

Special Education December Count

Student Data Content Guide

The Special Education December Count Student data is required to fulfill state and federal reporting requirements. In addition to Federal EdFacts reporting, data is also used to report Indicators 5, 6, 9, 10, calculate significant disproportionality, generate the sample lists for Indicator 8 and IEP record reviews, as well as determine ECEA funding for Students with Disabilities. The student data reported is linked to the staff data reported to fulfill required staff qualifications.

Which students should be reported?

- Students who were receiving Special Education services in your Administrative Unit on the count date of 12/1, regardless of where they reside. This may include some students who reside in another Administrative Unit, but attend in your AU. This includes students attending public schools, on-line schools, non-public schools, detention centers or programs located within your Administrative Unit and resident students who attend in other Administrative Units.
- Resident students who are attending an allowed eligible facility school that you pay tuition.
- Resident students for whom you are paying tuition to attend a Special Education Program, non-public school, or out-of-state school.

Which students should not be reported?

- Students who are attending a Charter School operated by the Charter School Institute. These students are only reported by CSI.
- Students who are attending Rocky Mountain Deaf School in Jeffco. These students are only reported by Jeffco.
- Resident students who have choiced into another Administrative Unit per the Public Schools of Choice.

Data Collected

Admin Unit/SOP Code

- Required
- Must be the valid 5-digit code for reporting Administrative Unit/State Operated Program

Student State ID (SASID)

- If required, must be a valid SASID
- Must be 10 digits
- Will be validated against RITS at the time of submission using four locator fields: last name, first name, date of birth, and gender
- Must be zero-filled if Parentally Placed in a Private School is "02 – Student with a disability – no services provided by the AU"
- Must be an unduplicated SASID within the submitting Administrative Unit/State Operated Program. SASIDs will be validated at the time of submission for duplicates within the Administrative Unit.
- SASID must match across Participation and Child files for a record to pull into any Snapshot
- During the collection and post collection, checks will be run to find duplicate SASIDs across the state. No student can be active on December 1st in two or more Administrative Units for this collection. Please review Warning DC154 for possible duplicate records. CDE will notify Administrative Units of duplicate records during the duplicate phase of the collection.
- SASID and LASID must match what is reported by the District in the Student Interchange files for Student Demographic data submitted by the district authoritative source to pull into the special education December Count Snapshot.

Local ID (LASID)

- Must be 10 digits
- Should match the LASID reported in the Student Interchange file
- Right justify and pad to the left with zeros
- Students without SASIDs, such as Parentally Placed in a Private School = 02, must have a LASID reported in lieu of the SASID.
- LASID must match across Participation and Child files for a record to pull into any Snapshot.
- SASID and LASID must match what is reported by the District in the Student Interchange files for Student Demographic data submitted by the district authoritative source to pull into the special education December Count Snapshot.

First Name

- Required
- Must be a valid character (A-Z, a-z, "", "-")
- Must contain only one space between names
- Must match the spelling in RITS exactly

Middle Name

- Required
- Must be a valid character (A-Z, a-z, "", "-")
- Use NMN (no middle name) for students whose parents did not give their child a middle name (there is no legal middle name for the student)

Last Name

- Required
- Must be a valid character (A-Z, a-z, "", "-")
- Must contain only one space between names
- Must match the spelling in RITS exactly

Gender

- Must be a valid Gender Code (refer to Student Data Elements and Definitions)
- Will be validated against RITS at the time of submission using four locator fields: last name, first name, date of birth, and SASID

Birth Date

- Required
- Must be a valid date in MMDDYYYY format
- Must be prior to December 1 of the current school year
- Calculated age must be less than 22 as of December 1st of the reporting school year
- Will be validated against RITS at the time of submission using four locator fields: last name, first name, SASID, and gender

Ethnicity: Hispanic/Latino

- Not required if Parentally Placed in a Private School = 02 – Student with a disability – no services provided by AU
- Must be a valid Ethnicity: Hispanic/Latino Code (refer to Student Data Elements and Definitions)

Race: American Indian or Alaska Native Racial Category

- Not required if Parentally Placed in a Private School is "02 – Student with a disability – no services provided by AU"

- Must be a valid Race: American Indian or Alaska Native Racial Category Code (refer to Student Data Elements and Definitions)

Race: Asian Racial Category

- Not required if Parentally Placed in a Private School is “02 – Student with a disability – no services provided by AU”
- Must be a valid Race: Asian Racial Category Code (refer to Student Data Elements and Definitions)

Race: Black or African American Racial Category

- Not required if Parentally Placed in a Private School is “02 – Student with a disability – no services provided by AU”
- Must be a valid Race: Black or African American Racial Category Code (refer to Student Data Elements and Definitions)

Race: White Racial Category

- Not required if Parentally Placed in a Private School is “02 – Student with a disability – no services provided by AU”
- Must be a valid Race: White Racial Category Code (refer to Student Data Elements and Definitions)

Race: Native Hawaiian or Other Pacific Islander Racial Category

- Not required if Parentally Placed in a Private School is “02 – Student with a disability – no services provided by AU”
- Must be a valid Race: Native Hawaiian or Other Pacific Islander Racial Category Code (refer to Student Data Elements and Definitions)

Federal Race/Ethnicity Reporting Category

- This field is calculated when the Snapshot runs based upon the responses reported in the Student Interchange-Student Demographic file, Ethnicity and Race fields.
- Will be calculated as 04-Hispanic of Latino if Ethnicity: Hispanic/Latino is 1-yes.
- Will be calculated as 01-American Indian or Alaska Native if Race: American Indian or Alaska Native is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 02-Asian if Race: Asian is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 03-Black or African American if Race: Black or African American is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 05-White if Race: White is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 06-Native Hawaiian or Other Pacific Islander if Race: Native Hawaiian or Other Pacific Islander is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 07-Two or More Races if more than one Race category is reported as yes and Ethnicity: Hispanic/Latino is 0-no.

Primary Disability

- Required for ALL students reported on December Count
- If Primary Disability is “11 – Developmental Delay”, then calculated age as of December 1st must be ≥ 3 and < 9
- If Primary Disability is “12 - Infant/Toddler with a Disability”, then calculated age as of December 1st must be < 3

SchoolCode

- http://www.cde.state.co.us/datapipeline/org_codes
- If required, must be a valid public, non-public, head start, facility or detention center code
- May be zero-filled if Special Education Student Program Code is not zero-filled

- If not zero-filled, must be a Public School code when Pupil's Attendance Info Code is 01, 02, 04, 05, 12, 14 or 15
- If public school code or detention center, must be valid within the District of Attendance
- Must be zero-filled for State Operated Programs, except CSDB which reports school code 1924
- Must be a valid Head Start School Code when Pupil's Attendance Info code is 30
- Must be a valid Head Start or Non-Public School code if not zero-filled when Pupil's Attendance Info code is 03
- Must be a Non-Public School code when Pupil's Attendance Info Code is 16 or 17
- Must be a Non-Public School code in a member district or zero-filled when Parentally Placed in a Private School is "02 – Student with a disability – no services provided by AU"
- Must be a Non-Public School code or Non-Public Agency code when Pupil's Attendance Info code is 27
- Must be an Allowed Eligible Facility School code when Pupil's Attendance Info code is 22
- Must be School Code 1924 when Admin Unit is 66050
- Must be a Detention Center code in a non-member district when Pupil's Attendance Info Code is 24
- Must be a Detention Center code in a member district when Pupil's Attendance Info Code is 11
- When Pupil's Attendance Info Code is 01, 02, 03, 04, 05, 08, 11, 12, 14, 15, 16, 17, 22, 24, 27, 30 or 32 either a valid School Code or Sped Program Code is required.
- Grades served at the reported school must include the grade reported for the student.

Special Education Program code

- http://www.cde.state.co.us/datapipeline/org_sped_program_codes
- If reported, must be a valid SPED Program code
- Must be zero-filled for State Operated Programs
- May be zero-filled if School Code is not zero-filled
- When Pupil's Attendance Info Code is 01, 02, 03, 04, 05, 08, 11, 12, 14, 15, 16, 17, 22, 24, 27, 30 or 32 either a valid School Code or Sped Program Code is required.

District of Attendance

- Required when Pupil's Attendance Info Code is 01-05, 08, 11, 12, 14-17 and must be a member district of the reporting AU
- Must be zero-filled if School Code is a Non-Public, Head Start or Allowed Eligible Facility School code
- Must be zero-filled if State Operated Program is 66060, 66070 or 66080,
- Must be district 9000 for CSDB, AU/SOP 66050
- Must be zero-filled when Pupil's Attendance Info Code is 22, 27, 30, 32
- District of Attendance cannot be a member district when Pupil's Attendance Info Code is 23 or 31
- If student is in a Detention Center, then District of Attendance must match district where Detention Center is located
- Must be zero-filled when Parentally Placed in a Private School is "02 – Student with a disability – no services provided by AU"

State of Parent's Residence for Non-Residence Students

- Must be zero-filled if Student's District of Residence is not zero-filled
- Must be a valid State Code if not zero-filled
- Allowable only when Pupil's Attendance Code is 04

Grade Level

- Required for ALL students. Pulled primarily from the Student Interchange- Student School Association file and secondarily from the IEP Interchange- Participation file.
- Must be a valid Grade Code (refer to Student Data Elements and Definitions)
- If the age calculation for the grade entered is outside of the min/max range for that grade, an error is generated and documentation stating the reason the student is not in an "age appropriate" grade must be uploaded to the AUs synclicity folder and notify the Special Education December Count custodian via email. Please refer to the Exception Request Template and Instructions document posted on Pipeline for instructions on how to request

an exception. An exception will be entered which will allow that Grade Code to be accepted for that student.
<https://www.cde.state.co.us/datapipeline/decctexceptioninstructionsandtemplate>

Pupil's Attendance Information Code (also known as PAI)

- <http://www.cde.state.co.us/datapipeline/decembercountpaicodes>
- Required for ALL students, except those reported as Parentally Placed in a Private School "02 – Student with a disability – no services provided by AU"
- Must be zero-filled when Parentally Placed in a Private School is "02 – Student with a disability – no services provided by AU"
- Only State Operated Programs may report PAI code of 19
- Students at an Allowed Eligible Facility School should be reported with PAI 22. The link to the facilities list is here: http://www.cde.state.co.us/datapipeline/org_orgcodes

State of Attendance

- Only report a state code if the student attends out of state, otherwise zero-fill this field
- If not zero-filled the format must be the two letter State abbreviation, such as "TX", but should not be "CO"
- Required when Pupil's Attendance Info Code is 28 or 29.

Student's District of Residence

- Required
- Must be a valid School District Code and not a BOCES code

ELL Status

- This field is calculated when the Snapshot runs based upon the responses reported in the Student Interchange for this student. If the student is not reported in the Student Interchange then the EL Status reported in the Child file will be pulled into December Count Snapshot.

Educational Orphan

- Must be zero-filled when Parentally Placed in a Private School =02 – Student with a disability – no services provided by AU
- If not zero-filled, then the district where the Residential Facility is located must be a member district of the reporting AU.

Parentally Placed in a Private School

- Zero-fill if student is not parentally placed in a private school, most students will have this field zero-filled
- If student is Parentally Placed in a Private School AND receiving services on an ISP, then report code 01
 - Pupil's Attendance Information Code will be a 14, 15, 16 or 17 when PPPS=01
- If student is Parentally Placed in a Private School and is NOT receiving any services from the AU, then report code 02
 - Pupil's Attendance Information Code will be zero-filled when PPPS=02

Special Education Funding Status

- Must be zero-filled when Parentally Placed in a Private School =02 – Student with a disability – no services provided by AU
- Must be 50 or 51 when Pupil's Attendance Info Code is 01-05, 08, 19, 22, 27-31
- Must be 53 when Pupil's Attendance Info Code is 12 indicating Tuition is received from the Resident AU
- Must be 54 when Pupil's Attendance Info Code is 14-17 and Parentally Placed in a Private School is 01
- Must be 52 when Pupil's Attendance Info Code is 23 or 32
- Must be 50, 51 or 55 when Pupil's Attendance Info Code is 11
- When Pupil's Attendance Info Code is 24, indicating the student is in Detention in another AU, the AU of Residence and AU of Attendance will need to determine who claims funding for this student

Educational Environment

- Must be zero-filled when Parentally Placed in a Private School “02 – Student with a disability – no services provided by AU”
- Must be 209, 210, 211, 212 or 308 when Pupil’s Attendance Info Code is 14, 15, 16, 17
- Must be 106, 205, 206, 304 or 305 when AU is 66050 CSDB and School Code is 1924
- Must be 307 when AU is 66070 DOC or 66080 DYC
- Must be 206 or 306 when AU/SOP is 66060 CMHI-Pueblo and School Code is 6178
- Must be 307 when Pupil’s Attendance Info code is 11 or 24
- <https://www.cde.state.co.us/datapipeline/decembercounteducationalenvironments>

Primary Service Provider’s EDID

- Cannot be left blank, zero-fill if not required
- EDID reported must be a 202 or 238 who is the student’s primary provider/service coordinator
- Must be zero-filled when Parentally Placed in a Private School is “02 – Student with a disability – no services provided by AU”
- Required if Pupil’s Attendance Info is 01-05, 08, 11, 12, 14-17 or 19.
- Must be zero-filled with Pupil’s Attendance Info Codes 22, 23, 24, 27, 28, 29, 30, 31, 32

Secondary Service Provider’s EDID 1, 2, 3, 4

- Cannot be left blank, zero-fill if not reported
- Optional, may be zero-filled for all students if no secondary providers to report
- Must be zero-filled when Parentally Placed in a Private School “02 – Student with a disability – no services provided by AU”
- Must be zero-filled with Pupil’s Attendance Info Code is 22, 23, 24, 27, 28, 29, 30, 31, 32