Purpose

The purpose of the Special Education 2011-2012 Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into the student information system. This document provides a series of screen shots and an explanation of the data elements required for state and federal reporting needs. Data standardization is important to ensure consistency in the data across schools in districts and across districts throughout the state.

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Student Information | Student Locator
Identity Info Section................................................................. 5-6

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Student Locator should always be used to enroll a student

If student is not found, 'Create a New Student'

Identity Info Section

*Last Name: Doe
*First Name: Jack
*Gender: Male
*Birth Date: 7/2/1996

*Is the individual Hispanic/Latino? [Blank]
*Is the individual from one or more of these races? (check all that apply)
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

State Race Ethnicity [Blank]

*Race/Ethnicity Determination [Blank]
**Last Name:** The last name given to a student at birth or legal court documents, as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.

**First Name:** The first name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name should contain the proper first name of the student, please do not use nicknames here.

**Middle Name:** The middle name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a student does not have a middle name, it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter. If a female student is married, it is acceptable to put the maiden name in the middle name field. If a student has more than one middle name, please place both names in the middle name field.

**Gender:** Select student’s gender from drop down menu - Male or Female

**Birth Date:** Enter month, day, year (##/##/##) on which the student was born. Age on all special education state reports will be calculated on the student’s data of birth.

**Race/Ethnicity:**

- **Is the student Hispanic/Latino?** Select from the drop list yes or no based on the federal definition - Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic/Latino or Latino.”

- **Is the individual of one or more of these races?** Select one or more races based on the federal definitions listed below:
  
  - **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
  
  - **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

  - **Black or African American:** A person having origins in any of the Black racial groups of Africa.

  - **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

  - **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- **Race/Ethnicity Determination:** Select from the drop list the option that identifies how the race/ethnicity was determined.
  
  01: Parent Identified  
  02: Self Identified  
  03: Observer Determined  
  04: Unknown
**General Enrollment Information Fields:**

- **Grade:** Use drop down menu to select grade level of student, 95-infants, 96-1 year olds, 97 – 2 year olds, 98 – 3 year olds; 99 – 4 year olds; 0 – Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 14

  NOTE: Grade 14 may only be selected for Special Education Students participating in Alternate Assessment, as determined by the student’s Admissions and Release Committee and documented on his or her IEP. This student must turn 17 years of age on or before October 1st of current school year and must have progressed through a grade 12 assessments.

- **Start Date:** Enter the date in which enrollment began

- **Start Status:** Select appropriate entry or re-entry code (State defined codes). Student must be enrolled on the first day of school and a start status selected to be placed in the pool of students that may be reported on the Special Ed Exit Report. If student is a No Show, select NS from the drop list. Once the record is saved, the No Show checkbox will be selected. If student later enrolls in school this record should NOT be changed; instead a new enrollment record must be created.

- **End Date:** Enter ending date of student’s selected enrollment

- **End Status:** Select appropriate withdrawal code (State defined codes)

- **Service Type:** Indicates the type of enrollment and the intended service the student receives.
  - **P:** Primary – Select at school of accountability for student
  - **S:** Partial – Students who attend multiple schools in KY, the school of accountability should select P: Primary and the second school should choose S: Partial.
  - **N:** Special Ed Services Only - Students who attend school less than a full day due to the requirements of the student’s IEP or who attend just for special education services/related services, i.e., Private School or home school students who attend the district for special education/related services only.
**State Reporting Fields:**

**State Exclude:** Check this box if student is being tracked in the SIS for special education reporting only; therefore, attendance is not tracked for student. This will allow users to exclude students on monthly attendance reports and applicable state reports.

**Home Language:** Choose from an alphabetical list of world languages. If the language is not on this list, choose **OTHER**. Home language is defined as the language most frequently spoken at home. This information is obtained through question 1 on the Home Language Survey available on TransACT. **In the case of a foreign-born student living in an English speaking home of his/her adopted family, choose the student’s native language.** If a student’s Home Language is Native American, select Native American from the home language drop down menu. The next data element, Native American Home Language will become active. Then select the specific Native American Home Language from this drop down menu. **This element will be utilized on the IEP Enrollment Editor and the Private School Service Plan.**

**Resident District:** Select district of resident if student is receiving services in the district but resides in another district, **this element will be utilized on the IEP Enrollment Editor and the Private School Service Plan.**

**Special Ed Fields:**
*The IDEA December 1 Child Count pulls Special Ed Status and Setting from the student’s IEP Enrollment Status Editor. To be included on the child count report, data for the child MUST be populated on the IEP Enrollment Status editor, as shown on page 26 of this document. If student is determined ‘Not eligible’ for special education services, the information MUST be populated on the Enrollment tab.

*Special Ed Status: From the drop list, select the option that defines the student’s status within the special education process at a specific school location and assists in the determination as to whether this student will be included in the school’s December 1st Child Count.


**Primary Disability:** This field is read only in this area and is populated when the user follows the below steps:
1. Select the Primary Disability on the Conference Summary | Eligibility/Continued Eligibility
2. Save and lock the document
3. Creates a KYIEP | Enrollment Status editor using the ‘Get Status from Evaluation’ button
4. Lock and Save the KYIEP
5. Primary Disability will write to the Enrollment Tab | Special Ed Section

**Full Funding:** Check this box if according to a student’s IEP, the local board has approved a shortened school day/week and appropriate documentation has been forwarded to DLS, the school is eligible for full funding for this student. This selection is required to determine the adjustment to be made to SAAR (Superintendent’s Annual Attendance Report).

*Note: This student MUST also be placed in the Partial Day Attendance Group (contact your school attendance clerk).*

**Setting:** From the drop list, select the appropriate LRE description. LRE settings are based upon student’s age as of December 1st.

Reference code file table in the [2011_2012_Special_Education_Data_Standards_Revised_April_26, 2012](#) on page 27.

**Date Eligible but Refused:** Enter the month, day and year, if applicable, to indicate a parent(s) has declined special education services.

**Special Ed Exit Status:** From the drop list, select the reason the student is no longer receiving Special Education and Related Services

*Note: Please verify that the special education exit status corresponds with the appropriate general enrollment end status, if applicable.*
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Transfer to Regular Education</td>
</tr>
<tr>
<td>02</td>
<td>Graduated with a Diploma</td>
</tr>
<tr>
<td>03</td>
<td>Certificate of Attainment</td>
</tr>
<tr>
<td>04</td>
<td>Maximum Age</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Deceased</td>
</tr>
<tr>
<td>06</td>
<td>Moved, Known to Continue</td>
</tr>
<tr>
<td>07</td>
<td>Dropped Out</td>
</tr>
</tbody>
</table>

**Special Ed Exit Date:** Enter month, day and year in which the student was released from special education services

*Note: Please verify that the special education exit date corresponds with the appropriate general enrollment end date, if applicable.*
**Part C ID:** This is the Student Identification number assigned to infants and toddlers who have been identified and receiving services under the state's Part C, Program known as First Steps. Part C refers to the part of the Individuals with Disabilities Education Act that provides for services to Infants and Toddlers with disabilities ages birth through two (until their third birthday). Schools and districts must track and report if these children have been referred for services under Part B and if so when Part B eligibility status is determined, and if eligible when services began. The Part C ID number is currently provided to either the District's Preschool Coordinator or Director of Special Education four times during the school year. This information is made possible through a Memorandum of Understanding between the Kentucky Department of Education and the Cabinet for Health and Family Services, which administers the Part C program in Kentucky.

Reference addendum *First Steps Referral Process in Infinite Campus* on page 58 of the 2011_2012_Special Education Data Standards Revised April 26, 2012.