

SPECIAL EDUCATION DISCIPLINE DATA COLLECTION -2015-2016

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Monday, April 11th, 2016	Discipline Interchange file may be uploaded to the Data Pipeline.	
Monday, May 2nd, 2016		Special Education Discipline Data Collection Snapshot Available.
Monday, May 9th, 2016	<p>Date by which the following interchange files must be UPLOADED BY DISTRICTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCIPLINE <input type="checkbox"/> STUDENT DEMOGRAPHICS <input type="checkbox"/> STUDENT SCHOOL ASSOCIATION 	<p>Date by which the following interchange files must be UPLOADED BY THE ADMINISTRATIVE UNIT</p> <ul style="list-style-type: none"> <input type="checkbox"/> SPECIAL EDUCATION IEP CHILD <input type="checkbox"/> SPECIAL EDUCATION IEP PARTICIPATION
Thursday, June 2nd, 2016	<p>NOTE: Once the Administrative Unit respondent has created the Special Education Discipline Snapshot you will have access in COGNOS under Discipline to see snapshot validation errors relative to your district.</p> <p>IT IS THE DISTRICT'S RESPONSIBILITY TO MAKE CORRECTIONS TO THE DATA IN ACCORDANCE WITH THE TIMELINE.</p>	Date by which you must generate your first Special Education Discipline Snapshot in Data Pipeline.
Thursday, July 7th, 2016	<p>Date by which Interchange errors must be resolved.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DISCIPLINE INTERCHANGE (LEVEL 1) ERRORS RESOLVED <input type="checkbox"/> STUDENT INTERCHANGE (LEVEL 1) ERRORS RESOLVED 	<p>Date by which IEP Interchange errors must be resolved</p> <ul style="list-style-type: none"> <input type="checkbox"/> IEP INTERCHANGE (LEVEL 1) ERRORS RESOLVED
Thursday, August 11th, 2016		Date by which All Exceptions requests must be received by CDE to allow sufficient time for processing and to allow you to pass all edits by the deadline.

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Tuesday, August 16th, 2016	Date by which all Interchange and Snapshot errors must be resolved.	<p>Date by which all Interchange and Snapshot errors must be resolved. Generate your complete Special Education Discipline Snapshot by passing all Interchange and Snapshot validations in preparation for report review.</p> <p>All data records needed for the Special Education Discipline Snapshot should be uploaded and passed Interchange (level 1) and Snapshot (level 2) edit validations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All data records needed are included in file <input type="checkbox"/> Interchange errors are resolved <input type="checkbox"/> Special Education Discipline Snapshot errors resolved
Wednesday, August 17th, 2016 – Tuesday, August 23rd, 2016	DISTRICTS MUST BE AVAILABLE TO MAKE ANY CHANGES IN THE INTERCHANGE	Report review week. This is your opportunity to review your reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data.
Tuesday, August 23rd, 2016		<p>All changes to files identified during report review are required by this date and a complete Special Education Discipline Snapshot created.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete means that 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. <input type="checkbox"/> No changes may be made after this date.

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Wednesday, August 24 th , 2016		<p>Final Data File Approval and Report Submission. Date by which your complete and final Special Education Discipline Snapshot approval is due through electronic submission to the Data Pipeline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approve final Special Education Discipline Snapshot by clicking “submit to CDE” <input type="checkbox"/> Date by which ALL Final signed reports must be received by CDE (DMS) <p>Date by which ALL Final signed reports must be received by CDE via the Data Management System.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Data Summary (All 14 Pages) <input type="checkbox"/> Indicator 4 (All Pages) <input type="checkbox"/> Significant Year to Year (All Pages) <input type="checkbox"/> Flag Explanation Template (if applicable)