Adult and Student Contact Information Fields

The Adult and Student Contact Information fields are collected to fulfill requirements needed for the Part B State Performance Plan Indicators 8 and 14. Indicator 8 (Parent Involvement) requires contact information for parents, while Indicator 14 (Post-School Outcomes) requires contact information for students. The contact information is required from a select sample of AUs each collection year (see below for the 2013-2014 list). Additionally, a table that identifies which AUs/SOPs must report this data for the next few years is posted on the Data Pipeline website under Interchanges/Special Education IEP: Additional Resources: http://www.cde.state.co.us/datapipeline/inter_sped-iep. If your AU is listed in one of the sample plans, you will need to provide the contact data for the applicable indicator. Please provide this information for all students who are:

- reported in Path 2 or Path 3 AND are found to be eligible for special education, OR
- an existing special education student

You do NOT need to provide contact information for students who are:

- reported in Path 1 only, OR
- found to be not eligible for special education

Indicator 8: Parent Involvement

- The Student Parent Association file contains all the parent contact information fields
- Only AUs listed in the sample plan for Indicator 8 need to submit this file to the IEP Interchange
- AUs not listed in the sample plan don't need to submit the Student Parent Association file at all
- For those required to submit the file, every field except Secondary Phone and Email Address is required. Secondary Phone and Email can be left blank if data is not available. (Do not zero-fill)
- No fields from the Student Parent Association file pull into the December Count Snapshot, so the file does not need to be submitted for December Count
- 2013-2014 sample: **01010, 03030, 03060, 15010, 16010, 18010, 21030, 21040, 21080, 30011, 41010, 64053, 64160, 66080**

Indicator 14: Post-School Outcomes

- The Special Education Child file contains the student contact information fields
- Only AUs listed in the sample plan for Indicator 14 need to provide data in these fields (everyone else can leave them blank)
- The required fields are: **Address, City, State, Zip, and Primary Phone** (these fields do NOT pull into the December Count Snapshot and can be left blank until the EOY snapshot deadline window)
- Secondary Phone and Email Address are requested but not required. Leave blank if not available
- AUs not listed in the sample plan for Indicator 14 may leave all the student contact information fields blank (do not zero-fill)
- 2013-2014 sample**: 01040, 03010, 03030, 07020, 16010, 18010, 19010, 21085, 26011, 30011, 38010, 44020, 62060, 64043, 64093, 64123, 64133, 64143, 64193, 64205, 80010**

The authority for the administrative units, districts, and state operated programs to provide the parent and student contact information to CDE without specific parental consent is below:

ECEA RULES 2220-R-6.00 Confidentiality of Information
6.01 (12) 34 CFR §300.622—Consent;

IDEA 34 CFR § 300.622 Consent.
(b)(1)... parental consent is not required before personally identifiable information is released to officials of participating agencies for purposes of meeting a requirement of [Part B of the IDEA].

Adult Contact Information– Enter the following information regarding the Adult Contacts for every student if your Administrative Unit/State Operated Program is included in the sample for the reporting year. If your Administrative Unit/State Operated Program is not in the sample, all fields may contain data or may be left blank.

- Name (First and Last) [A-Z, a-z, ‘ ’, ‘-’, ‘’’, ‘/’ , ‘.’]
- Address [A-Z, a-z, ‘ ’, ‘-’, ‘’’, ‘/’, ‘.’, 0-9]
- City [A-Z, a-z]
- State [A-Z, a-z]
- Zip Code [0-9]
- Primary Phone [0-9]
- Secondary Phone [0-9]
- E-Mail [A-Z, a-z, ‘ ’, ‘-’, ‘’’, ‘/’ , ‘.’, ‘0-9’, ‘@’]

Student Contact Information – Enter the following information regarding the Student Contact (if available) for every student if your Administrative Unit/State Operated Program is included in the sample for the reporting year. If your Administrative Unit/State Operated Program is not in the sample, all fields may contain data or may be left blank.

- Address [A-Z, a-z, ‘ ’, ‘-’, ‘’’, ‘/’, ‘.’, 0-9]
- City [A-Z, a-z]
- State [A-Z, a-z]
- Zip Code [0-9]
- Primary Phone [0-9]
- Secondary Phone [0-9]
- E-Mail [A-Z, a-z, ‘ ’, ‘-’, ‘’’, ‘/’ , ‘.’, ‘0-9’, ‘@’]