

Special Education Behavior and School Safety Reporting 2016-17

Districts will no longer need to submit special education behavior (removal and expulsion) spreadsheets to the Kentucky Department of Education (KDE). For the 2016-17 school year, districts will use the *Safe Schools Report* to review and validate behavior data for students in special education.

The superintendent and director of special education (DoSE) must each complete a survey verifying the accuracy of the data from the *Safe Schools Report* by June 30. The KDE will extract the data from the *Infinite Campus (IC) Reporting Warehouse* on July 3.

The timeline and tasks for this reporting are as follows:

- March 6 – March 20: Districts will ensure that appropriate special education staff, including the DoSE, have rights to access the *KY State Reporting / Safe Schools Report*.
- April 12: IC will enhance the *Safe Schools Report* in IC update 1713 by:
 - adding an option to run the report for special education students only
 - adding an English Learner “Yes” or “No” column
 - adding a *Primary Disability* code and description
 - adding descriptions to the codes
 - adding two warnings to the error report:
 - **Warning 2: Restraint or Seclusion Resolution without a Corresponding Behavior Response**
 - **Warning 5: Restraint or Seclusion Response without a Corresponding Behavior Resolution**
- March 7 – 27: *Special Education End of Year* regional trainings will provide information regarding changes to special education behavior reporting and validation.
- April 27 – 28: *Kentucky Department of Education (KDE) IC End-of-Year Webinar* will include a session that provides specific information about the changes to special education behavior and safe schools reporting.
- May 1: Safe schools data verification window opens.
- June 30: Safe schools data verification window closes.
- June 30: Superintendent and DoSE verification of accuracy is required through the following surveys:
 - [Superintendent Safe Schools Validation Survey](#)
 - [Director of Special Education Safe Schools Validation Survey](#)
- June 30: Districts submit *Interim Alternative Educational Setting (IAES)* spreadsheet through the *DoSE Secure File Upload* site.
- July 3: KDE extracts data from the *Safe Schools Report* from *IC Reporting Warehouse*.

Please notify Amy Patterson (amy.patterson@education.ky.gov) immediately of any issues or concerns you may experience as you work through this new process.

A few key points that may be helpful as we implement this new process:

- Districts will no longer submit the special education behavior (removal and expulsion) reporting spreadsheets to KDE. The data will be extracted directly from the *IC Reporting Warehouse*.
- The [Behavior Data Standards](#) provide information for data entry inquiries.
- The DoSE and safe schools coordinator should work together on the reporting validation and verification.
- The KDE will offer trainings in upcoming months regarding behavior data.
- When reviewing data, pay attention to the *Resolution Length School Days* column. (See requirements for removal of a student with an Individual Education Program (IEP) from current placement as required by [707 KAR 1:340 Section 14](#).)
- [Interim Alternate Educational Setting \(Removal by Hearing Officer or School Personnel\)](#) events/resolutions must be entered into the *Infinite Campus / Behavior Management Tool* following the guidance found in the [Behavior Data Standards](#).
- For the 2016-17 school year districts will submit the IAES spreadsheet to KDE through the *DoSE Secure File Upload* site. The deadline for the IAES submission is June 30.

For questions regarding behavior data entry and reporting, please contact Windy Newton at (502) 564-5130, ext. 4063 or windy.newton@education.ky.gov. For questions regarding special education data entry, please contact Amy Patterson at (502) 564-4970, ext. 4513 or amy.patterson@education.ky.gov.