

2013-2014 Special Education IEP Interchange – Child File

Purpose:

The purpose of the Special Education Child File is to capture and verify the attributes of children with disabilities while he/she attended your LEA at any point during the current reporting period.

Dependencies:

Students who have been assigned a SASID are updated in the RITS system. For students without a SASID this field is zero-filled.

Record Expectation:

In the Special Education Child file the LEA should submit 1 record per LEA for any student who was referred, evaluated for and or received special education or related services at any point during the current reporting period.





- Indicates Primary Key

* Indicates required field

**Indicates required field for AUs in Indicator 14 Sample Table ONLY-not required for Path 1 children or those found ineligible



When submitting a CSV file, do NOT include a header row.

RITS and EDIS validations only apply in the Data Pipeline.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel n/a	Examples	Remarks
Admin Unit/SOP Code * 	5	1	5	1		00000	REQUIRED FIELD Must be the valid 5 digit code for reporting Admin Unit/SOP.
Student's State ID (SASID) * 	10	6	15	2		0000000000	REQUIRED FIELD Will be validated against RITS in the Data Pipeline using four locator fields: last name, first name, date of birth, and gender. * Not required for Part C children



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Lasid 	10	16	25	3		0000000000	Locally assigned 10-digit Student ID. Optional/ zero-fill.
Student's First Name*	30	26	55	4		Valid name	REQUIRED FIELD Will be validated against RITS in the Data Pipeline using four locator fields: last name, first name, date of birth, and gender.
Student's Middle Name*	30	56	85	5		Valid name	REQUIRED FIELD Use NMN for students with no middle name.
Student's Last Name*	30	86	115	6		Valid name	REQUIRED FIELD Will be validated against RITS in the Data Pipeline using four locator fields: last name, first name, date of birth, and gender.
Student's Gender*	2	116	117	7		01	REQUIRED FIELD Will be validated against RITS in the Data Pipeline using four locator fields: last name, first name, date of birth, and gender.
Student's Date of Birth*	8	118	125	8		MMDDYYYY	REQUIRED FIELD Will be validated against RITS in the Data Pipeline using four locator fields: last name, first name, date of birth, and gender.
ELL Status 	1	126	126	9		0	yes-1 or no-0
Student's Ethnicity: Hispanic or Latino*	1	127	127	10		0	yes-1 or no-0
Student's Race: American Indian or Alaska Native*	1	128	128	11		0	yes-1 or no-0
Student's Race: Asian*	1	129	129	12		0	yes-1 or no-0
Student's Race: Black or African American*	1	130	130	13		0	yes-1 or no-0
Student's Race: White*	1	131	131	14		0	yes-1 or no-0



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Student's Race: Native Hawaiian or Other Pacific Islander*	1	132	132	15		0	yes-1 or no-0
Grade Level*	3	133	135	16		004	Must be a valid Grade Code within the school reported. Zero-fill if not applicable.
Student's District of Residence*	4	136	139	17		0000	Must be a valid school district code representing the student's school district of residence. Cannot be a BOCES code. Zero-fill if not applicable.
State of Parent's Residence for Non-Residence Students*	2	140	141	18		00	Required only if NOT Colorado: When District of Residence is zero-filled and PAI Code is 04 or 05. Zero-fill if not applicable.
District of Parent's Residence*	4	142	145	19		0000	District of Parent's Residence for Non-Resident Students. Only required if PAI code is 04 or 05, and parents reside in Colorado. Zero-fill if not applicable.
Student's Address**	50	146	195	20			Required for AUs in the Sample Table for Indicator 14. Otherwise leave blank.
Student's Address City**	30	196	225	21			Required for AUs in the Sample Table for Indicator 14. Otherwise leave blank.
Student's Address State**	2	226	227	22			Required for AUs in the Sample Table for Indicator 14. Otherwise leave blank.
Student's Address Zip**	9	228	236	23			Required for AUs in the Sample Table for Indicator 14. Otherwise leave blank.



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Student's Primary Telephone**	10	237	246	24		Required for AUs in the Sample Table for Indicator 14. Otherwise leave blank.
Student's Secondary Telephone	10	247	256	25		Requested from AUs in the Sample Table for Indicator 14. Leave blank if not applicable or no valid number.
Student's Email Address	50	257	306	26		Requested from AUs in the Sample Table for Indicator 14. Leave blank if not applicable or no valid email address.

Special Education Child File Field Definitions

Admin Unit/SOP Code - A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes in Student Code Table document.

Student's State ID (SASID) – A **unique** ten digit number must be assigned to each student by CDE. If a student was included in the Student October report, the same SASID number must be used.

Lasid – The student's Locally Assigned Student ID (LASID).

Student's First Name – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Student's Middle Name – A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Use NMN if the student has no middle name.

Student's Last Name – The name borne in common by members of a family.

Student's Gender - An individual's sex.



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01	Female
02	Male

Student's Date of Birth – The month, day, and year on which an individual was born (i.e. 09151989).

ELL Status - A student who has a Language Background other than English and is currently being served or monitored by either a Bilingual or an English as a Second Language (ESL) program or was identified and Parent(s) refused services.

0	No, student <u>is not</u> an English Language Learner
1	Yes, student <u>is</u> an English Language Learner

Student's Ethnicity: Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino". A student marked 1 Yes-Hispanic or Latino must also have one race field marked as 1.

0	No – Not Hispanic or Latino
1	Yes – Hispanic or Latino

Student's Race: American Indian or Alaska Native - A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community recognition.

0	No – Not American Indian or Alaska Native
1	Yes – American Indian or Alaska Native

Student's Race: Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

0	No – Not Asian
1	Yes – Asian



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Student's Race: Black or African American - A person having origins in any of the Black racial groups of Africa.

0	No – Not Black or African American
1	Yes – Black or African American

Student's Race: White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

0	No – Not White
1	Yes – White

Student's Race: Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

0	No – Not Native Hawaiian or Other Pacific Islander
1	Yes – Native Hawaiian or Other Pacific Islander

Grade Level – The grade level or primary instructional level at which a student enters a school or an educational institution during a given school year.

002	Infant
004	Pre-Kindergarten (Preschool)
006	Half Day Kindergarten (450+ hours)
007	Full Day Kindergarten (900+ hours)
010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4
050	Grade 5

060	Grade 6
070	Grade 7
080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12



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Student's District of Residence - The appropriate four-digit code for a student's school district of residence.

State of Parent's Residence for Non-Resident Students - State code where the parent/guardian resides (other than CO), if the student attends a district other than the school district of residence. Cannot be zero-filled if PAI Code is 04 or 05 and District of Residence and District Code of Parents Residence IS zero-filled.

District of Parent's Residence for Non-Residence Students - School district where the parent/guardian resides, if the student attends a district other than the school district of residence and resides in CO. Only required when PAI code is 04 or 05 and State Code of Parent's Residence for Non-Resident Students is 00.

Student's Address - The street address of the student.

Student's Address City - The city of the street address of the student.

Student's Address State - The state of the street address of the student.

Student's Address Zip - The zip code of the street address of the student.

Student's Primary Telephone - The student's primary phone number.

Student's Secondary Telephone - The student's secondary phone number.

Student's Email Address - The student's email address.



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If your Administrative Unit or State Operated Program is in the Indicator 14 sample for the reporting year, complete the fields regarding Student Contact Information for all students who are:

- reported in Path 2 or Path 3 AND are found to be eligible for special education, OR
- an existing special education student

You do not need to provide contact information for students who are:

- reported in Path 1 only, OR
- found to be not eligible for special education

The Student Contact information is being collected to address Indicator 14 (Post-School Outcomes) requirements in the State Performance Plan. A sample of Administrative Units/State Operated Programs is required to meet these requirements.

Please enter the following information regarding the Student Contact(s) for every eligible (see table above) student if your Administrative Unit/State Operated Program is listed here for 2013-2014: **01040, 03010, 03030, 07020, 16010, 18010, 19010, 21085, 26011, 30011, 38010, 44020, 62060, 64043, 64093, 64123, 64133, 64143, 64193, 64205, 80010**

Link to Contact Information guidance: <http://www.cde.state.co.us/sites/default/files/Adult%20and%20Student%20Contact%20Information.pdf>



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Document Changes (for major changes to collection that would impact districts)

Date	Description of change	Reason for change	Elements affected
10/02/2013	Added allowable codes	Helpful information for the field.	ELL Status, Race/Ethnicity fields
10/02/2013	Traded out the Pilot EDAC stamp for the Mandatory EDAC Stamp	Special Education IEP Interchange Files are in production	Special Education Child File Layout and Definition document.
12/02/2013	Updated file instructions and remark boxes.	Corrections/additional information	n/a
04/23/2014	Miscellaneous changes	Improvements to appearance and guidance	n/a
04/29/2014	Added more clarification to record expectation	Prior did not include referred or evaluated	Students included in file

