2017-2018 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 AU at any point during the current reporting period.

Dependencies:
- Student has been assigned a SASID (if required) obtained from the RITS system. For students without a SASID, this field is zero-filled and LASID is required.
- A record with the student's SASID and or LASID combination also exists in the Special Education Participation File.

Important! If there is not a matching record in the Participation File, the record will not be included in the snapshot.

Record Expectation:
In the Special Education Child file the AU should submit one record for any student who was referred, evaluated, and/or received special education services at any point during the current reporting period.

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):
Special Education December Count, Special Education End of Year, Special Education Discipline

— Indicates Primary Key

* Indicates required (ZERO-FILL ALL NON-APPLICABLE FIELDS)
No spaces permitted in file name and a header row is required
Each record must contain a valid SASID or LASID or both

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 except for Part C and parentally placed in private school=02 records. Validated against RITS using four locater fields: last name, first name, date of birth, and gender.
Local ID (LASID)	10	16	25	3	C2	0000000000	Locally assigned 10-digit Student ID. Required on records without a SASID.

Mandatory
FORM # DMC-110
EDAC APPROVED
Approved 3/3/2017 for 2017-2018

Last updated: March 8, 2018

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Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel	Examples	Remarks
Student's First Name*	30	26	55	4	D2	Valid name	REQUIRED FIELD Validated against RITS using four locater fields: last name, first name, date of birth, and gender.
Student's Middle Name*	30	56	85	5	E2	Valid name	Use NMN for students with no middle name.
Student's Last Name*	30	86	115	6	F2	Valid name	Validated against RITS using four locater fields: last name, first name, date of birth, and gender.
Student's Gender*	2	116	117	7	G2	01	Validated against RITS using four locater fields: last name, first name, date of birth, and gender.
Student's Date of Birth*	8	118	125	8	H2	MMDDYYYY	Validated against RITS using four locater fields: last name, first name, date of birth, and gender.
ELL Status*	1	126	126	9	I2	0	yes-1 or no-0
Student's Ethnicity: Hispanic or Latino*	1	127	127	10	J2	0	yes-1 or no-0
Student's Race: American Indian or Alaska Native*	1	128	128	11	K2	0	yes-1 or no-0
Student's Race: Asian*	1	129	129	12	L2	0	yes-1 or no-0
Student's Race: Black or African American*	1	130	130	13	M2	0	yes-1 or no-0
Student's Race: White*	1	131	131	14	N2	0	yes-1 or no-0
Student's Race: Native Hawaiian or Other Pacific Islander*	1	132	132	15	O2	0	yes-1 or no-0
Student's District of Residence*	4	133	136	16	P2	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-Resident Students*	2	137	138	17	Q2	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.

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Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel	Examples	Remarks
District of Parent's Residence for Non-Resident Students *	4	139	142	18	R2	0000	District of Parent's Residence for Non-Residence Students. Only required if PAI code is 04 or 05, and parents reside in Colorado. Zero-fill if not applicable.

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Admin Unit/SOP Code - A unique five digit 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's Record Integration Tracking System (RITS). 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). Field may be zero-filled if student has a SASID.

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 a Language Instruction Program. This includes all students who have a language proficiency of Non-English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP) Monitor Year 1, or FEP Monitor year 2.

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

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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

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

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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-Resident 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.

2017-2018 Document Changes

Date	Description of change	Reason for change	Elements affected
3/23/2017	Updated for 17-18 and ELL definition change	ELL field changes per ESSA	ELL – definition change