

## ESS October 1 Data Collection (ODC)

### Special Education Student Reporting Scenarios

Counting special education (SPED) students involves concise tracking and recording of data related to students with disabilities who receive SPED services. Several scenarios might occur when counting SPED students, which requires collaboration with other staff members and public education agencies (PEAs). Thorough documentation must be maintained for successful reporting.

#### **Enrollment**

##### 1. Ten (10) Day Drop

Scenario: Students enrolled in the SPED program were absent for 10 consecutive days. Information was not reported to the SPED department, which was later discovered as ineligible for the verification count.

Action: Collaborate with the registrar before October 1 to identify SPED students with potential 10-day absences to avoid an invalid verification count.

#### **Transfer Students/Exiting**

##### 1. SPED Students Exiting or Enrolling Around October 1

Scenario: Students who exit/enroll in the SPED program around October 1 are not accounted for in the Phase I count.

Action: Revisit the count before the deadline, validate there are no missing or incorrectly counted students, and collaborate with the enrollment registrar for new students enrolled.

The verification count can be adjusted any time before the due date. However, once the Phase I deadline passes, your verification count becomes static and cannot be modified.

It is crucial to review and make any necessary changes to the verification count before the due date to ensure accuracy in reporting.

##### 2. Omitting Tuition-Out and Homeschool SPED Students

Scenario: Failure to include tuition-out and homeschool SPED students in the verification count.

Action: Ensure all SPED students, including those in alternative programs, are accounted for in reporting.

### 3. Students Exiting SPED During Fall Break

Scenario: SPED students exit the SPED program before a fall break that spans over October 1.

Action: Collaborate with the registrar regarding enrollment, validate exit dates, and determine if the student continued SPED services at another school district.

If the student continued SPED services at another school district without a break in SPED services, include the student in your verification count.

If the student did not continue SPED services due to a break in service, do not include the student in the verification count.

## Annual Re-evaluation/IEP Amendments

### 1. Developmental Delay (DD) SPED Need (invalid age)

Scenario: Failure to identify and modify/report the new eligibility category to replace DD [34 C.F.R. § 300.8\(b\)](#) when a student requires continuing SPED services after age 10.

Action: Review IEPs and assessments to accurately identify students with a current DD category with a new category of eligibility before the student's 10<sup>th</sup> birthday.

### 2. Student Age Considerations

Scenario: Overlook age criteria (3 and 21-year-olds) for SPED eligibility.

Action: Ensure that guidelines are followed when determining students' age.

## Data Reporting

### 1. Students Not on School Class Roster

Scenario: SPED student is not showing on the school class roster for reporting.

Action: Investigate discrepancies and collaborate with the registrar and data compliance team for accurate reporting.

### **Circumstances Beyond Your Control:**

1. Student Information System (SIS) Data Reporting Issues: Maintain communication (documentation) with SIS vendors and conduct manual student counts to prevent inaccurate student count submissions. Examples include:
  - a. Request teachers to conduct student counts.
  - b. Organize an event (such as a drawing contest or October 1 Celebration) to gather all students for a headcount, including absentees.
2. Concurrencies: Maintain documented communication with other PEAs for accurate reporting and ensure continuous communication until data is rectified. Validate data accuracy in your SIS and collaborate with relevant staff for accurate data reporting.
  - a. Confirm that your PEA is the district of residence on October 1.

### **What Not to Do:**

Rely Solely on Reports: Data should be verified manually, and relevant staff (registrar, data compliance teams) should be involved in validation.