SPECIAL EDUCATION END OF YEAR 2018-2019 TIMELINE

Due Dates	What is Due
Wednesday, May 1, 2019	Snapshot available (Interchange opened in September 2018)
Wednesday, July 10, 2019	Date by which IEP Interchange errors (Child File/Participation File) need to be resolved and at least one 2018-19 Special Education End-of-Year Snapshot created. ☐ Special Education Child File uploaded and errors resolved ☐ Special Education Participation File uploaded and errors resolved ☐ At least one 18-19 snapshot has been created
Wednesday, September 4, 2019	Date by which all Exception requests should be received by CDE to allow sufficient time for processing. ☐ All exception requests uploaded to Syncplicity folder and CDE notified
Tuesday, September 10, 2019	Date by which all Interchange and Snapshot errors need to be resolved. Generate your complete Special Education EOY Snapshot by passing all Interchange and Snapshot validations in preparation for duplicate checks. If applicable, CEIS file uploaded and error free by this date. ☐ All data records needed are included in file ☐ Special Education IEP Interchange validations passed ☐ Special Education EOY Snapshot validations passed ☐ CEIS file uploaded and validations passed
Tuesday, September 10 2019 - Friday, September 13, 2019	**Initial Report Review.** This is an opportunity to review your reports in detail and make any data corrections you deem necessary to ensure you are reporting valid and reliable data. ☐ All 9 Reports listed on the Data Validity Certification have been reviewed to verify that the data are valid and reliable and represent an accurate account of all students the AU is responsible for. ☐ Exit information has been double-checked, verified, and data records contain up-to-date exit information to minimize duplicate reporting ☐ By Friday the 13th, all changes identified and fixed and a complete error-free Special Education EOY Snapshot has been created in preparation for the duplicate checks.
Monday, September 16, 2019 - Tuesday, September 24, 2019	Cross LEA Validation. During this time, CDE asks that AUs work together in a timely manner to facilitate resolution of duplicates.
Tuesday, September 24, 2019	Date by which AUs must have resolved all duplicate and data validity issues and created a complete Special Education EOY Snapshot that reflects those data changes. ☐ All duplicates resolved ☐ Special Education EOY Snapshot is error-free

Due Dates	What is Due
Tuesday, September 24, 2019 - Tuesday, October 1, 2019	**FINAL REPORT REVIEW.** Print new reports following your final EOY Snapshot to ensure the reports reflect the current data. This is a final opportunity to review your reports and make any corrections you deem necessary to make sure you are reporting valid and reliable data. ☐ Verify number of completed Part C evaluations is accurate (only *completed* evaluations are reimbursed) ☐ Verify number of students reported in each path (1, 2, or 3) are accurate ☐ All 9 reports have been reviewed
Tuesday, October 1, 2019	Any file changes identified during report review are required by this date and a Complete Special Education EOY Snapshot created. ☐ *Complete* indicates 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.
Wednesday, October 2, 2019	Final Data File Approval and Reports Submission. Date by which your complete and final Special Education EOY Snapshot approval is due through electronic submission to the Data Pipeline and reports are submitted to the Data Management System. ☐ Approve final Special Education EOY Snapshot by clicking "submit to CDE" ☐ Date by which ALL signed reports must be received by CDE (DMS) **<u>ALL</u> of the following signed reports are due today! Reports should be uploaded to the ESSU Data Management System under the "Profile" Tab and must contain all pages of the reports listed below, not just the signature page:** **Note: Date of reports must be as of or after final Snapshot.** ☐ **1: Data Validity Certification Report** ☐ **2: Number of Children Referred for Part C Evaluations** ☐ **3: Indicator 11 Number of Students with Initial Part B Evaluation** ☐ **4: Indicator 12 Number of Children Referred from Part C to Part B** ☐ **5: Number of Students Exited by Disability and Discrete Age** ☐ **6: Number of Students Reported by Age Group, Type of Service and Disability** ☐ **7: Number of Students Reported by Age Group and Type of Referral** ☐ **8: Year to Year Comparison Report of Number of Students Exited** ☐ **9: Year to Year Comparison Report of Students Reported by Type of Referral** ☐ **10: Listing of Students Reported in Error on the Previous December Count** ☐ **Flag explanation document (applicable if A flags are present on reports 8 or 9) has been uploaded to the Data Management System**