

**2018-2019 TIMELINE:
SPECIAL EDUCATION DECEMBER COUNT**

| Due Dates | What is Due |
|---|---|
| Wednesday, September 5, 2018 | Interchange is Open! Interchange files may be uploaded to the Data Pipeline <ul style="list-style-type: none"> <input type="checkbox"/> Staff – Profile and Assignment <input type="checkbox"/> IEP – Child and Participation |
| Thursday, November 1, 2018 | Special Education December Count Snapshot open and available |
| Wednesday, November 28, 2018 | Date by which the following interchange files should be uploaded: <ul style="list-style-type: none"> <input type="checkbox"/> Special Education Child <input type="checkbox"/> Special Education Participation <input type="checkbox"/> Staff Profile (upload 1st) <input type="checkbox"/> Staff Assignment (upload 2nd) |
| Saturday, December 1, 2018 | Official Annual Count Date |
| Thursday, December 20, 2018 | Date by which IEP Child/Participation and Staff Profile/Assignment Level I Interchange Errors need to be resolved and at least one Special Education December Count Snapshot created by all Administrative Units to ensure appropriate access has been granted and data from interchange files meets expected snapshot criteria. <ul style="list-style-type: none"> <input type="checkbox"/> Special Education Child File errors resolved <input type="checkbox"/> Special Education Participation File errors resolved <input type="checkbox"/> Staff Profile File errors resolved <input type="checkbox"/> Staff Assignment File errors resolved <input type="checkbox"/> At least one 2018-19 December Count Snapshot has been created <p>If you anticipate that you will not be able to meet this deadline, please contact Lindsey Heitman at <u>heitman_l@cdde.state.co.us</u>.</p> |
| Wednesday, January 23, 2019 | Date by which you must have generated your Complete Special Education December Count Snapshot dataset by passing all Interchange (level 1) and Snapshot (level 2) edit validations in preparation for report review. <ul style="list-style-type: none"> <input type="checkbox"/> All Special Education December Count records are submitted and have passed all Interchange and Snapshot validations. |
| Thursday, January 24, 2019 – Thursday, January 31, 2019 | 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>NOTE: See list of reports on Page 3. Administrative Units – please contact your District HR staff ahead of time to ensure that they set aside this window to review STAFF reports.</p> |

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| Thursday, January 31, 2019 (STATE DEADLINE) | Date by which the Administrative Unit must have created a Complete Special Education December Count Snapshot in Pipeline, electronically verifying that the STAFF and STUDENT data submitted are valid and reliable. Administrative Units will upload signed Staff and Student Data Validity Certification Reports through the Data Management System on the Profile tab. The following signed reports are due: <ul style="list-style-type: none"> <input type="checkbox"/> Staff Data Validity Certification Report (1 page) <input type="checkbox"/> Student Data Validity Certification Report (1 page) |
| Monday, February 4, 2019 – Wednesday, February 6, 2019 | CDE to run duplicate reports on STUDENT data. |
| Thursday, February 7, 2019 – Thursday, February 14, 2019 | Administrative Units research and make file changes to resolve duplicate and data validity issues. CDE asks that Administrative Units and applicable district personnel work together in a timely fashion to facilitate resolution of duplicates and validity issues identified by CDE. |
| Thursday, February 14, 2019 (STATE DEADLINE) | 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. <ul style="list-style-type: none"> <input type="checkbox"/> All duplicates resolved <input type="checkbox"/> New Snapshot created and passed all Interchange and Snapshot validations. |
| Friday, February 15, 2019 – Thursday, February 21, 2019 | FINAL REPORT REVIEW. This is your final opportunity to review Staff and Student reports in detail and make any corrections you deem necessary to make sure you are reporting valid and reliable data. |
| Thursday, February 21, 2019 (STATE DEADLINE) | Final Data File Approval and Report Submission . Date by which your Complete and Final Special Education December Count Snapshot approval is due through electronic submission to the Data Pipeline. <ul style="list-style-type: none"> <input type="checkbox"/> Approve final Special Education December Count Snapshot by clicking "submit to CDE" <input type="checkbox"/> Date by which ALL Final signed reports must be received by CDE (uploaded to the ESSU DMS Profile Tab) <p>NOTE: See list of reports due on page 3.</p> |
| The <i>Special Education December Count Report Checklist</i> can be found here: http://www.cde.state.co.us/datapipeline/snap_sped-december ❖ Signed reports are uploaded to the <i>Data Management System under the "Profile" tab.</i> | |

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|---|---|
| <p>STAFF REPORTS DUE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1.1 Summary of Special Education Staff by Administrative Unit, District & Job Classification Category <input type="checkbox"/> 1.2 Summary of Job Classification by District Purchased Service Staff <input type="checkbox"/> 1.4 Special Education Directors & Child Find Coordinators <input type="checkbox"/> SAM 1.5 Non-Qualified Personnel Status <input type="checkbox"/> REVIEW – Special Education Staff WARNINGS (Error Report) | <p>STUDENT REPORTS DUE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2.1.1 Number of Students Eligible for Special Ed Funding By Age Group, Disability and Setting <input type="checkbox"/> 2.1.2 Number of Students Reported by Age Group, Disability, and Administrative Unit/Agency/Facility of Attendance <input type="checkbox"/> 2.1.3 Number of Reported Students Parentally Placed in a Private School By Administrative Unit/District <input type="checkbox"/> 2.1.4 Number of Reported Students Parentally Placed in a Private School by Disability and Type of Service <input type="checkbox"/> 2.1.5 Number of Reported Students by Funding Status by Administrative Unit and Disability <input type="checkbox"/> 3.5 Indicator 5: Number of Students Aged 6-21 by Educational Settings <input type="checkbox"/> 3.6 Indicator 6: Number of Students Aged 3-5 by Educational Settings <input type="checkbox"/> 3.9 Indicator 9: Disproportionate Representation of Racial and Ethnic Groups in Special Education <input type="checkbox"/> 3.10 Indicator 10: Disproportionate Representation of Racial and Ethnic Groups in Specific Disability Categories <input type="checkbox"/> 2.2.1 Significant Year-to-Year Change Report By Age Group and Disability Ages 3 - 5 <input type="checkbox"/> 2.2.2 Significant Year-to-Year Change Report By Age Group and Disability Ages 6 - 21 <input type="checkbox"/> 2.2.3 Significant Year-to-Year Change Report By Age Group and Race/Ethnicity Ages 3 - 5 <input type="checkbox"/> 2.2.4 Significant Year-to-Year Change Report By Age Group and Race/Ethnicity Ages 6 - 21 <input type="checkbox"/> 2.2.5 Significant Year-to-Year Change Report By Age Group and Educational Environment Ages 3-5 <input type="checkbox"/> 2.2.6 Significant Year-to-Year Change Report By Age Group and Educational Environment Ages 6-21 <input type="checkbox"/> 2.2.7 Significant Year to Year Ed Orphan Change Report <input type="checkbox"/> REVIEW Special Education December Count Student WARNINGS (Error Report) |