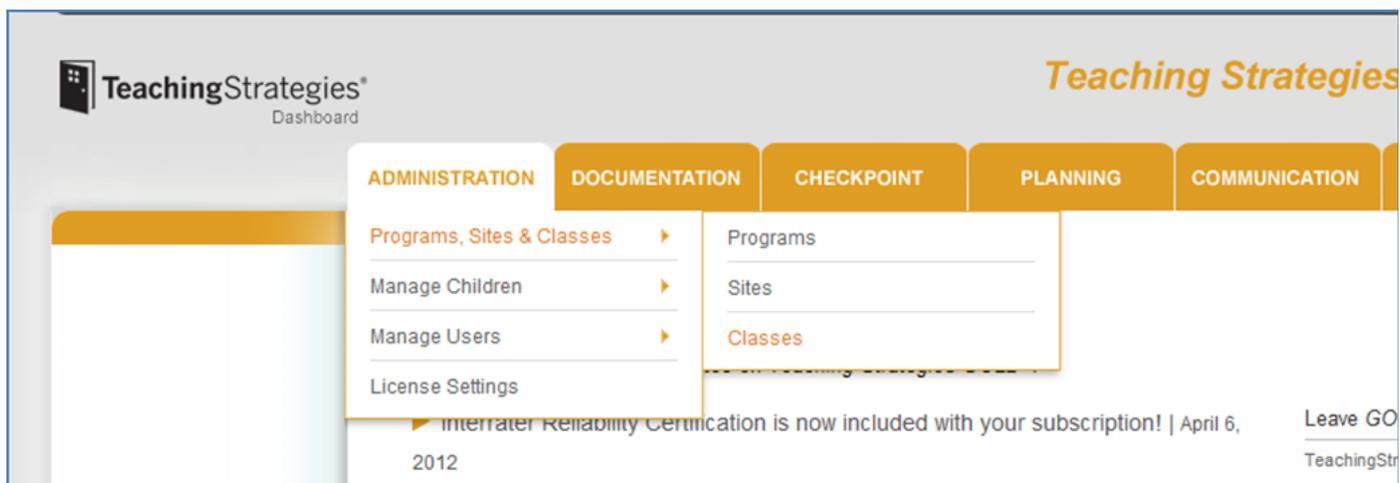
Step 1

Log on www.teachingstrategies.com and click on icon to the left of your dashboard. It says “teaching strategies GOLD” with the magnifying glass. Just like the icon to the left.

*It may be necessary to Change Role from a teacher to an Administrator Role, only an Administrator can do an Exit Process

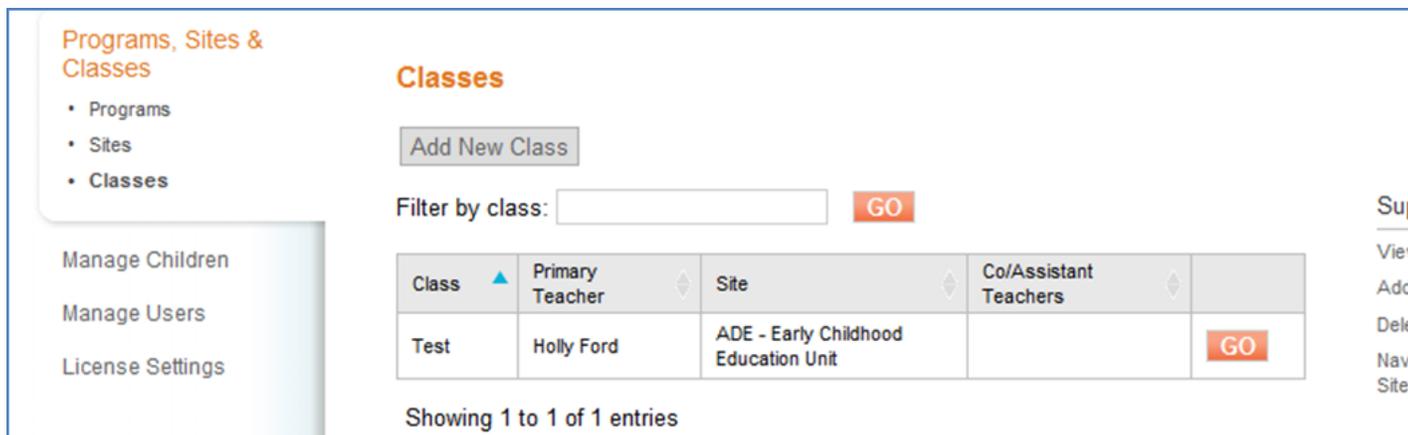
Step 2

Select the first gold tab labeled “ADMINISTRATION” and the first item is “Programs, Sites, and Classes”. Select Classes from this tab.



Step 3

Then click “GO” next to the class listed where the children needing to be exited are located



[Step 4](#)

From the “Action box on the right of your screen, select “OSEP Exit Status Form”

Test — Class Info

GENERAL INFORMATION [Edit](#)

Name	Test
Primary Teacher	Holly Ford
Number of Children	2
Class Type	Preschool, Pre-K, K
	Preschool 3 class/grade (Green)

Action ▾

Edit Details

View Children

Manage Children

OSEP Exit Status Form

Add Child

Change Primary Teacher

Parents

Su

Del

Del

Nav

Site

[Step 5](#)

Check the boxes next to the children’s names that need to be exited, and then select **UPDATE**.

ALL children that have been receiving services for at least six months (based on the Part B Entry date that was entered in the child’s profile page) and have at least two seasons of finalized data will appear on this list. **This does not necessarily mean that every child in the list is exiting preschool special education.** You will need to determine which children are transitioning to kindergarten and/or have been dismissed from special education before checking the boxes.

If the portfolio of a child that needs to be exited is currently archived, it will need to be reactivated before the Part B Exit can be processed.

Test — OSEP Exit Status Form

Below are the children in Test who are eligible for transition or exit at this time.

	Name	Preschool Entry Assessment Tool	Preschool Exit Assessment Tool
<input checked="" type="checkbox"/>	Test Child	Teaching Strategies GOLD	Teaching Strategies GOLD

UPDATE

If a child’s name appears in a list like the one beneath the heading shown below, do not click “Exit”. Clicking on “Exit” for children listed beneath this heading will **NOT** include their data in federal OSEP reporting. A child will appear in this list if he/she does not have at least two seasons of finalized data AND/OR has been in Part B (Preschool Special Education) for **LESS** than six months. If you think a child is incorrectly listed beneath this heading, verify that the child has two seasons of finalized data and that the Part B Entry date on the child’s profile page was entered correctly. (The option to exit children in this list allows programs to analyze data at a local level if desired but this is not required.)

Test — OSEP Exit Status Form

The following children require additional checkpoint data before they are eligible for transition or exit. Note that you can exit children in this area if they are in Part B for less than 6 months.

Name	Part B Entry Date	Preschool Entry Assessment Tool	Preschool Exit Assessment Tool	
Test Child	09/01/2010	Teaching Strategies GOLD	Teaching Strategies GOLD	Exit

Support

Navigating the Administrator Site

Resources

Step 6

Enter the date that the child has exited from preschool special education. Exit Dates for children *transitioning to kindergarten* should reflect the *last day of school*. Exit Dates for children that have been *dismissed from special education* should reflect the date that ineligibility was determined by the Multidisciplinary Evaluation Team.

Step 7

On this same screen, choose the “Status” (option for either “transition to K” or “Exit”)

If a child has been exited correctly, after the screen has had a chance to update, the screen should now look like this:

Test — Update OSEP Exit Status Form

Name	Part B Entry Date	Part B Exit Date	Status
Test Child	09/01/10	<input type="text"/>	<input type="text"/>

UPDATE

- Exit
- Transition to K

Test — OSEP Exit Status Form

Form Saved

The following have already been transitioned or exited. No further action is required.

Name	Part B Entry Date	Part B Exit Date	Status
Test Child	09/01/10	05/15/12	Exited

Support

[Navigating the Administrator Site](#)

[Resources](#)

After processing the Part B Exit, the child portfolio should be archived. To archive multiple portfolios from one screen:

- A) Go to the Class where the child portfolios are located.
- B) Click on “Action”, then “Manage Children”.
- C) Check boxes next to child names in middle Archive column, the click on orange “Archive” button at bottom.
- D) Don’t ever delete a child. The information that teachers spend countless hours on is then lost. Please always archive!

You are finished!!

If you need further assistance please contact

Elizabeth.Hamilton@azed.gov

Or

TSG technical support at

implementation@teachingstrategies.com