

# 2016-2017 Special Education IEP Interchange – Coordinated Early Intervening Services File (CEIS)

## Purpose:

The purpose of the Coordinated Early Intervening Services File is to represent those students whom you provided CEIS to at some point during the 2016-2017 school year.

## Important:

Completion of this Interchange file is not required unless your AU funded CEIS using Federal dollars. Data entered here is not included in the Special Education EOY or December Count Snapshots nor does it impact December Count funding.

Early Intervening Services refers to School Age (K-12) only and is not the same as Early Intervention Services (related to Part C). Students may only be reported for Early Intervening Services if your Administrative Unit/State Operated Program chose to use up to 15 percent or was required to use 15 percent of its IDEA: Part B funds for Early Intervening Services, and had an approved Federal Application Narrative for the use of those funds.

## Dependencies:

Student has been assigned a SASID obtained from the RITS system.

Student has a record in the Student Interchange for:

- Demographics
- Student School Association

## Record Expectation:



Include 1 record for each student within your Administrative Unit who received Coordinated Early Intervening Services at any point during the reporting period.



- Indicates Primary Key

\* Indicates required

No spaces permitted in file name and a header row is required

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel	Examples	Remarks
Administrative Unit/SOP Code* 	5	1	5	1	A2	00000	REQUIRED FIELD
Student's State ID (SASID)* 	10	6	15	2	B2	0000000000	REQUIRED FIELD Validated against RITS using



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Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel	Examples	Remarks
							four locator fields: last name, first name, date of birth, and gender.
Student's First Name*	30	16	45	3	C2	Valid name	REQUIRED FIELD Validated against RITS using four locator fields: last name, first name, date of birth, and gender
Student's Last Name*	30	46	75	4	D2	Valid name	Validated against RITS using four locator fields: last name, first name, date of birth, and gender.
Student's Gender*	2	76	77	5	E2	01	Validated against RITS using four locator fields: last name, first name, date of birth, and gender
Student's Date of Birth*	8	78	85	6	F2	MMDDYYYY	Validated against RITS using four locator fields: last name, first name, date of birth, and gender
School Code*	4	86	89	7	G2	0000	4 digit code
District of Attendance*	4	90	93	8	H2	0000	4 digit code
Start Date of CEIS*	8	94	101	9	I2	00000000	Date within current school year student began receiving CEIS
End Date of CEIS*	8	102	109	10	J2	00000000	Date within current school year student stopped receiving CEIS
DO NOT INCLUDE THE NEXT TWO ELEMENTS IN YOUR FILE- THESE ARE VALUES DERIVED FROM THE STUDENT INTERCHANGE							
Grade Level							
Race/Ethnicity							



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## CEIS File

**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 assigned to each student by CDE's Record Integration System (RITS).

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

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

**Student's Gender** - An individual's sex.

01	Female
02	Male

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

**School Code** – A unique number assigned to a school, facility or detention center by CDE. Refer to the Data Pipeline website for code tables.

[http://www.cde.state.co.us/DataPipeline/org\\_orgcodes.asp](http://www.cde.state.co.us/DataPipeline/org_orgcodes.asp)

- Public School Code
- Non-Public School Code
- Head Start Code
- Eligible Facility Code



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- Detention Center Code

**District of Attendance** – Enter the appropriate district of attendance for each student. Refer to the Data Pipeline website for tables listing the School District Codes.

**Start Date of CEIS** – The month, day, year (mmddyyyy) the student began receiving coordinated early intervening services in your Administrative Unit in the current school year.

**End Date of CEIS** – The month, day, year (mmddyyyy) the student stopped receiving coordinated early intervening services in your Administrative Unit in the current school year, or last day of school.

Document Changes

Date	Description of change	Reason for change	Elements affected

