

SPECIAL EDUCATION DISCIPLINE 2018-2019 TIMELINE

ROLES AND RESPONSIBILITIES

DISTRICTS	ADMINISTRATIVE UNITS
<ul style="list-style-type: none"> • Submit Special Education Discipline Action File consisting of students with disabilities incurring a discipline action during the current reporting period July 1, 2018 - June 30, 2019. • Resolve Interchange and Snapshot errors in accordance with the timeline. 	<ul style="list-style-type: none"> • Submit Special Education IEP Child and Participation files consisting of students with disabilities who received services from your AU during the current reporting period July 1, 2018 – June 30, 2019. • Create Special Education Discipline Snapshot. • Review reports with the Special Education Directors during report review week. • Submit data to CDE at the close of the collection. • Upload Final Signed Reports to the Data Management System under the Profile tab

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Monday, April 1, 2019	Special Education Discipline Interchange opens! Special Education Discipline Action file may be submitted to the Data Pipeline	
Wednesday, May 1, 2019		SPECIAL EDUCATION DISCIPLINE SNAPSHOT AVAILABLE
Tuesday, May 7, 2019	Date by which the following Interchange files need to be UPLOADED BY DISTRICTS with discipline actions during the current reporting period (July 1, 2018 – June 30, 2019): <ul style="list-style-type: none"> <input type="checkbox"/> SPECIAL EDUCATION DISCIPLINE ACTION – SPECIAL EDUCATION DISCIPLINE INTERCHANGE <input type="checkbox"/> STUDENT DEMOGRAPHICS – STUDENT INTERCHANGE <input type="checkbox"/> STUDENT SCHOOL ASSOCIATION – STUDENT INTERCHANGE 	Date by which the following Interchange files need to be uploaded by THE ADMINISTRATIVE UNIT : <ul style="list-style-type: none"> <input type="checkbox"/> SPECIAL EDUCATION IEP CHILD – SPECIAL EDUCATION IEP INTERCHANGE <input type="checkbox"/> SPECIAL EDUCATION IEP PARTICIPATION- SPECIAL EDUCATION IEP INTERCHANGE

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Thursday, June 6, 2019	<p>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>	<p>Date by which you should generate your first Special Education Discipline Snapshot in Data Pipeline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> One 18-19 Special Education Discipline Snapshot has been taken <p>Please let the District respondent know when a Snapshot has been created.</p>
Sunday, June 30, 2019	End of the 2018-2019 Special Education Discipline Data Reporting Period	
Wednesday, July 10, 2019	<p>Date by which all Discipline Action Interchange errors need to be resolved.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All Discipline Action records are submitted and have passed all Interchange validations 	<p>Date by which all IEP Child/Participation Interchange errors need to be resolved.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Special Education Child File errors resolved <input type="checkbox"/> Special Education Participation File errors resolved
Thursday, August 15, 2019		<p>Date by which All Snapshot Exception requests must be received by CDE to allow sufficient time for processing and to allow you to pass all edits by the deadline.</p>
Thursday, August 22, 2019	<p>Date by which you should have generated a complete Special Education Discipline Snapshot dataset by passing all Interchange and Snapshot validations in preparation for report review. Administrative Units and Districts to work collaboratively to meet this deadline.</p> <p>All data records needed for the Special Education Discipline Snapshot should be submitted and passed Interchange and Snapshot edit validations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All data records needed are included in the Special Education Discipline Included Snapshot report <input type="checkbox"/> Discipline Action errors resolved <input type="checkbox"/> Special Education Discipline Snapshot errors resolved 	
Thursday, August 22, – Thursday, August 29, 2019	<p>Districts should be available to make any needed changes to the Discipline Action File.</p>	<p>REPORT REVIEW WEEK. This is your opportunity to review your reports in detail and make any data corrections you deem necessary to ensure you are reporting valid and reliable data.</p>

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Thursday, August 29, 2019	<p>All changes to files identified during report review are required by this date and a complete Special Education Discipline Snapshot created. Administrative Units and Districts to work collaboratively to meet this deadline.</p> <p>All data records needed for the Special Education Discipline Snapshot should be submitted and passed Interchange and Snapshot edit validations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete means that all required data fields are populated for all students reported AND that all students who must be reported have been reported. <input type="checkbox"/> All Interchange and Snapshot errors are resolved. 	
Thursday, August 29, 2019		<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 via the Data Management System (DMS) under the "Profile" tab (signed reports should display a printed date on or after your final Special Education Discipline Snapshot) <p>The following signed reports are due today. Reports are to be uploaded to the Data Management system and must contain all pages of the reports listed below, not just the signature page.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Data Summary Report (all 14 pages) <input type="checkbox"/> Year to Year Report <input type="checkbox"/> Flag Explanation Document for "A" flags (if applicable)