

2014-2015 SPECIAL EDUCATION DECEMBER COUNT TIMELINE- FINAL (UPDATED 11/04/2014)

Count Date: December 1

Due Dates	What is Due
Wednesday, October 1, 2014	Interchanges may be submitted to the Data Pipeline
Monday, November 3, 2014 Wednesday, November 12, 2014	Special Education December Count Snapshot available. Official collection opening.
Wednesday, November 12, 2014 (AU deadline 3:00 pm)	Date by which you must have submitted the following interchange files: <ul style="list-style-type: none"> • Special Education IEP Child • Special Education Participation • Staff Profile • Staff Assignment
Monday, December 1, 2014	Official Annual Count Date
Monday, December 8, 2014 UPDATED WHAT IS DUE	Date by which you must create your First Special Education December Count Snapshot in Data Pipeline. Date by which your total record count for Staff and Student must be passed all Interchange(level 1) validations.
Wednesday, December 17, 2014 (AU deadline 3:00 pm) UPDATED WHAT IS DUE	Date by which 90% of your total record count for Staff and Student must be passed Interchange (level) validations. Date by which you must create your First Special Education December Count Snapshot in Data Pipeline.
Monday, December 29, 2014	Date by which All Exception Requests must be received by CDE to allow sufficient time for processing. Your total record count for Staff and Student must be included by this date.

Due Dates	What is Due
Wednesday, January 7, 2015	<p>Date by which you must have generated your Complete Special Education December Count Snapshot dataset by passing all Interchange and Snapshot validations in preparation for report review.</p> <p>Complete December Count Snapshot</p> <ul style="list-style-type: none"> • All Special Education December Count records are submitted and have passed all Interchange (level 1) and Snapshot (level 2) validations. • 98% of Staff and Student records that will be submitted for Special Education December Count must meet the criteria to be included in the Snapshot dataset and reports. (timeliness will be determined at the close of the collection). • All required fields are reported.
Thursday, January 8, 2015 – Wednesday January 14, 2015	<p>Snapshot 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.</p> <p>NOTE: Administrative Units – please contact your District HR staff ahead of time to ensure that they set aside this window to review STAFF records.</p>
Wednesday January 14, 2015	<p>Date by which the Administrative Unit must have created a Complete Special Education December Count Snapshot and APPROVED their data in Pipeline, electronically verifying that the STAFF and STUDENT data submitted are valid and reliable AND also submit a signed faxed/emailed report verifying the validity of STAFF and STUDENT data submitted</p> <p>The following signed reports are due:</p> <ul style="list-style-type: none"> • Staff Data Validity Certification Report (1 page) • Student Data Validity Certification Report (1 page)
Thursday, January 15, 2015 – Wednesday, January 21, 2015	CDE to run duplicate reports on STUDENT data.
Thursday, January 22, 2015 – Tuesday, February 3, 2015	<p>Administrative Units research and make file changes to resolve duplicate and data validity issues. CDE asks that Administrative Units work together in a timely fashion to facilitate resolution or duplicates and validity issues identified by CDE.</p>

Due Dates	What is Due
Wednesday, February 3, 2015	<p>Date by which Administrative Units must have resolved all duplicates and recreated the Special Education December Count Snapshot that reflects the data changes to resolve the duplicates.</p> <ul style="list-style-type: none"> • All duplicates fixed • New Snapshot created and passed all Interchange (level 1) and Snapshot (level 2) validations.
Wednesday, February 4, 2015 – Thursday, February 5, 2015	<p>Final report review AND data file approval. Date by which all records must be passed all Interchange and Snapshot validations, reports reviewed and Approved by the Administrative Unit, and electronically submitted to CDE.</p> <p>Final report review and approval means:</p> <ul style="list-style-type: none"> • All records are complete and have passed all Interchange and Snapshot validations. • 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.)
Thursday, February 5, 2015	<p>Date by which ALL Final reports are signed and submitted. ALL reports must be received at CDE by 3:00 PM.</p> <p>ALL of the following signed reports are due:</p> <p><u>Staff Reports</u></p> <ul style="list-style-type: none"> • Special Education BOCES Staff Reported (NOTE: BOCES report is only required for the BOCES). • Summary of Special Education Staff by Administration Unit, District & Job Class Category • Summary of Job Classification by District PURCHASED SERVICE STAFF • Core Content Teachers • Sped Directors & Child Find Coordinators • Data Validity Certification Report-Staff <p><u>Student Reports</u></p> <ul style="list-style-type: none"> • 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

Due Dates	What is Due
	<ul style="list-style-type: none"> • 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
Thursday, February 5, 2015	Special Education December Count Closed