

SPED Discipline 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 Discipline 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.

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


The first section of the checklist covers the reports that must be **reviewed** by directors **between August 22 and August 29, 2019**.

The second covers the reports that must be signed by directors and **submitted by August 29, 2019**.


This year the number of signature reports remains at two for special education directors (Flag Explanations are also required if there are flags in the Year to Year report, but this does not require a signature).

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








A signature report for districts was added last year at the request of special education directors. This report is to be sent by the district directly to your Administrative Unit Data Respondent - this report is not collected by CDE.



| | | |
|---|--|----------------|
|  | <p>Colorado Department of Education District Authority Sign-Off Form Administrative Unit: District: School Year</p> | <p>Page: 1</p> |
|---|--|----------------|

Error Reports - Director Must Review Warnings and resolve Errors Before August 22, 2019





| Report | Looks like: | Notes | Pages | Format | Director Reviewed |
|--|--|--|------------------------------|----------|-------------------|
| District Activity Report | <u>Colorado Department of Education</u> District Activity Report Administrative Unit: School Year: | Gives status of errors on interchange files | varies | optional | |
| SPED Error Summary Report | <u>Colorado Department of Education</u> SPED Error Summary Report District: School Year: | Should show no errors. | varies | optional | |
| SPED Error Detail Report | <u>Colorado Department of Education</u> SPED Error Detail Report District: School Year: | Should have no errors. Review <u>warnings</u> | varies | optional | |
| SPED Snapshot Records Excluded Due to Profile Errors |  <u>Colorado Department of Education</u> SPED Snapshot Records Excluded Due to Profile Errors District: School Year: No Data Available | Page: 1 | This report should be empty. | 1 | optional |

Review Week Checklist - August 22 - 29

| Report | Looks like: | Notes | Pages | Format | Director Reviewed |
|---|---|---|--------|----------|-------------------|
| SPED Snapshot Records |  <p style="text-align: center;">Colorado Department of Education SPED Snapshot Records</p> <p style="text-align: right;">Page: 1</p> <p style="text-align: center;">School Year: 2014-15</p> | All the records needed for the collection should be here | varies | optional | |
| SPED Detail - Students Reported Inconsistently By More Than 1 Admin Unit/SOP |  <p style="text-align: center;">Colorado Department of Education SPED Detail - Students Reported Inconsistently By More Than 1 Admin Unit/SOP</p> <p style="text-align: right;">Page: 1</p> <p style="text-align: center;">Administrative Unit: Special Education Discipline Data Summary Report THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | The Errors appearing here may be legitimate entries | varies | optional | |
| SPED Incident and School enrollment Date Comparison | <p style="text-align: center;">Colorado Department of Education SPED Incident and School Enrollment Date Comparison Report</p> | This report should be empty | 1 | optional | |
| SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting | <p style="color: blue;">This same data is also included in the SPED Excel Detail Report</p>  <p style="text-align: center;">Colorado Department of Education SPED Detail - Unilateral Removals to an Interim Alternative Educational Setting (IAES)</p> <p style="text-align: right;">Page: 1</p> <p style="text-align: center;">Data Summary Report Special Education Discipline Detail Listing: Unilateral Removals to an Interim Alternative Educational Setting (IAES) THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | Compare to 1A, 1B, 1C, 1D and 2 in the SPED Data Summary Report Sections A-D | varies | optional | |
| SPED Detail - Out-of-School Suspensions or Expulsions and In-School Suspensions | <p style="color: blue;">This same data is also included in the SPED Excel Detail Report</p>  <p style="text-align: center;">Colorado Department of Education SPED Detail - Out-of-School Suspensions or Expulsions and In-School Suspensions</p> <p style="text-align: right;">Page: 1</p> <p style="text-align: center;">Administrative Unit: Data Summary Report Special Education Discipline Detail Listing: Out-of-School Suspensions or Expulsions and In-School Suspensions THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | Compare to 3A, 3B, 4A and 4B in the SPED Data Summary Report Sections A-D | varies | optional | |
| SPED Detail - Disciplinary Removals | <p style="color: blue;">This same data is also included in the SPED Excel Detail Report</p>  <p style="text-align: center;">Colorado Department of Education SPED Detail - Disciplinary Removals</p> <p style="text-align: right;">Page: 1</p> <p style="text-align: center;">Data Summary Report Special Education Discipline Detail Listing: Disciplinary Removals THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | Compare to 5A in the SPED Data Summary Report Sections A-D | varies | optional | |
| SPED Detail - Children Subject to Expulsion | <p style="color: blue;">This same data is also included in the SPED Excel Detail Report</p>  <p style="text-align: center;">Colorado Department of Education SPED Detail - Children Subject to Expulsion</p> <p style="text-align: right;">Page: 1</p> <p style="text-align: center;">Administrative Unit: Data Summary Report Special Education Discipline Children Subject to Expulsion-Receiving/Not Receiving Educational Services During Expulsion THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | Compare to 6A and 6B in the SPED Data Summary Report Section E | varies | optional | |
| SPED Detail - Indicator 4 |  <p style="text-align: center;">Colorado Department of Education Indicator 4: Listing of Students with Out-of-School Suspensions/Expulsions Greater than 10 School Days</p> <p style="text-align: right;">Page: 1</p> <p style="text-align: center;">Administrative Unit: Special Education Discipline Data Summary Report THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | Compare total of 3B for Indicator 4A and Racial/Ethnic column 3B for Indicator 4B | varies | optional | |

| | | | | | | |
|--|---|---------|---|--------|----------|--|
| SPED End-of-Year and Discipline Expulsion Comparison Report |  <p>Colorado Department of Education SPED End-of Year and Discipline Expulsion Comparison Report Administrative Unit:</p> | Page: 1 | Compares your current data to the SPED End-of-Year data | Varies | optional | |
| SPED Discipline: School Discipline and Attendance & Special Education Data Comparison Report |  <p>Colorado Department of Education SPED Discipline: School Discipline and Attendance & Special Education Discipline Data Comparison Report Administrative Unit:</p> | Page: 1 | Compares your current data to the School Discipline and Attendance Collection | 1 page | optional | |

Signature Reports and Flag Explanations– Due August 29, 2019

| Discipline Reports - 2 Reports - Due August 29, 2019 | | | | | | | | | | | | | | | | | |
|---|---|--------------------------------------|--------|-------------------|--------------|-----------|--|------------------|---------------------------------|--------------------------------------|--|--|--|-----|---|-----------------|--|
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed | | | | | | | | | | | |
| SPED Data Summary Report (2014-2015 and newer) |  <p>Colorado Department of Education SPED Data Summary Report (2014-2015 and newer) Administrative Unit: Special Education Discipline Children Subject to Expulsion Receiving Educational Services During Expulsion and Children Subject to Expulsion Not Receiving Educational Services During Expulsion THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | Page: 13 14 | PDF | | | | | | | | | | | | | | |
| Year to Year Comparison Report |  <p>Colorado Department of Education SPED Year to Year Comparison Report Data Summary Report Special Education Discipline Age Group 3-21 THIS REPORT CONTAINS CONFIDENTIAL DATA - FOR ADMINISTRATIVE UNIT USE ONLY</p> | Page: 1 13 | PDF | | | | | | | | | | | | | | |
| Special Education Discipline Snapshot Flag Explanations <i>(this report is only needed if categories were flagged in the Year to Year Comparison Report)</i> |  <p>Special Education Discipline Snapshot Flag Explanations 2</p> <table border="1"> <tr> <td colspan="3">Administrative Unit:</td> </tr> <tr> <td colspan="3">School Year:</td> </tr> <tr> <td>Category Flagged</td> <td>Count Difference from Last Year</td> <td>Percentage Difference from Last Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> | Administrative Unit: | | | School Year: | | | Category Flagged | Count Difference from Last Year | Percentage Difference from Last Year | | | | 1-2 |  | No Sig required | |
| Administrative Unit: | | | | | | | | | | | | | | | | | |
| School Year: | | | | | | | | | | | | | | | | | |
| Category Flagged | Count Difference from Last Year | Percentage Difference from Last Year | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |