

# Special Education End of Year Report Check List

This document provides an optional checklist which data respondents and their directors may use to track their progress through the review and submission of SPED End of Year Reports. This checklist was created in response to a request from the field. If you have any suggestions regarding the checklist, please email Alyssa Ohleyer at [Ohleyer\\_A@cde.state.co.us](mailto:Ohleyer_A@cde.state.co.us).

The Checklist is color-coded to match the colors of the slides from the SPED EOY Report Webinar.




- The first section of the checklist covers the Error Reports that should be reviewed before the Exception request deadline (September 4, 2019) and deadline by which all errors must be resolved (September 10, 2019).
- The second section of the checklist covers the reports that must be reviewed by directors during Report Review Week September 10- September 13 and again in the Final Report Review September 24 to October 1, 2019.
- The third section covers the reports that must be signed by directors and submitted by October 2, 2019.
- The final section of the checklist contains tables of common codes that will be encountered in the reports.

This year 10 signature reports are required. The Flag Explanation Report is only required if your Administrative Unit had any significant changes flagged in your Year to Year reports. Significant changes are flagged if a category changes by a count of 20 or more AND a percentage of 20% or more. Changes that fit both criteria will be flagged with an "A" in the Year to Year reports.

The data captured in the SPED EOY Snapshot are used for Federal and Indicator reporting, to monitor state performance, to examine issues related to disproportionality and in policy development decisions.

Symbol	Meaning
\$	This report ties to a financial allocation
☑	This report ties to a compliance measure
💻	The data in this report are used in public accountability reports posted on the CDE website
🎓	The data in this report are included in EdFacts Reports to the U.S. Department of Education

# Error Reports - Review Warnings and resolve Snapshot\* Errors Before Sept.10, 2019

Report	Looks like:	Notes	Pages	Format	Director Reviewed																				
Snapshot Records Excluded due to Profile Errors	 <p><b>Colorado Department of Education</b>            Errors: Snapshot Records Excluded Due to Profile Errors</p> <p>Administrative Unit Code            School Year 2015-2016</p> <p>Page: 1</p>	Records that did NOT make it to the snapshot that have errors at the Interchange level. This report should be empty.	varies	optional																					
Errors: Special Education EOY Error Detail Report	 <p><b>Colorado Department of Education</b>            Errors: Special Education EOY Error Detail Report</p> <p>Administrative Unit Code:            School Year:</p> <p>Detail Records in Error:</p>	Every record with an error or warning at the SNAPSHOT level.	varies	optional																					
Errors: Special Education EOY Summary Report	 <p><b>Colorado Department of Education</b>            Errors: Special Education EOY Error Summary Report</p> <p>Administrative Unit Code:            School Year:</p> <table border="1" data-bbox="388 898 1220 1073"> <thead> <tr> <th>Admin Unit Code</th> <th>Error Type</th> <th>Code</th> <th>Message</th> <th>Number of Errors</th> </tr> </thead> <tbody> <tr> <td></td> <td>E</td> <td>SY039</td> <td>Date of Parental Consent to Evaluate [Path2] must be between January 1 of the previous reporting period and prior to June 30 of the current reporting period.</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>SY050</td> <td>Date Evaluation Completed [Path 2] must be between March 1 of the previous reporting period and June 30 of the current reporting period (Example: 03012013- 06302014) if not zero-filled.</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>SY138</td> <td>Date Evaluation Completed [Path 1] must be zero-filled if Date of Parental Consent to Evaluate [Path 1] is zero-filled.</td> <td>1</td> </tr> </tbody> </table>	Admin Unit Code	Error Type	Code	Message	Number of Errors		E	SY039	Date of Parental Consent to Evaluate [Path2] must be between January 1 of the previous reporting period and prior to June 30 of the current reporting period.	1			SY050	Date Evaluation Completed [Path 2] must be between March 1 of the previous reporting period and June 30 of the current reporting period (Example: 03012013- 06302014) if not zero-filled.	1			SY138	Date Evaluation Completed [Path 1] must be zero-filled if Date of Parental Consent to Evaluate [Path 1] is zero-filled.	1	Gives the count of Errors and Warnings by code at the SNAPSHOT level.	1-2	optional	
Admin Unit Code	Error Type	Code	Message	Number of Errors																					
	E	SY039	Date of Parental Consent to Evaluate [Path2] must be between January 1 of the previous reporting period and prior to June 30 of the current reporting period.	1																					
		SY050	Date Evaluation Completed [Path 2] must be between March 1 of the previous reporting period and June 30 of the current reporting period (Example: 03012013- 06302014) if not zero-filled.	1																					
		SY138	Date Evaluation Completed [Path 1] must be zero-filled if Date of Parental Consent to Evaluate [Path 1] is zero-filled.	1																					




\*Interchange Errors should be resolved by July 11, 2018

# Review Week Checklist - Sept 10 - 13, 2019 & Sept 24 - Oct 1, 2019

Report	Looks like:	Notes	Pages	Format	Director Reviewed														
Detail Report: Part C Evaluation Detail Listing of Children who did Not Meet the Timeline	 <p><b>Colorado Department of Education</b> Exceptional Student Services Unit Detail Listing of Children whose Part C Evaluation was not Completed within 45 Calendar Days Special Education End-Of-Year Student</p> <p>Administrative Unit: Below is a Detail Listing of Children whose Part C Evaluation was not completed within 45 calendar days from the Date Referred for Part C Evaluation:</p>	Page: 1 This is for your information, to guide best practices and identify trends. - (see <b>Table 1</b> for delay codes)	varies	optional	9/10 9/24														
Detail Report: Indicator 11 Detail Listing of Students who did not Meet the Timeline	 <p><b>Colorado Department of Education</b> Exceptional Student Services Unit Part B SPP Compliance Indicator 11 Listing of Students who did not meet the SPP Indicator 11 Timeline Special Education End-Of-Year Student</p> <p>Administrative Unit: Below is a listing of students reported in PATH 3 that will be considered to have NOT met the Indicator 11 timeline.</p> <table border="1"> <thead> <tr> <th>Row Number</th> <th>SASID</th> <th>LASID</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Date of Birth</th> <th>Date of Parental Consent</th> <th>Date Evaluation Completed</th> <th># Days Between Consent &amp; Eval</th> <th># of Days Beyond 60</th> <th>Reason for Delay</th> <th>District Code</th> <th>School Code</th> </tr> </thead> </table>	Row Number	SASID	LASID	Last Name	First Name	Middle Name	Date of Birth	Date of Parental Consent	Date Evaluation Completed	# Days Between Consent & Eval	# of Days Beyond 60	Reason for Delay	District Code	School Code	Page: 1 This report lists the students who account for your percentage being less than 100%, Typically because of the delay reason "05 - no valid reason"*	varies	optional	
Row Number	SASID	LASID	Last Name	First Name	Middle Name	Date of Birth	Date of Parental Consent	Date Evaluation Completed	# Days Between Consent & Eval	# of Days Beyond 60	Reason for Delay	District Code	School Code						
Detail Report: Indicator 11 Detail Listing of Students whose Evaluation was not Completed within 60 Days	 <p><b>Colorado Department of Education</b> Exceptional Student Services Unit Listing of Students who did not have their evaluation completed within 60 days Special Education End-Of-Year Student</p> <p>Administrative Unit: Below is a listing of all students reported in Path 3 that did not have their evaluation completed within 60 days of Date of Parental Consent.</p> <table border="1"> <thead> <tr> <th>SASID</th> <th>LASID</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Date of Birth</th> <th>Date of Parental Consent</th> <th>Date Evaluation Completed</th> <th># Days Between Consent &amp; Eval</th> <th># Days Beyond 60</th> <th>Reason for Delay</th> <th>District Code</th> <th>School Code</th> </tr> </thead> </table>	SASID	LASID	Last Name	First Name	Middle Name	Date of Birth	Date of Parental Consent	Date Evaluation Completed	# Days Between Consent & Eval	# Days Beyond 60	Reason for Delay	District Code	School Code	Page: 1 This report lists all students whose evaluation was not completed within 60 days regardless of the reason or if it was an allowable reason. This report is informational only. (see <b>Table 1</b> for delay codes)	varies	optional		
SASID	LASID	Last Name	First Name	Middle Name	Date of Birth	Date of Parental Consent	Date Evaluation Completed	# Days Between Consent & Eval	# Days Beyond 60	Reason for Delay	District Code	School Code							
Detail Report: Indicator 11 Detail Listing of Students whose IEP was not Finalized within 90 Days	 <p><b>Colorado Department of Education</b> Exceptional Student Services Unit Listing of Children whose IEP was not Finalized within 90 Calendar Days Special Education End-Of-Year Student</p> <p>Administrative Unit: Below is a listing of students that did not have their Initial IEP Finalized within 90 days of Date of Parental Consent. This report is informational only and is not tied to any Indicators.</p> <table border="1"> <thead> <tr> <th>SASID</th> <th>LASID</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>Date of Birth</th> <th>Date of Parental Consent</th> <th>Date Initial IEP Was Finalized</th> <th># Days Consent to IEP Finalize</th> <th># of Days Beyond 90</th> <th>Reason for Delay</th> <th>District Code</th> <th>School Code</th> </tr> </thead> </table>	SASID	LASID	Last Name	First Name	MI	Date of Birth	Date of Parental Consent	Date Initial IEP Was Finalized	# Days Consent to IEP Finalize	# of Days Beyond 90	Reason for Delay	District Code	School Code	Page: 2 This report lists all students whose IEP was not finalized within 90 days regardless of the reason. This report is informational only. (see <b>Table 1</b> for delay codes)	varies	optional		
SASID	LASID	Last Name	First Name	MI	Date of Birth	Date of Parental Consent	Date Initial IEP Was Finalized	# Days Consent to IEP Finalize	# of Days Beyond 90	Reason for Delay	District Code	School Code							
Detail Report: Indicator 11 Detail Listing of Students Whose Evaluation was Completed within 5 Days	 <p><b>Colorado Department of Education</b> Exceptional Student Services Unit Listing Of School Age Students Whose Evaluation Was Completed Within 5 Days Of Parental Consent To Evaluate Special Education End-Of-Year Student</p> <p>Administrative Unit: Below is a listing of all students that had an evaluation completed within 5 days of Parental Consent:</p> <table border="1"> <thead> <tr> <th>SASID</th> <th>LASID</th> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Date of Birth</th> <th>Date of Parental Consent</th> <th>Date Evaluation Completed</th> <th># Days Between Consent &amp; Eval</th> <th>District Code</th> <th>School Code</th> </tr> </thead> </table>	SASID	LASID	Last Name	First Name	Middle Name	Date of Birth	Date of Parental Consent	Date Evaluation Completed	# Days Between Consent & Eval	District Code	School Code	Page: 1 This report is a good tool to use in reviewing your data to be sure the right dates are reported in your data. This report is informational only.	varies	optional				
SASID	LASID	Last Name	First Name	Middle Name	Date of Birth	Date of Parental Consent	Date Evaluation Completed	# Days Between Consent & Eval	District Code	School Code									

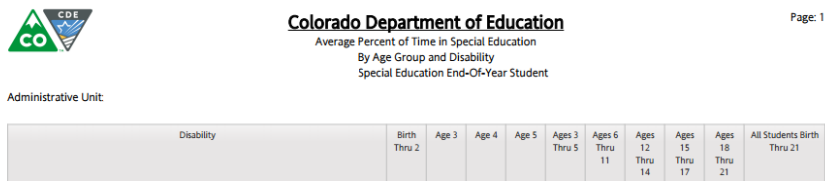
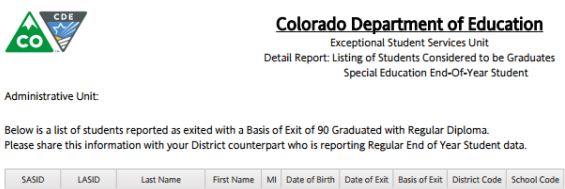
\*You shouldn't have many "05 - no valid reason" as the delay reason. If you have a large number, you may want to explore the circumstances around this to insure the code is valid for individual records.

# Review Week Checklist (continued)-Sept 10 - 13, 2019 & Sept 24 - Oct 1, 2019









Report	Looks like:	Notes	Pages	Format	Director Reviewed																																	
Detail Report: Indicator 12 Detail Listing of Students who did not Meet the Timeline	 <p style="text-align: center;"><b>Colorado Department of Education</b> Exceptional Student Services Unit Part B SPP Compliance Indicator 12 Listing of Students who did not meet the SPP Indicator 12 Timeline Special Education End-Of-Year Student</p> <p>Administrative Unit:</p> <p>Below is a listing of children who did not meet the SPP Indicator 12 Timeline</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SASID</th> <th>LASID</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>Date of Birth</th> <th>Date Referral Admin</th> <th>Date of Parental Consent</th> <th>Date Eligibility Meeting</th> <th>Eligibility Meeting Delay</th> <th>Date IEP Implemented C to B</th> <th># of Days Beyond 3rd Birthday</th> <th>IEP Implementation Delay</th> <th># of Days from Date Referral to 3rd Birthday</th> <th>District of Attendance</th> <th>School Code</th> </tr> </thead> <tbody> <tr> <td colspan="16" style="text-align: center;">(see <a href="#">Table 1</a> for delay codes)</td> </tr> </tbody> </table>	SASID	LASID	Last Name	First Name	MI	Date of Birth	Date Referral Admin	Date of Parental Consent	Date Eligibility Meeting	Eligibility Meeting Delay	Date IEP Implemented C to B	# of Days Beyond 3rd Birthday	IEP Implementation Delay	# of Days from Date Referral to 3rd Birthday	District of Attendance	School Code	(see <a href="#">Table 1</a> for delay codes)																Includes students that did not meet the evaluation and/or implementation timeline typically because the reason for delay was "05 - no valid reason" **	varies	optional	9/10	9/24
SASID	LASID	Last Name	First Name	MI	Date of Birth	Date Referral Admin	Date of Parental Consent	Date Eligibility Meeting	Eligibility Meeting Delay	Date IEP Implemented C to B	# of Days Beyond 3rd Birthday	IEP Implementation Delay	# of Days from Date Referral to 3rd Birthday	District of Attendance	School Code																							
(see <a href="#">Table 1</a> for delay codes)																																						
Detail Report: Indicator 12 Detail Listing of Students whose IEP was Not Implemented by their 3rd Birthday	 <p style="text-align: center;"><b>Colorado Department of Education</b> Exceptional Student Services Unit Listing of Children referred from Part C to B Whose Part B IEP was not implemented by their 3rd birthday Special Education End-Of-Year Student</p> <p>Administrative Unit:</p> <p>Below is a detail listing of all children with a delay in either: Reason for Delay in Initial Eligibility Meeting, or Reason for Delay in IEP Implementation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SASID</th> <th>LASID</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>Date of Birth</th> <th>Date Referral to AU from Local CCB</th> <th>Date of Parental Consent to Evaluate</th> <th>Date of Initial Eligibility Meeting</th> <th>Reason for Delay Initial Elig Mtg</th> <th>Date IEP was Implemented</th> <th># of Days Beyond 3rd Birthday</th> <th>Reason for Delay IEP Implementation</th> <th># of Days from Date Referral to 3rd Birthday</th> <th>District of Attendance</th> </tr> </thead> <tbody> <tr> <td colspan="15" style="text-align: center;">(see <a href="#">Table 1</a> for delay codes)</td> </tr> </tbody> </table>	SASID	LASID	Last Name	First Name	MI	Date of Birth	Date Referral to AU from Local CCB	Date of Parental Consent to Evaluate	Date of Initial Eligibility Meeting	Reason for Delay Initial Elig Mtg	Date IEP was Implemented	# of Days Beyond 3rd Birthday	Reason for Delay IEP Implementation	# of Days from Date Referral to 3rd Birthday	District of Attendance	(see <a href="#">Table 1</a> for delay codes)															Provides the record of every student who had a delay of the Initial Eligibility Meeting or IEP Implementation. (see <a href="#">Table 1</a> for delay codes)	varies	optional				
SASID	LASID	Last Name	First Name	MI	Date of Birth	Date Referral to AU from Local CCB	Date of Parental Consent to Evaluate	Date of Initial Eligibility Meeting	Reason for Delay Initial Elig Mtg	Date IEP was Implemented	# of Days Beyond 3rd Birthday	Reason for Delay IEP Implementation	# of Days from Date Referral to 3rd Birthday	District of Attendance																								
(see <a href="#">Table 1</a> for delay codes)																																						
Detail Report: Listing of Children whose Disability needs to be Reevaluated by the next December 1 Count	 <p style="text-align: center;"><b>Colorado Department of Education</b> Exceptional Student Services Unit Listing of Children whose Disability needs to be Reevaluated by the next December 1 Count Special Education End-Of-Year Student</p> <p>Administrative Unit:</p> <p>Below is a detail listing of children who are reported as a Infants/Toddlers with a Disability (12) and will be three or older on December 1st of the next reporting period.</p> <p>Below is a detail listing of children who are reported as Developmental Delay with a Disability (11) and will be nine or older on December 1st of the next reporting period.</p>	This report details those students who need to be re-evaluated because they will have aged out of disability 11 or 12 by December 1, 2016. (see <a href="#">Table 2</a> for disability codes)	varies	optional																																		










\*\*For Indicator 12, students who were referred to Part C in the 90 days before their 3<sup>rd</sup> birthday will not appear on this report because ALL delay reasons are accepted for this situation. In other words these students do not count against your final Indicator 12 finding, even if there was "No valid reason" for the delay.

# Review Week Checklist (continued)-Sept 10 - 13, 2019 & Sept 24 - Oct 1, 2019

Report	Looks like:	Notes	Pages	Format	Director Reviewed
Detail Report: Average Percent of Time in Special Education by Age Group and Disability		This report details the average % of time students spend in special education settings by age and disability	1	optional	9/10 9/24
Detail Report: Listing of Students Considered to be Graduates		This should list <u>all</u> your graduates. Make sure none are missing. This lists the graduates who will be included in your <b>Indicator 14</b> sample next year. Other exiters, not on this report, will also be included.	varies	optional	

# Signature Reports and Flag Explanations– Due October 4

EOY Reports - 10 Reports +1 - Review 9/10 and 9/24 Due 10/2							
Report	Looks like:	Pages	Format	Director Reviewed		Signed	Upload- ed
1 Special Education EOY Data Validity Certification	 <p><b>Colorado Department of Education</b> Page: 1 1 Special Education EOY Data Validity Certification Report Administrative Unit Code School Year</p>	1	PDF	9/10	9/24		
2 Number of Children Referred for Part C Evaluation(s), and Number of Evaluations Completed by the AU	 <p><b>Colorado Department of Education</b> Page: 1 2 Number of Children Referred for Part C Evaluation(s), and Number of Evaluations Completed by the Administrative Unit School Year: Administrative Unit Code</p>	1	PDF			\$	
3 Indicator 11 Number of Students with Initial Part B Evaluations	 <p><b>Colorado Department of Education</b> Page: 1 Exceptional Student Services Unit Part B SPP Compliance Indicator 11 Number of Students with Initial Part B Evaluation During the Current Reporting Period; and Number of Students with a Delay in Initial Evaluation Completion by Age Group Special Education End-Of-Year Student Administrative Unit:</p>	1-2	PDF			☑	
4 Indicator 12 Number of Children Referred from Part C to Part B	 <p><b>Colorado Department of Education</b> Page: 1 Exceptional Student Services Unit Part B SPP Compliance Indicator 12 Number of Children Referred from Part C to Part B for Eligibility Determination; and Number of Children who have an IEP Developed and Implemented by their 3rd Birthday Special Education End-Of-Year Student Administrative Unit:</p>	1	PDF			☑	
5 Number of Students Exited by Disability and Discrete Age (Table 3)	 <p><b>Colorado Department of Education</b> Page: 1 Exceptional Student Services Unit Number of Students Exited By Disability and Discrete Age Special Education End-Of-Year Student Administrative Unit:</p>	18	PDF				
6 Number of Students Reported by Age Group, Type of Service and Disability	 <p><b>Colorado Department of Education</b> Page: 1 Exceptional Student Services Unit Number of Students Reported By Age Group, Type of Service, and Disability Special Education End-Of-Year Student Administrative Unit:</p>	2-3	PDF				

7 Number of Students Reported by Age Group and Type of Referral	 <p><b>Colorado Department of Education</b>          Exceptional Student Services Unit          Number of Students Reported          By Age Group and Type of Referral          2015-2016 Special Education End-Of-Year Student</p> <p>Page: 1</p> <p>Administrative Unit:</p>	1	PDF				
8 Year to Year Comparison of Number of Students Exited	 <p><b>Colorado Department of Education</b>          Exceptional Student Services Unit          Year to Year Comparison Report of Number of Students Exited          Special Education End-of-Year Student</p> <p>Page: 1</p> <p>Administrative Unit:</p>	2	PDF				
9 Year to Year Comparison of Number of Students Reported by Type of Referral	 <p><b>Colorado Department of Education</b>          Exceptional Student Services Unit          Year to Year Comparison Report of Number of Students Reported by Type of Referral          Special Education End-of-Year Student</p> <p>Page: 1</p> <p>Administrative Unit:</p>	1	PDF				
10 Listing of Students Reported in Error on the Previous December Count	 <p><b>Colorado Department of Education</b>          10 Listing of Students Reported in Error on the Previous December          Count          School Year:          Administrative Unit Code</p> <p>Page: 2</p>	varies	PDF				
Flag Explanations for significant changes in Year to Year counts	 <p>Special Education End-of-Year Snapshot Flag Explanations   2</p> <hr/> <p>Administrative Unit:          School Year:</p>	1-2				No Sig required	

Snapshot codes

Table 1 All Delay Codes - Note: not all delay codes apply to all paths

Code	Description
01	Parent refused to provide consent for evaluation
03	Deceased
05	No valid reason
06	Child referred back to Community Centered Board (CCB) for Evaluation
20	Illness of student or immediate family
21	Parent requests delay in meeting
22	Parent no show, meeting rescheduled
23	Child on the run
24	Parent cannot be located, surrogate parent process started
25	Parent requested someone else to attend (e.g., legal representation)
26	Weather/school cancellation
27	Parent requested independent educational evaluation
28	IEP team requested additional educational evaluation at eligibility meeting
42	Parent requested delay in evaluation
43	Mutual written agreement by parents and eligibility team extends time for specific learning disability identification
44	Parent no show, evaluation rescheduled
45	Parent repeatedly fails or refuses to produce the child for evaluation
46	Student moved into the district after evaluation initiated in another district
47	Student moved out of the district after evaluation initiated
48	Parent failed to respond to meeting requests
49	Student's birthday does not fall on a school day
50	Parent revoked consent for evaluation prior to the completion of the evaluation
51	Child is not enrolled in school when expected
52	Parent failed to enroll the child in school; child is never enrolled
53	Parent requested delay in the start of services
54	Parent refused consent for services
55	Referral received with less than 30 days to complete the evaluation
56	Child was not evaluated because, after screening, the Administrative Unit does not suspect the child to be a child with a disability
57	Referral received by the Administrative Unit with less than 60 days before the child's third birthday



Table 2 Disability Codes

Code	Disability Type
01	Intellectual Disability
03	Serious Emotional Disability
04	Specific Learning Disability
05	Hearing Impairment, including Deafness
06	Visual Impairment, including Blindness
07	Physical Disability *This code will not be an option after December Count 2016.
08	Speech or Language Impairment
09	Deaf-Blindness
10	Multiple Disabilities
11	Developmental Delay
12	Infant/Toddler with a Disability
13	Autism Spectrum Disorders
14	Traumatic Brain Injury
15	Orthopedic Impairment
16	Other Health Impairment

Table 3 Exit Codes

Exit Code	Definition
01	Reached Maximum Age for Services
02	Death
06	PK-6 Student Exited to an Unknown Educational Setting/Status
09	Transferred to Regular Education
13	Transfer to a Public School in a Different Administrative Unit
14	Transfer to a School Located in a Different State/Country
15	Transfer to a Non-Public School
16	Transfer to Home-Based Education (home schooling) -
18	Transfer to a Career and Technical (vocational) Education program not Administered by a Colorado school district or BOCES
21	Transfer to a Facility Operated by the Colorado Department of Corrections or Division of Youth Corrections -
40	Discontinued Schooling/Dropped Out
50	Expulsion
60	Parent Revokes Consent for Services
70	GED Transfer
90	Graduated with Regular Diploma
92	Completed (non-diploma certificate)
93	General Education Development Certificate (GED) -
94	Student received GED certificate from a non-district run program in the same school year in which s/he transferred to the GED program