

# SPECIAL EDUCATION END OF YEAR 2022-2023 TIMELINE

Due Dates	What is Due
<b>Monday, May 1, 2023</b>	Snapshot available (IEP Interchange opened in September 2022)
<b>Thursday, June 29, 2023</b>	Date by which IEP Interchange errors ( <b>Child/Participation Files</b> ) need to be resolved and at least one 22-23 Special Education End-of-Year Snapshot created. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Special Education Child File uploaded and errors resolved</b></li> <li><input type="checkbox"/> <b>Special Education Participation File uploaded and errors resolved</b></li> <li><input type="checkbox"/> <b>At least one 22-23 snapshot has been created</b></li> </ul>
<b>Thursday, August 31, 2023</b>	Date by which all Exception requests should be received by CDE to allow sufficient time for processing. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All exception requests uploaded to Syncplicity folder and CDE notified</b></li> </ul>
<b>Thursday, September 7, 2023</b>	Date by which all Interchange and Snapshot errors need to be resolved. Generate your complete Special Education EOY Snapshot by passing all Interchange and Snapshot validations in preparation for duplicate checks. If applicable, CEIS file uploaded and error free by this date. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All data records needed are included in file</b></li> <li><input type="checkbox"/> <b>Special Education IEP Interchange validations passed</b></li> <li><input type="checkbox"/> <b>Special Education EOY Snapshot validations passed</b></li> <li><input type="checkbox"/> CEIS file uploaded and validations passed (if applicable)</li> </ul>
<b>Friday, September 8 – Friday, September 15, 2023</b>	<b>Initial Report Review.</b> This is an opportunity to review your reports in detail and make any data corrections you deem necessary to ensure you are reporting valid and reliable data. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All Reports listed on the Data Validity Certification have been reviewed to verify that the data are valid and reliable and represent an accurate account of all students the AU is responsible for.</b></li> <li><input type="checkbox"/> <b>Exit information has been double-checked, verified, and data records contain up-to-date exit information to minimize duplicate reporting</b></li> <li><input type="checkbox"/> <b>By Friday the 15<sup>th</sup>, all changes identified and fixed and a complete error-free Special Education EOY Snapshot has been created in preparation for the duplicate checks.</b></li> </ul>
<b>Monday, September 18 - Friday, September 22, 2023</b>	Resolving duplicates. During this time, CDE asks that AUs work together in a timely manner to facilitate resolution of duplicates.
<b>Friday, September 22, 2023</b>	Date by which AUs must have resolved all duplicate and data validity issues and created a complete Special Education EOY Snapshot that reflects those data changes. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All duplicates resolved</b></li> <li><input type="checkbox"/> <b>Special Education EOY Snapshot is error-free</b></li> </ul>

Due Dates	What is Due
<b>Monday, September 25 – Friday, September 29, 2023</b>	<p><b>FINAL REPORT REVIEW.</b> Print new reports following your final EOY Snapshot to ensure the reports reflect the current data. This is a final opportunity to review your reports and make any corrections you deem necessary to make sure you are reporting valid and reliable data.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Verify number of students reported in paths 2 and 3 are accurate</b></li> <li><input type="checkbox"/> <b>All signature reports have been reviewed</b></li> </ul>
<b>Friday, September 29, 2023</b>	<p>Any file changes identified during report review are required by this date and a <b>complete</b> Special Education EOY Snapshot created.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Complete indicates all required data fields are populated for all students reported. All students who must be reported have been reported. All Interchange and Snapshot errors are resolved.</b></li> </ul>
<b>Friday, September 29, 2023</b>	<p><b>Final Data File Approval and Reports Submission.</b> Date by which your complete and final Special Education EOY Snapshot approval is due through electronic submission to the Data Pipeline and reports are submitted to the Data Management System.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Approve final Special Education EOY Snapshot by clicking “submit to CDE”</b></li> <li><input type="checkbox"/> <b>Date by which ALL signed reports must be received by CDE (DMS)</b></li> </ul> <p><b>ALL of the following signed reports are due today! Reports should be uploaded to the ESSU Data Management System under the “Profile” Tab and must contain all pages of the reports listed below, not just the signature page:</b></p> <p>Note: Date of reports must be as of or after final Snapshot.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>1: Data Validity Certification Report</b></li> <li><input type="checkbox"/> <del>2: Number of Children Referred for Part C Evaluations</del></li> <li><input type="checkbox"/> <b>3: Indicator 11 Number of Students with Initial Part B Evaluation</b></li> <li><input type="checkbox"/> <b>4: Indicator 12 Number of Children Referred from Part C to Part B</b></li> <li><input type="checkbox"/> <b>5: Number of Students Exited by Disability and Discrete Age</b></li> <li><input type="checkbox"/> <b>6: Indicator 2 Dropout by Disability</b></li> <li><input type="checkbox"/> <del>7: N/A – report #7 is now a detail report</del></li> <li><input type="checkbox"/> <b>8: Year to Year Comparison Report of Number of Students Exited</b></li> <li><input type="checkbox"/> <b>9: Year to Year Comparison Report of Students Reported by Type of Referral</b></li> <li><input type="checkbox"/> <b>10: Listing of Students Reported in Error on the Previous December Count</b></li> <li><input type="checkbox"/> <b>Flag explanation document (applicable if A flags are present on reports 8 or 9) has been uploaded to the DMS</b></li> </ul>