UPDATED February, 2014

2013-2014 SPECIAL EDUCATION DECEMBER COUNT SNAPSHOT TIMELINE

Count Date: 12/1/2013

Due Dates	What is Due	Indicator 20 implications for Determinations
[1]**Monday, September 16, 2013**	Date by which the Administrative Unit's Local Access Manager (LAM) should be assigned	None
[2]**Monday, October 7, 2013**	Date by which you should submit a file to the ESSU IEP Interchange.	None
[3]**Monday, October 14, 2013**	Date by which you should test and view the December Count snapshot and related reports.	None
[4]**Friday, November 1, 2013**	Special Education December Count 2013 Opens.	None
Tuesday, November 12, 2013 (AU deadline 3:00 pm)	Date by which you must generate your **First December Snapshot** in Data Pipeline. First December Snapshot means: • **5%** of Student and Staff records that will be submitted for December Count must pass Interchange validations and meet the Snapshot criteria to be included in the Snapshot data set and reports. (timeliness points will be determined at the close of the collection). • Any records not included in the Snapshot that should be will need to be corrected at the source and resubmitted at the Interchange, then the Snapshot re-generated.	Indicator 20 Timeliness *unless otherwise stated, timeliness is worth 1 point
Tuesday, December 3, 2013 (AU deadline 3:00 pm)	Date by which you must generate your **25% December Snapshot** in Data Pipeline. 25% December Snapshot means: • **25%** of Student and Staff records that will be submitted for December Count must pass Interchange validations and meet the Snapshot criteria to be included in the Snapshot data set and reports. (timeliness points will be determined at the close of the collection). • Any records not included in the Snapshot that should be will need to be corrected at the source and resubmitted at the Interchange, then the Snapshot re-generated.	Indicator 20 Timeliness
Tuesday, December 17, 2013 (AU deadline 3:00 pm)	Date by which you must generate your **50% December Snapshot** in Data Pipeline. 50% December Snapshot means: • **50**% of Student and Staff records that will be submitted for December Count must pass Interchange validations and meet the Snapshot criteria to be included in the Snapshot data set and reports. (timeliness points will be determined at the close of the collection). • Any records not included in the Snapshot that should be will need to be corrected at the source and resubmitted at the Interchange, then the Snapshot re-generated.	Indicator 20 Timeliness

[1] Timeline specific to the 2013-14 opening of the Data Pipeline

[2] Timeline specific to the 2013-14 opening of the Data Pipeline

[3] Timeline specific to the 2013-14 opening of the Data Pipeline

[4] Timeline specific to the 2013-14 opening of the Data Pipeline

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Due Dates	What is Due	Indicator 20 implications for Determinations
Tuesday, January 7, 2014 (AU deadline 3:00 pm)	Date by which you must generate your **75% December Snapshot** in Data Pipeline. 75% December Snapshot means: • **75**% of Student and Staff records that will be submitted for December Count must pass Interchange validations and meet the Snapshot criteria to be included in the Snapshot data set and reports. (timeliness points will be determined at the close of the collection). • Any records not included in the Snapshot that should be will need to be corrected at the source and resubmitted at the Interchange, then the Snapshot re-generated.	Indicator 20 Timeliness
~~Thursday~~ Friday, ~~January 9~~ January 24, 2014 (AU deadline 3:00 pm)	Date by which you must have **all HQ plans submitted** in the HQ Online System.	Indicator 20 Timeliness
Wednesday, January 15, 2014 (AU deadline 3:00 pm)	**All exception requests** due to allow CDE time to get them entered and allow you to pass all edits and generate the December Snapshot by the deadline.	Indicator 20 Timeliness
Wednesday, ~~Janaury 22~~ January 29, 2014	**Highly Qualified errors must be addressed in the Highly Qualified Online System and satisfactorily resolved with CDE staff.**	Indicator 20 Timeliness
Wednesday, ~~Janaury 22~~ January 29, 2014 (AU deadline 3:00 pm)	Date by which you must have generated your **Complete December Snapshot** data set and reports by passing all Interchange and Snapshot validations in preparation for report review. Complete December Snapshot means: • All December Count Student and Staff records are submitted and have passed all Interchange and Snapshot validations. • 98% of Student and Staff records that will be submitted for this December Count must be included in the December Snapshot data set (this determination will be made at the close of the collection). • All required data fields are reported.	Indicator 20 Timeliness *(The AU will lose one point for every calendar day they are late; the day ends at 3:00 PM)*
Thursday, ~~January 23~~ January 30th, 2014 – Wednesday, ~~January 29~~, February 5, 2014	Special Education Staff reports available for regular HR review.	None
Thursday, ~~January 23~~ January 30, 2014 – Wednesday, ~~January 29~~, February 5, 2014	**Report review - STAFF and STUDENT.** This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. NOTE: AUs – please contact your District HR staff ahead of time to ensure that they set aside this window to review STAFF records.	None

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Due Dates	What is Due	Indicator 20 implications for Determinations
Wednesday, ~~January 29~~, February 7, 2014 (AU deadline 3:00 pm)	Date by which the Administrative Unit must have generated a **Complete December Snapshot** and **APPROVED** their data in **Pipeline**, electronically verifying that the **STUDENT** and **STAFF** data submitted are valid and reliable AND also submit a signed faxed/emailed report verifying the validity of STUDENT and STAFF data submitted. **The following signed reports are due today:** • Student Data Validity Certification Report • Staff Data Validity Certification Report Data are considered to be on time only if they are valid and complete. Complete means that all required data fields are completed for all students and staff reported AND that all students and staff who must be reported have been reported. If the data set is not complete, the AU will lose the point for timeliness and will continue to lose a point for timeliness every day until the data set is complete. The day ends at 3:00 PM. Any Student or Staff changes identified by the Administrative Unit during this report review week must be resolved by this date (data corrected, resubmitted and passed all edits). Any STUDENT or STAFF changes (not related to duplicates) required after this date will impact Indicator 20 validity.	Indicator 20 Timeliness – **2 points** *(The AU will lose two points for every calendar day they are late; the day ends at 3:00 PM)* Indicator 20 Validity
Thursday, ~~January 30~~ February 7, 2014- Wednesday, February ~~5~~ 13, 2014	CDE to run duplicate reports on STUDENT data.	
Thursday, February ~~6~~ 13, 2014 - Thursday, February ~~13~~ 20, 2014	**AUs research duplicates and data validity issues identified by CDE** and provide resolution. The CDE asks that AUs work together in a timely fashion to facilitate resolution of duplicates and validity issues identified.	None
Thursday, February ~~13~~ 20, 2014 (AU deadline 3:00 pm)	Date by which AUs must have **resolved all STUDENT duplicates** and ~~notified CDE of changes that will need to be made to their data file by CDE~~. **recreated an updated December Snapshot reflecting the data changes to resolve the duplicates.**	Indicator 20 Timeliness
Tuesday, February ~~18~~ 25, 2014 – Tuesday, ~~February 25~~ March 4, 2014	File changes to resolve duplicates	

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Due Dates	What is Due	Indicator 20 implications for Determinations
Wednesday, ~~February 26~~ March 5, 2014 – Thursday, ~~February 27~~ March 6, 2014 (AU deadline 3:00 pm)	**Final report review AND approval.** Dates by which all duplicates and data validity issues identified by CDE in the Duplicate and Data Validity process must be resolved and data approved by the AU. Final report review and approval means: • All records are complete and have passed all edits. • 100% of the records that will be submitted for this collection must be included and passed ALL edits (this determination will be made at the close of the collection). Data are considered to be on time only if they are valid and complete. Complete means that all required data fields are completed for all students and staff reported AND that all students and staff who must be reported have been reported. If the data set is not complete, the AU will lose the point for timeliness and will continue to lose a point for timeliness every day until the data set is complete. The day ends at 3:00 PM. Any changes requested by the AU after this date will impact Indicator 20 validity. Changes will be considered, and may or may not be made, depending on the request and the impact on the validity of the data for the state.	Indicator 20 Timeliness – **2 points** *(The AU will lose two points for every calendar day they are late; the day ends at 3:00 PM)* Indicator 20 Validity
Thursday, ~~February 27~~ March 6 , 2014 (AU deadline 3:00 pm)	Date by which **ALL Final reports are signed** and submitted. ALL reports must be received at CDE by 3:00 PM. **ALL of the following signed reports are due today:** **Student Reports** • Number of Students Eligible for Special Ed Funding By Age Group, Disability and Setting • Number of Students Reported by Age Group, Disability, and Administrative Unit/ Agency/Facility of Attendance • Number of Reported Students Parentally Placed in a Private School By Disability and Type of Service • Number of Reported Students by Special Education Funding Status By Administrative Unit and Disability • Indicator 5: Number of Students Aged 6-21 by Educational Settings • Indicator 9: Disproportionate Representation of Racial and Ethnic Groups in Special Education • Indicator 10: Disproportionate Representation of Racial and Ethnic Groups in Specific Disability Categories • Significant Year-to-Year Change Report By Age Group and Disability Ages 3 - 5 • Significant Year-to-Year Change Report By Age Group and Disability Ages 6 - 21 • Significant Year-to-Year Change Report By Age Group and Race/Ethnicity Ages 3 - 5 • Significant Year-to-Year Change Report By Age Group and Race/Ethnicity Ages 6 - 21 • Indicator 6: Number of Students Aged 3-5 by Educational Settings • Data Validity Certification Report-Student **Staff Reports** • Summary of Special Education Staff by Administration Unit, District & Job Class Category • Summary of Job Classification by District PURCHASED SERVICE STAFF • Core Content Teachers • Special Education Directors & Child Find Coordinators • Special Education BOCES Staff Reported (BOCES only) • Data Validity Certification Report-Staff	Indicator 20 Timeliness *(The AU will lose one point for every calendar day they are late; the day ends at 3:00 PM)*

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