Louisiana Believes

Special Education Reporting (SER) System User Guide

2019-2020 Version 1.0

Revision: September 2019

John White

State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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Web-only document.

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SYSTEM OVERVIEW

SER provides for the establishment of a statewide special education student database from which specified reports from the student record can be generated. These reports generated enable special education personnel to:

- Follow the provision of services to individuals
- Monitor the timeliness and appropriateness of these services when judged against the sections of the Louisiana Revised Statutes at R.S. 17:1941, et seq; *Bulletin 1706*, Regulations for Implementation of the Children with Exceptionalities Act; and the Individuals with Disabilities Education Act (IDEA, Part B and Part C)

SER allows special education personnel at the school, LEA, and state level the ability to collect, report, and process information on individual students through automated means. Data are captured on an individual from the point of referral to pupil appraisal personnel and from the provision of services until the time of exit from special education.

The SER system can be accessed at the following web address: https://serp.doe.louisiana.gov/ser.

LOUISIANA SECURE ID SYSTEM (eScholar)

R.S. 17:3914 required the LDOE to create a unique statewide student identifier system by May 1, 2015. Each LEA was required to assign unique student IDs to all student enrolled in public elementary or secondary schools. After August 1, 2015, data sharing between LDOE and LEAs utilize unique student identifiers, knows as a Secure ID, in place of social security numbers. LEAs assumed a new area of responsibility of assigning and maintaining Secure IDs.

DATA COLLECTION TIMELINE

Student data in SER are entered and submitted daily. The Benchmark Calendar provides information to guide LEAs on deadlines for data submission. Refer to the LDOE INSIGHT Coordinator Portal for the most current version. Because SER data is submitted daily, there are specific dates where snapshots of the data are taken for reporting purposes. The count for the Individuals with Disabilities Education Act (IDEA) collection is as of October 1. The count for the Minimum Foundation Program (MFP) collection is as of February 1. The Benchmark Calendar lists the timeline and system specific due dates for data collection.

Jul '19	Aug '19	Sep '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	Jul '20	Aug '20
	October 1 IDEA					**February 1 MFP**							
								End-Of-Year					

October 1 IDEA: Students with disabilities that have a current evaluation, a current IEP, and are receiving services as of October 1 are included in the IDEA Child Count. The Child Count is used for federal reporting and funding. If the date falls on a non-business day, the nearest business day before or after will be used.

February 1 MFP: Students with disabilities, gifted, and talented students that have a current evaluation, a current IEP, and are receiving services as of February 1 are included in the MFP Child Count. The Child Count is used for state reporting and funding. If the date falls on a non-business day, the nearest business day before or after will be used.

End-Of-Year (EOY): Discipline data, students eligible for Extended School Year Services (ESYS), students exiting special education, Initial Evaluation Compliance, and Post-School Transition data are collected. EOY data are used for federal reporting.

APPLICATION SYSTEMS ACCESS AND SECURITY

DATA SECURITY

Data security standards define specific requirements for managing and controlling access to all LDOE Systems. Security goals require all personnel using the LDOE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR

Each Local Education Agency (LEA) and Charter Management Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDOE Application Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDOE Application Systems.

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDOE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION

Users requiring access to the LDOE Application Systems must complete a Security Request Form and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDOE System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

User IDs and Password Standards:

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers are the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, $)
- New passwords cannot be the same as any of the previous 5 passwords

Resetting a Password Using the Password Reset System (PRS):

To change an initial password or to reset a forgotten or expired password, LDOE has implemented a self-service password reset system called *PRS*. The PRS URL is https://password.doe.louisiana.gov. The PRS User Guide can be found at https://password.doe.louisiana.gov/PRSHelp.pdf.

MINIMUM COMPUTER SYSTEM REQUIREMENTS:

The following are the minimum computer system requirements to access the LDOE Systems.

- **Hardware:** A PC connected to the Internet
- **Browser:** LDOE Systems are designed for **Internet Explorer,** Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust the resolution, right-click on the desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.

SCREEN DISPLAY PROBLEMS

Problems with screen display for the LDOE Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

Internet Explorer (IE) Options:

If there are problems with the LDOE Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools>>Internet Options>>Privacy >> Pop-Up Blocker Settings. Enter https://leads3.doe.louisiana.gov/ptl/ in the "Address of Web site to allow" field.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

Internet Explorer (IE) Compatibility View:

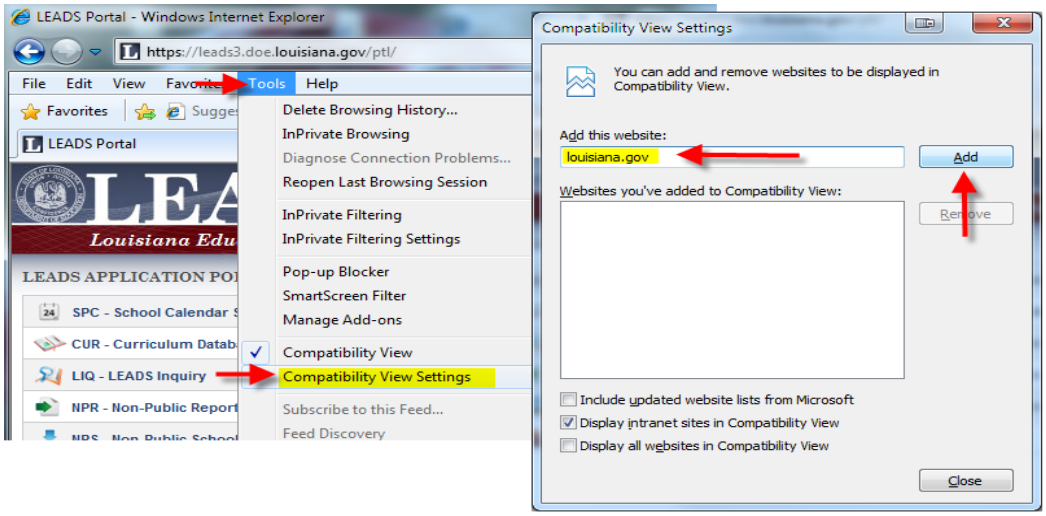
Compatibility View may be a solution for those IE users experiencing problems viewing LDOE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility view for a website by clicking the "Compatibility View" icon to the right of the address bar.

The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11,** Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, Click the "Tools" button on the menu bar, and then select the "Compatibility View Settings" option.

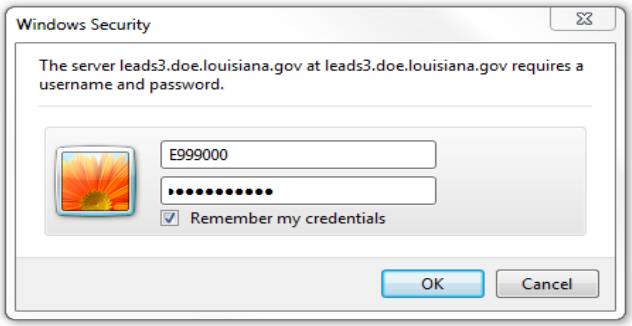
Then, in the text box under "Add this website", enter *Louisiana.gov* and click the "Add" button.
Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



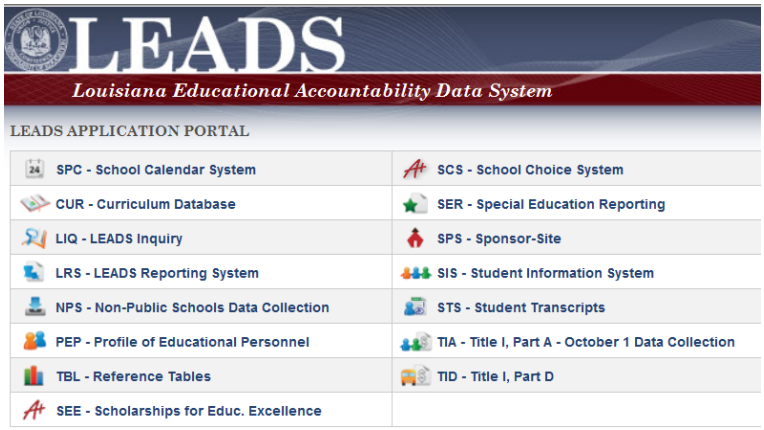
LDOE LOGIN SCREEN:

To access the LDOE Systems, users must enter a **User ID** and **Password** on the LDOE Login Screen.

After access has been granted, users should access LDOE Application Systems directly through the LEADS Portal at https://leads3.doe.louisiana.gov/ptl/.



All LDOE Systems for which a user is authorized to access will be displayed.



Select the [**SER – Special Education Reporting**] icon to access the application

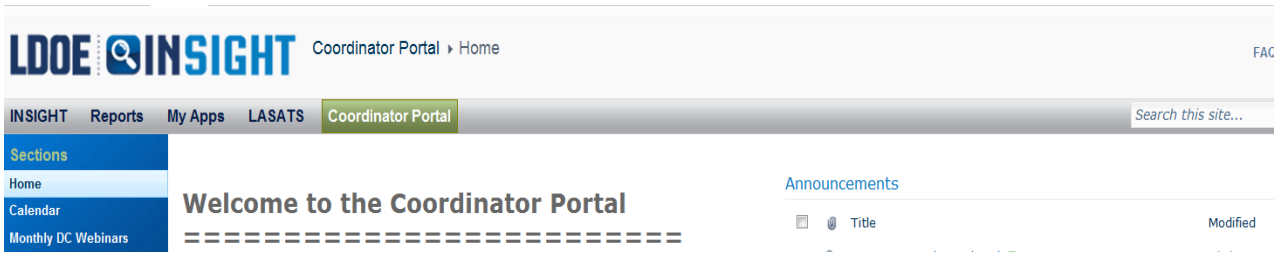
INSIGHT PORTAL LOGIN SCREEN:

The INSIGHT PORTAL brings together data submitted by Louisiana Education Agencies (LEAs) and Charter Management Organizations (CMOs), merges it with the data LDOE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the INSIGHT PORTAL by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

To access the INSIGHT PORTAL, users must enter a **User ID** and **Password** on the INSIGHT PORTAL ***login screen***.

The ***Coordinator Portal*** screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.

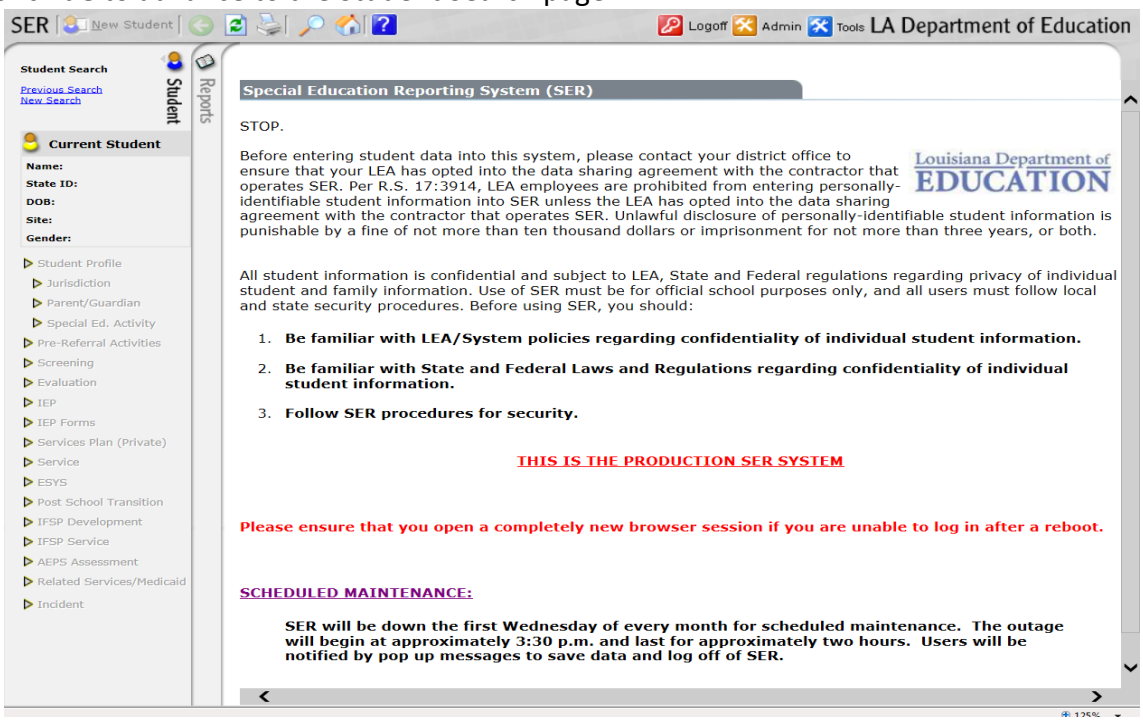


SYSTEM FEATURES

SER Homepage

The SER Homepage is the first page the user will see after logging into the system. This page provides important information regarding usage of the system and regarding the status of the system, such as scheduled down time of the system.

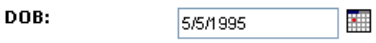
Click **Continue** to advance to the Student Search page.



SER Home Page

Date Pop-Up

Dates are an important part of the SER System. A calendar icon is displayed next to each date field throughout the SER application, such as in Sample Date Field below.



Sample Date Field

When the calendar icon is clicked, a Date Selector Pop-Up will appear. If the field already contains a date, that date will already be selected in the pop-up (see Date) by a dark grey box around the date. If the field does not already have a date entered or selected, the current date will be highlighted in the pop-up but not selected in a light gray box (see Current Date). To select a specific day, click on the date and that value will be automatically entered into the field.

To quickly change to a specific month or year in the Date Selector Pop-Up, select the appropriate month or year from the available listings at the top of the Date Selector Pop-Up window. Once a month or year is selected from the listing, the calendar displayed below will automatically shift to the corresponding month and year.

To move forward or backward, one month at a time, click the “<” or “>” links on the calendar title.

To select no date (meaning, make the date field blank), click the NONE button at the bottom of the pop-up window.

To cancel the date selection and leave the date field as it was, simply close the Date Selector Pop-Up window by clicking the ☒ at the top right corner of the Date Selector Pop-Up window.

Date (Previously Selected Date)

Date (Current Date)

Common Page Features

All pages used to input data or modify data display a tool bar along the top of the page. This toolbar displays common functions for that specific page. Some pages may or may not have all the buttons, but each page will have a combination of the buttons displayed below.

Sample Page Function Bar

Save

The Save button will attempt to save the data on the page. A successful save should reload the page and display a notification at the top of the page.

If a save is **not** successful, no change or additional data is stored in the database. An error message will display at the top of the page, detailing the reasons why the save was not successful. Before a record can be saved, each error listed must be corrected.

For assistance, refer to the Troubleshooting section at the end of this document.

Save Button

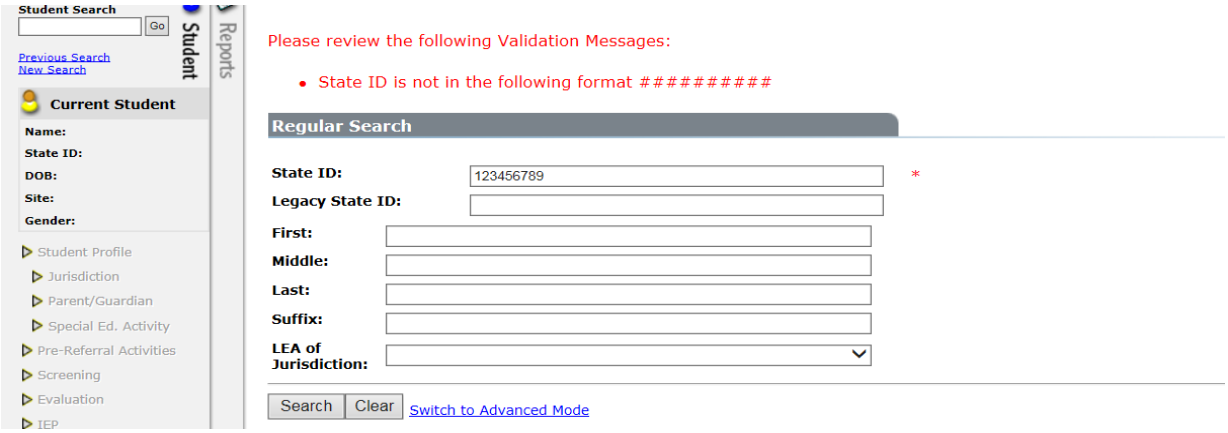
Errors/Data Validation

Most pages contain fields of data that are required before a record can be saved. When attempting to save a record, if there is any missing data or improperly formatted data, a listing of the errors will display at the top of the page (see **Sample Page Error and Data Validation Message**).

The following is a list of common fields that require specific formatting:

- Date fields require one of the following formats
  - M/D/YYYY (Month, a forward slash, Day, a forward slash, 4 digit Year)
  - M-D-YYYY(Month, a dash, Day, a dash, 4 digit Year)
- State ID (Louisiana Secure ID) field requires the following format
  - 8888888888 (10 numbers)
- Legacy State ID field requires one of the following formats
  - 888-88-8888 (3 numbers, a dash, 2 numbers, a dash, and 4 numbers)
  - 888888888 (9 numbers)

If the data entered does not conform to these formats, an error message will display at the top of the page (see **Sample Page Error and Data Validation Message**). A red asterisk will display beside each field that contains an error.



Sample Page Error and Data Validation Message

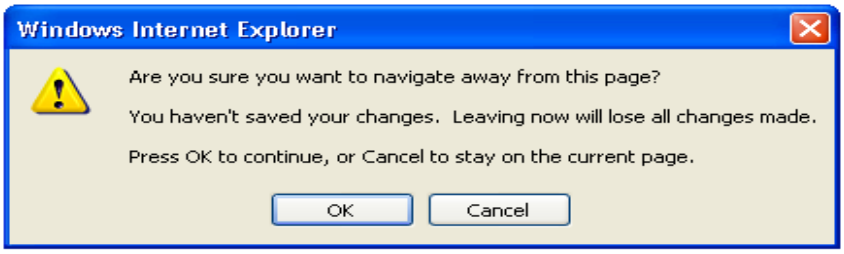
Close

The “close” button will close the record without saving any changes to the information on the current record and return to the previous section.

For example, if the user is working on an existing IEP record and clicks the “close” button, the IEP listing page will display.

Close Button

If any of the data on the page has been modified and has not been saved, a prompt will display.



Prompt Before Exiting without Saving

Cancel

The “cancel” button will cancel any changes made to the information on the current record and reset all the values on the page back to the state they were in the last time that specific record was saved.

Cancel Button

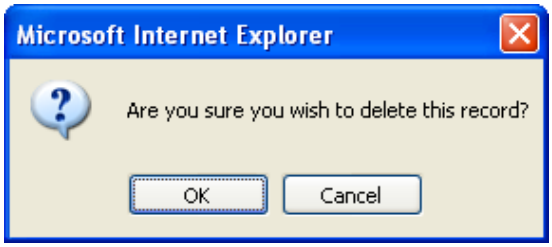
For example, if the gender and current grade are changed on an existing record and the cancel button is clicked, the gender and current grade will be reset back to their original values. If the record is new, every field will be reset back to the default or blank values.

If the record has been saved since making modifications to the information in it, the cancel button will not undo any changes before the save was completed, but will reset each field back to its value at the point in time that the last record was saved. The cancel button will not remove or delete any previously saved data.

Delete

The Delete button will delete the current record and all related records that depend upon the current record. When the Delete button is clicked, the user will be prompted to confirm the deletion of the record (see **Confirm Delete**). This prevents the accidental deletion of records. To delete the record, click OK. To cancel the delete, click the Cancel button.

Delete Button



Confirm Delete

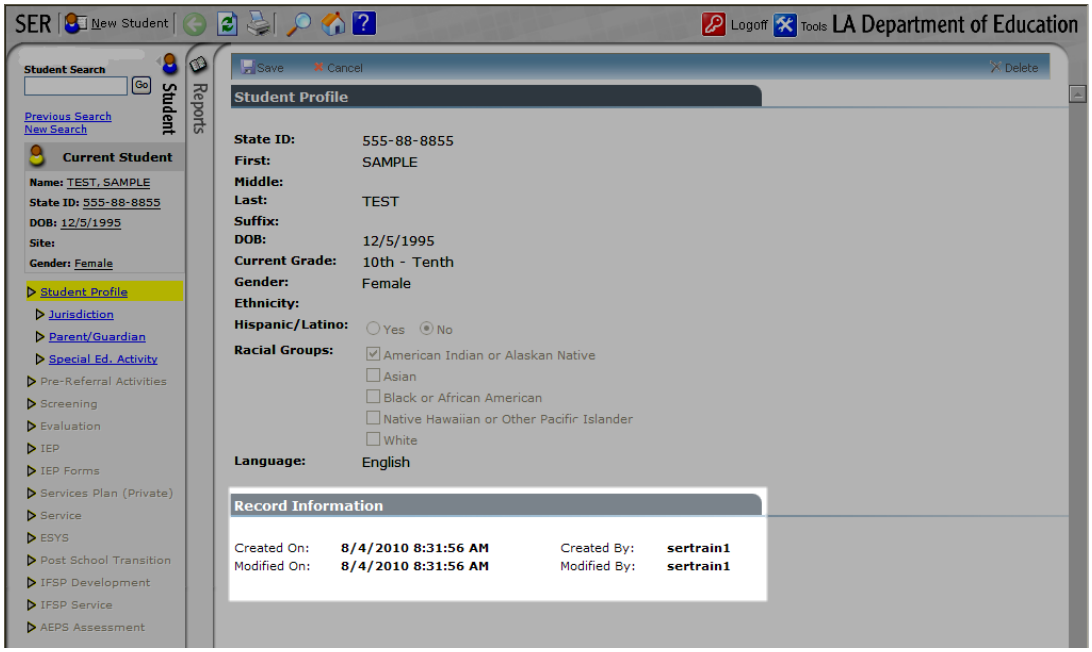
If a delete is not successful, no change is stored in the database and the page will display a message detailing the errors associated with the unsuccessful delete.

Record Information

At the bottom of each page is a Record Information area that displays the user and date the current record was created and last modified.

If working with a new record, the Record Information area will appear upon a successful save.

Each record in the system retains an audit log. This is designed to provide a historical view of each record in the system. This does not mean that data can be rolled back to a previous state. In order to undo a change, the record must be edited and the fields set back to the values as they originally existed.



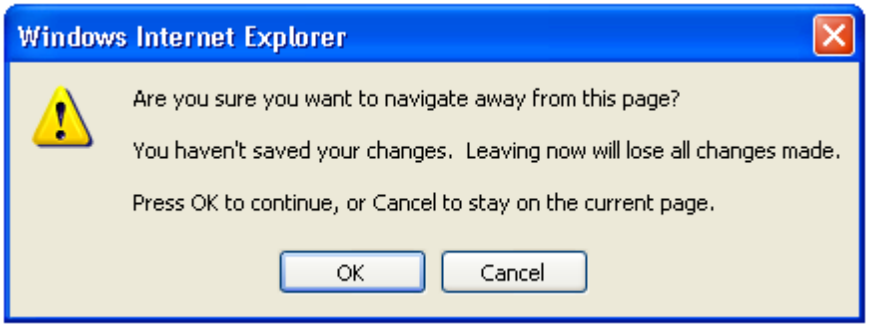
Sample Record Information Area

Read Only Access

Users may have read-only access to a student's information. In this case, the Save and Delete buttons will be disabled, the student's information will be displayed so that it cannot be changed, and adding new records of the various Student Options will not be enabled.

Leaving Pages without Saving Modified Data

If the user attempts to switch to another page after modifying student information without saving those changes first, the user will be prompted to confirm that they wish to exit the page without saving the modifications. To continue leaving the page without saving the modified information, click OK.
To cancel and return to the page so that the modifications may be saved, click the Cancel button. The user can then proceed with the save as defined above.



Changes Made Prompt

Student Search

The student search page allows the user to quickly retrieve a student or a group of students matching the specified search criteria.

To find a single student or group of students, enter the criterion that uniquely identifies the student or the group; then click the Search button to perform the search. The results will be listed on the lower portion of the search page (see **Regular Student Search**). The search will list up to 200 students that match the search criteria.

To reset the search back to the default blank values, click the Clear button.

The matching students are displayed with the following columns in order to better assist in identifying the student:

- State ID
- Name
- Birth Date
- Gender
- Ethnicity
- Jurisdiction

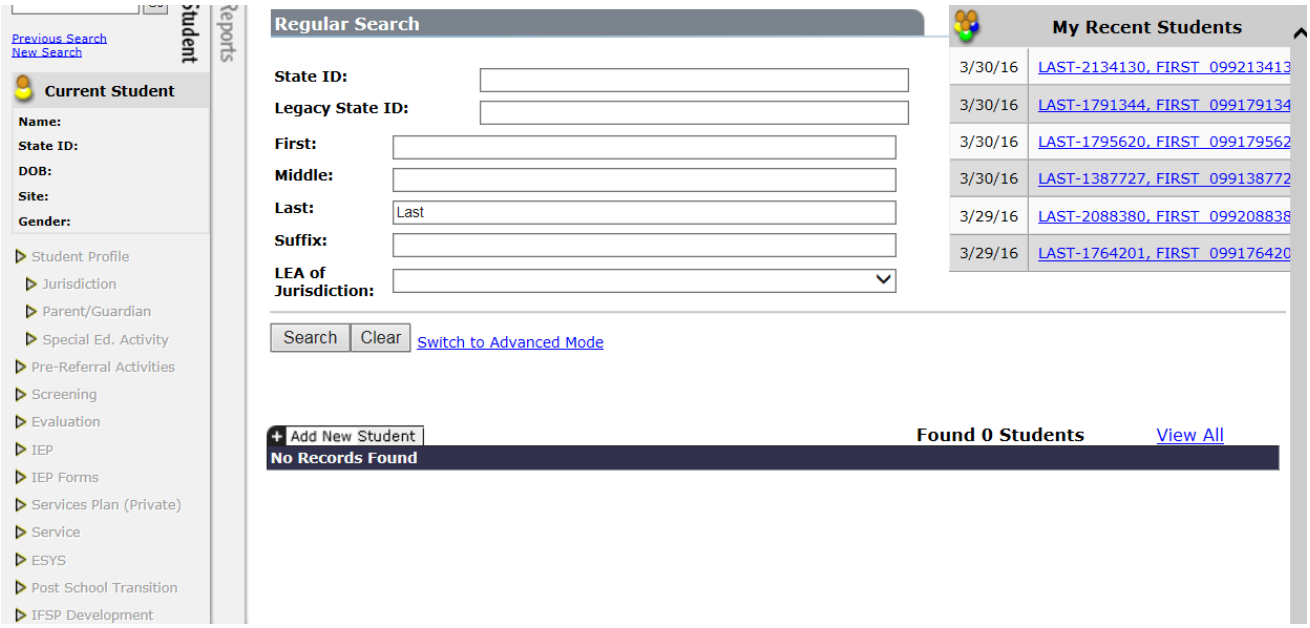
- Site
- Last IEP/SP
- Last Evaluation

Click on any of the column titles to sort by that field. For example, clicking on the Ethnicity column title will sort the matching records by the student's Ethnicity. Clicking on the Date of Birth will sort the matching records by the student's Birth Date. Click on the same column a second time to reverse the order of the sorting.

In order to view a student's record, click on the student's State ID to view that student's Student Profile page.

The Student Search listing of results displays twenty (20) records at a time. If twenty (20) or fewer records are returned, the number one (1) will be displayed below the listing. This identifies that Page 1 of 1 is currently being displayed. If more than twenty (20) records match the search criteria, clicking on one of the page numbers at the bottom of the result listing will switch from any page to the selected page number. The current page will appear in bold; other page numbers will appear in blue.

If no records match the search criteria, a message stating that no records were found will be displayed (see **Student Search – No Records Found**).



Student Search – No Records Found

Located above the result listing is an Add New Student button. Click this button to enter a new student who is not currently listed in the SER System. **Be sure to search for this student prior to attempting to add a new student in order to ensure that the student is not already in the system.** However, if an

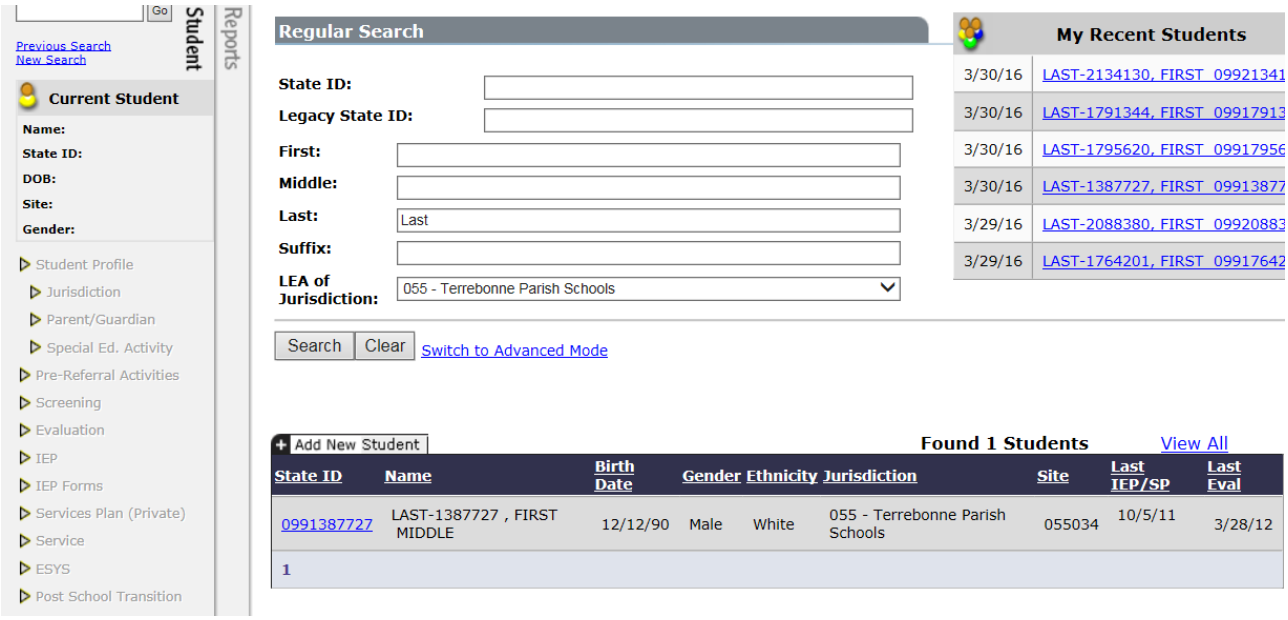
attempt to add a student who is already in the system is made, a listing of potential duplicate students will be displayed. This will be covered in more detail in the section **Duplicate Students**.

Regular Student Search

The default search mode is the Regular Student Search. In this mode, search for a student utilizing any combination of the following student fields:

- State ID
- Legacy State ID
- First Name
- Middle Name
- Last Name
- Suffix
- LEA of Jurisdiction

To switch to the Advanced Mode, click the Switch to Advanced Mode link next to the Search and Clear buttons.



Regular Student Search

Advanced Student Search

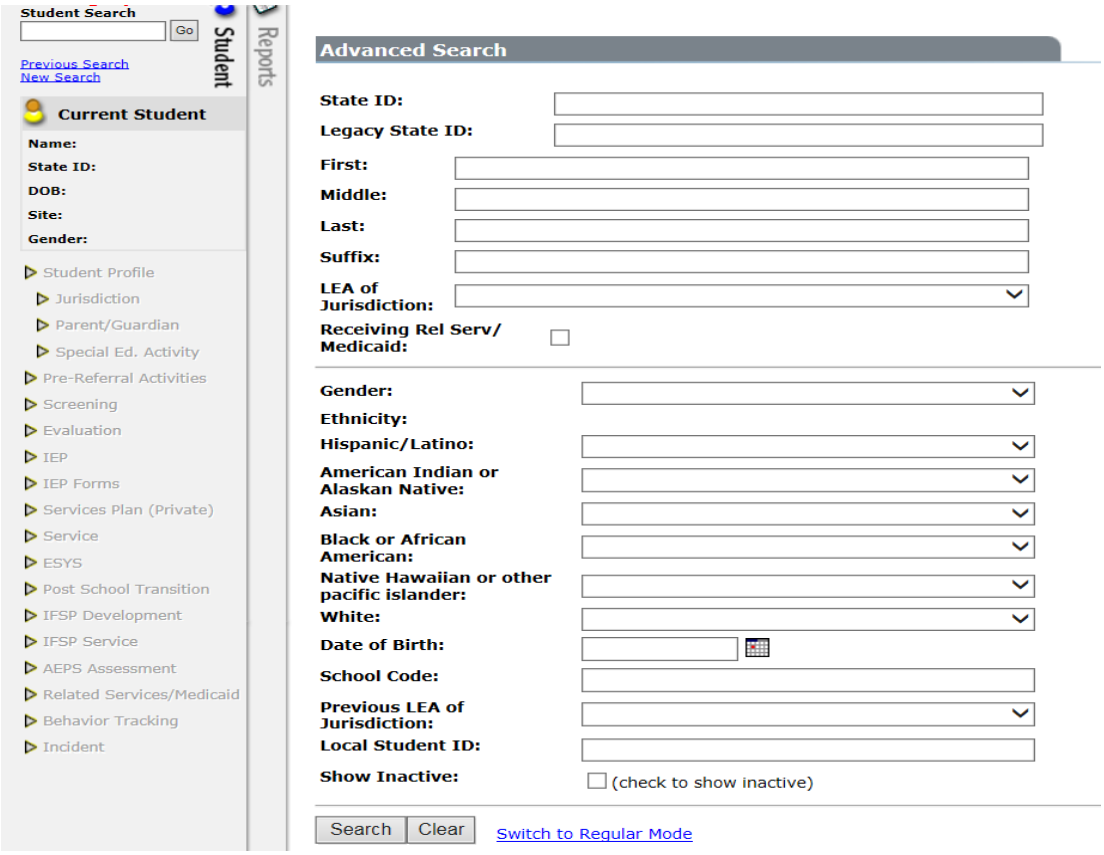
In the Advanced Student Search mode, search for a student using any combination of the following student fields:

- State ID
- Legacy State ID
- First Name
- Middle Name

- Last Name
- Suffix
- LEA of Jurisdiction
- Gender
- Ethnicity
    - Hispanic/Latino
    - American Indian or Alaskan Native
    - Asian
    - Black or African American
    - Native Hawaiian or other pacific islander
    - White
    - Two or more races
- Date of Birth
- LEA of Jurisdiction
- School Code (site)
- Previous LEA of Jurisdiction
- Local Student ID
- Show Inactive

By default, only active students are included in the search results. To include inactive students, check the Show Inactive button and perform the search as normal.

To switch to the Regular mode, click the Switch to Regular Mode link next to the Search and Clear buttons.

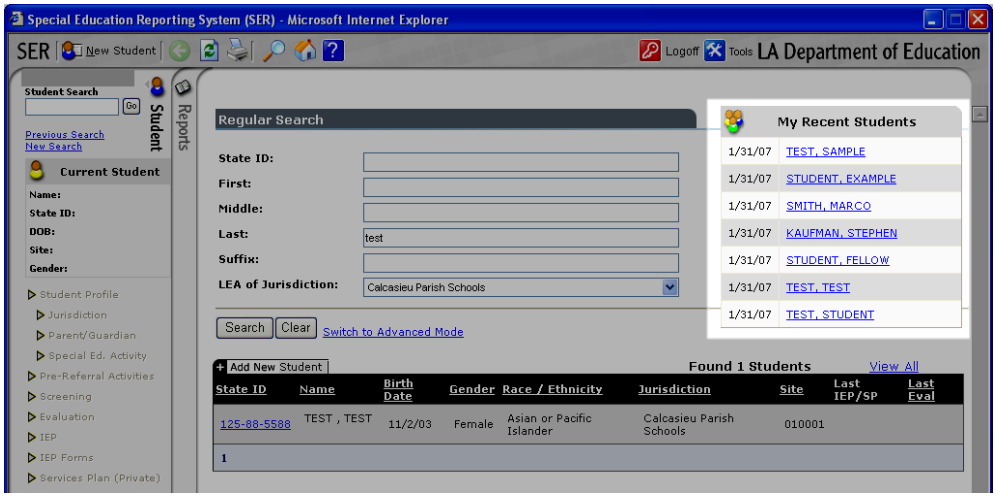


Advanced Student Search

Recent Students

In the top right corner of the Student Search page is an area that displays up to seven (7) of the last students modified by the user (see **Recent Students**) and the dates last accessed. The listing is available in order of last modified to help the user quickly return to a specific student's record.

There are limitations to this listing. Currently, the information is stored in a web browser cookie. A cookie is a small file containing a limited amount of information that is stored on a computer. This cookie is unique to each computer. In other words, if a user usually works on Computer #1, but today decides to work on Computer #2, the students accessed on Computer #1 will not appear in My Recent Student listing on computer #2 and vice versa. The cookie is unique to each computer. No student-identifying information is stored in the cookie.

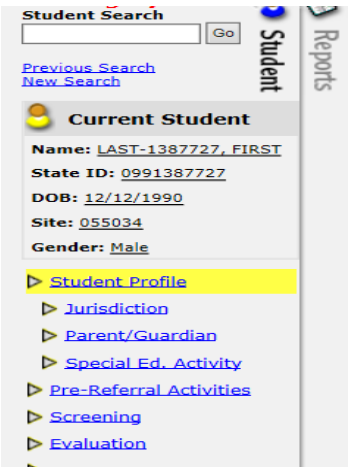


Recent Students

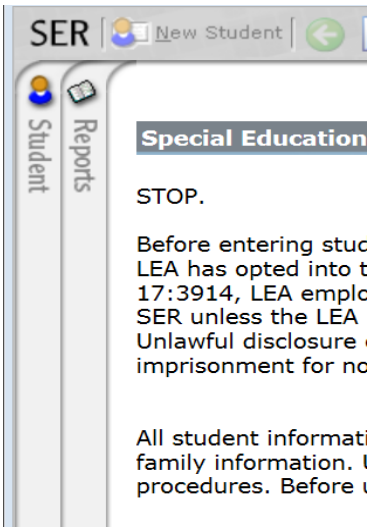
Student Tab

The Student tab provides a quick way to search for students, track which student is currently being worked on, and easily move between different information areas of a student's record.

The Student tab is open by default. To hide the information and options listed in the Student tab, click on the Student icon/title. The page will refresh, with the student information and options hidden. Similarly, to open the Student tab, click on the Student icon/title.



Student Tab (Opened)



Student Tab (Closed)

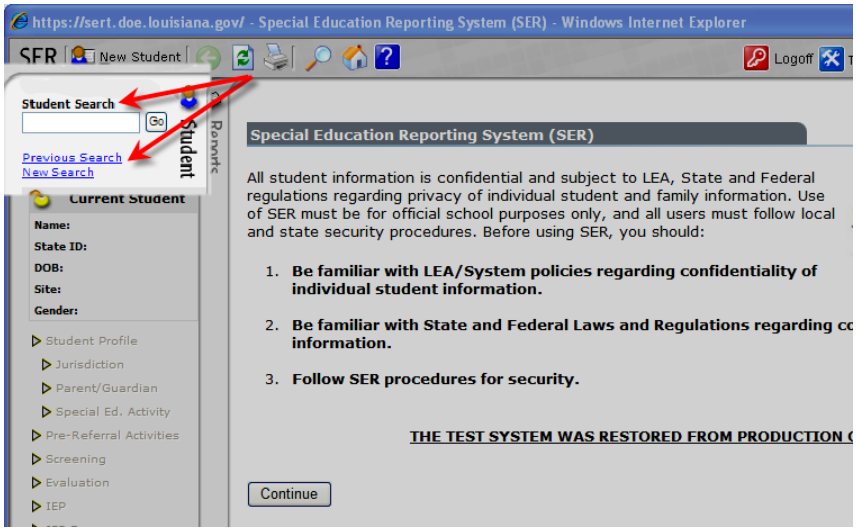
Student Quick Search

The Student Quick Search allows for a basic student search using common information. To perform a Student Quick Search, enter the search criteria into the Student Search Box and click the Go button.

The Student Quick Search accepts the following search options:

- Last Name only
- Both First Name and Last Name
- Last Name, First Name
- State ID
- Legacy State ID (Social Security Number)

Also provided in this area are two links, Previous Search and New Search. To return to the previous search and its search criteria, click the Previous Search link. To start a new search, click the New Search link.

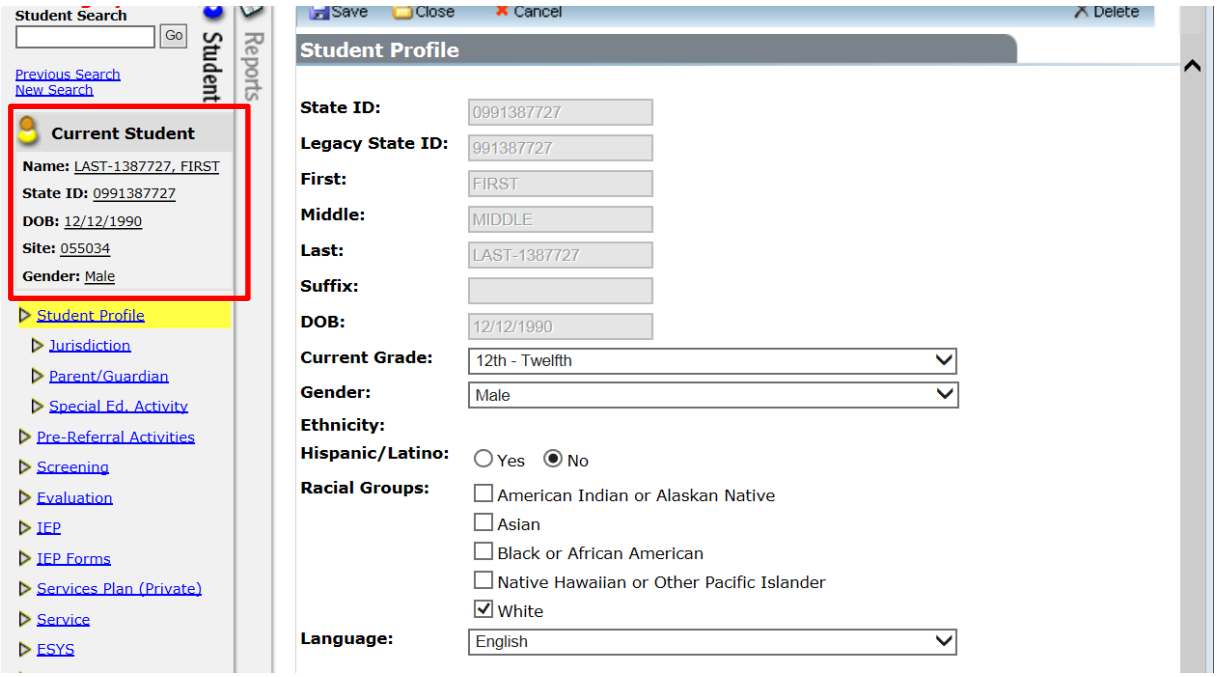


Quick Student Search

Current Student

SER allows access to only one student record at a time. The Current Student area contains basic information, such as Name, State ID, Date of Birth and Gender of the student currently accessed. When a student record is selected from the Student Search page or the My Recent Students area, this area will be updated to show record information for that single student.

If no student has been selected or if currently adding a new student, this area will remain blank. It will also be blank when the user returns to the Student Search page.



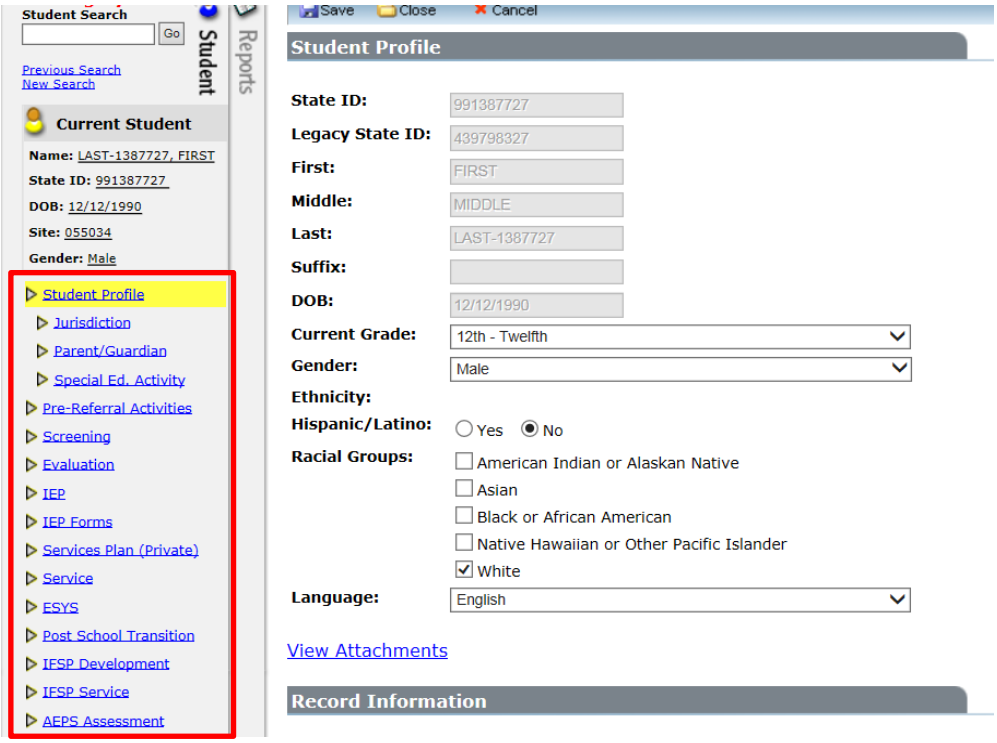
Current Student

Student Options Area

The student options area appears in the Student tab, directly below the Current Student area. If no student is currently selected, the various options will be visible, but not active. When a student is selected or a new student has been successfully saved, the links in the student options area will become active.

These options are the main information areas that are captured for a student. Once a student is selected, the Student Profile page is displayed. The **Student Options** section below shows the Student Profile link highlighted in yellow, signifying that the user is currently in the Student Profile area. These options are directly related to the current student, whose basic information appears in the Current Student area directly above the student options area.

Click the link to access the corresponding page.



Student Options

Student Profile

The Student Profile page is the first main page seen after a student is initially selected or when adding a new student.

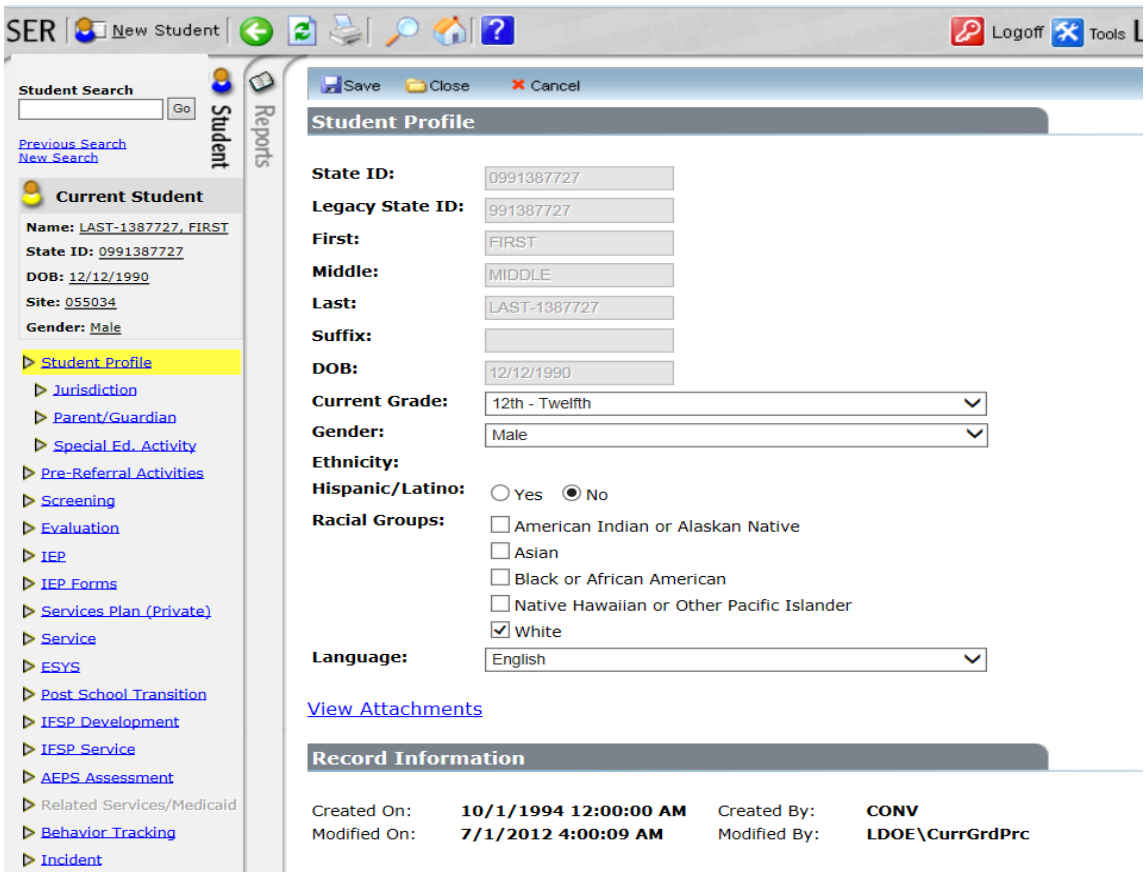
The Student Profile page contains the following fields of information:

- **State ID**
- **Legacy State ID**
- **First Name**
- **Middle Name**
- **Last Name**
- **Suffix**
- **Date of Birth**
- Current Grade
- Gender
- Hispanic/Latino
- Racial Groups
- Language

The data elements in bold are considered personally identifiable information (PII). Student PII is no longer entered or edited in SER. Student PII in SER is synched with the Louisiana Secure ID System, eScholar. If changes to student PII are needed in SER, the changes must be made in eScholar. Student PII in SER must match the PII in eScholar to update the remaining fields.

The Current Grade field is associated with the student's information in eScholar. The student's demographic information and LEA must match in SER and eScholar to update this field. If an error is received when attempting to update the Current Grade, verify with your LEA's Secure ID manager that the student's information matches in SER and eScholar.

If values are not entered in any of the remaining fields, an error message will display, notifying the user to enter values into those fields.



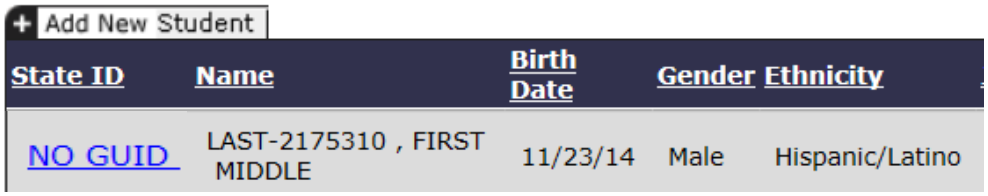
Student Profile

Assigning a State ID

If a student does not have a State ID in SER (indicated as NO GUID), the ID can be assigned if a user has LASID writer access. LASID writer access can be granted in TAS (Totally Automated Security) by an LEA's security coordinator.

LEAs should limit access to one or two staff members for data quality purposes. Staff members with access should always work with their LEA's Secure ID manager to verify the student's correct ID before assigning an ID in SER.

To assign a State ID to a student, click NO GUID to bring up the student's Student Profile page.

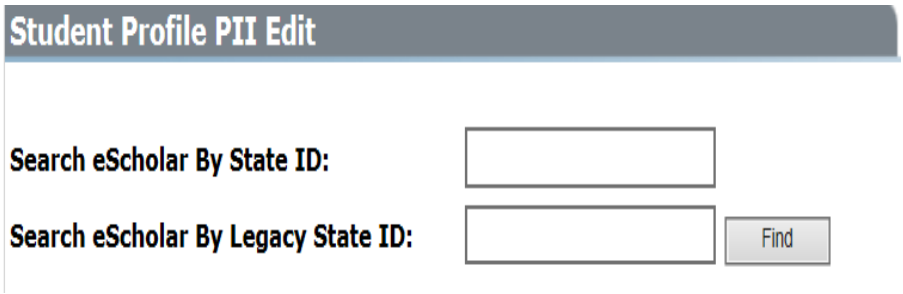


Student with No State ID in SER

On the Student Profile screen, click Modify State ID/PII data.

Modify State ID/PII Data

Enter the student's State ID in the Search eScholar By State ID field and click Find. A user can also search by Legacy State ID (SSN) if the student's Secure ID is unavailable.



Search eScholar by State ID Field

The student's Secure ID and PII data in eScholar will display next to the student's State ID and PII data in SER. Compare the data and verify the information is correct. Once the Secure/State ID is assigned, the student's PII data will be updated with the PII data in eScholar.

Save eScholar PII to SER

SER PII Data	eScholar PII Data
State ID:	State ID:
Legacy State ID:	Legacy State ID:
First:	First:
Middle:	Middle:
Last:	Last:
Suffix:	Suffix:
DOB:	DOB:

Updating a State ID

If a student's State ID in SER does not match the State ID in eScholar, the student's State ID can be updated in SER.

Before updating a student's ID, the user should verify with the LEA's Secure ID manager why the State ID does not match the student's ID in eScholar:

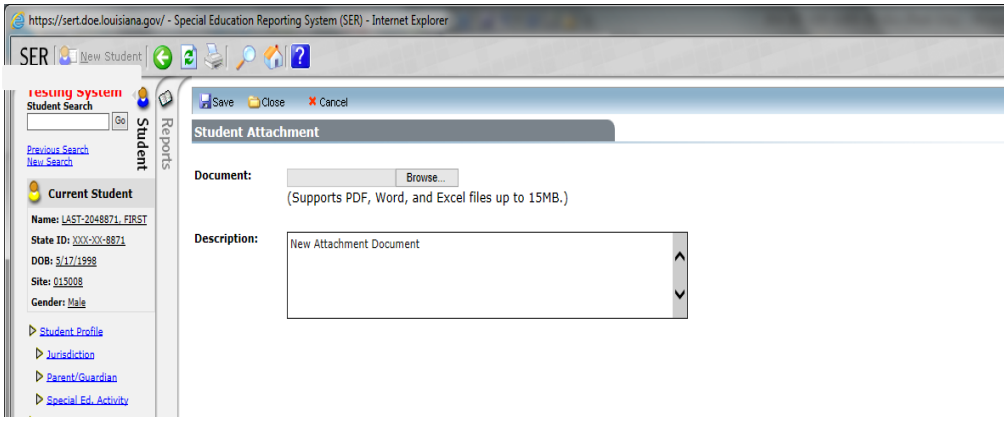
- Is the ID in SER retired and needs to be updated with the active ID?
- Does the ID belong to another student?
- Was the student assigned duplicate IDs in eScholar?

Once the student's active ID is verified, determine if the ID in SER needs to be updated. If the ID needs to be updated in SER, click the student's State ID. On the Student Profile screen, click Modify State ID/PII data. Enter the student's State ID in the Search eScholar By State ID field and click Find. A user can also search by Legacy State ID (SSN) if the student's Secure ID is unavailable. The student's Secure ID and PII data in eScholar will display next to the student's State ID and PII data in SER. Compare the data and verify the information is correct. Once the Secure/State ID is assigned, the student's PII data will be updated with the PII data in eScholar.

View Attachments

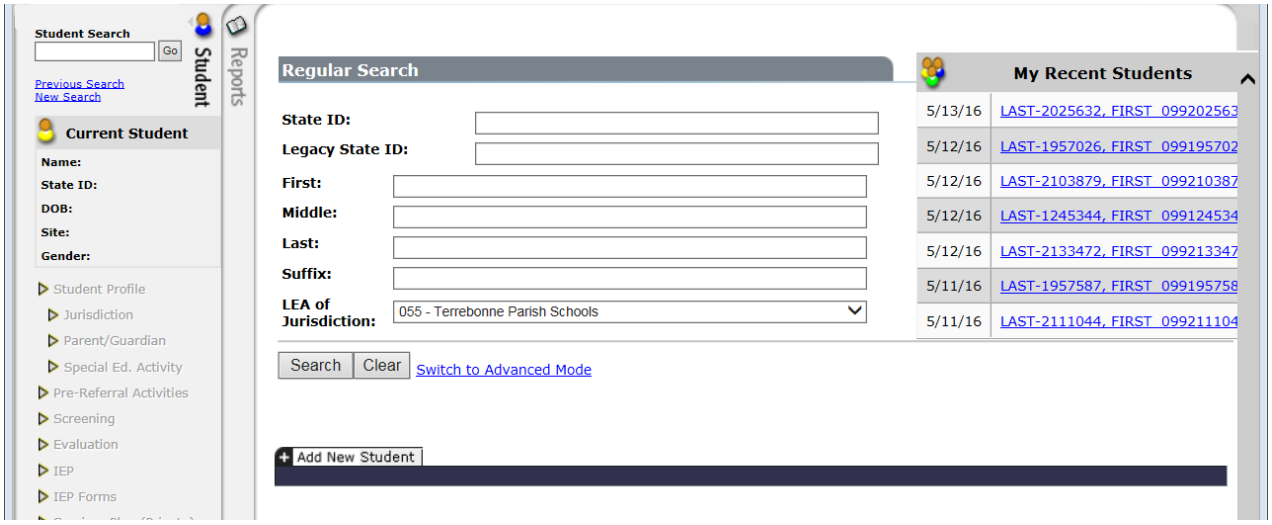
The Attachment feature is located on the Student Profile page. To add an attachment or see what attachments are already in the file, click View Attachments. To add an attachment: (1) select the Add New tab, (2) type in document name or browse to select the document, (3) select the document and (4) save the attachment. The attachment is now part of SER, showing name and date uploaded. At this point and in the future, this form can be viewed, edited or deleted. To add more attachments, click

Add New and follow steps 1-4.

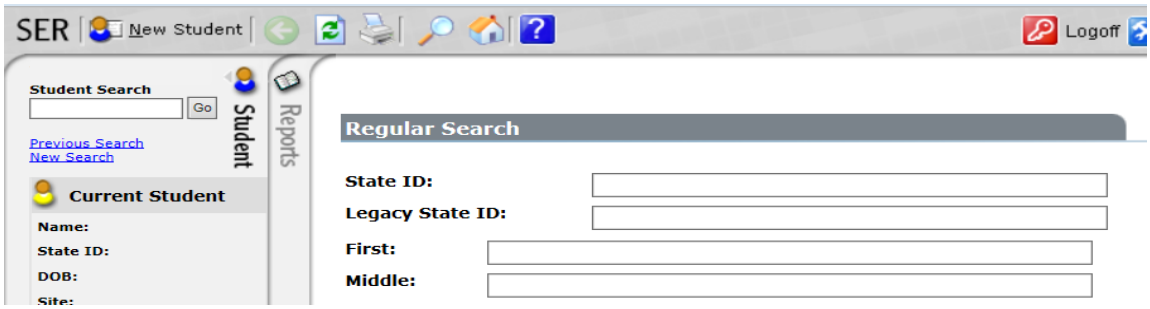


New Student

To add a new student to SER, click on the Add New tab. A new student can also be added by clicking the New Student in the toolbar.



Add New Student Tab

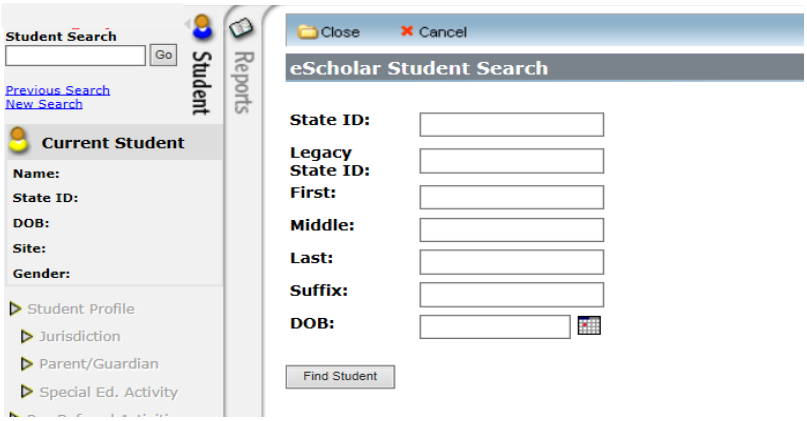


New Student Toolbar

After clicking the tab or New Student in the toolbar, the eScholar Student Search screen will populate. **A student must be assigned a State ID in eScholar before being added to SER.** Students ages 3-5 not enrolled in school but will receive services or students enrolled in private schools that will receive services must be issued a State ID in eScholar before they can be added to SER.

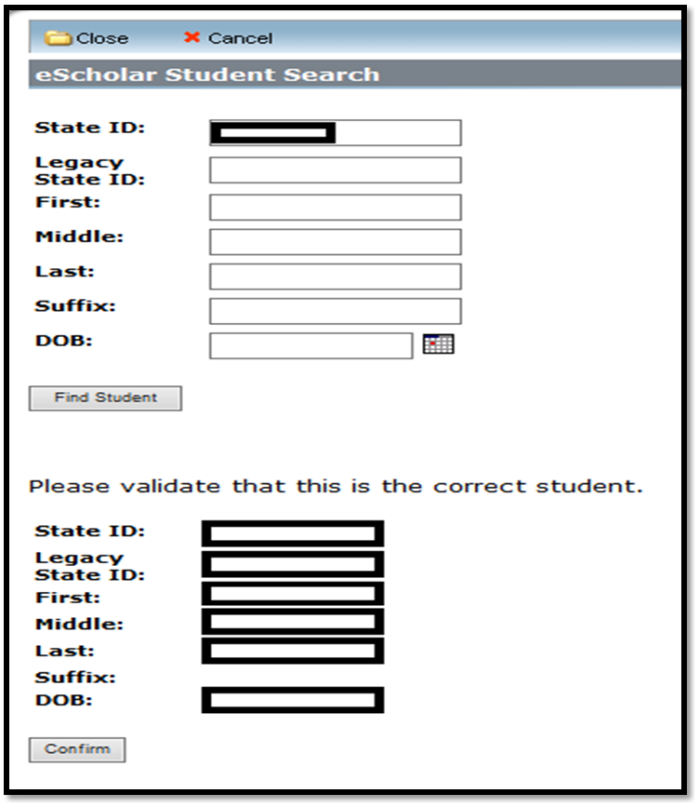
The eScholar Student Search page contains the following fields of information:

- State ID *(required)*
- Legacy State ID
- First Name
- Middle Name
- Last Name
- Suffix
- Date of Birth



eScholar Student Search Screen

After entering in the information, click Find Student. The student associated with the State ID will populate at the bottom of the page. If the student is correct, click Confirm.

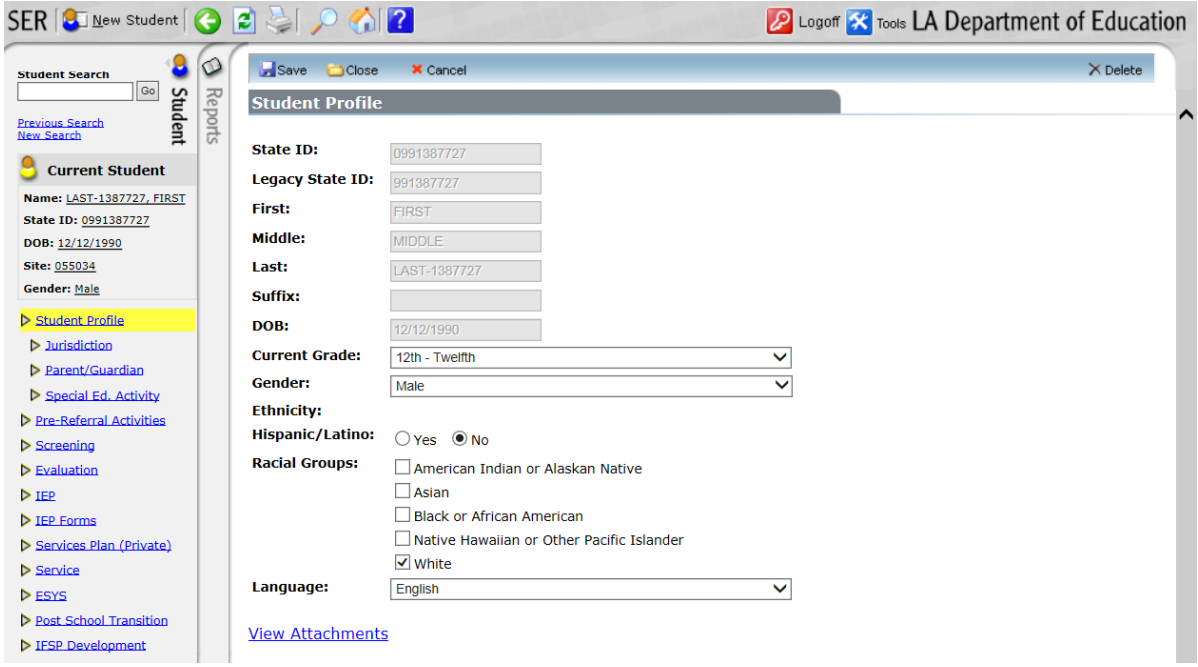


Confirm Student Screen

The Student Profile screen will populate after confirming the student is correct. Enter the remaining fields, then click Save.

When adding a new student, the links to the information areas (see **New Student** section) are not active until the student record is saved.

Once a new student has been saved, only the Student Profile, Parent/Guardian, Jurisdiction, and Special Education Activity student options will be enabled. Once the student has been assigned to an LEA of Jurisdiction and the parent/guardian information entered, the other student options will be enabled.



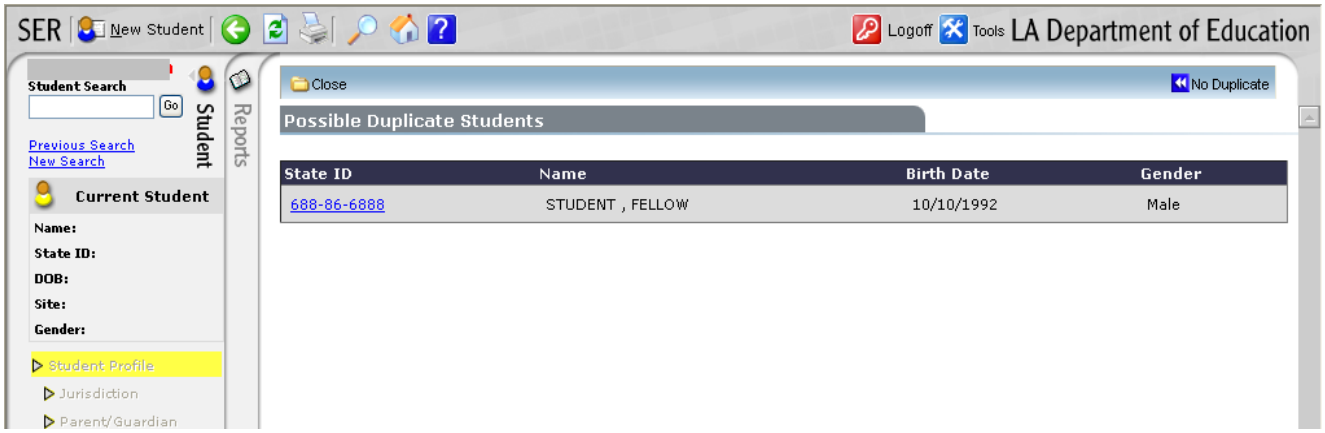
New Student

Duplicate Students

When a new student is saved, the system will automatically attempt to verify that the new student does not already exist in the system. If there are any students that appear to be similar or identical to the student entered, a listing of possible duplicates will be displayed.

If the student appears in the listing, clicking on the student's State ID will load that student's record and cancel the creation of the duplicate student.

If the student does not appear in the listing displayed, click the No Duplicate button at the top of the page to continue with the new student.



Duplicate Student Selection Page

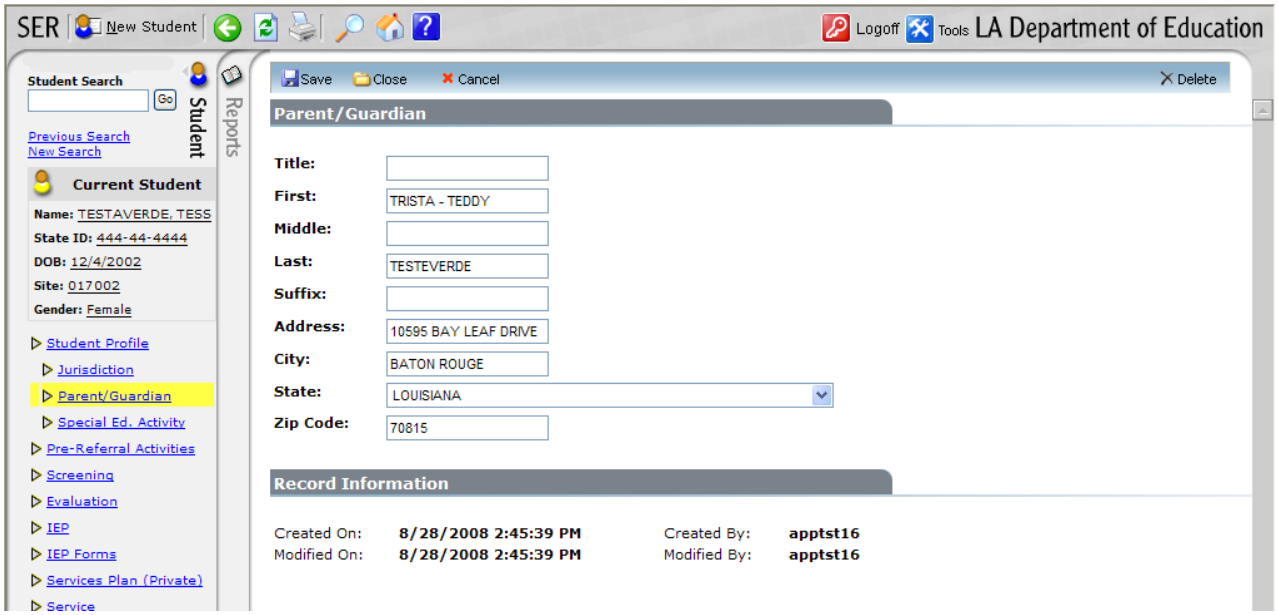
Parent Guardian

The SER System keeps track of one Parent/Guardian for each student. To enter the Parent/Guardian area, click on the Parent/Guardian link in the student options area.

The Parent/Guardian page contains the following fields of information:

- Title
- First *(required)*
- Middle
- Last *(required)*
- Suffix
- Address *(required)*
- City *(required)*
- State (defaults to Louisiana)
- Zip Code *(required)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



Parent/Guardian

Jurisdiction

A student is "owned" by a single Local Education Agency (LEA) at all times. There are no gaps when a student is transferred from one LEA to another. The end date of an LEA's jurisdiction is automatically calculated when another LEA assumes jurisdiction.

Jurisdiction History

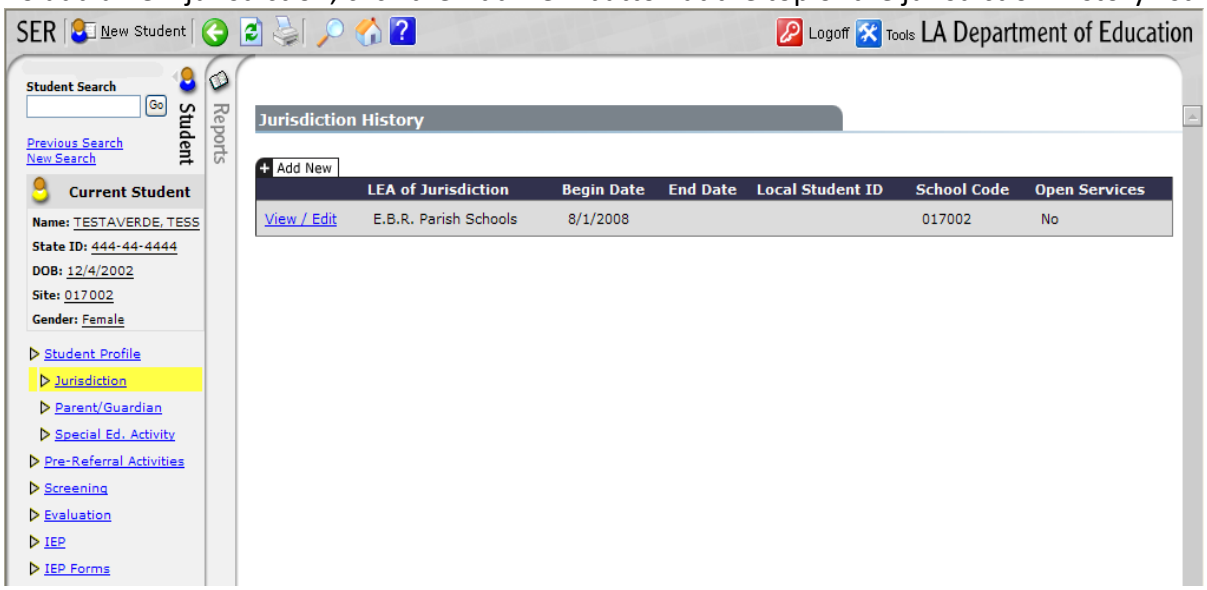
When the jurisdiction link in the student options area is clicked, a listing of the student's jurisdiction history will be displayed. The jurisdiction history listing will display the current LEA of jurisdiction first, followed by each preceding LEA of jurisdiction.

The listing will display the following information:

- LEA of Jurisdiction
- Begin Date
- End Date *(for all but the current LEA of jurisdiction)*
- Local Student ID *(optional-**do not use student's SSN in this field**)*
- School Code
- Open Services *(flag Yes or No)*

To view or modify a student's jurisdiction record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new jurisdiction, click the Add New button at the top of the jurisdiction History listing.



Jurisdiction (Historical Listing)

Jurisdiction Add/Edit

The jurisdiction page contains the following fields of information:

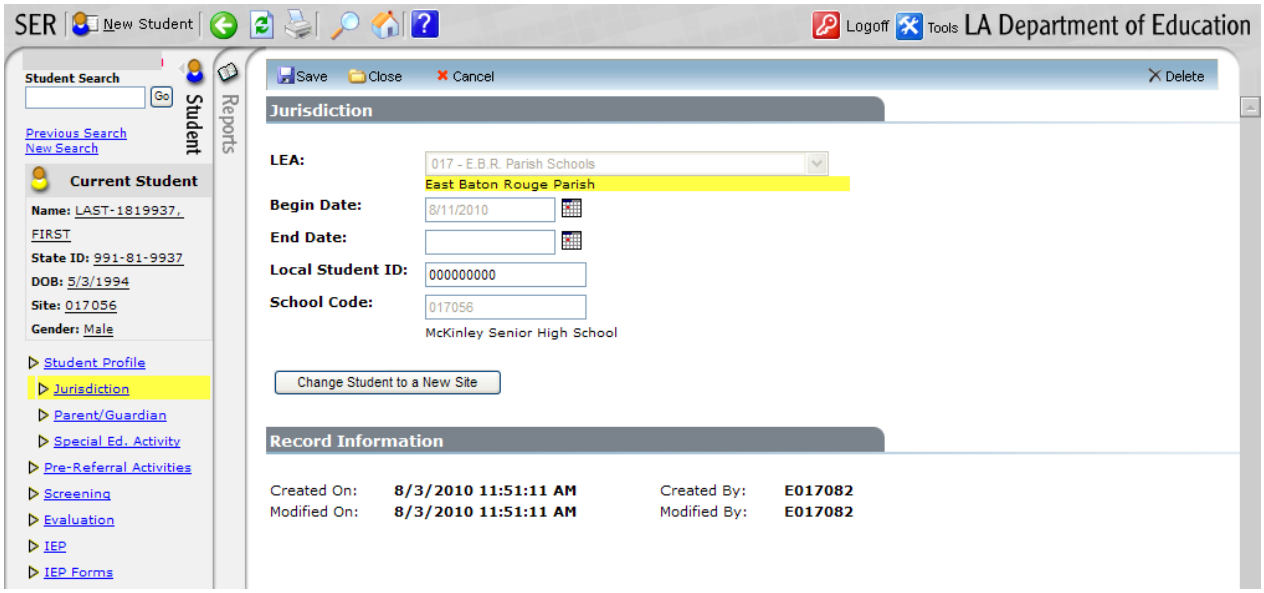
- Begin Date *(required)*
- End Date
- LEA of Jurisdiction *(required)*
- Local Student ID *(optional)*
- School Code *(required)*

The Begin Date is the date when the jurisdiction begins. Once a jurisdiction has been saved, the Begin Date cannot be changed.

The End Date is the date when the jurisdiction ends. This date is system-generated based upon the Exit, Re-evaluation decline date or when another LEA picks up jurisdiction on the student. An LEA may not close jurisdiction without one of those actions taking place.

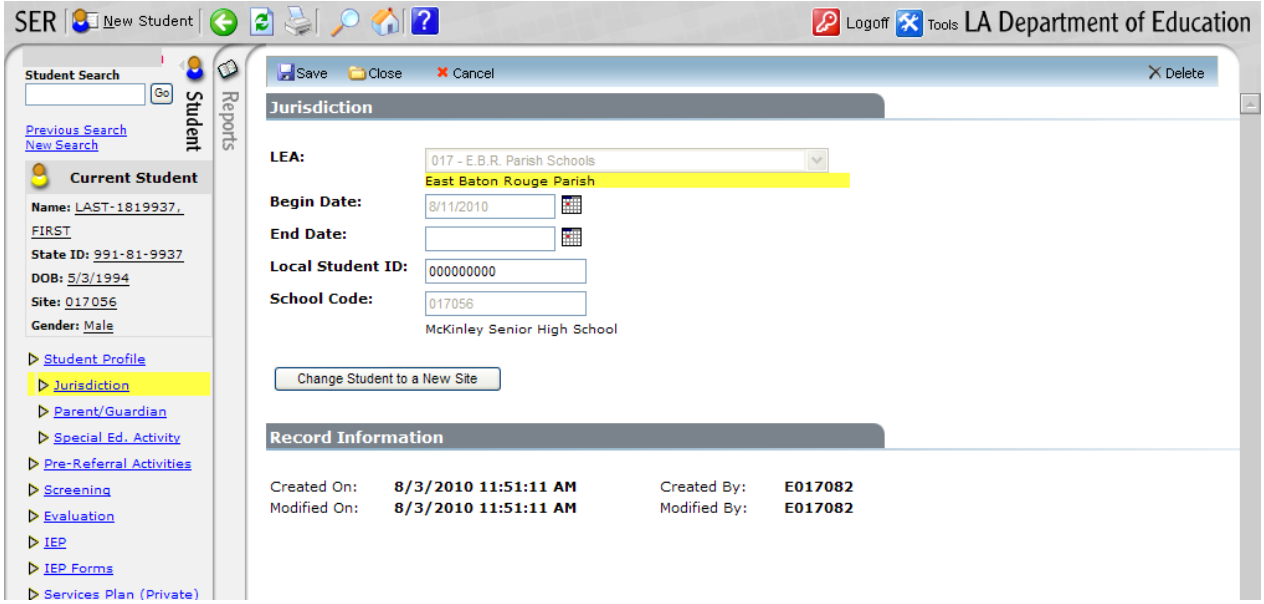
The Local student ID corresponds to the unique number each LEA may assign to a student for tracking. This is an optional field. This can be useful when searching for a specific student, as the main Student Search section allows for searches using this number. Do not use the student's SSN in this field.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



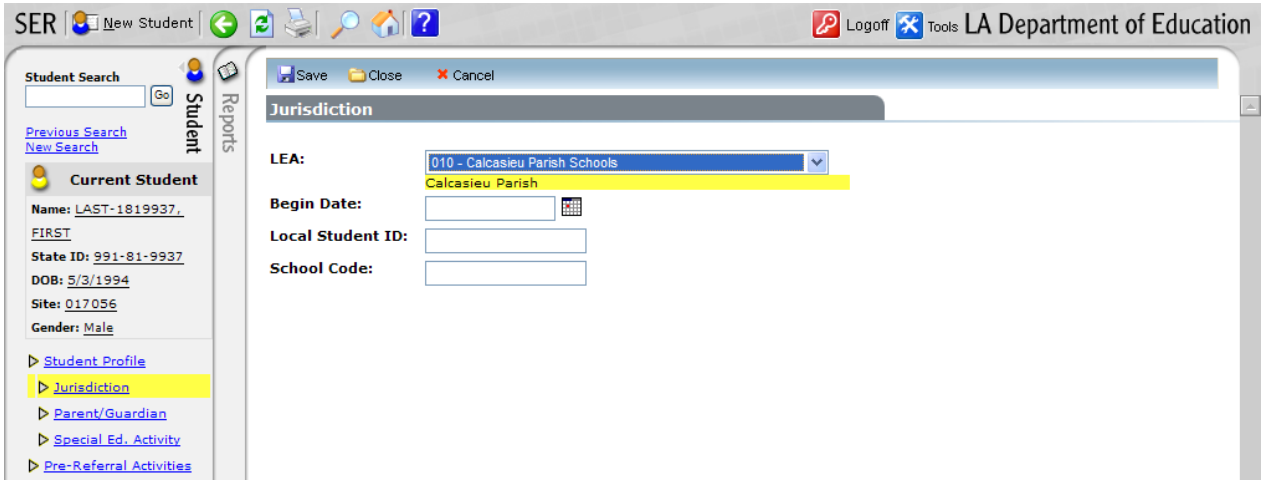
Jurisdiction (Add/Edit) with No End Date

If viewing a record where the jurisdiction has ended, the End Date will be displayed beside the other jurisdictional information (see **Jurisdiction (Add/Edit) with End Date**).



Jurisdiction (Add/Edit) with End Date and Single LEA

Each user may or may not have access to enter the LEA of jurisdiction. If the user only has access to one LEA, then every student the user creates will automatically be assigned to that LEA. However, if the user has access to more than one LEA, then an option will be included on the page allowing one LEA to be selected from the listing of LEAs to which they have access.

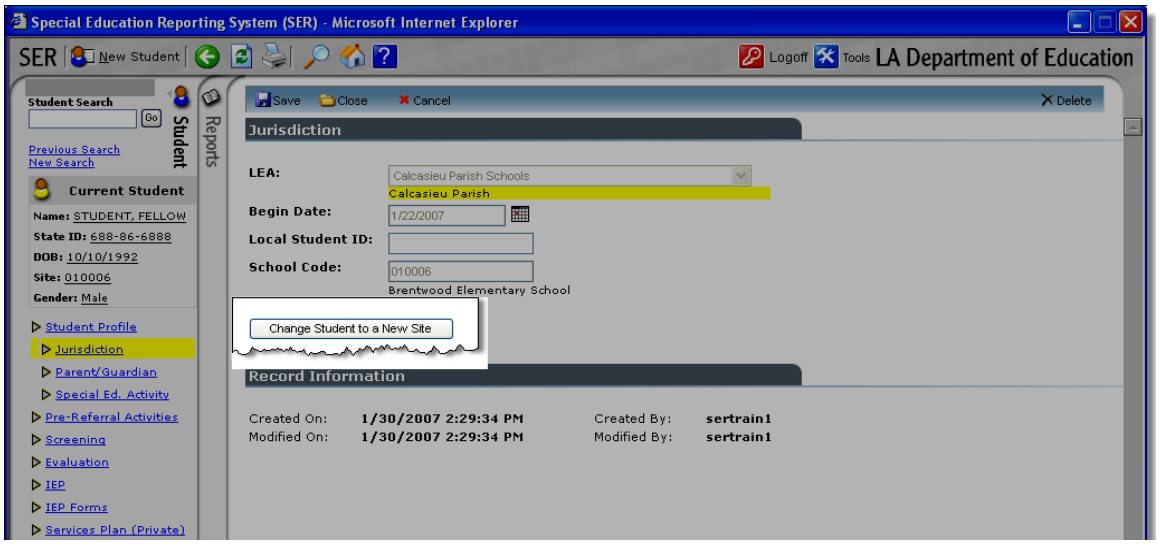


Jurisdiction (Add/Edit) with LEA Selection

If the user has LEA level permissions within SER, the student's jurisdiction can be changed if all the services for the previous LEA have already been closed. Otherwise, a new jurisdiction record cannot be added.

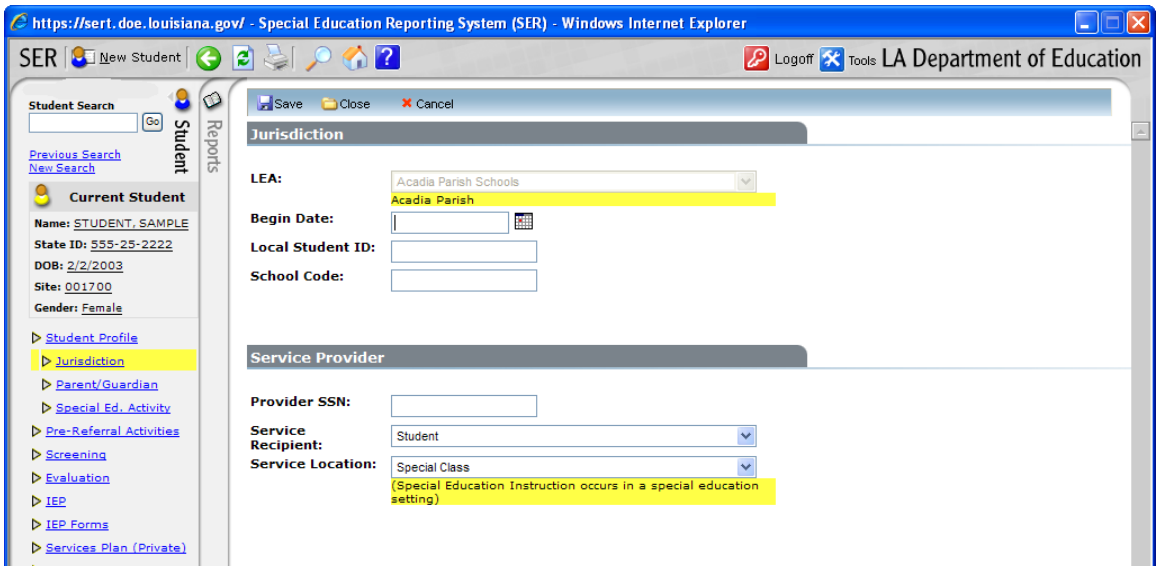
Changing Sites

The "Change Site" button will display only on open jurisdiction records. This button is used to change students from one site to another within the same LEA.



Jurisdiction Changing Sites

When the button is clicked, the following screen will appear:



Jurisdiction Changing Sites cont.

Enter the begin date of the new Site, the Local Student ID, and the new School Code. If the student is currently receiving Special Education Instruction, the Service Provider, SSN, Service Recipient, and Service Locations fields will display. Enter the new Special Education Provider SSN. Recipient will default to Student and Service Location will default to Special.

Click the Save button.

The SER Application will automatically complete the following steps:

1) The current Special Education Instruction record will be closed effective one day prior to the new begin date entered (only if student is currently receiving Special Education Instruction)

2) The current jurisdiction record will be closed effective one day prior to the new begin date entered

3) A new jurisdiction record will be created with the new begin date and School Code entered

4) A new Special Education Instruction record will be created with the new begin date and Special Education Provider (only if student is currently receiving Special Education Instruction)

5) "Jurisdiction Successfully Saved" will display

6) Other messages displayed are:

   - "Please verify all services and service providers for this student"
   - "Please verify Parent/Guardian Address. (Warning)"

The user should verify all services and service providers for the student and make sure that the address information for Parent/Guardian is correct.

Special Education Activity

The Special Education Activity shows a student's entry into special education and, if applicable, a student's exit from special education. Special Education Activity records cannot be added directly or deleted. The Special Education Activity Entry Date record is automatically created when an IEP or a Services Plan is first entered into the system. The Entry Date is pulled from the IEP or Services Plan. Once the IEP or Services Plan is submitted, the Entry Date cannot be changed, as the system automatically generates this date based on other records entered into the system. Each Special Education Activity is tied to the current jurisdiction, and each Service must be closed out before the jurisdiction may be transferred to another LEA.

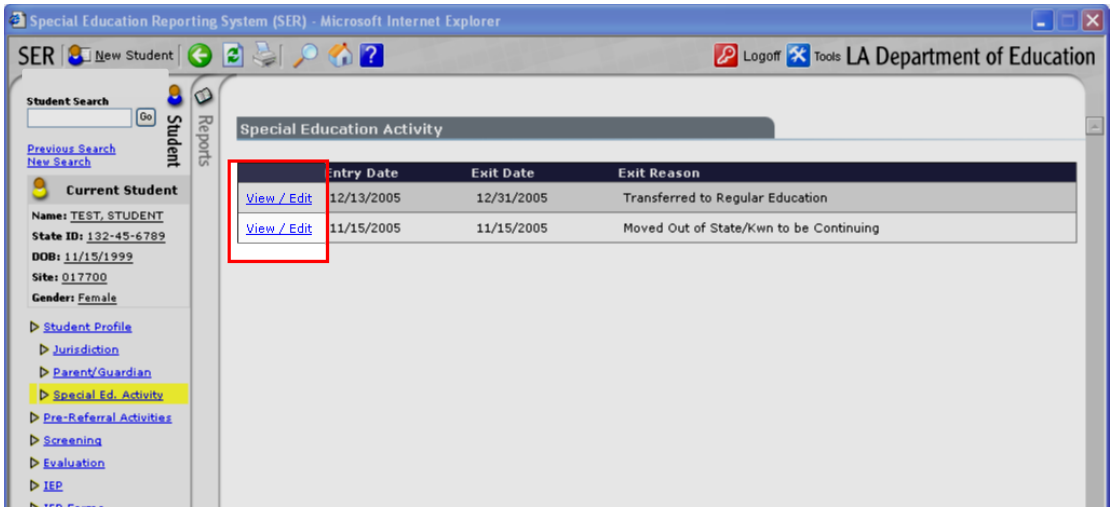
When the Special Education Activity link in the student options area (see section **Student Options Area**) is clicked, a listing of the student's Special Education Activities will be displayed. The Special Education Activity listing will display the most recent Special Education Activity first, followed by each preceding Special Education Activity.

The listing will display the following information:

- Entry Date
- Exit Date (*if applicable*)
- Exit Reason (*if applicable*)

If a Special Education Activity is still open, only the Entry Date will be listed.

To view or modify a Special Education Activity record, click on the View/Edit link on the row that corresponds to that specific record.



Special Education Activity Listing

Special Education Activity Edit

The Special Education Activity page contains the following fields of information:

- Entry Date *(cannot be changed)*
- Exit Date
- Exit Reason
- Re-Evaluation Decline Date

When a student is exiting special education services, the exit information must be entered into the Special Education Activity record. Any Services open for the student should be closed before the exit information is entered.

An exit date and exit reason should only be entered if the student's exit meets the exit reason listed in the drop down menu. A student's special education activity should not be closed if the student transfers within state. Guidance on when to exit a student from special education can be found here.

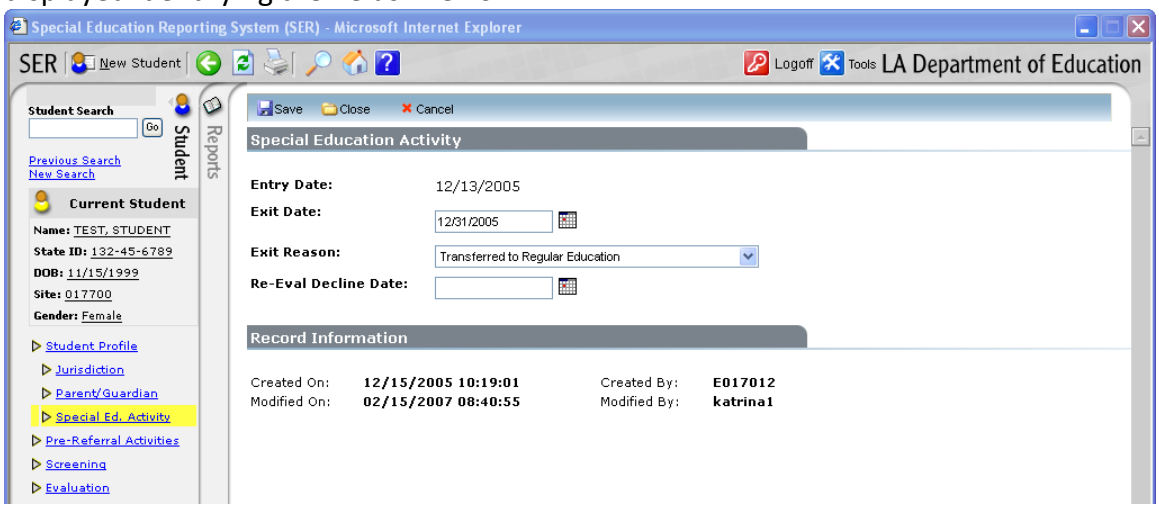
If a student exits special education, close the special education activity with the appropriate exit reason. If the student returns to special education, a new special education activity can be created through the IEP link under the Student Options area (see section **IEP**).

If the student has exited with a non-terminal exit reason and the Re-Evaluation has been declined, enter the date in the Re-Evaluation Decline Date.

The following are Non-Terminal Exits:

- Non-Diploma Certificate of Achievement
- Non-Diploma Louisiana High School Equivalency Diploma (LHSD)
- Non-Diploma LHSD & State Approved Skills Certificate
- Non-Diploma LHSD & Industry Based Skills Certificate
- Dropout

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



Special Education Activity Edit

The following Exit Reasons require a Post School Transition:

- High School Diploma (Regular Assessment)*
- High School Diploma (Alternate Assessment – Jumpstart)*
- High School Diploma (Alternate Assessment – Grandfathered)*
- Non-Diploma Certificate of Achievement
- Reached 22nd Birthday or Previously Earned Diploma
- Non-Diploma Louisiana High School Equivalency Diploma (LHSD)
- Non-Diploma LHSD & State Approved Skills Certificate
- Non-Diploma LHSD & Industry Based Skills Certificate
- Dropout

*New SER Exit Codes:

EXIT CODE Description:	EXIT CODE Usage:
HS Diploma (Regular Assessment)	Use for SPED students that will receive a regular high school diploma and if the student was on the Act 833 graduation pathway.

HS Diploma (Alternate Assessment – Jumpstart)	Use for SPED students that will follow the Jumpstart Career Diploma Pathway (L1 in STS).
HS Diploma (Alternate Assessment – Grandfathered)	Use for SPED students that entered 9th grade prior to 2014 and will follow the Grandfathered/Historical Career Diploma Pathway (COA + transition plan).

Closing Jurisdiction when No Special Education Activity Records Exist:

In cases where no Special Education Activity record exists either because an IEP was never completed or the initial IEP was completed and refused by the parent:

1) Click on the Evaluation link. "Close Jurisdiction" tab will display at the top of the page.

2) Click the "Close Jurisdiction" tab and enter the date the student left the LEA's jurisdiction.

This date will be inserted into the 'End Date' field on the jurisdiction record. When closing these records, be sure the Re-Eval Decline Date is larger than the jurisdiction Record begin date and the Evaluation Report Disseminated Date. This process must be completed through online entry in SER.

Close Jurisdiction

NOTE: The Close Jurisdiction tab should <u>only</u> be used when no special education activity exists. The tab should not be used to close jurisdiction on a student that is no longer in your LEA. If the student is no longer in your LEA close services and exit the student under the Special Education Activity, <u>if necessary</u>.

Pre-Referral Activities

Teachers, counselors, or other persons may refer a student to Special Education services. This process requires a Pre-Referral Activity record be created.

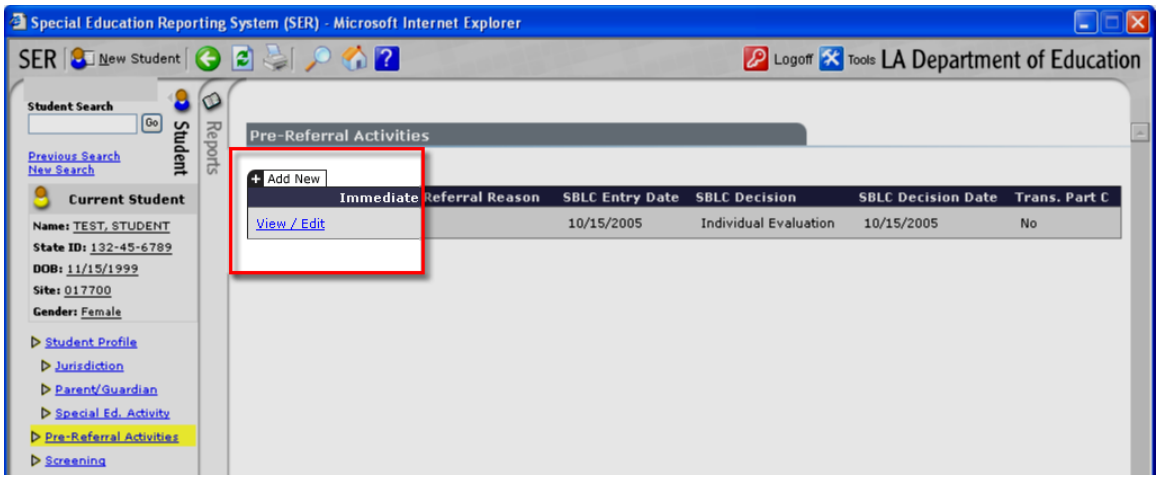
When the Pre-Referral Activities' link in the student options area is clicked, a listing of the student's Pre-Referral Activities will be displayed. The Pre-Referral Activities listing will display the most recent Pre-Referral records first, followed by each preceding Pre-Referral Activities.

The listing will display the following information:

- Immediate Referral Reason
- SBLC Entry Date
- SBLC Decision
- SBLC Decision Date
- Transition Part C

To view or modify a Pre-Referral Activities record, click on the View/Edit link on the row that corresponds to that specific record.

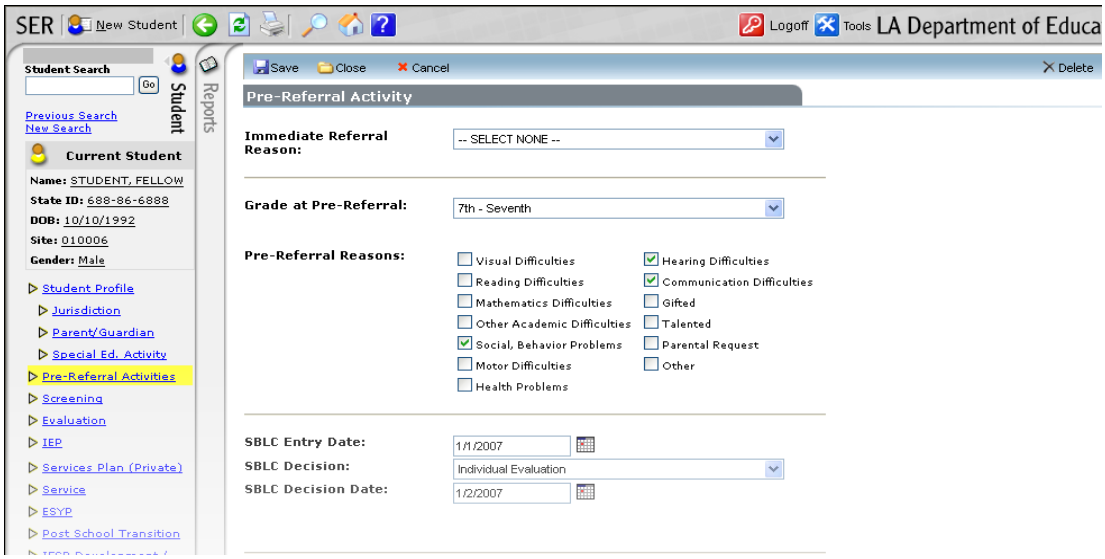
To add a new Pre-Referral Activities record, click the Add New button at the top of the Pre-Referral Activities listing.



Pre-Referral Activities Listing

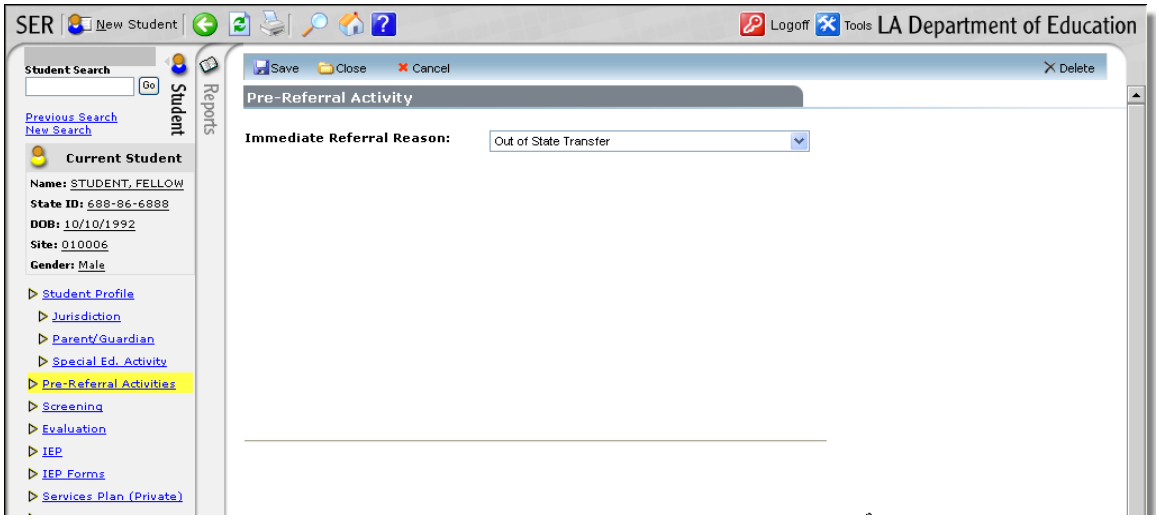
Pre-Referral Activity Add/Edit

If a student has an Immediate Referral Reason, select that reason from the Immediate Referral Reason code listing.



Pre-Referral Activities

Once an Immediate Referral Reason is selected, all of the other fields on the page will automatically be hidden since they are no longer necessary for the Pre-Referral Activity record.

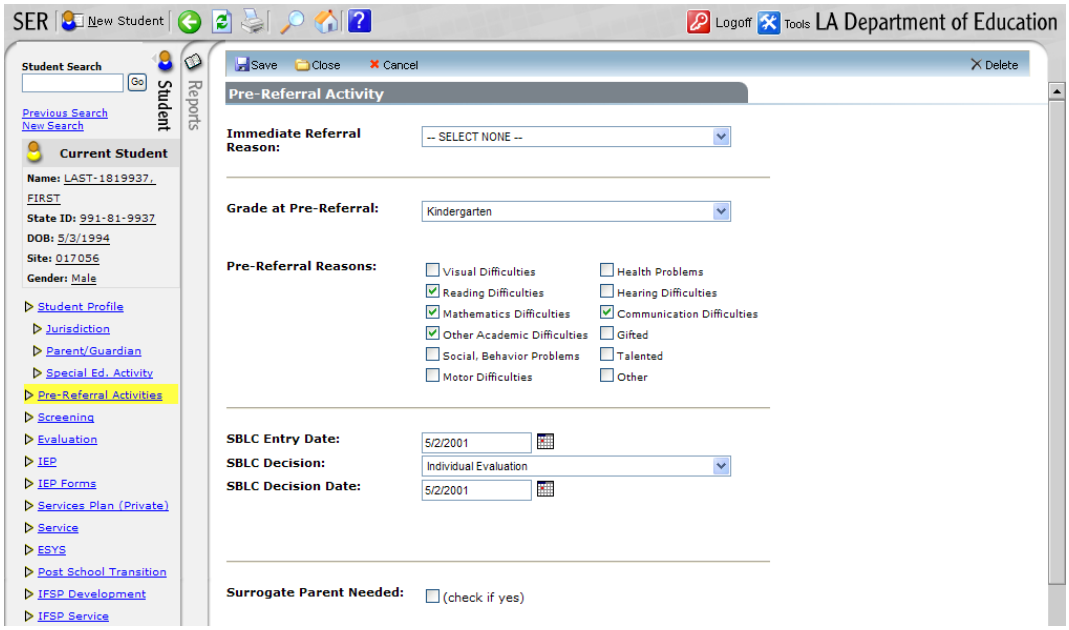


Pre-Referral Activity Add/Edit (with Immediate Referral Reason)

If there is not an Immediate Referral Reason, more information is required for the Pre-Referral Activity. The Pre-Referral Activities page contains the following fields of information:

- Grade
- Grade at Pre-Referral *(required)*
- Pre-Referral Reason
- SBLC Entry Date *(required)*
- SBLC Decision *(required)*
- SBLC Decision Date *(required)*
- Surrogate Parent Needed

- Surrogate Assigned Date
- Surrogate Need End Date
- Part C Transition *(required)*
- Part C Transition Meeting Notice Received
- Date Received *(required if Part C Transition Meeting Notice Received)*
- Part C Transition Meeting Attended
- Part C Transition Meeting Date *(required if Part C Transition Meeting Attended)*

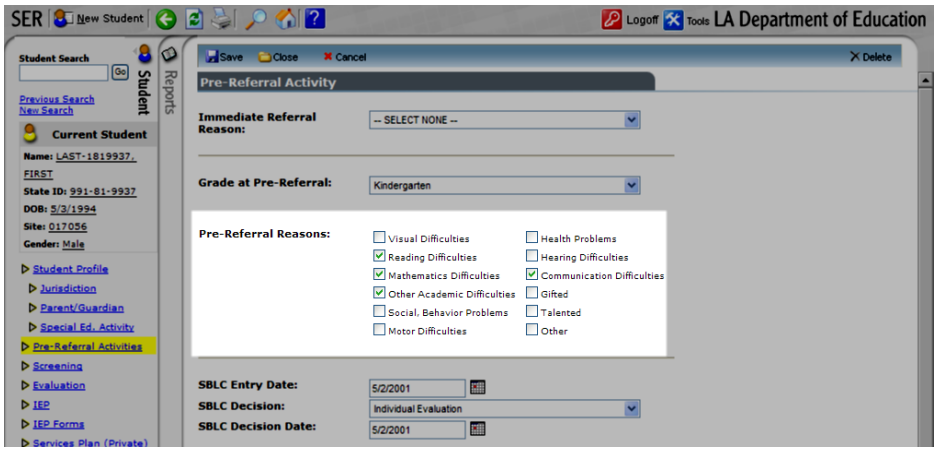


Pre-Referral Activity Add/Edit (without Immediate Referral Reason)

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.

Pre-Referral Reason Codes

A Pre-Referral Activity record may have multiple Pre-Referral Reason Codes associated with it. Select one or more Pre-Referral Reasons from the list provided.



Pre-Referral Reasons

To remove a code, click the box again to remove the check mark.

Screening

A student must have all areas screened in order to help identify exactly what types of services may be needed. All screening types must be checked and completed.

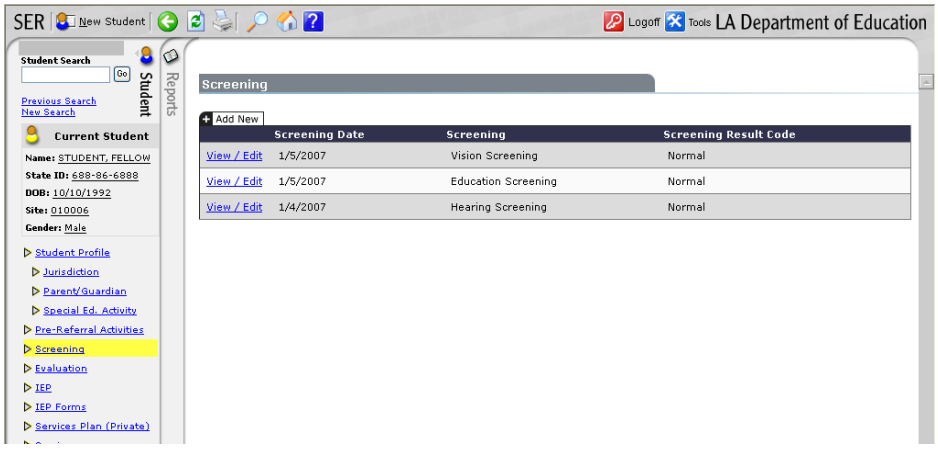
When the Screening link in the student options area is clicked, a listing of the student's Screenings will be displayed. The Screening listing will display the most recent screening first, followed by each preceding Screening.

The listing will display the following information:

- Screening Date
- Screening
- Screening Result Code

To view or modify a Screening record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Screening record, click the Add New button at the top of the Screening listing.



Screening Listing

Screening Add

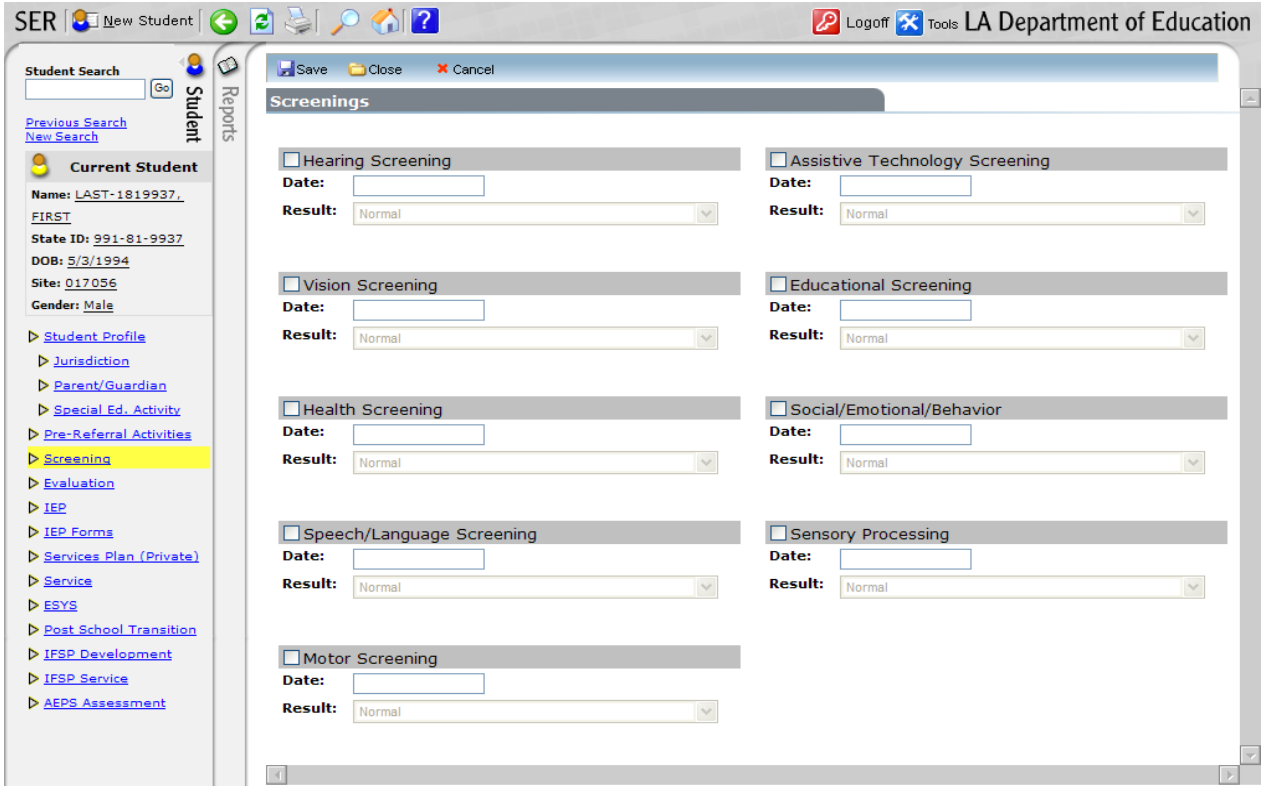
When adding Screenings, multiple Screenings may be added at the same time. A listing of each Screening type will be displayed.

Each Screening consists of the following fields:

- Screening type
- Screening Date *(required if type is checked)*
- Screening Result *(required if type is checked)*

To add a specific Screening type, simply check the checkbox next to its name. The Screening Date and Screening Results fields for that Screening type will become enabled in order that the needed information may be entered.

Once the Screening types and their Screening Dates and Results have been selected and entered, click the Save button to save those Screenings. Only the Screening types checked will be added.



Screenings Add

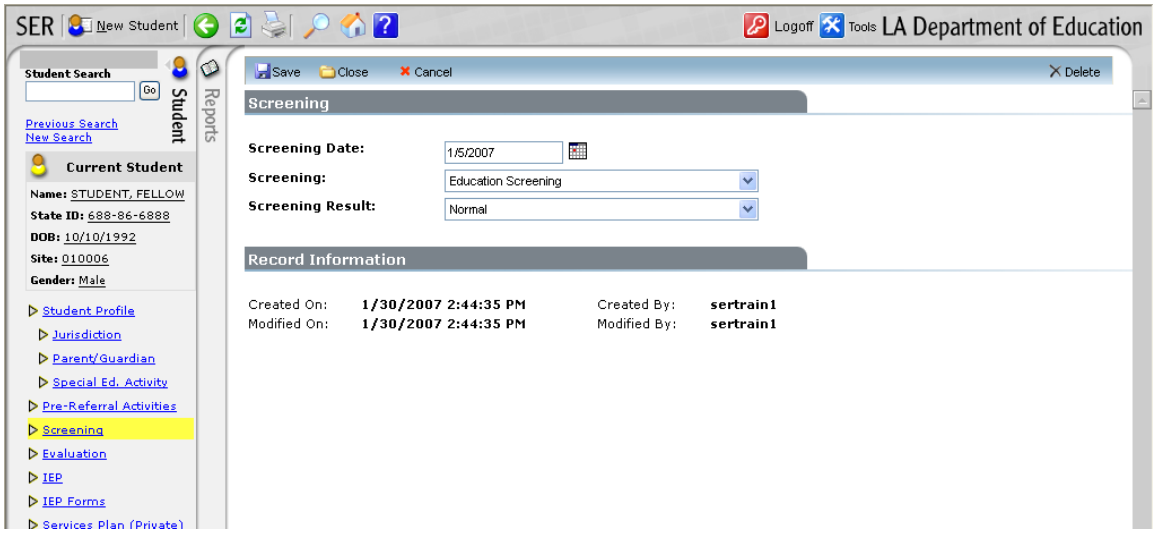
Screening Edit

When modifying an existing Screening, the Screening type, Date and Result may be changed.

The Screening page contains the following fields of information:

- Screening Date *(required)*
- Screening Type *(required)*
- Screening Result *(required)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



Screening Add/Edit

If a second Screening of the same type has occurred, do not modify the first Screening with the new Date and Result. Each Screening the student has must be entered as a separate record.

The SER System is not a scheduling system for Screenings, and the Screening Date must be the current date or before.

Evaluation

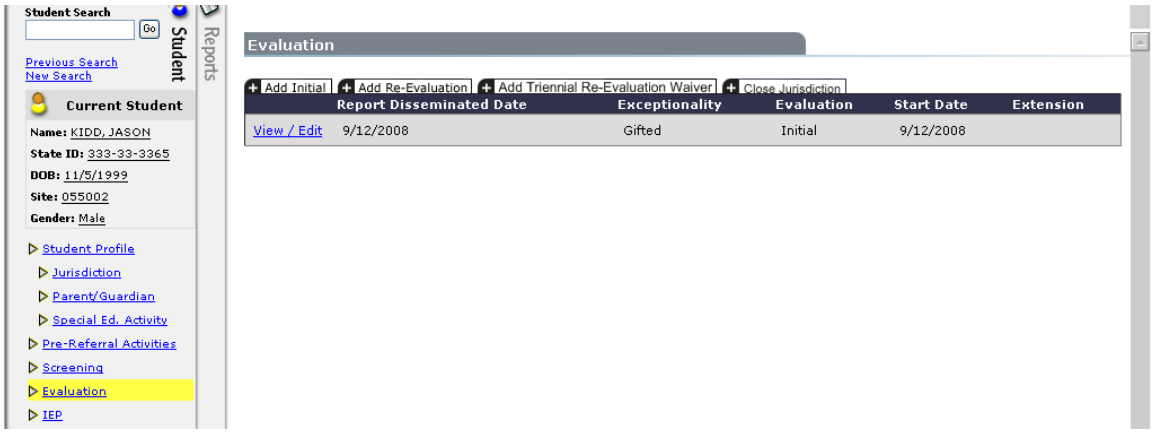
When the Evaluation link in the student options area is clicked, a listing of the student's Evaluations will be displayed. The Evaluation listing will display the most recent Evaluation first, followed by each preceding Evaluation.

The listing will display the following information:

- Report Disseminated Date
- Exceptionality
- Evaluation
- Permission/Start Date
- Extension

To view or modify an Evaluation record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Initial Evaluation, click the Add Initial button at the top of the Evaluation listing. To add a new Re-Evaluation, click the Add Re-Evaluation button at the top of the Evaluation listing. To add a Triennial Re-Evaluation Waiver, click the Add Triennial Re-Evaluation Waiver button at the top of the Evaluation listing. To close jurisdiction, click the "Close Jurisdiction" button at the top of the Evaluation listing.



Evaluation Listing

Add/Edit Initial Evaluation

The Initial Evaluation page contains the following fields of information:

- Permission Request Date *(required)*
- Parent Decision *(required)*
- Decision/Start Date *(required)*
- Report Disseminated Date *(required)*
- Eligibility Determination Date *(required)*
- Coordinator Title *(required)*
- SSN *(of Coordinator-**optional** field)*

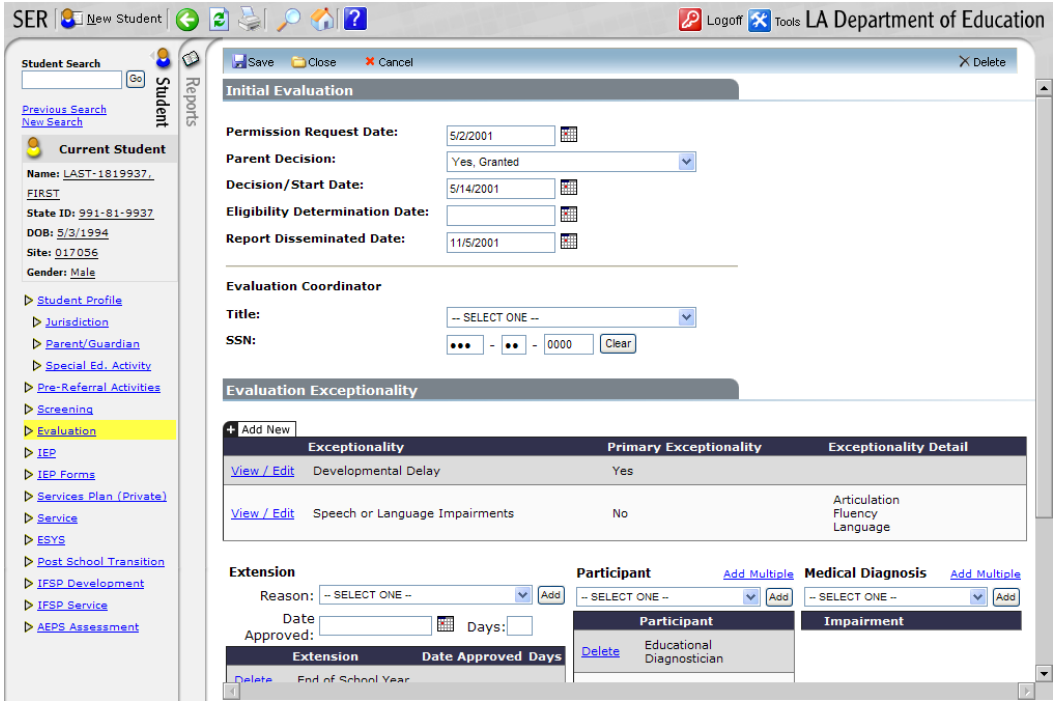
List all participants that conducted the evaluation. Evaluations must have at least two (2) Participants (Qualified Professionals). If fewer than two (2) Participants are entered, a message will be displayed, when the record is saved, notifying the user that the requirement has not yet been met.

The Decision/Start Date must be on or after the Permission Request Date.

The Eligibility Determination Date cannot be greater than Report Disseminated Date.

An Initial Evaluation record cannot be added if there is not a Pre-Referral Activity record.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.

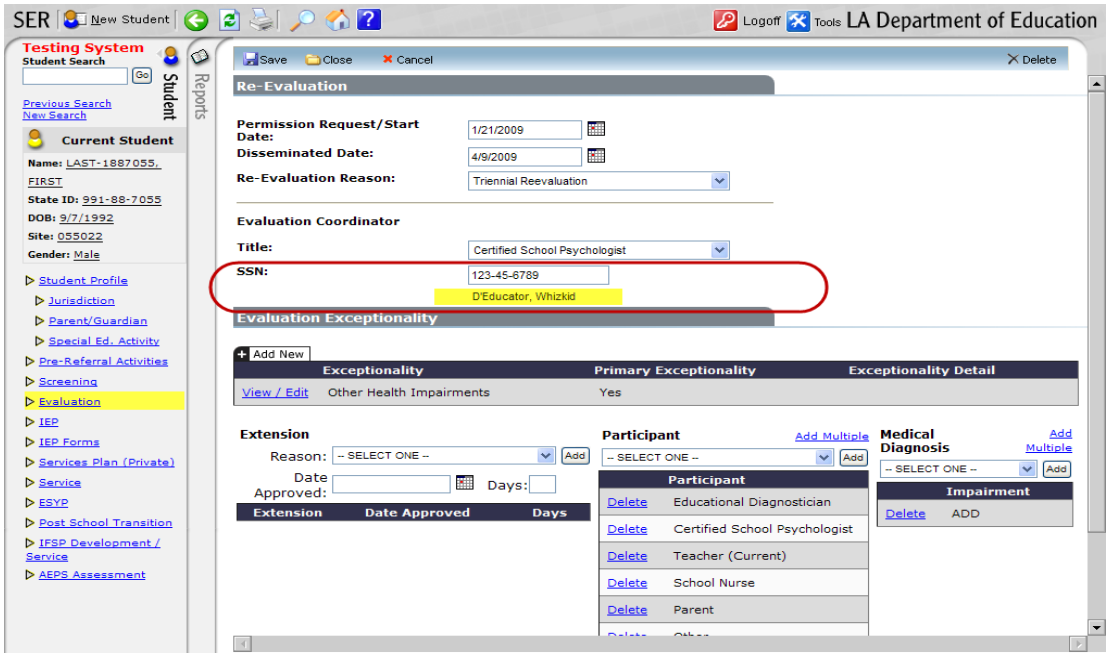


Initial Evaluation Add/Edit

Identify Evaluation Coordinator

Optional Field is not required. This field is used to identify the evaluation coordinator for reporting purposes.

- Enter the Coordinator's SSN
- Click SAVE



Identify Evaluation Coordinator

Evaluation Exceptionality

Within the Initial Evaluation record, there is a listing of Evaluation Exceptionalities (see Evaluation Exceptionality Listing). Once the Initial Evaluation has been successfully saved, any number of Exceptionalities to the Evaluation record may be added.

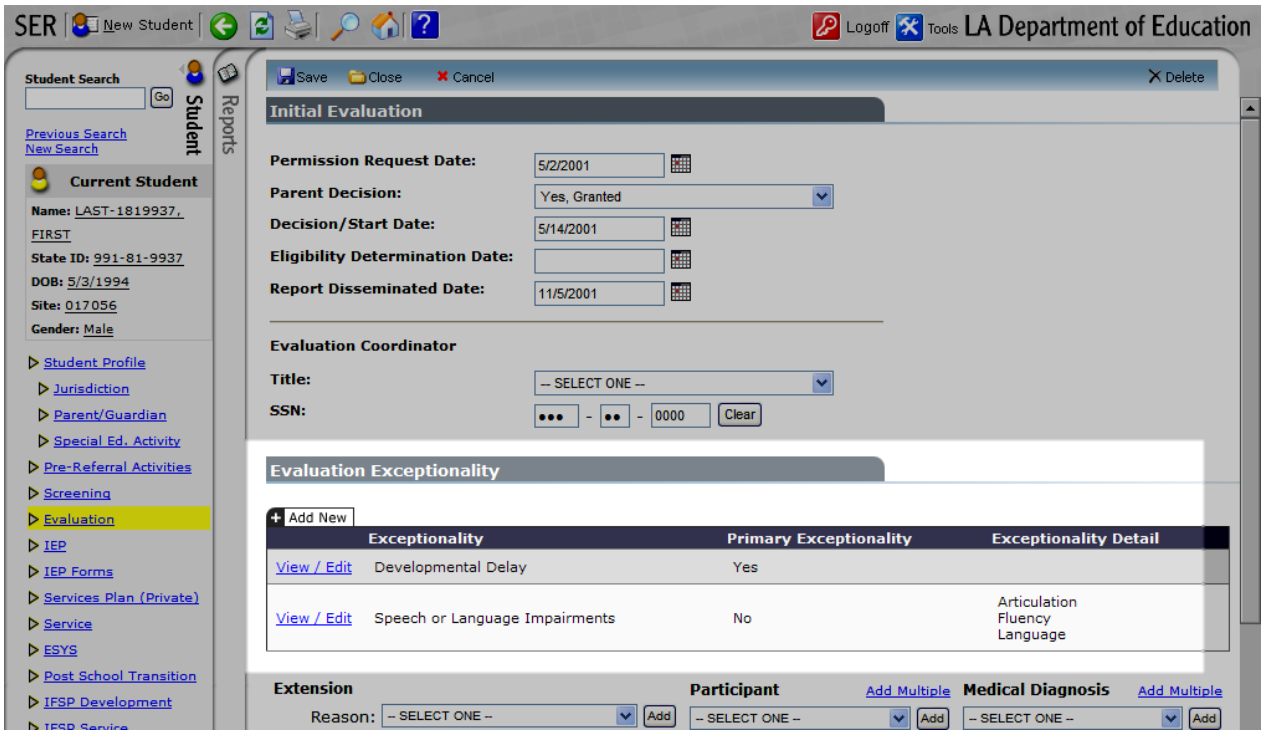
The listing will display the following information:

- Exceptionality
- Primary Exceptionality
- Exceptionality Detail

To view or modify an Evaluation Exceptionality record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Evaluation Exceptionality to the current Evaluation, click the Add New button above the Evaluation Exceptionality listing.

When an Exceptionality record is added, the system will determine whether a further Medical Diagnosis is required. If a Medical Diagnosis is required, the page will display a message notifying the user of the requirement. Medical Diagnosis is required for Other Health Impairments, Orthopedic Impairment, and Traumatic Brain Injury exceptionalities.



Evaluation Exceptionality Listing

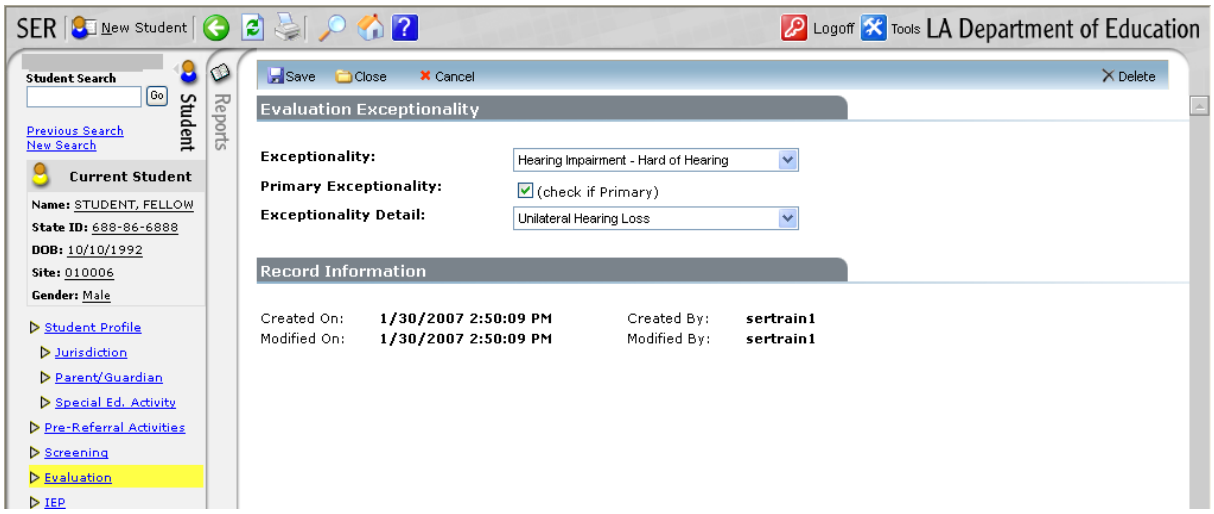
Evaluation Exceptionality Add/Edit

The Evaluation Exceptionality page contains the following fields of information:

- Exceptionality
- Primary Exceptionality
- Exceptionality Detail *(required, based on Exceptionality Code)*

When an Exceptionality Code is selected, the system will determine whether further explanation (Detail Code) is required. If no further explanation is required, the page will look like the sample in Evaluation Exceptionality Add/Edit (With No Detail Codes).

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.

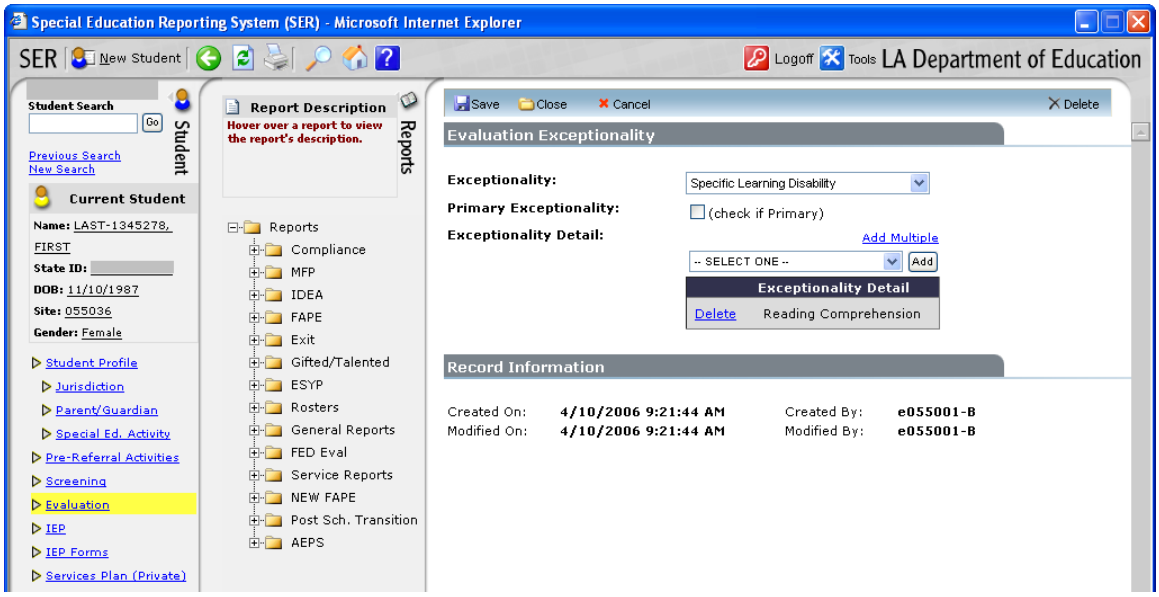


Evaluation Exceptionality Add/Edit (With No Detail Codes)

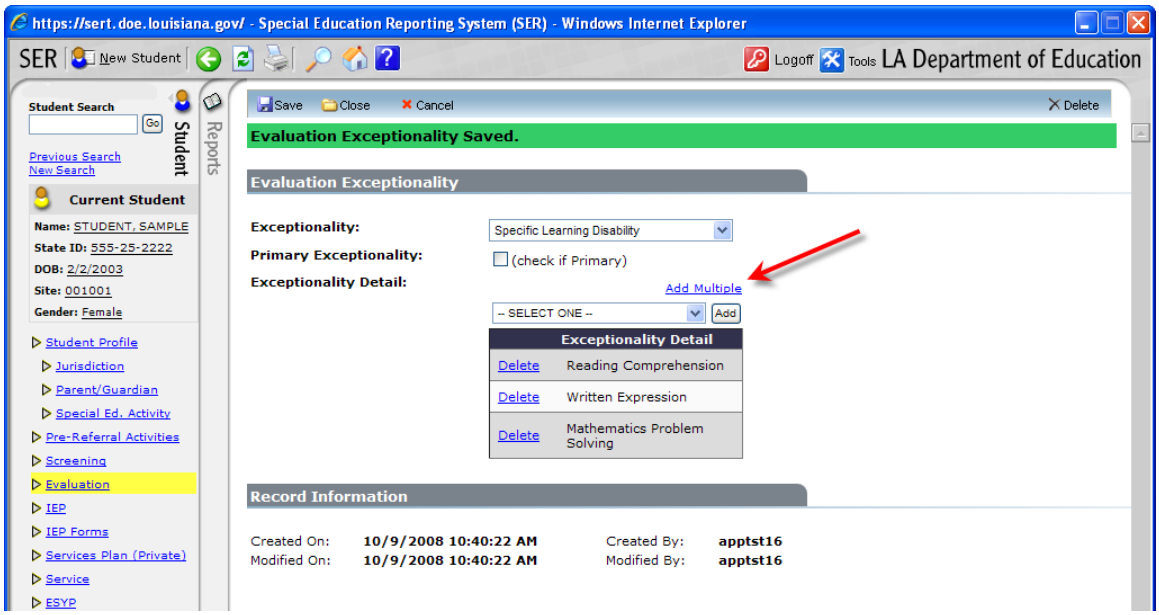
Exceptionality Detail Codes

Selected Evaluation Exceptionalities require further detail as to the specific type of exceptionality. If an Evaluation Exceptionality is selected that requires further detail, the Exceptionality Detail section will be displayed. Some Evaluation Exceptionalities only allow one Exceptionality Detail Code (see **Evaluation Exceptionality Add/Edit with Single Detail Codes**), while others allow for multiple Exceptionality Detail Codes (see **Evaluation Exceptionality Add/Edit with Multiple Detail Codes**).

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).



Evaluation Exceptionality Add/Edit (With Single Detail Codes)



Evaluation Exceptionality Add/Edit (With Multiple Detail Codes)

An Evaluation Exceptionality record may have multiple Exceptionality Detail Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To

delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

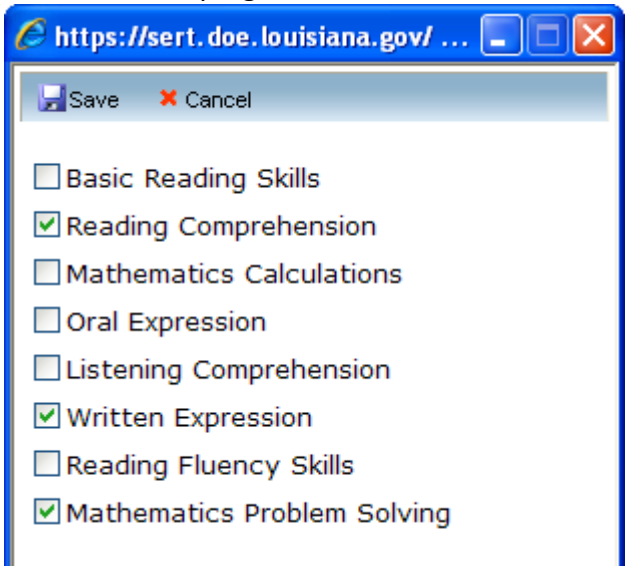
If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes.

Add Multiple Exceptionality Detail Codes

The Multiple Code Selection pop-up window (see **Selecting Multiple Exceptionality Detail Codes**) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the appropriate codes have been checked. Each of the checked codes will be added to the Exceptionality Detail Codes listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Exceptionality Detail Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

Extension Codes

There are two types of extensions:

- Parentally Approved – Parent may grant approval for an extension of 1-30 days on an evaluation.
- End of Year (EOY) – If the LEA begins an evaluation and there are fewer than 60 business days remaining in the LEA's current school year, the LEA may take this type of extension with parent permission.

An Initial Evaluation record may have two Extension Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of a maximum of three extensions may be taken. If an End of Year extension is taken, then a maximum of two parentally approved extensions may be taken. The End of Year extension must also be parentally approved.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

Participant Codes

An Initial Evaluation record may have multiple Participant Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

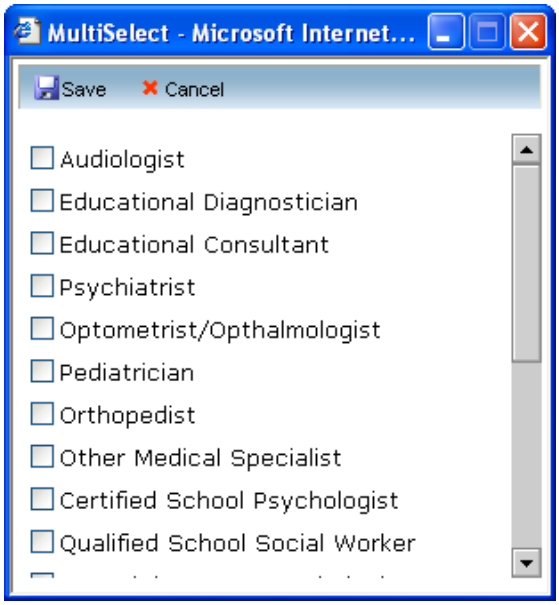
To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

Add Multiple Participant Codes

The Multiple Code Selection pop-up window (see **Multiple Participant Codes**) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Participant Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Participant Codes

Medical Diagnosis Code

An Initial Evaluation record may have multiple Medical Diagnosis Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

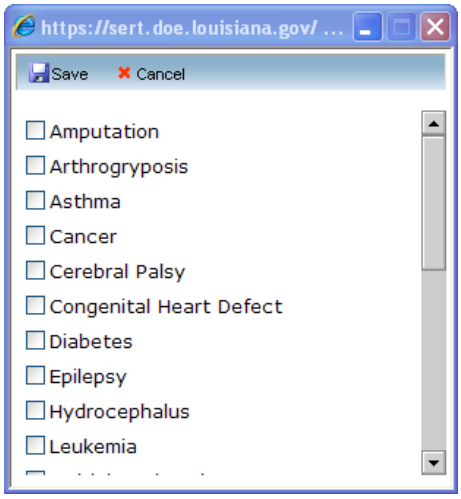
If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

Add Multiple Medical Diagnosis Code

The Multiple Code Selection pop-up window (see **Selecting Multiple Diagnosis codes**) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Medical Diagnosis Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Medical Diagnosis Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

Add/Edit Re-Evaluation

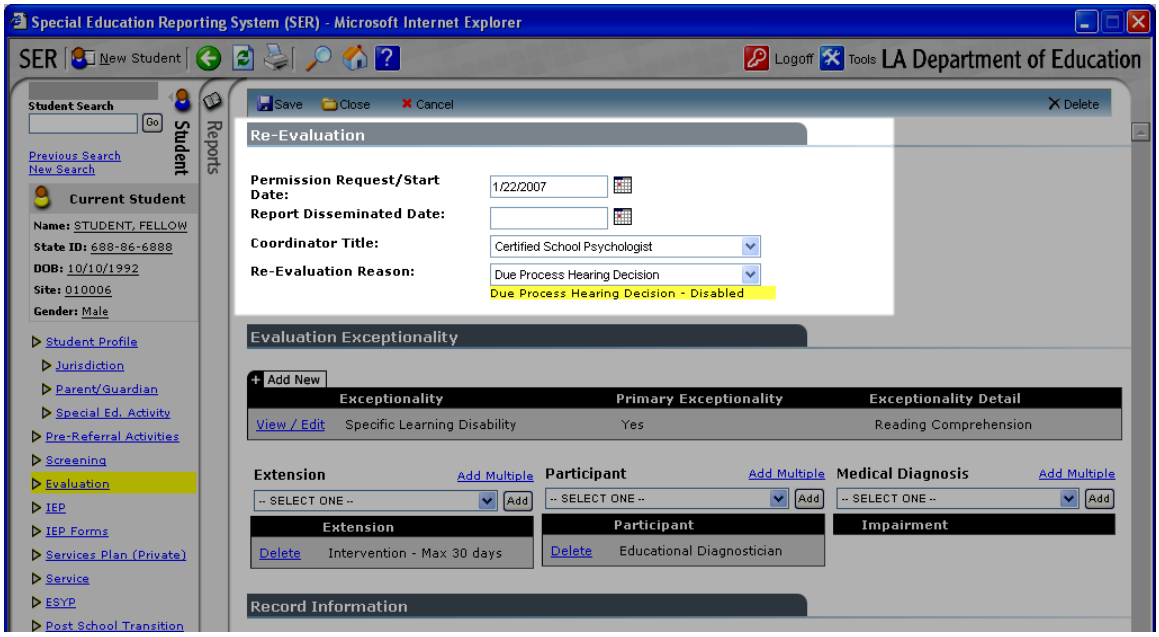
The Re-Evaluation page contains the following fields of information:

- Permission Request Start Date *(required)*
- Report Disseminated Date *(required)*
- Coordinator Title *(required)*
- Re-Evaluation Reason *(required)*

List all participants that conducted the evaluation. Evaluations must have at least two (2) Participants. If fewer than two (2) Participants are entered, a message will be displayed when the record is saved, notifying the user that the requirement has not yet been met.

Re-Evaluation must have an existing Initial Evaluation record.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



Re-Evaluation Add/Edit

Evaluation Exceptionality

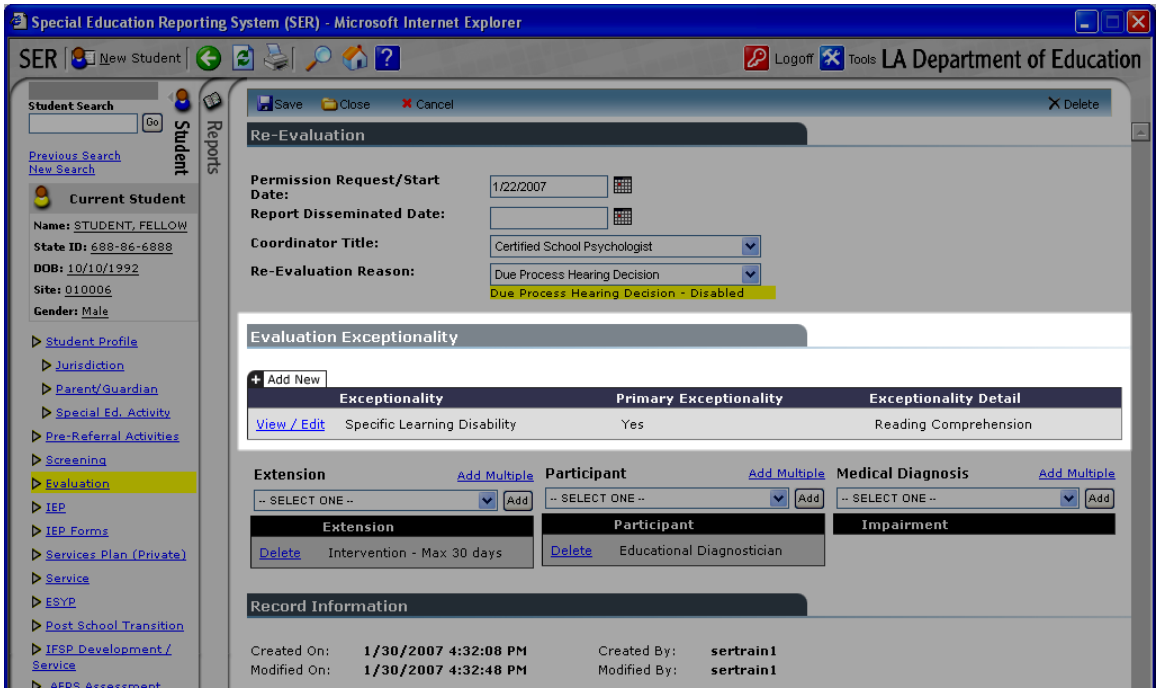
Within the Re-Evaluation record, there is a listing of Evaluation Exceptionalities (see **Evaluation Exceptionality Listing**). Once the Re-Evaluation has been successfully saved, any number of Exceptionalities to the Evaluation record may be added.

The listing will display the following information:

- Exceptionality
- Primary Exceptionality
- Exceptionality Detail

To view or modify an Evaluation Exceptionality record, click the View/Edit link on the row that corresponds to that specific record.

To add a new Evaluation Exceptionality to the current Evaluation, click the Add New button above the Evaluation Exceptionality listing.



Evaluation Exceptionality Listing

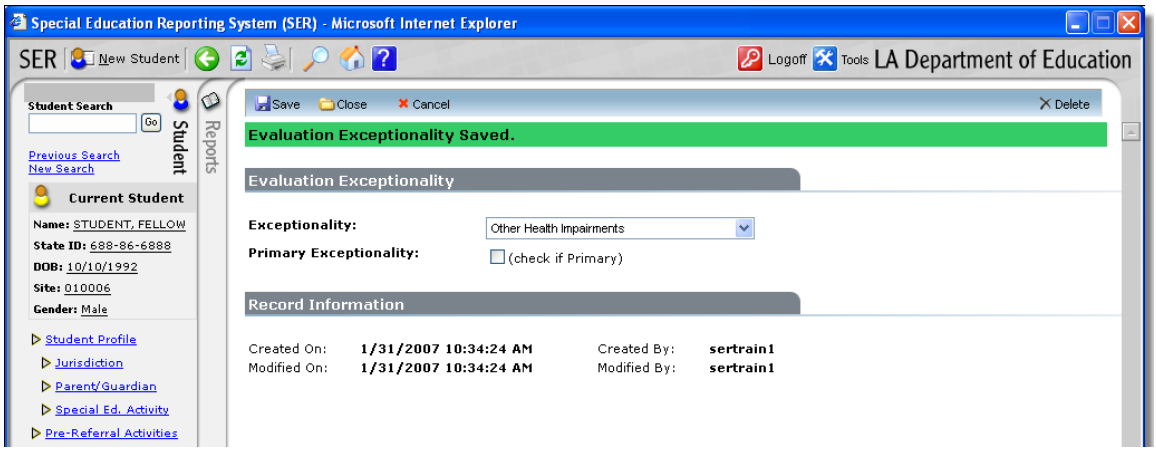
When an Exceptionality record is added, the system will determine whether a further Medical Diagnosis is required. If a Medical Diagnosis is required, the page will display a message notifying the user of the requirement.

Evaluation Exceptionality Add/Edit

The Evaluation Exceptionality page contains the following fields of information:

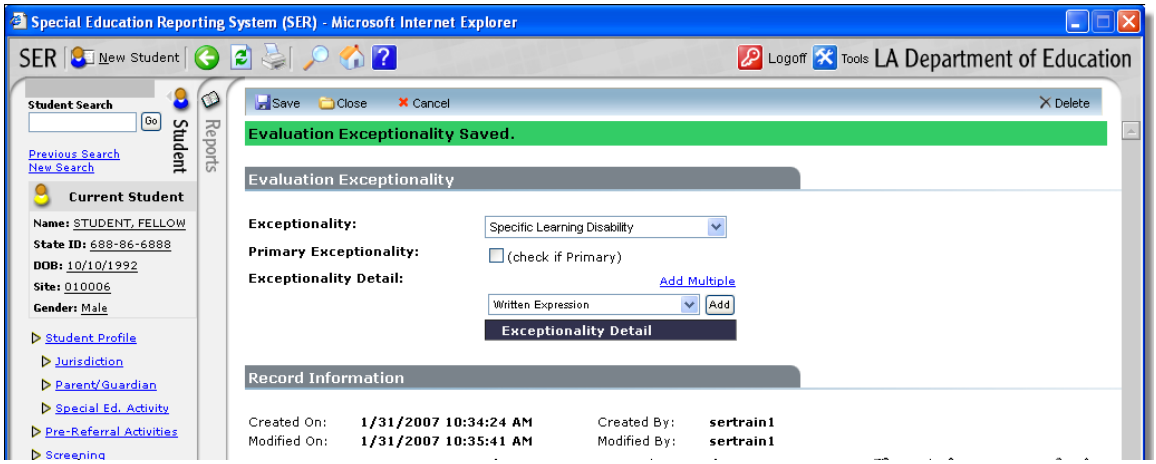
- Exceptionality
- Primary Exceptionality
- Exceptionality Detail *(required, based on Exceptionality Code)*

When an Exceptionality Code is selected, the system will determine whether further explanation (Detail Code) is required. If no further explanation is required, the page will look like the sample in **Evaluation Exceptionality Add/Edit (With No Detail Codes)**.



Evaluation Exceptionality Add/Edit (With No Detail Codes)

If further explanation is required, a prompt will be displayed asking for the additional information. See the following section for more details.



Evaluation Exceptionality Add/Edit

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.

Exceptionality Detail Codes

An Evaluation Exceptionality record may have multiple Exceptionality Detail Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

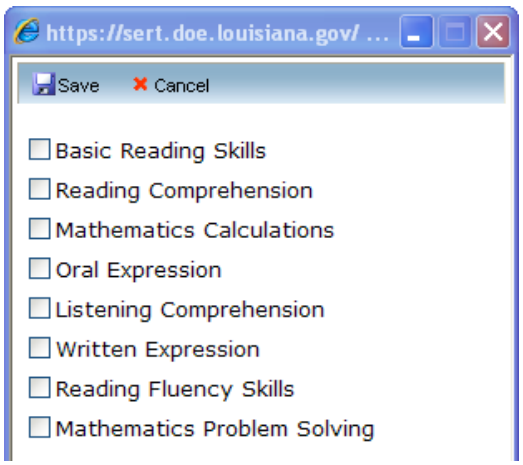
If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

Add Multiple Exceptionality Detail Codes

The Multiple Code Selection pop-up window (see **Selecting Multiple Exceptionality Detail Codes**) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Exceptionality Detail Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Exceptionality Detail Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

Extension Codes

There are two types of extensions:

- Parentally Approved – Parent may grant approval for an extension of 1-30 days on an evaluation.
- End of Year (EOY) – If the LEA begins an evaluation and there are fewer than 60 business days remaining in the LEA's current school year, the LEA may take this type of extension with parent permission.

Extensions may be taken on triennial reevaluation provided that the reevaluation is completed on or prior to the three year anniversary date. A Re-Evaluation for other reasons may have multiple Extension

Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

Participant Codes

A Re-Evaluation record may have multiple Participant Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

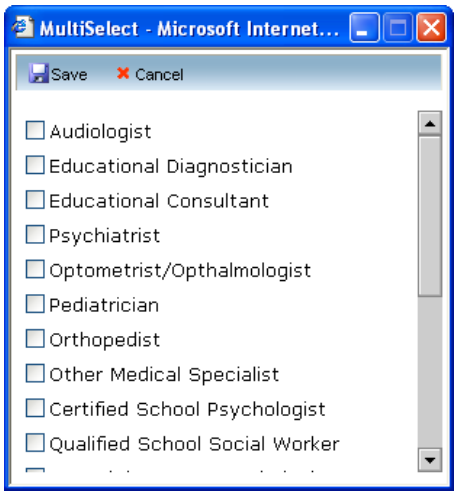
If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

Add Multiple Participant Codes

The Multiple Code Selection pop-up window (see **Selecting Multiple Participant Codes**) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Participant Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Participant Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

Medical Diagnosis Code

A Re-Evaluation record may have multiple Medical Diagnosis Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

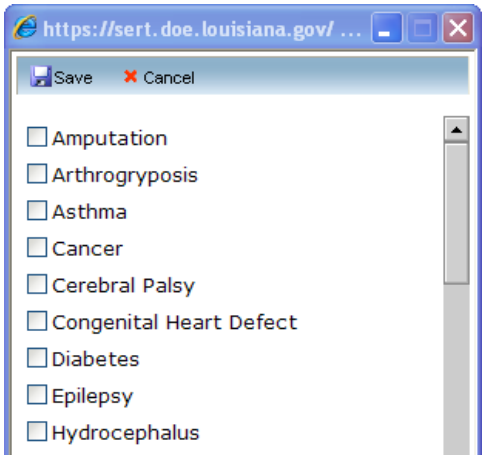
If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

Add Multiple Medical Diagnosis Code

The Multiple Code Selection pop-up window (see Selecting Multiple Medical Diagnosis Codes) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Medical Diagnosis Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Medical Diagnosis Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

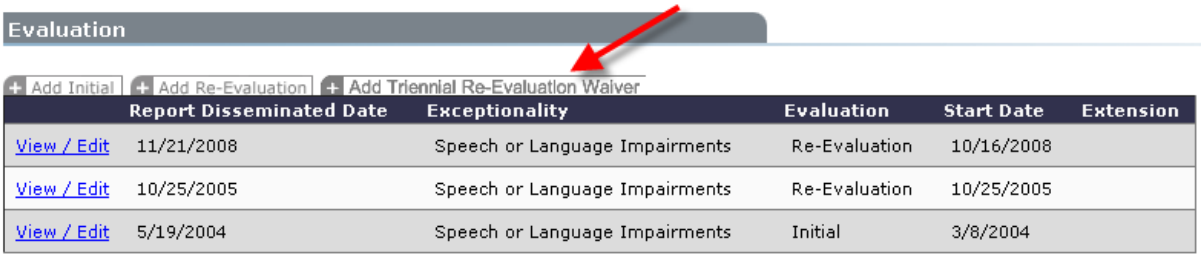
Add/Edit Triennial Reevaluation Waivers

The Triennial Reevaluation Waiver page contains the following fields:

- Parental Waiver Permission Date *(required)*
- Re-evaluation reason (*automatically set to Triennial Reevaluation*)

The page will display the following information which is retrieved from the prior evaluation.

- Exceptionality
- Primary Exceptionality (*yes/no*)
- Exceptionality Detail
- Participant
- Medical Diagnosis



Triennial Reevaluation Waiver Tab

Save Close Cancel Delete

Triennial Re-Evaluation Waiver

Parental Waiver Permission Date: 12/6/2008

Re-Evaluation Reason: Triennial Reevaluation

Evaluation Exceptionality

Exceptionality	Primary Exceptionality	Exceptionality Detail
Mental Disability - Mild	Yes	
Specific Learning Disability	No	
Speech or Language Impairments	No	

Extension -- SELECT ONE --

Extension

Participant -- SELECT ONE --

Participant

Qualified School Social Worker

Teacher (Current)

Medical Diagnosis -- SELECT ONE --

Impairment

Triennial Reevaluation Waiver Page

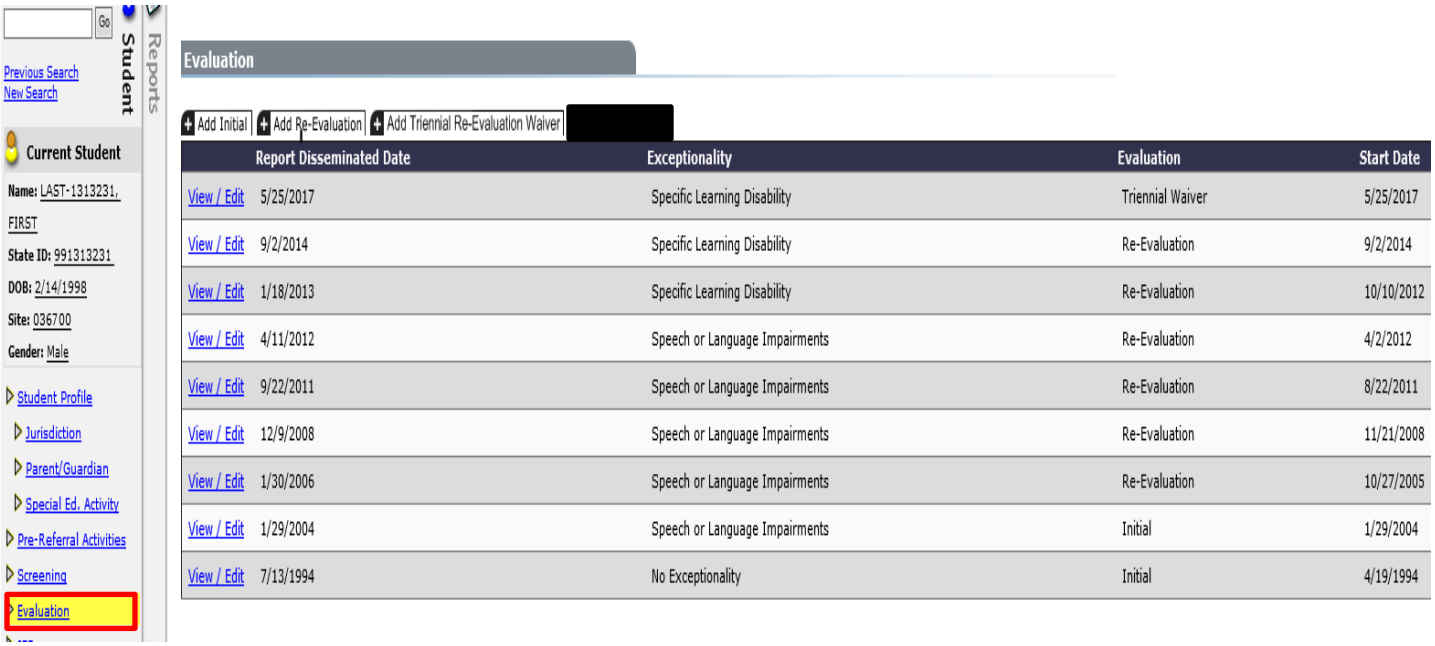
Guidelines for Triennial Waivers:

- Parent and school district must agree to waive the Triennial Re-evaluation.
- Parent must sign and date the LEA waiver form. The date the parent signs will become the student's new disseminated date (anniversary date). The next re-evaluation or waiver will be due 3-years from this date.
- The waiver reevaluation information will be populated with the information from the previous evaluation. **No changes can be made.**
- Waivers cannot be requested if the evaluation is expired. There is an edit in SER: Parent Permission Date must NOT be > 3 years since prior disseminated date.
- Waivers cannot be conducted more than 6 months prior to the student's evaluation anniversary date. There is an edit in SER: Parent Permission Date must be > or = 2.6 years than previous disseminated date. Exception: Unless 2 years and 6 months occurs in June or July, at which point it must be greater than 2 years and 4 months.
- Waivers can only be entered if the re-evaluation reason is Triennial Re-evaluation.
- IEPs must be completed by the annual anniversary date. The IEP Team Meeting Date does not need to equal the waiver date.

Evaluation Results

EAs shall assess students' cognitive and adaptive scores for students to be eligible to take the LEAP 2025. To comply with the Bulletin 1530, this information will be collected in SER under the Evaluation link. When the Evaluation link in the student options area is clicked, a listing of the student's Evaluations will be displayed. The Evaluation listing will display the most recent Evaluation first, followed by each preceding Evaluation.

To add, view, or modify an Evaluation Result record, click on the View/Edit link on the evaluation that corresponds to the specific Cognitive and/or Adaptive scores.



The Evaluation Results will display the following information:

- Assessment Type
- Assessment Completed
- Assessment Name
- Date Administered
- Standard Deviation
- Respondent

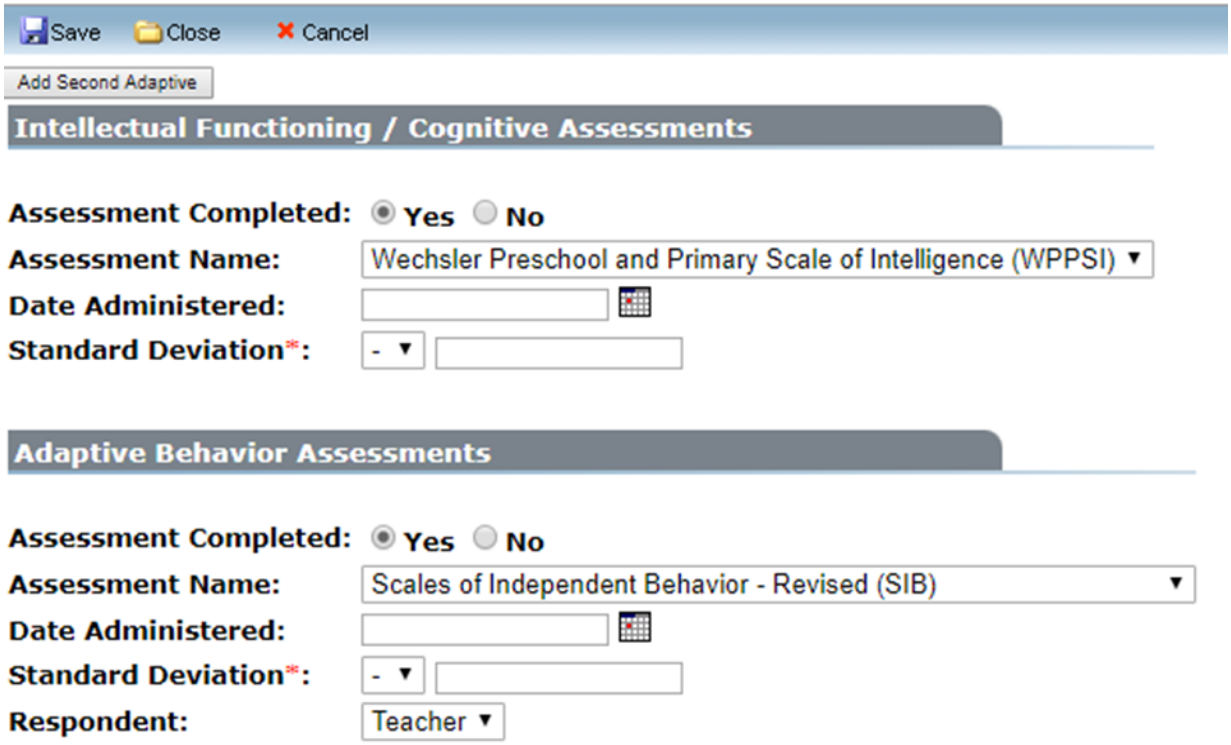
Evaluation Results Add/Edit

To add a new Cognitive and/or Adaptive Assessment score on an initial evaluation, click the Add New tab at the top of the Evaluation Results listing.

Evaluation Results Add

The Evaluation Results page contains the following fields of information:

- Assessment Completed *(Required)*
- Assessment Name *(Required)*
- Date Administered *(Required)*
- Standard Deviation *(+/- Sign Required)*
- Standard Deviation *(Required)*
- Respondent *(For Adaptive Assessments Only)*



A user can add a second Adaptive assessment.

Add/Edit Re-Evaluation Evaluation Results

To add Evaluation Results to a new Re-Evaluation, click the Populate From Previous Evaluation button at the top of the Evaluation Results. To add Evaluation Results to a new Triennial Re-Evaluation Waiver, click the Populate From Previous Evaluation button at the top of the Evaluation Results. The assessment scores must be entered on the prior evaluation for them to populate on a Triennial Re-Evaluation Waiver.

IEP

Beginning April 2, 2008, IEP summary information is no longer added directly to the IEP page. This page is populated with data from SER IEP Forms. See the IEP Forms User Guide for instructions on using SER IEP Forms.

This section will cover viewing IEP summary information in SER.

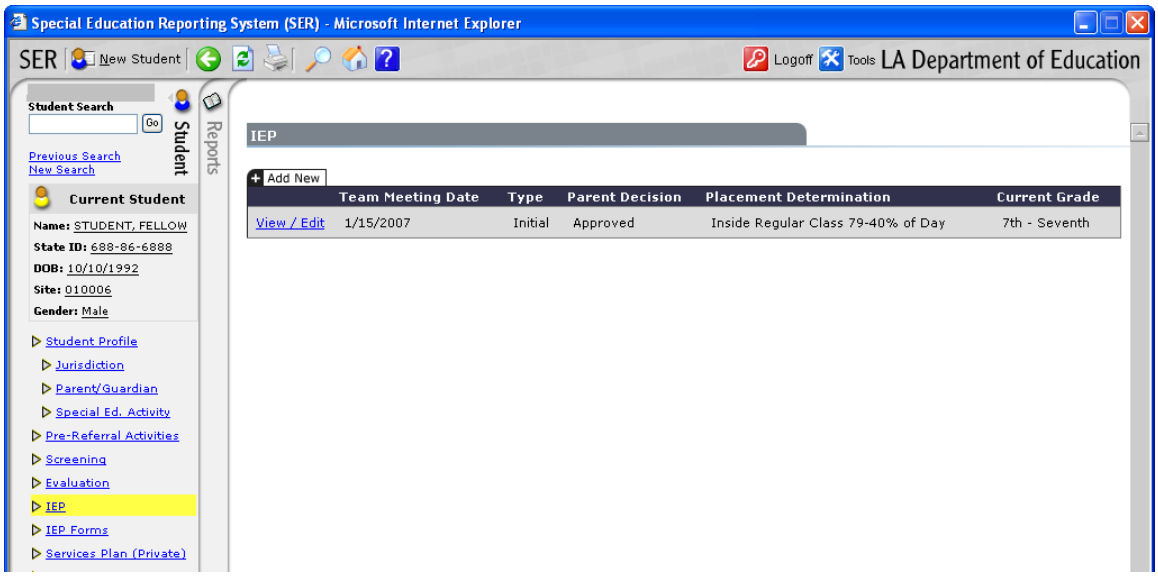
When the IEP link in the student options area (see section **Student Options Area**) is clicked, a listing of the student's IEPs will be displayed. The IEP listing will display the most recent IEP first, followed by each preceding IEP.

The listing will display the following information:

- Team Meeting Date
- Type
- Parent Decision (*for interim and initial IEPs*)
- Placement Determination
- Current Grade (*grade at the time the IEP was written*)

To view an IEP record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new IEP, go to the IEP forms section of SER.

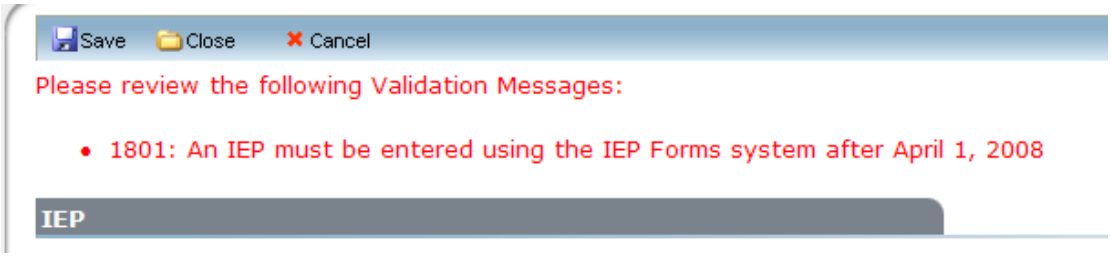


IEP Listing

The IEP page contains the following fields of information:

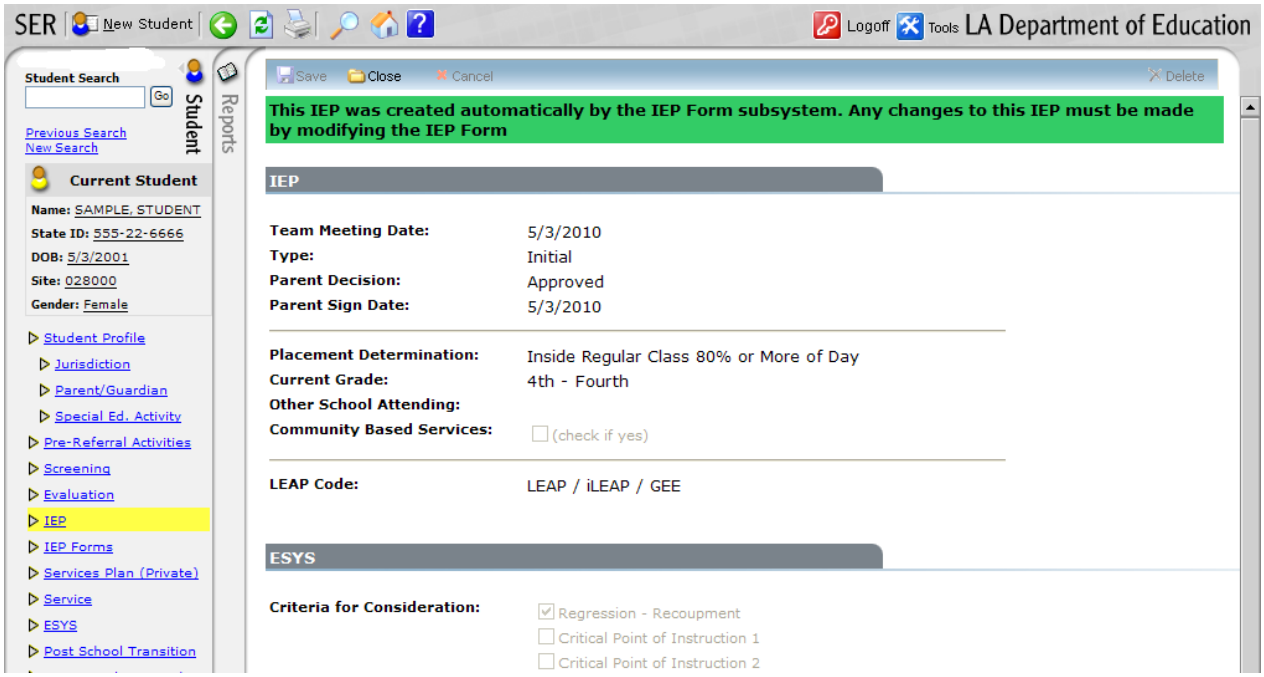
- Team Meeting Date
- Type
- Parent Decision
- Parent Sign Date
- Placement Determination
- Current Grade (*grade at the time the IEP was written*)
- Other School Attending
- Community-Based Services
- LEAP Code
- LAA 2 Content Areas *(if applicable)*
- ESYS- Criteria for Consideration
- Act 833 Eligibility

If a new IEP record is entered and it is after April 1, 2008, a message will be displayed notifying the user to create a new IEP in IEP Forms.



IEP Listing

When viewing an IEP that was created in IEP forms, the following message will appear at the top of the page “This IEP was created automatically by the IEP Form subsystem. Any changes to this IEP must be made by modifying the IEP Form.”



IEP View

Services Plan (Private)

As of September 2, 2008, Services Plan summary information is no longer added directly to the Services Plan (Private) page. This page is populated with data from SER IEP forms. See the IEP Forms User Guide for instructions on using SER IEP forms.

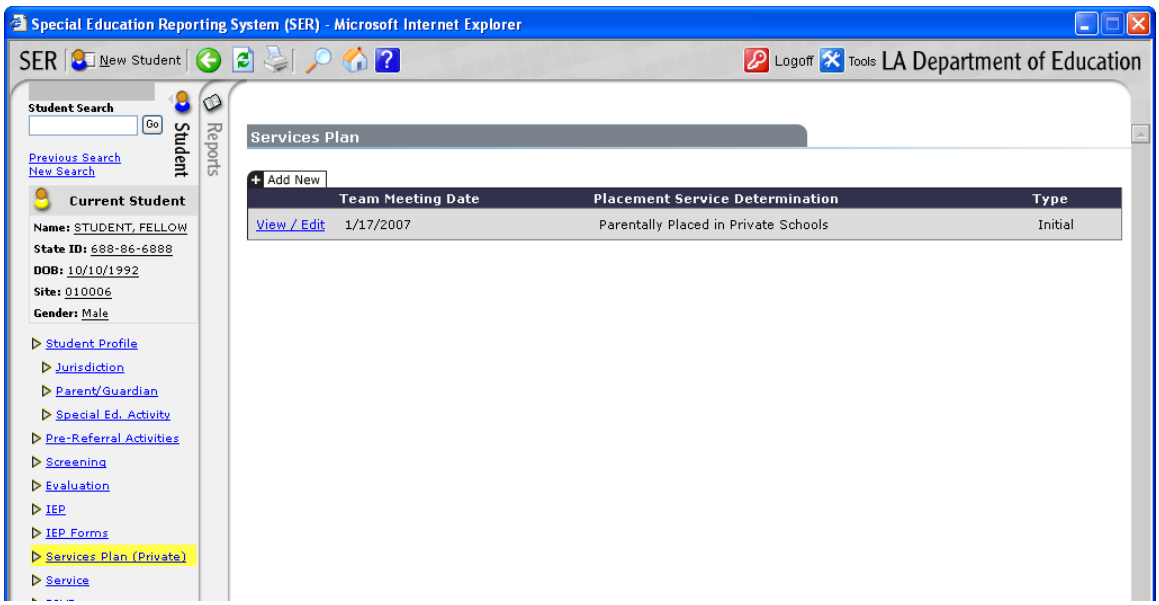
When the Services Plan (Private) link in the student options area is clicked, a listing of the student’s Services Plans will be displayed. The Services Plan listing will display the most recent Service Plan first, followed by each preceding Services Plan.

The listing will display the following information:

- Team Meeting Date
- Placement Service Determination
- Type

To view a Services Plan record, click on the View/Edit link on the row that corresponds to that specific record. Modify Service Plans created in IEP Forms by altering the Service Plan in IEP Forms subsystem.

To add a new Services Plan, click the IEP Form link in SER.

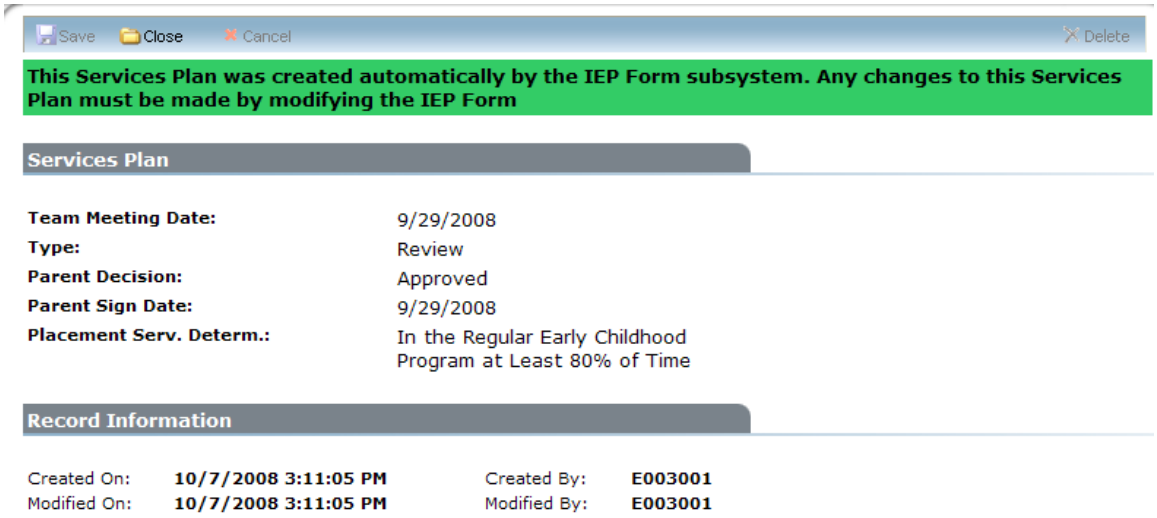


Services Plan Listing

Services Plan

The Services Plan page contains the following fields of information:

- Team Meeting Date
- Type
- Parent Decision
- Parent Sign Date
- Placement Service Determination



Services Plan View/Edit

Service

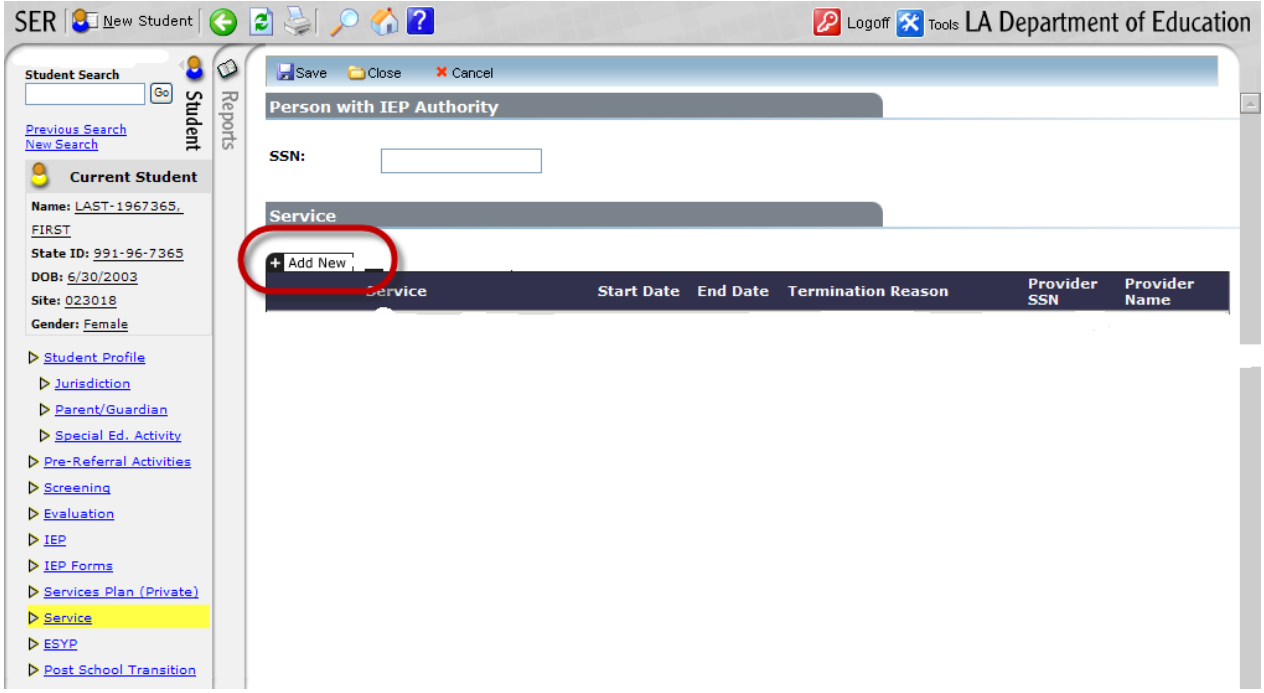
When the Service link in the student options area is clicked, a listing of the student's Services will be displayed. The Service listing will display the most recent Service first, followed by each preceding Service.

The listing will display the following information:

- Service
- Service Start Date
- End Date
- Termination Reason
- Provider SSN and Name

To view or modify a Service record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Service, click the Add New button at the top of the Service listing.



Service Listing

Service Add/Edit

The Service page contains the following fields of information:

- Service *(required)*
- Service Recipient *(required)*
- Service Location *(required)*
- Start Date *(required)*
- Provider SSN *(required)*
- Service Terminated
- End Date *(required, if terminated)*
- Termination Reason *(required, if terminated)*

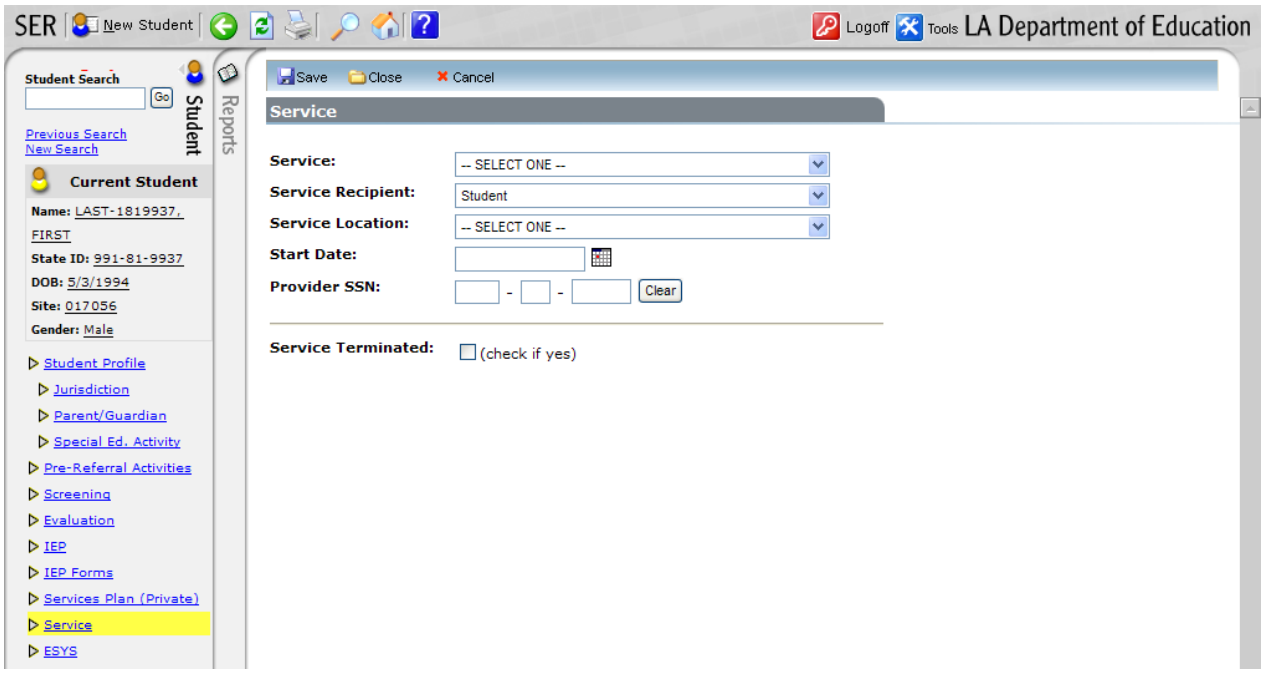
The service recipient field will default to 'student.'

When Service Terminated is checked, the End Date and Termination Reason fields will be displayed and will be required. If Service Terminated is not checked, the End Date and Termination Reason will not be displayed and are not required.

Service records cannot be added if there is not an existing IEP or Services Plan record. If one of these records does not exist, a message will be displayed notifying the user.

A provider SSN may be pasted into the segmented fields by pasting the entire number into the first segment of the SSN field. The system will populate the other SSN segments.

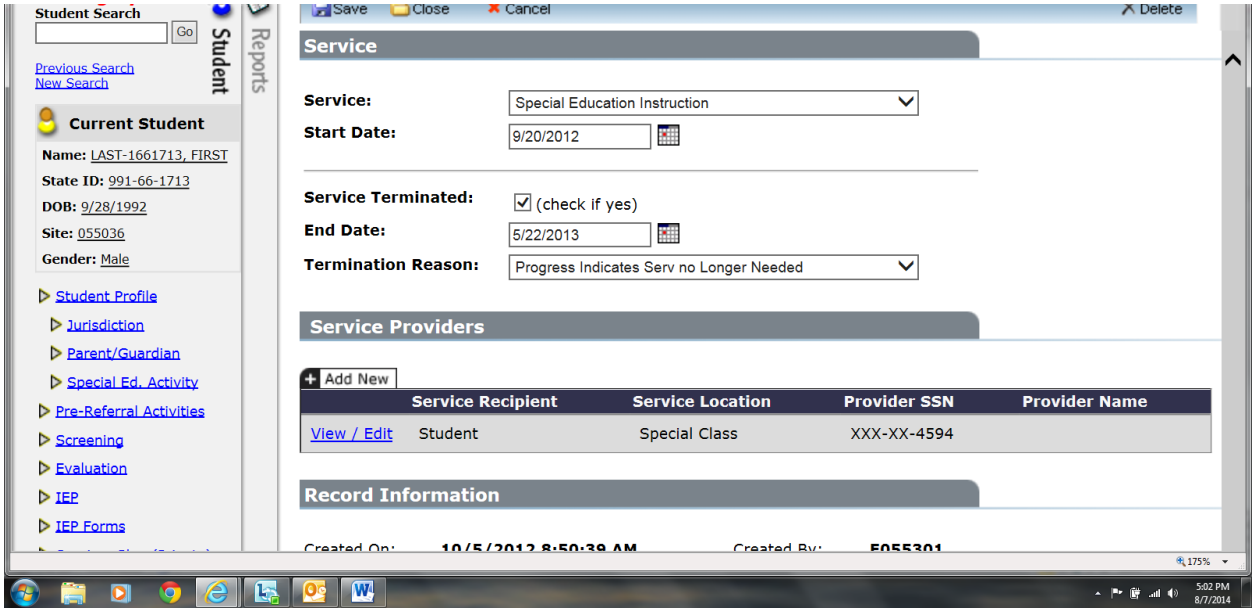
If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section Errors/Data Validation).



Service Add/Edit

Special Education Instruction

Special Education Instruction allows multiple Service Providers. A single Provider SSN is required for all other Service types. When Special Education Instruction is selected, the individual Provider SSN field will no longer be displayed and in its place will be a Service Provider listing (see the following section for more details).



Special Education Instruction

Service Providers

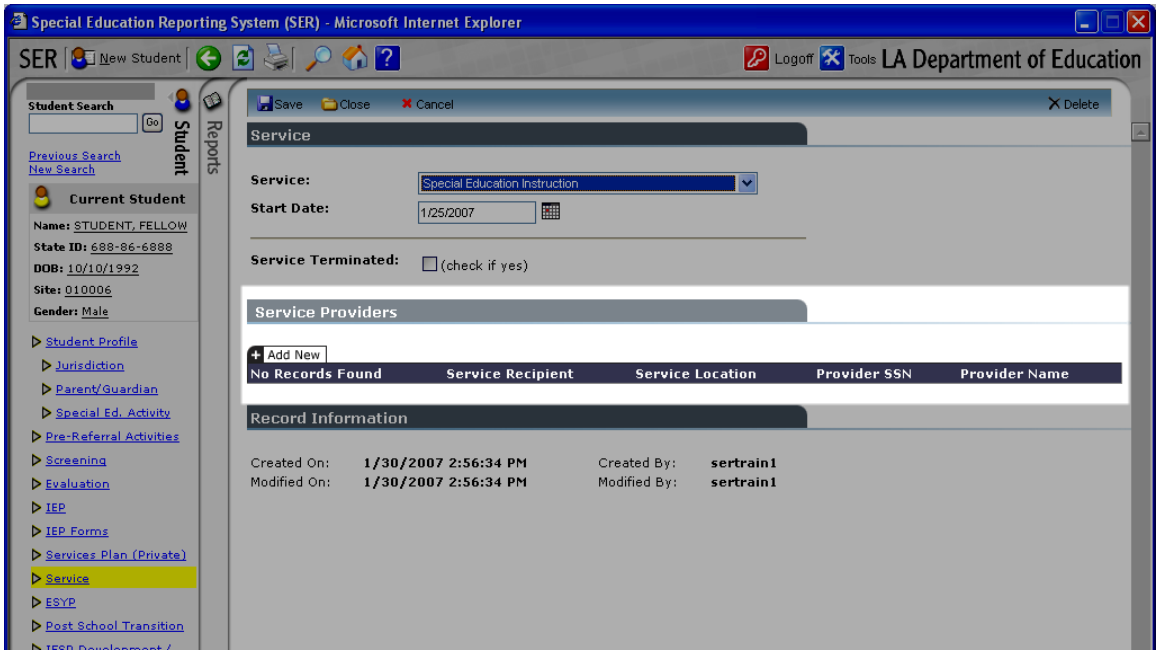
When Special Education Instruction is selected, a listing of the Service's Service Providers will be displayed.

The listing will display the following information:

- Service Recipient
- Service Location
- Provider SSN
- Provider Name (if available)

To view or modify a Service Provider record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Service Provider, click the Add New button at the top of the Service Providers listing.



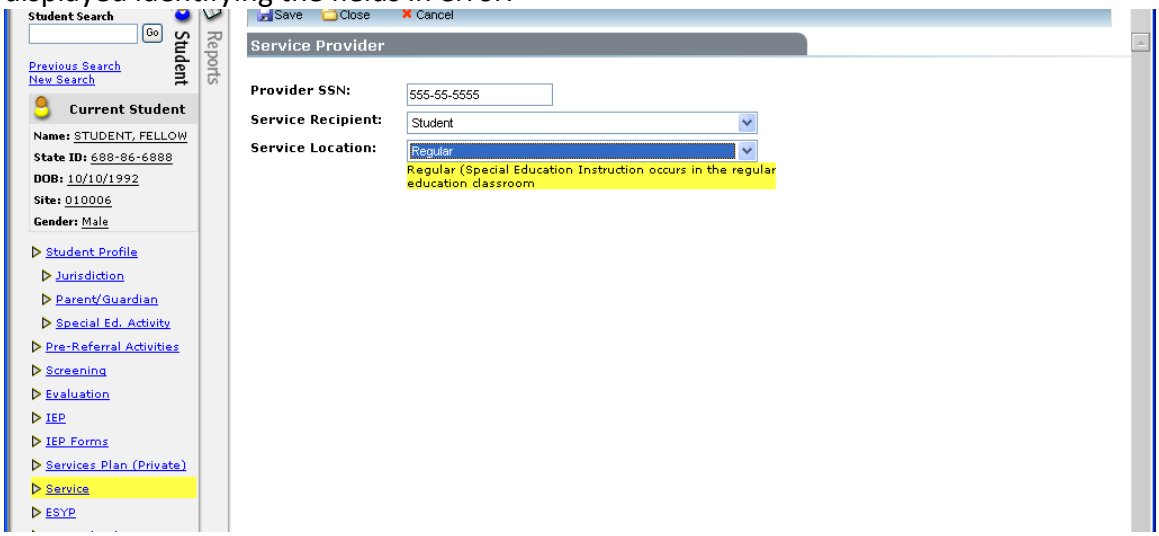
Service Providers Listing (Special Education)

Service Providers Add/Edit

The Service Providers page contains the following fields of information:

- Provider SSN *(required)*
- Service Recipient *(required)*
- Service Location *(required)*

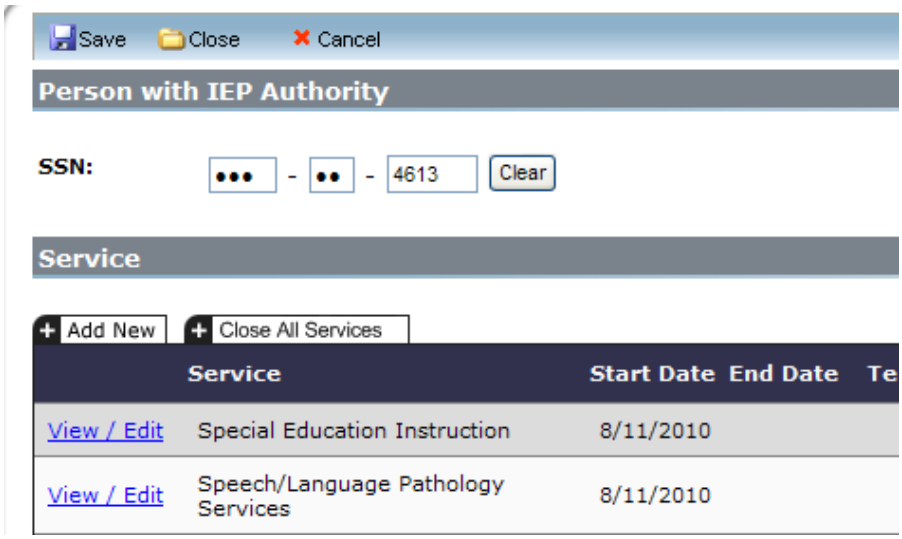
If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



Service Provider Add/Edit

Person with IEP Authority

This is an optional field. Enter Staff SSN, to designate a person with IEP Authority for this student. Enter SSN and click SAVE.



IEP Authority

The Person with IEP Authority field is associated with the student's information in eScholar. The student's demographic information and LEA must match in SER and eScholar to update this field. If an error is received when attempting to update the Person with IEP Authority, verify with your LEA's Secure ID manager that the student's information matches in SER and eScholar.

ESY

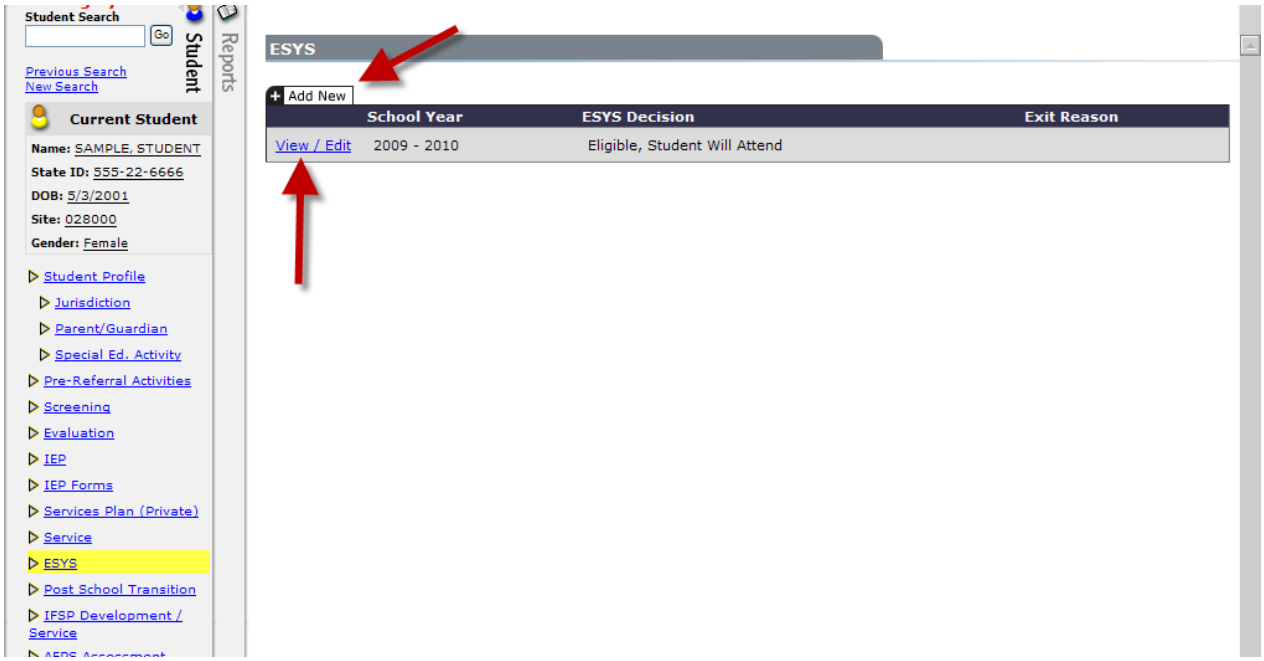
When the ESYS link in the student options area is clicked, a listing of the student's ESY records will be displayed. The ESY listing will display the most recent ESY first, followed by each preceding ESY.

The listing will display the following information:

- School Year
- ESY Decision
- Exit Reason

To view or modify an ESY record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new ESY, click the Add New button at the top of the ESY listing.



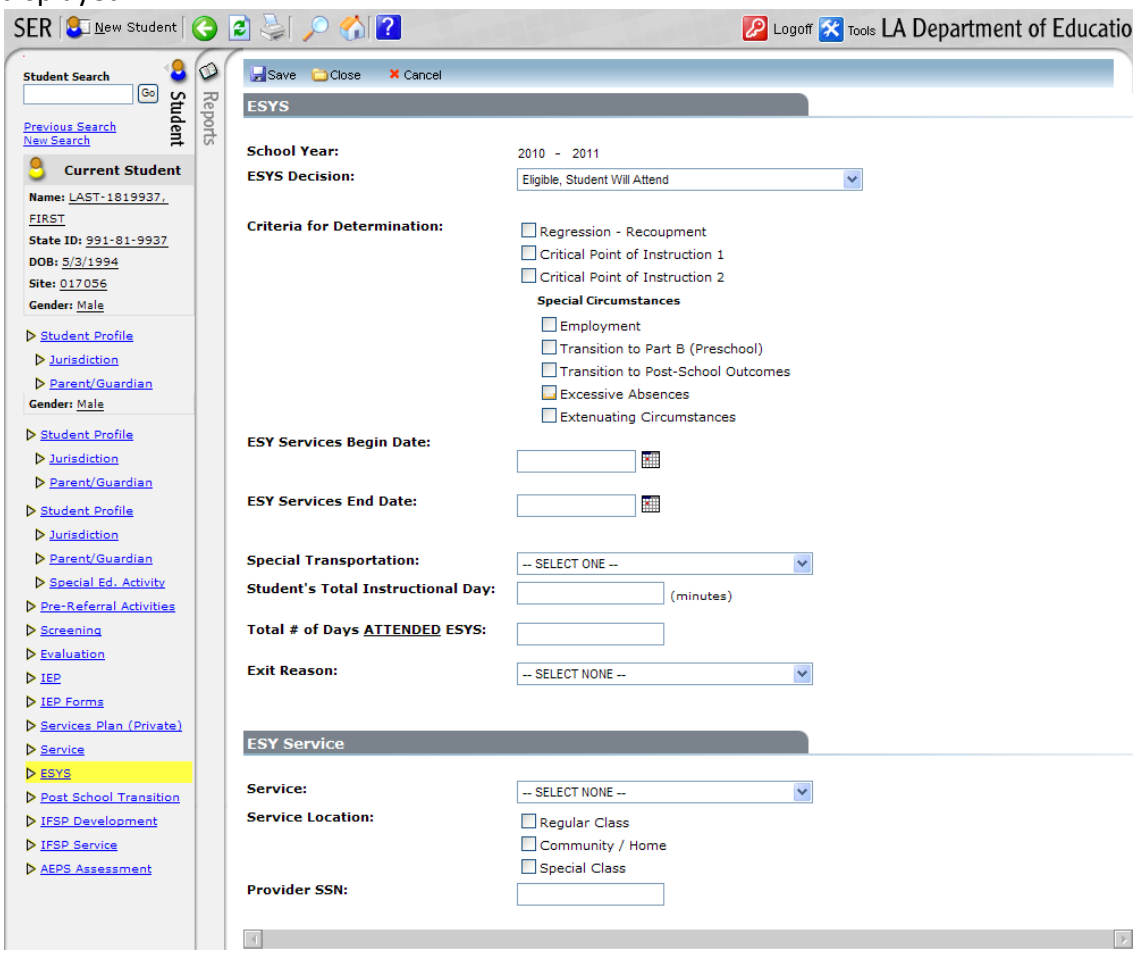
ESYS Listing

ESY Add/Edit

The ESYS page contains the following fields of information:

- School Year (*pre-populated with current year*)
- ESYS Decision
- Criteria for Determination
- ESY Service Begin Date *(required)*
- ESY Service End Date *(required)*
- Special Transportation
- Student's Total Instructional Day-minutes
- Total Number of Days ATTENDED *(required)*
- Exit Reason *(required)*
- Service
- Service Location
- Provider SSN

When a new ESY record is being added, only the basic ESY information detailed above will be displayed. Once the record has been successfully saved, the ESY Eligibility Criteria Outcome and ESY Service listings will be displayed.



ESYS Add/Edit

The Services begin date must be on or between the IEP Meeting Date and August 31st.

The Services End Date must be on or between the Services begin date and August 31st.

ESY records cannot be entered for a student whose age is less than three (3) years or greater than 22 years, and the student must have a current Evaluation and IEP at the time of the ESY.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.

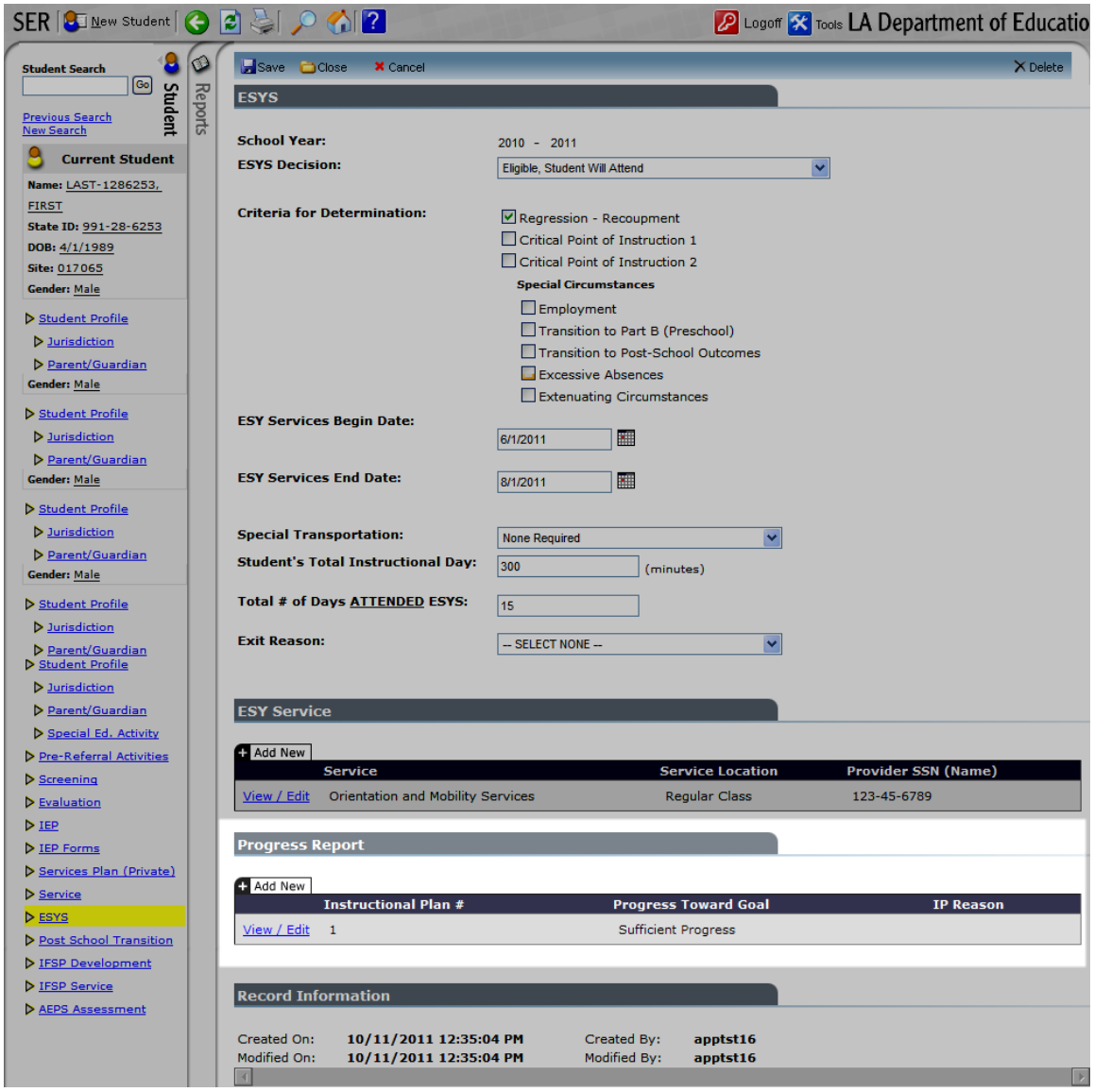
ESY Progress Report

The listing will display the following information:

- Instructional Plan # *(from corresponding IEP)*
- Progress Toward Goal
- IP Reason *(if progress was insufficient, reason)*

To view or modify an ESY Eligibility Criteria record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new ESY Progress Report, click the Add New button at the top of the ESY Progress Report listing.



ESYS Eligibility Progress Report Listing

ESY Service

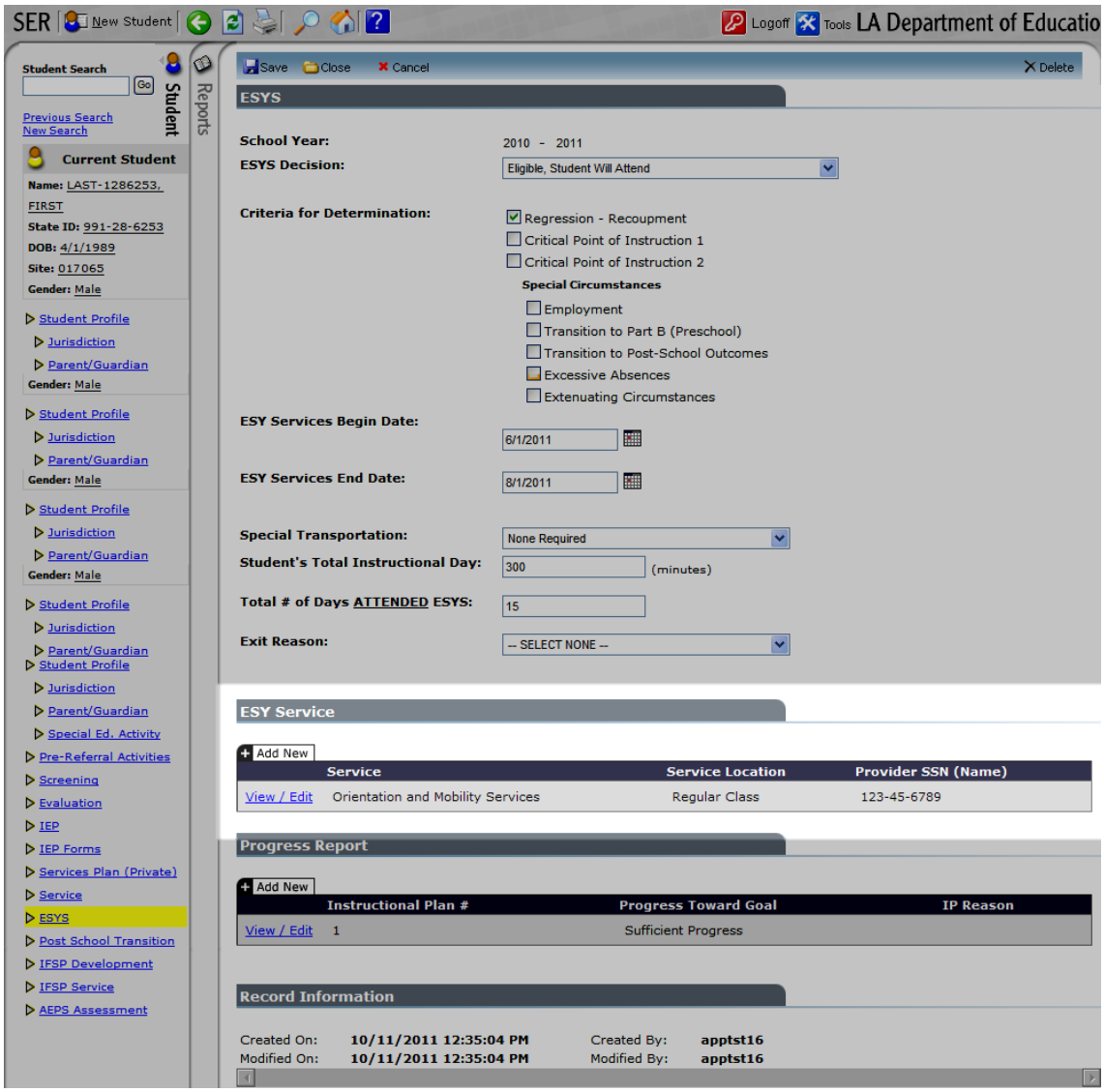
The ESY Service listing is displayed below the main ESY information area. The ESY Service listing will display the most recent ESY Service first, followed by each preceding ESY Service.

The listing will display the following information:

- Service
- Service Location
- Provider SSN and Name

To view or modify an ESY Service record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new ESY Service, click the Add New button at the top of the ESY Service listing.



ESYS Service Listing

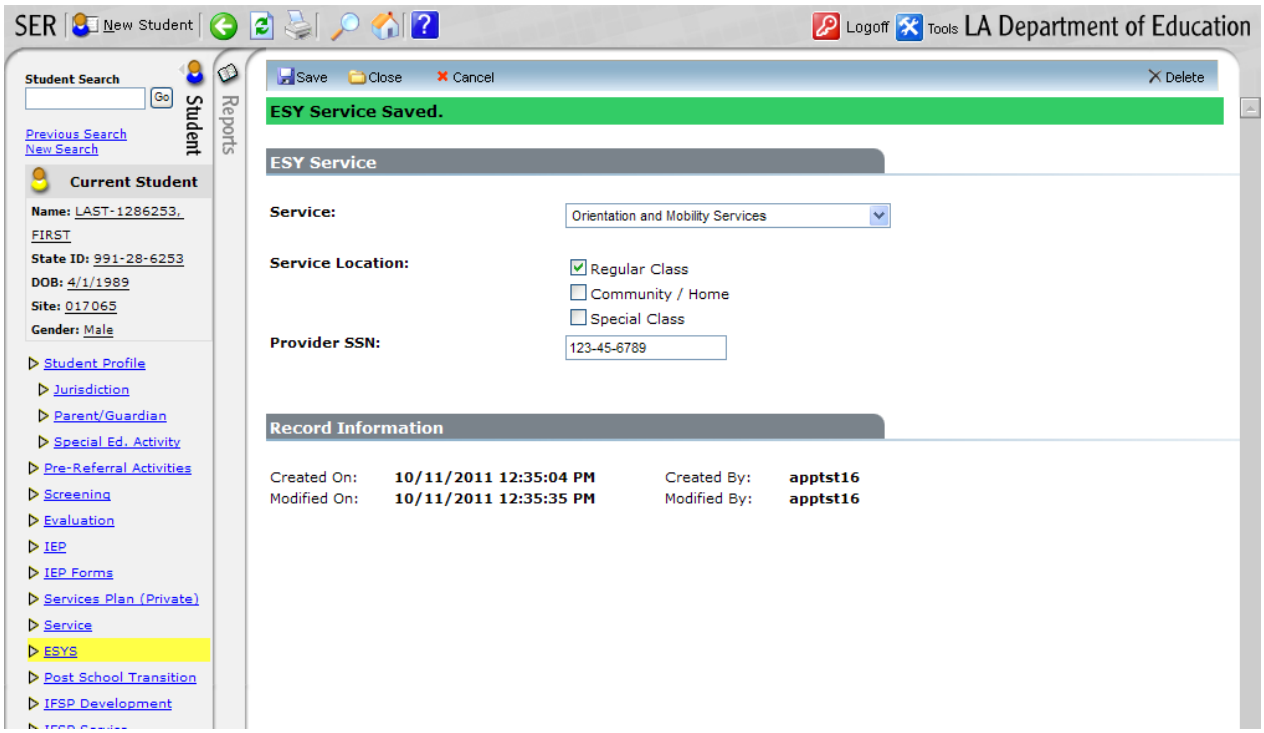
ESY Service Add/Edit

The ESY Service Page contains the following fields of information:

- Service *(required)*
- Service Location*(required)*
- Provider SSN and Name *(required)*

There may only be one ESY Service Type per ESY record. If an attempt to add a duplicate code is made, a message will be displayed notifying the User that an existing ESY-Service record for that type already exists.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



ESYS Service Add/Edit

When a new ESY Service record is being added, the basic ESY Service detailed above will be displayed. Once the record has been successfully saved, the Service setting and Service Providers will be displayed.

Post School Transition

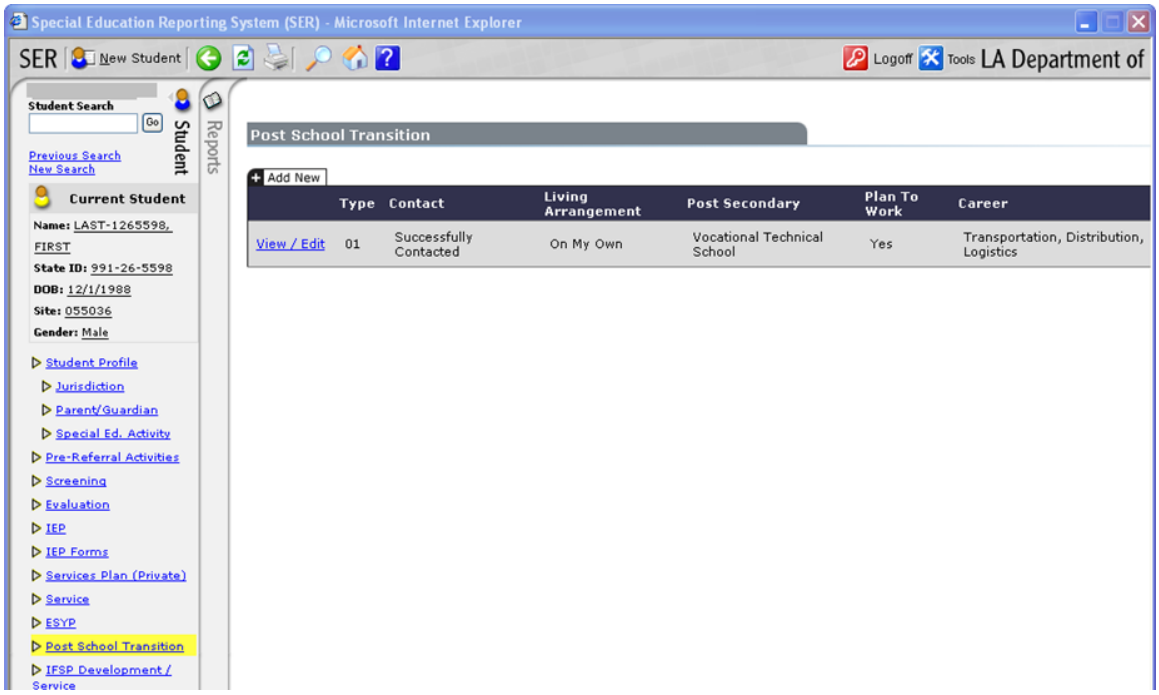
When the Post School Transition link in the student options area is clicked, a listing of the student's Post School Transitions will be displayed. The Post School Transition listing will display the most recent Post School Transition first, followed by each preceding Post School Transition.

The listing will display the following information:

- Exit Date
- Type *(Initial or First Year Follow up)*
- Contact
- Living Arrangement
- Post-Secondary
- Plan to Work
- Career

To view or modify a Post School Transition record, click on the View/Edit link on the row that corresponds to that specific record.

To add new, click the Add New button at the top of the Post School Transition listing.



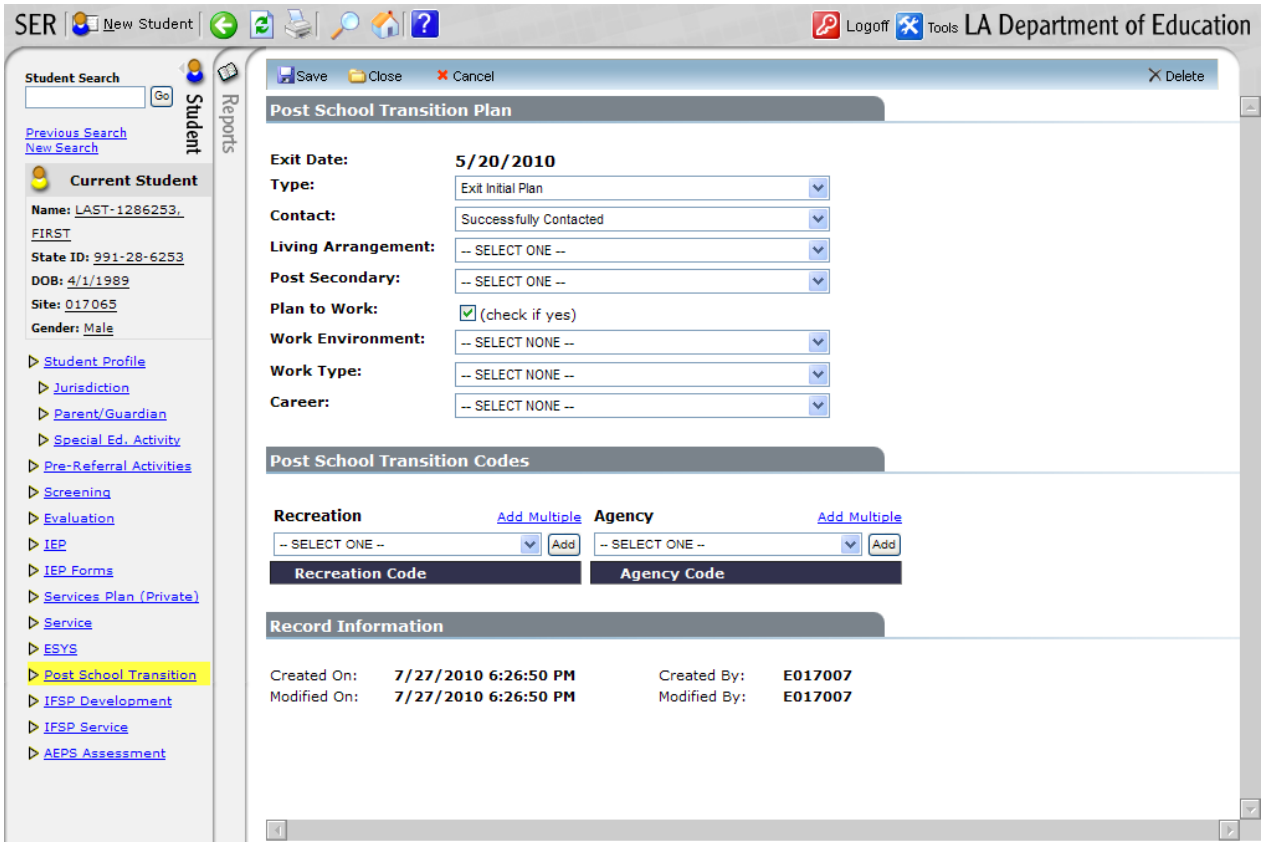
Post School Transition Listing

Post School Transition Add/Edit

The Post School Transition page contains the following fields of information:

- Exit Date
- Type *(Initial or First Year Follow up)*
- Contact
    - Living Arrangement *(if contact successful)*
    - Post-Secondary *(if contact successful)*
    - Plan to Work *(if contact successful)*
        - Work Environment *(if Plan to Work is checked)*
        - Work Type *(if Plan to Work is checked)*
        - Career *(if Plan to Work is checked)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



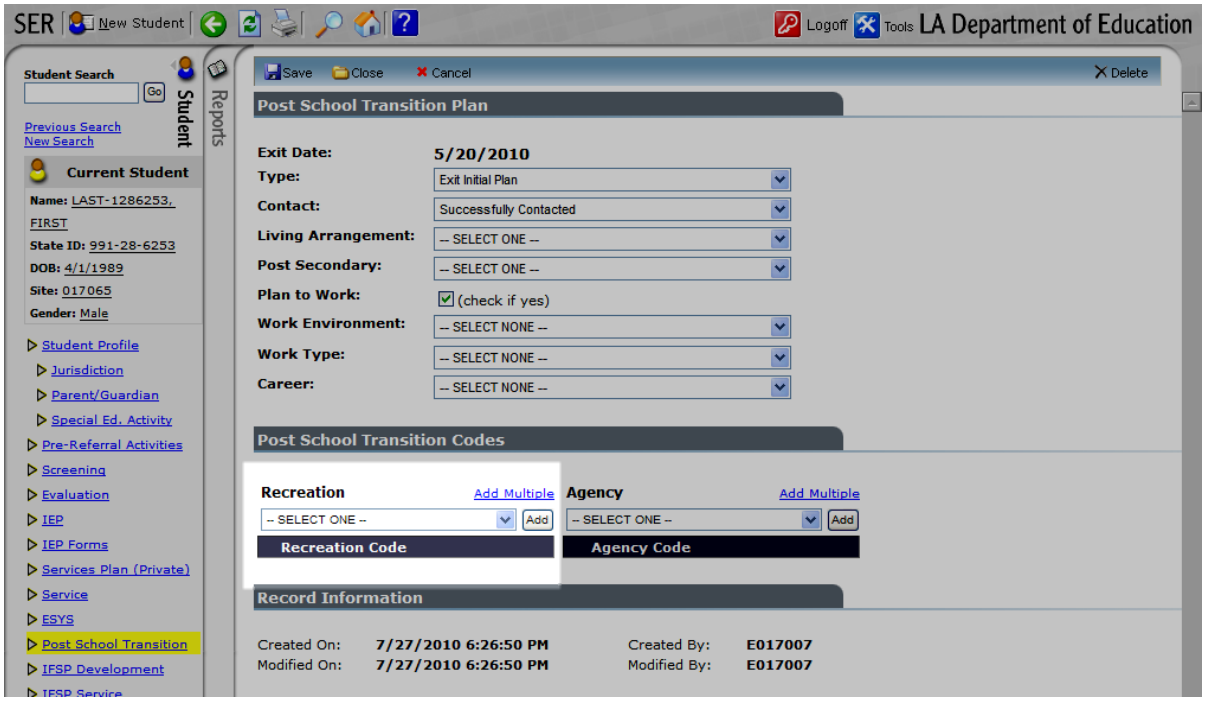
Post School Transition Add/Edit

Recreation Codes

A Post-School Transition record may have multiple Recreation Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).



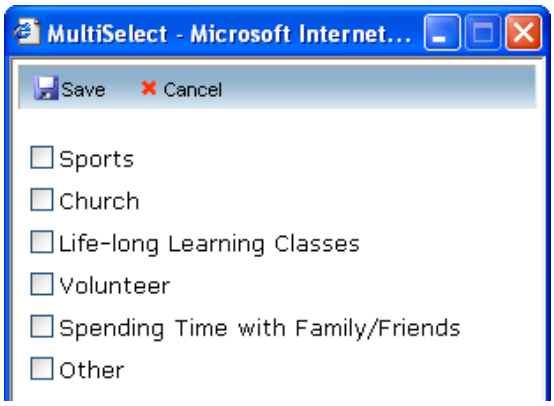
Recreation Codes

Add Multiple Recreation Codes

The Multiple Code Selection pop-up window allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Recreation Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Recreation Codes

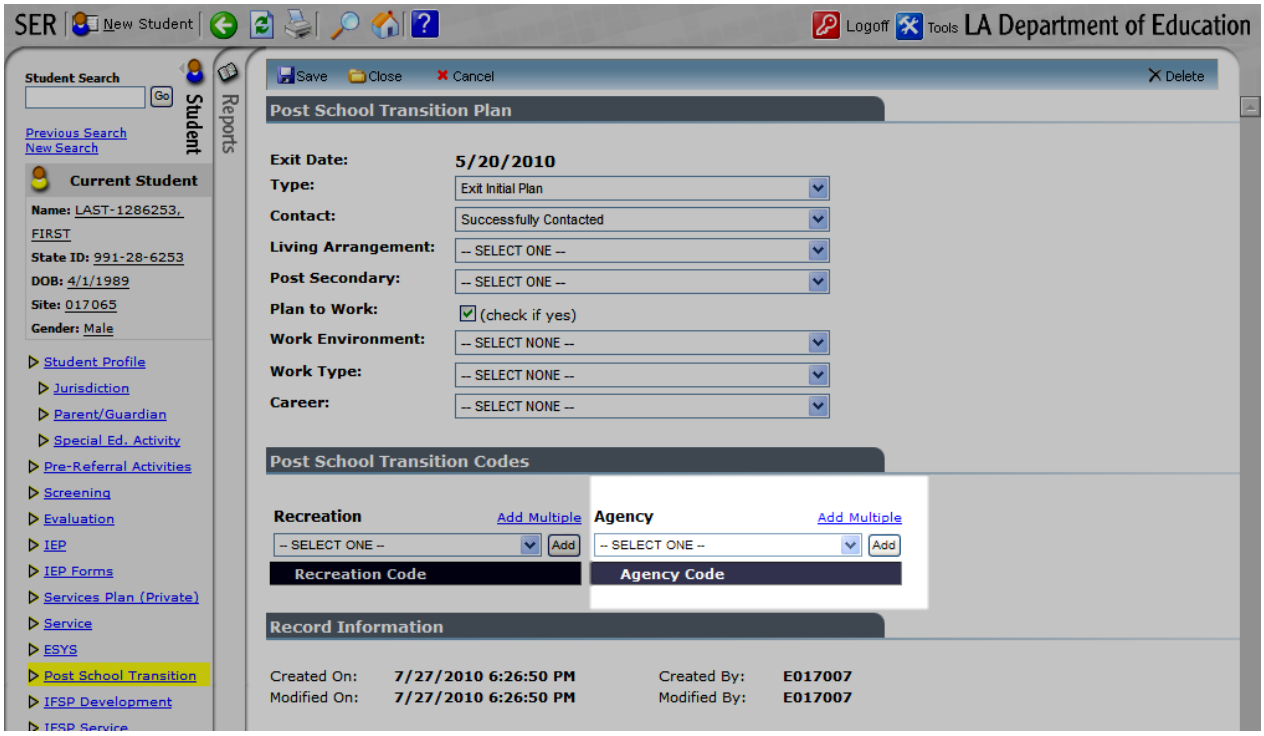
Each code may be added once. If a duplicate code is checked, an error message will be displayed.

Agency Codes

A Post-School Transition record may have multiple Agency Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur. This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).



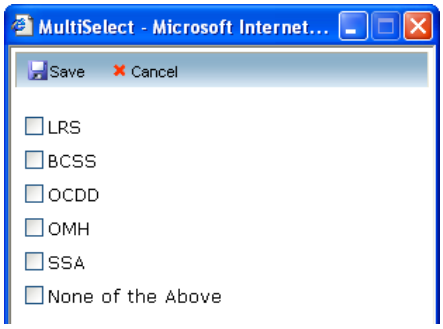
Agency Codes

Add Multiple Agency Codes

The Multiple Code Selection pop-up window (see Selecting Multiple Agency Codes) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Agency Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel Button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.



Selecting Multiple Agency Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

Individualized Family Service Plan (IFSP) Development

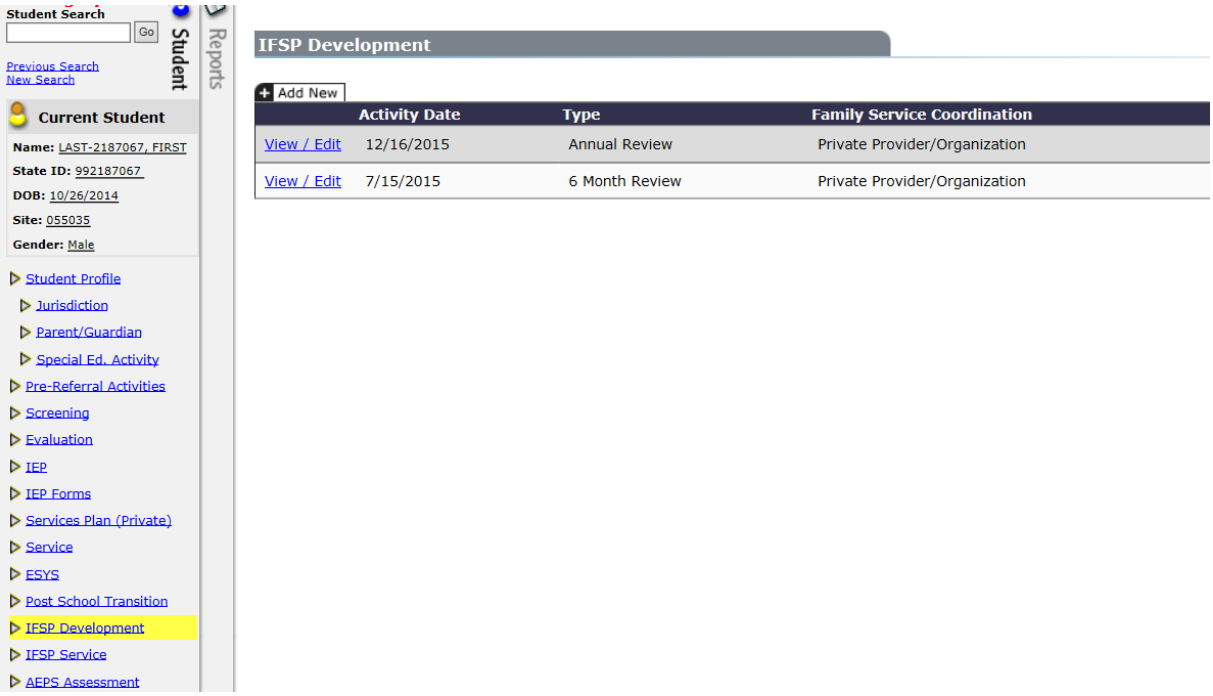
When the IFSP Development link in the student options area is clicked, a listing of the student's IFSP Development will be displayed. The IFSP Development listing will display the most recent IFSP Development first, followed by each preceding IFSP Development.

The listing will display the following information:

- Activity Date
- Type
- Family Service Coordination

To view or modify an IFSP Development record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Development, click the Add New button at the top of the IFSP Development listing.



IFSP Development Listing

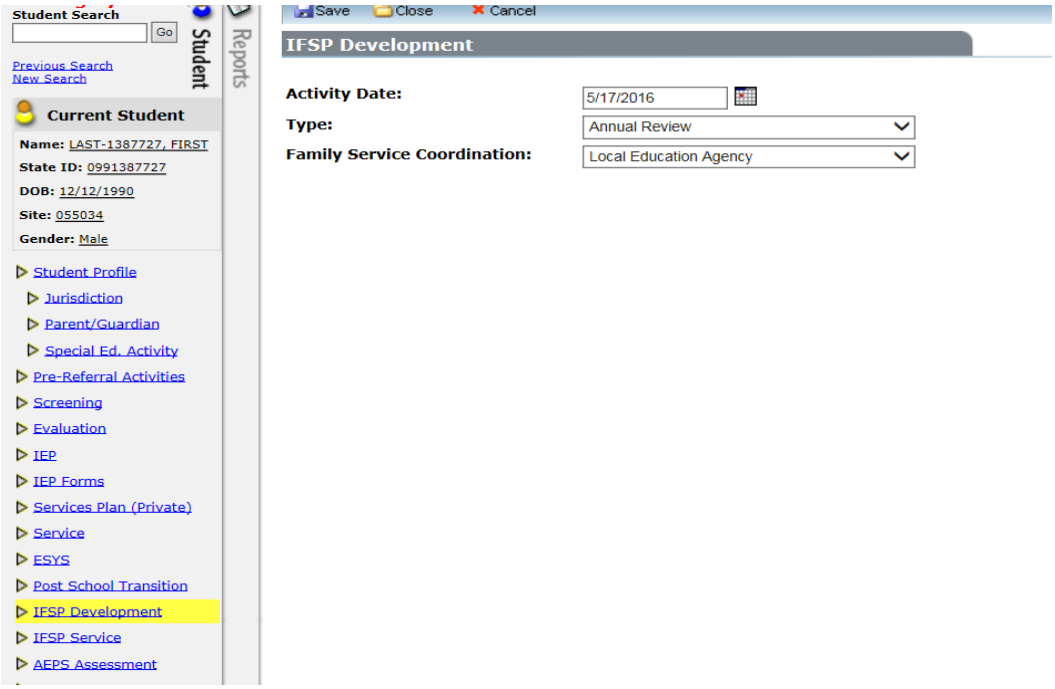
IFSP Development Add Edit

The IFSP Development/Service Page contains the following fields of information:

- Activity Date *(required)*

- Type *(required)*
- Family Service Coordination *(required)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



IFSP Development Add/Edit

IFSP Services

When the IFSP Service link in the student options area is clicked, a listing of the student's IFSP Service will be displayed. The IFSP Services listing will display the most recent IFSP Services first, followed by each preceding IFSP Services.

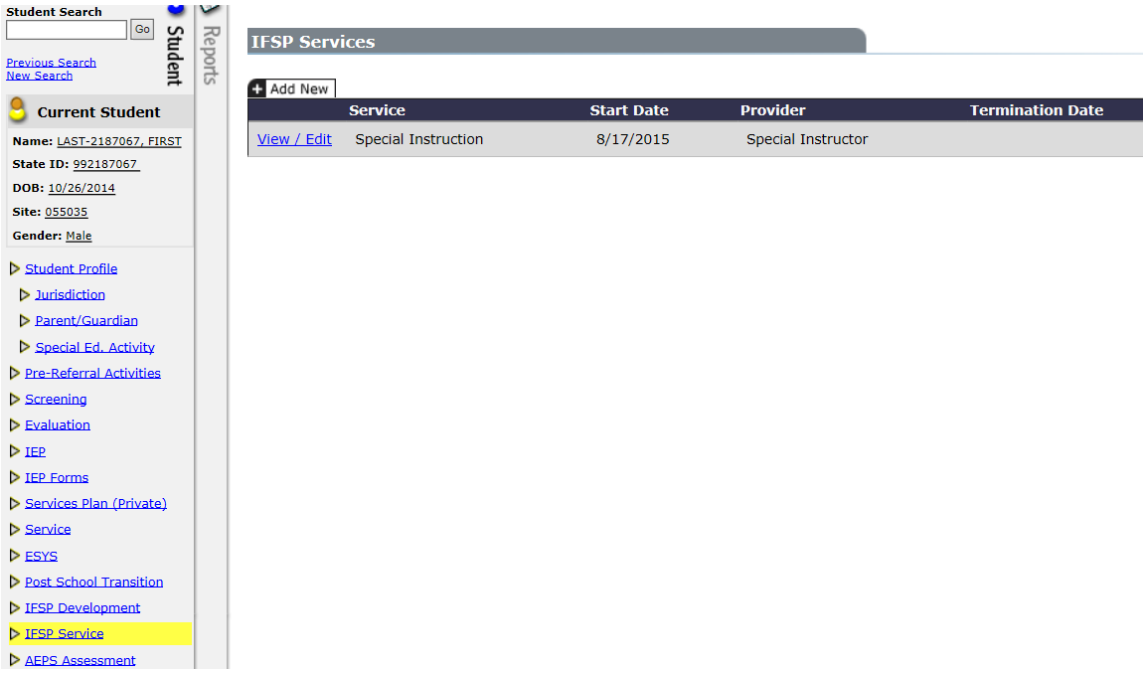
The listing will display the following information:

- Service
- Start Date
- Provider
- Termination Date

To view or modify an IFSP Services record, click on the View/Edit link on the row that corresponds to that specific record.

There may be only one entry of a Service Type per IFSP Service record. If an attempt to add a duplicate Service Type is made, a message will be displayed notifying the user that an existing IFSP Service record for that Service Type already exists.

To add a new Service, click the Add New button at the top of the IFSP Services listing.



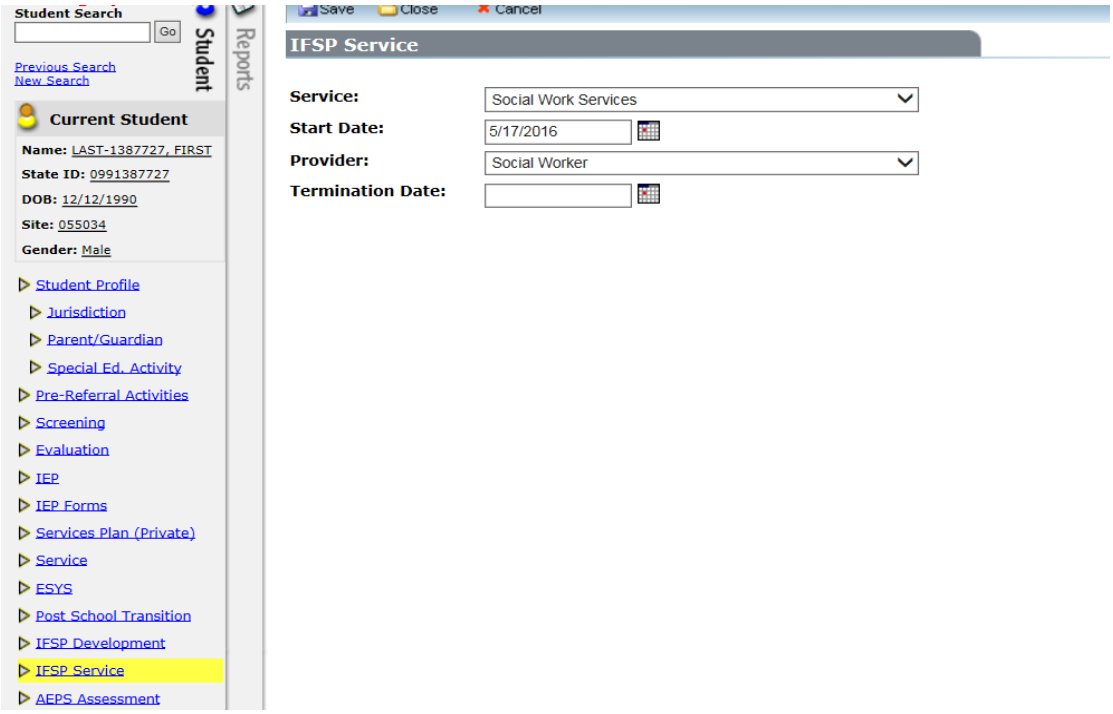
IFSP Services Listing

IFSP Services Add/Edit

The IFSP Services page contains the following fields of information:

- Service *(required)*
- Start Date *(required)*
- Provider *(required)*
- Termination Date

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error.



IFSP Services Listing

In order to terminate an IFSP service, a termination date must be entered.

Assessment, Evaluation and Programming Systems (AEPS)

Effective with the beginning of the 2007 school year, entry scores are entered in AEPSi, not SER.

Related Services/Medicaid (RSM)

The RSM is a statewide tracking system supported through SER for all health-related services provided to students with disabilities. It allows LEAs to electronically document the actual services provided by individual therapists or health-related providers in an efficient manner. It offers an opportunity for improved accountability; resulting in successful monitoring and stress-free Medicaid auditing. RSM is designed for usage by all related service providers regardless of student Medicaid eligibility or the LEAs authorization as a Medicaid provider.

Purpose of SER Related Services/Medicaid Tracking

- Related Services/Medicaid tracking system gives providers and administrators the ability to track related service encounters.
- Repeated service encounters can be scheduled in advance using the calendar feature or individual sessions can be scheduled one at a time.
- Electronic storage includes data elements such as:
    - Service Provision dates
    - Diagnosis codes
    - Procedure codes

- Progress notes
- Medicaid ID
- Parental Consent

Appointment schedules can be viewed for an individual student, or for all students serviced by a specified provider.

Related Services/Medicaid Security Roles and Functionality

The chart below displays Medicaid functionality as it relates to the Medicaid Admin, Provider and Medicaid Reader.

Functionality	Medicaid Admin	Provider	Medicaid Reader
View SER Service Provider Data	✓	X	✓
Medicaid Provider SSN / User ID Association	✓	X	X
Student Search	✓	**✓	**✓
Calendar Management	✓	✓	X
Session Management	✓	✓	X
Appointment Screen	✓	✓	X
**Search results are limited to the current provider			

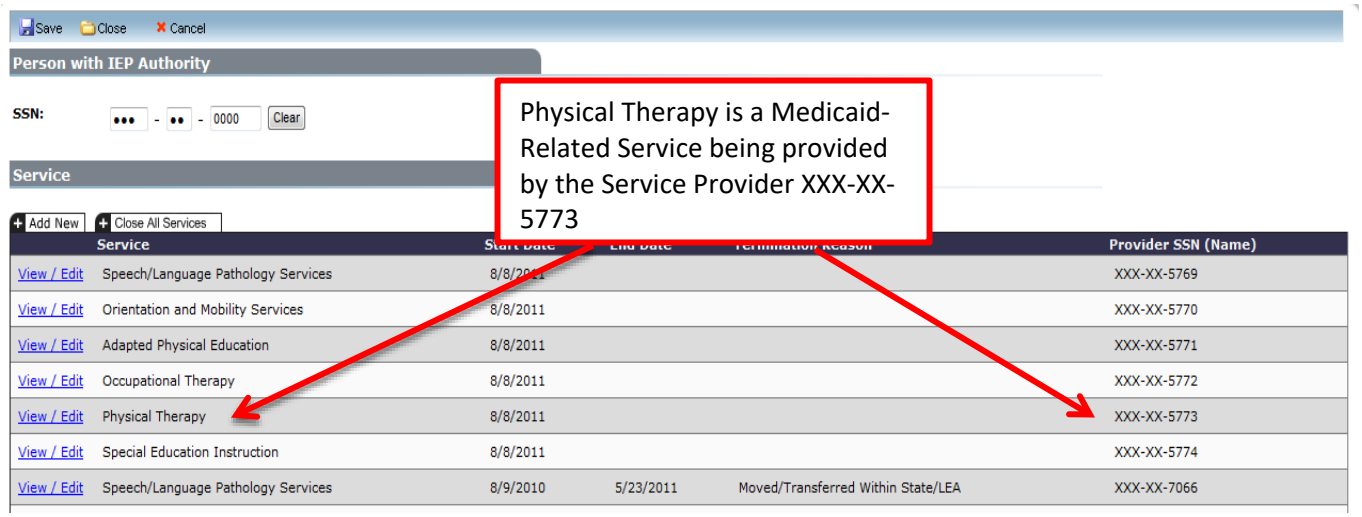
RSM Security Roles

Provider for SER Related Services/Medicaid Tracking

Many of the existing Services are now integrated with the Related Service/Medicaid Tracking System. The Service Providers for these types of services (listed below) can now access the Related Services/Medicaid section of SER to maintain the Medicaid services schedule.

- Speech/Language Pathology Services
- Occupational Therapy
- Physical Therapy
- Counseling Services
- Audio logical Services
- Interpreting Services
- Assistive Technology
- School Health Services/Nursing Services
- Orientation and Mobility Services
- Special Transportation
- Psychological Services
- Travel Training

- Social Work Services in School
- Medical Services



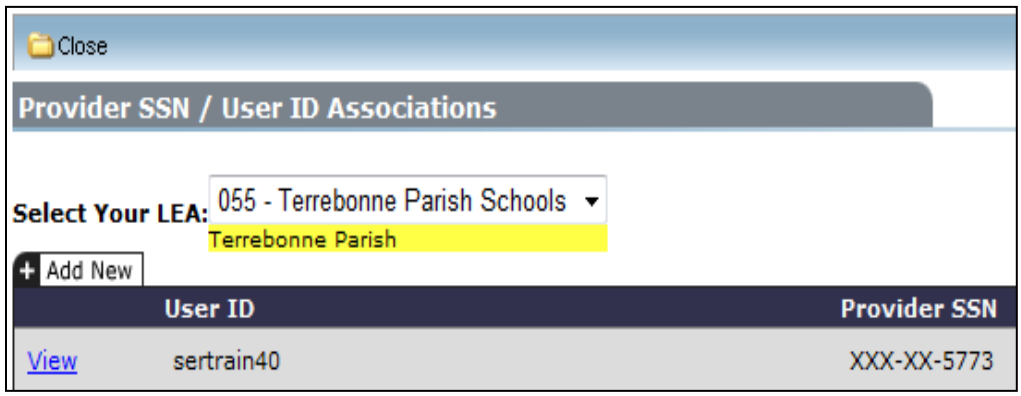
RSM providers

Provider SSN / User ID Association

A Service Provider's login must be associated to the student receiving service using the Provider SSN. This is done through the Related Services/Medicaid Admin section of the Tools Menu. Related service providers will not be able to access the system until this step has been completed by the individual with Administrative authority.

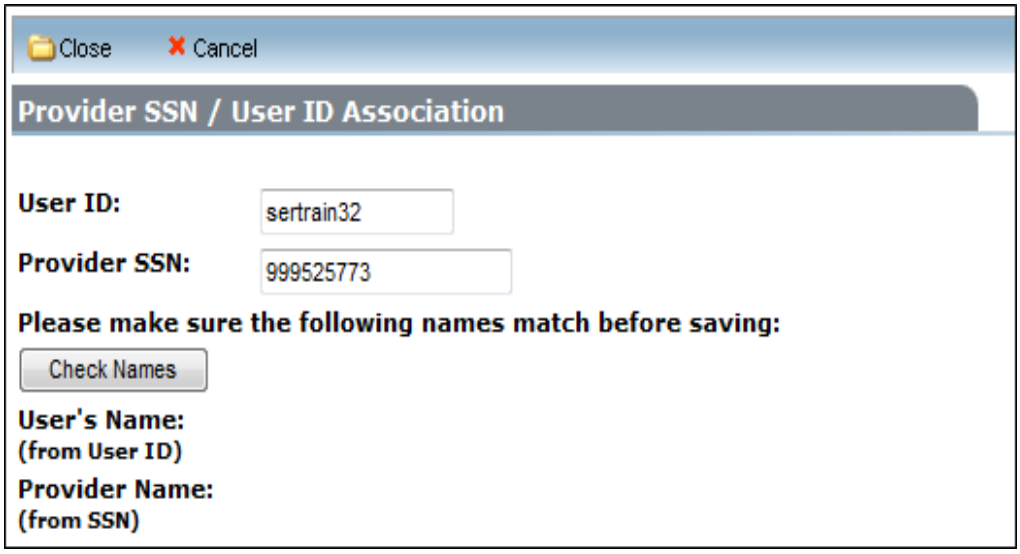
User Tools

After clicking the Related Services/Medicaid Admin link, click the Add New tab to associate a Service Provider's login with the Service.



SSN/User ID

Enter the Service Provider's login and SSN. Click Check Names to confirm that the Service Provider's name and user ID entered match the name and user ID returned.



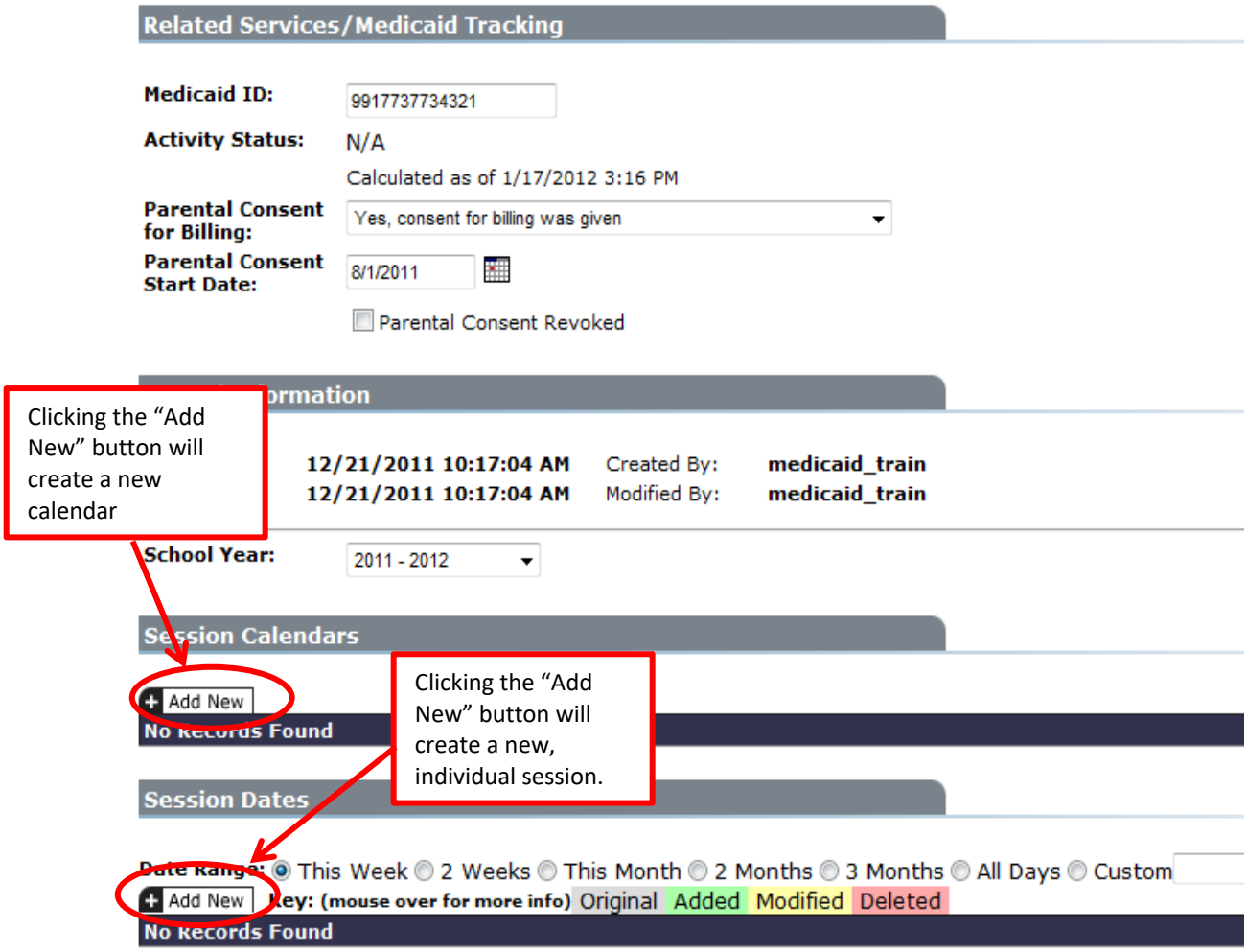
SSN/User ID

Creating a Calendar or Individual Sessions

Session Calendars are like a template for defining all the dates a student will receive a certain service within the billing begin and end dates (school year). Below is the main screen that will define these dates. It is for a single student and is accessible from the "Medicaid" link on the left side navigation list.

If students and/or service providers frequently move or change, calendars should not be created for more than a month at a time. Prior to changing a student's location or closing the student's SPED activity record, all sessions must be marked as "provided" or "not provided"—or the sessions must be deleted. Considering these factors, creating year- long calendars are not recommended.

It is also possible to create individual, non-recurring sessions on the same screen.



Add New Calendar

Deleting a Calendar or a Session

To delete a calendar – and all the dates that it generated or an individual session, simply click the delete button in the upper right corner of the Calendar Edit screen or the Session Edit Screen. Records marked as "Provided" and "Not Provided" <u>will not be deleted</u> during a Calendar delete.

When a calendar is deleted, the only dates that will be affected are those that have not been added, modified, or previously deleted. The image below shows what dates will not be affected if the calendar for it is deleted. "Provided" records will not be deleted.

Date Range: This Week 2 Weeks This Month 2 Months 3 Months All Days Custom Show Deleted Update Filter

Add New Key: (mouse over for more info) Original Added Modified Deleted

	Provided	User (Name)	Date	Service	Procedure Code	Diagnosis Code	Group Size	Start Time	Duration	Record Status
View / Edit	Yes No	apptst10	10/3/2011	Speech/Language Pathology Services	92506	299.00	I	01:00 PM	30	Original
View / Edit	Yes No	apptst10	10/4/2011	Speech/Language Pathology Services				01:00 PM	30	Modified
	N/A	apptst10	10/5/2011	Speech/Language Pathology Services				09:30 AM	30	Deleted
View / Edit	Yes No	apptst10	10/5/2011	Speech/Language Pathology Services	92506	299.00	I	01:00 PM	30	Original

These are the only dates that will be affected by a calendar deletion

Calendar View

Data must be entered in a timely manner.

- Staff should be instructed to get SER related Services tracking data entered in a timely manner to avoid problems that occur when services are not entered and updated.
- **When a service provider changes for a student, the LEA staff cannot enter a new service provider in SER until all of the related services sessions for the previous provider are updated.**

RSM Reports/Extracts

- Multiple reports are available to Providers and Administrators for accountability purposes as well as Medicaid billing.
- The RSM Extract may be used to provide data to central office staff or billing agents and is available only to SER Administrators.

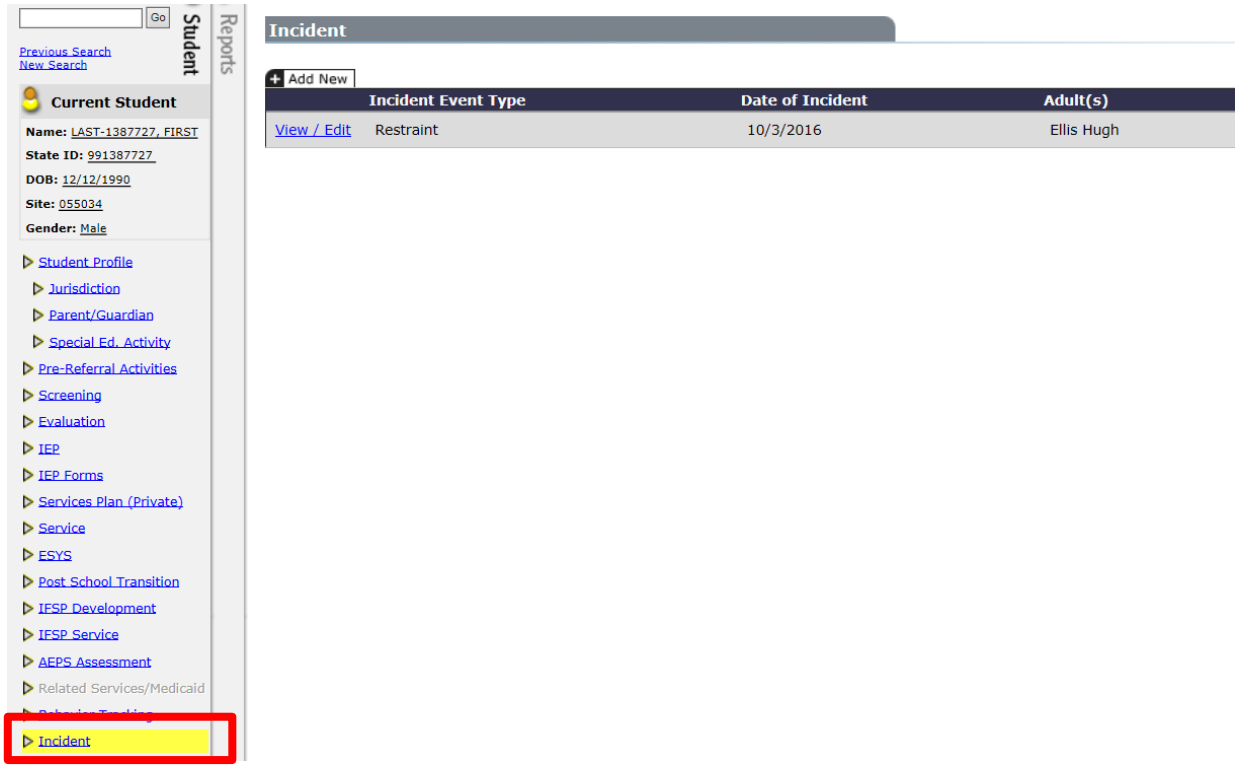
Incidents

Per RS 17:416.21, LEAs shall report all instances when students with disabilities are placed in seclusion or physical restraint. To comply with the law, this information will be collected in SER under the Incidents link.

The listing will display the following information:

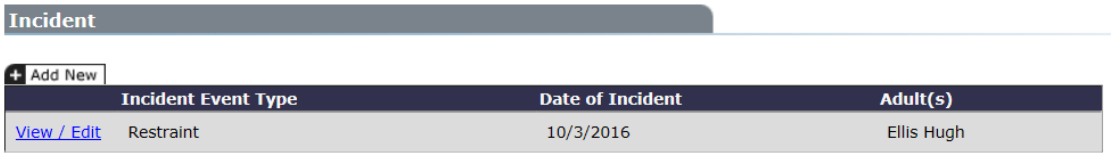
- Incident Event Type
- Date of Incident
- Adult(s)

To view or modify an Incident record, click on the View/Edit link on the row that corresponds to that specific record.



Incident Listing

To add a new Incident, click the Add New tab at the top of the Incident listing. A user must have SER data writer, SER LASID writer, or IEP writer access to enter Incident information.



Incident Add

Incident Add/Edit

The Incident page contains the following fields of information:

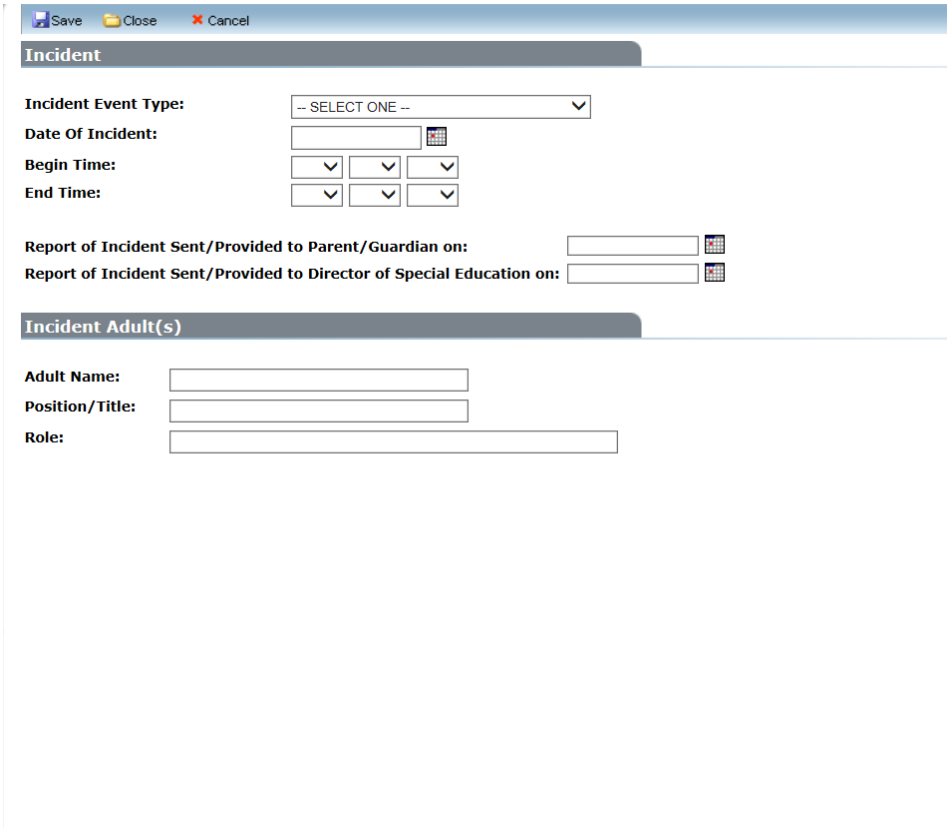
Incident:

- Incident Type
- Date of Incident
- Begin Time
- End Time
- Report of Incident Sent/Provided to Parent/Guardian
- Report of Incident Sent/Provided to Director of Special Education

Incident Adult(s):

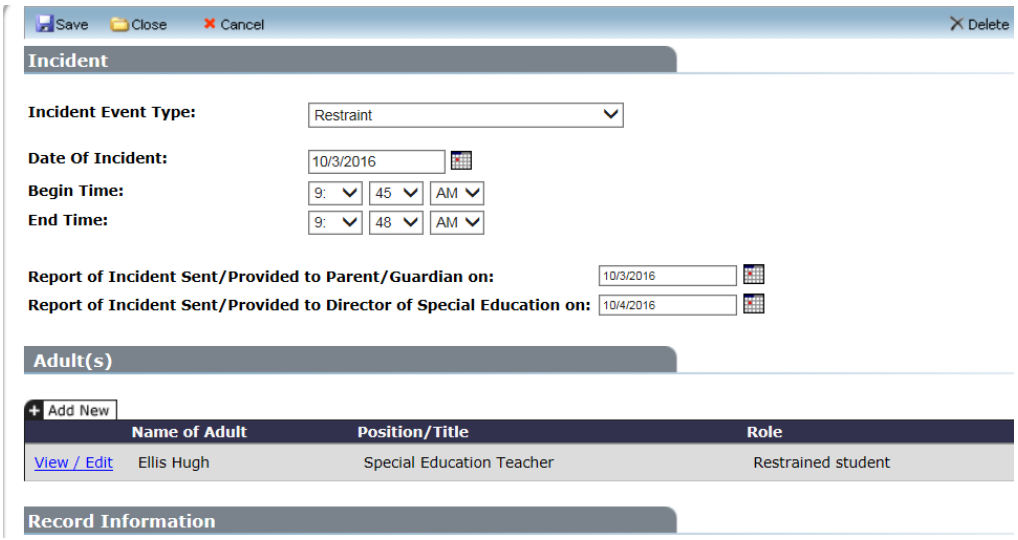
- Adult Name
- Position/Title
- Role

The Incident Type can be seclusion or restraint. The Incident Adult can be anyone involved in the seclusion or restraint. A user can add as many adults as needed and must enter the role of all adults involved.



Incident Add/Edit

To add another Incident Adult, click the Add New tab under Adult(s) after saving the first record.



Incident Add Adult

Reports

One of the main strengths of the SER system is its reporting capability. Reports can be generated as needed by the user.

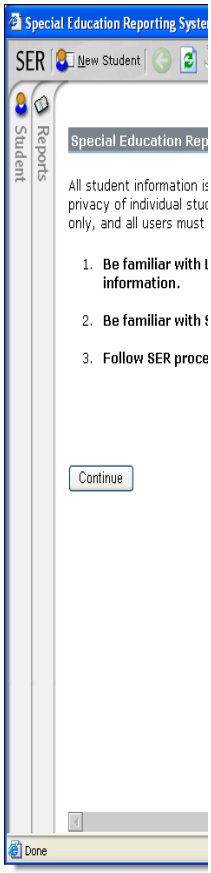
Reports Tab

The Reports tab provides a quick way to access reports within SER. It is located along the left side of the SER window, to the right of the Student tab. This and other "tabs" in the system provide quick access to functions or information.

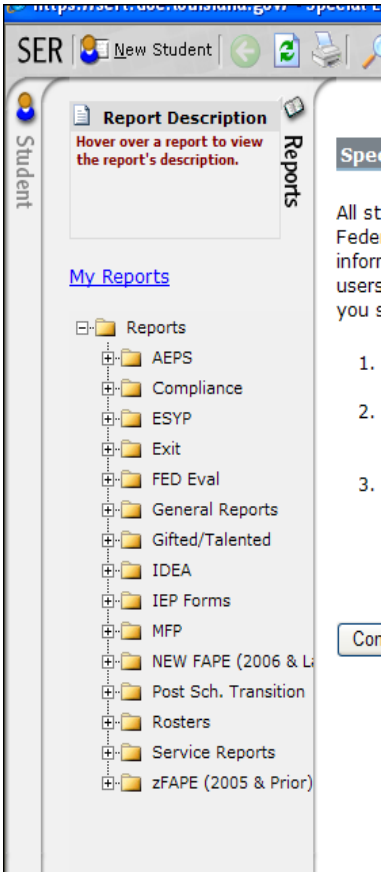
The Reports tab is closed by default. To display the reports listed in the Reports tab, click on the Reports icon/title. The page will refresh with the available reports categories listed.

Reports are organized into categories in alphabetical order (see **Report Tab Maximized**). Each category may contain one or more reports. To see what reports are available, click the ⊞ next the report category (see **Report Tab Category Selected**). This listing will display report by name. To display more details on a specific report, move the mouse over the report name. Further details will appear at the top of the Report tab, in the Report Description Box.

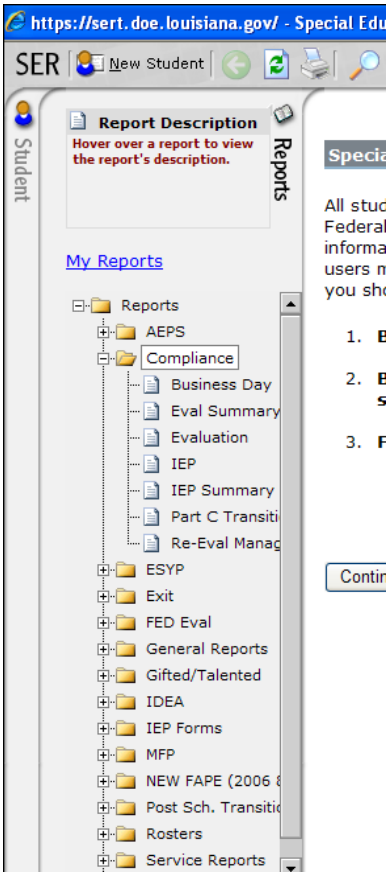
To run any single report, click on the report name.



Report Tab (Minimized)



Report Tab (Maximized)

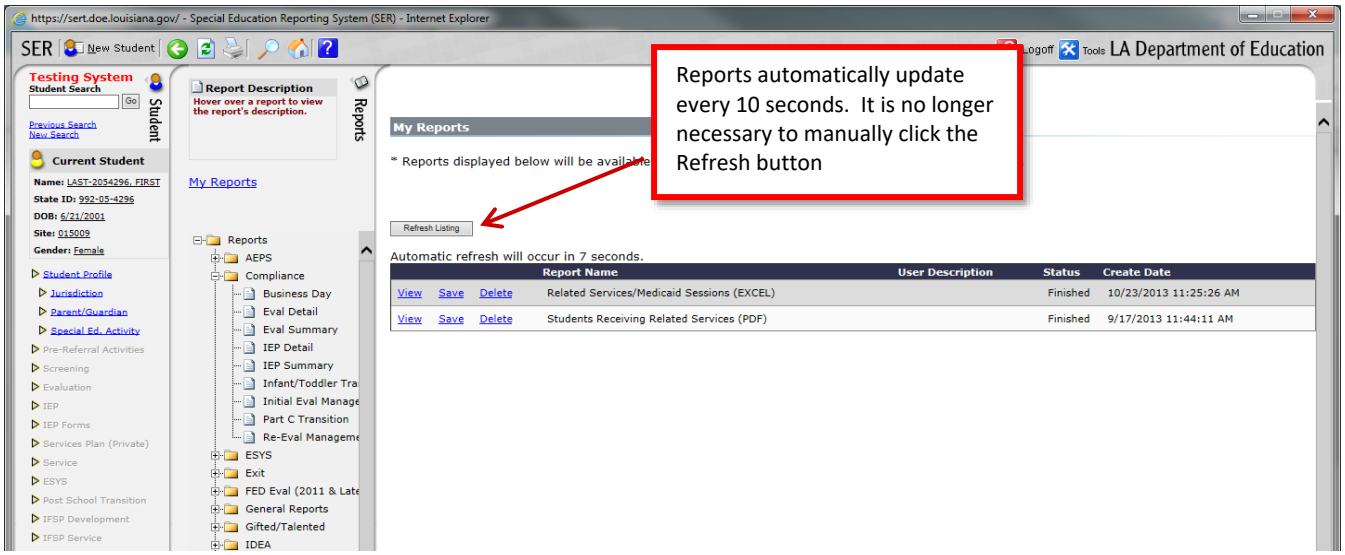


Report Tab - Category Selected

Reports

Once a report is selected from the Report tab, the page will display any parameters needed to generate the report. Clicking the Add to My Reports button after entering the parameters will queue the report and display the status of the report in the My Reports section.

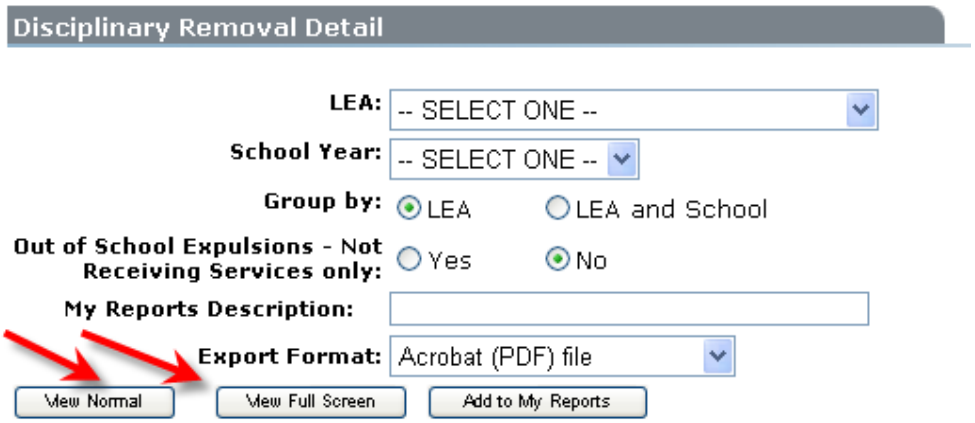
To regenerate the report with different parameters, modify the parameters and click the Add to My Reports button again.



My Reports Page

There are several options for generating reports: 1) View Normal: This method will display the report in the available white space on the screen. The user must remain signed on in order to generate the report. 2) View Full Screen: Will display the report on the user's desktop. The user must remain signed on in order to generate the report. 3) Add to My Reports: This is the preferred method for generating reports. This method schedules reports to run in order of request. Reports will run even if the user logs off or times out. Reports will remain in the user's queue for 14 days or until the user deletes them.

There are a limited number of reports that can be run using the View Full Screen or View Normal methods.

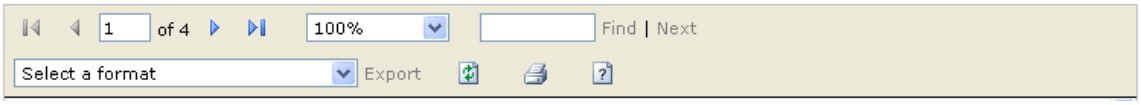


View Full Screen/View Normal buttons

After running reports using this method, the Report Viewer has several options. There is a page control that allows the user to move to the first page, previous page, next page, or last page. Clicking on the arrows will decease or increase the page number.

The zoom level may also be changed from 100% to 10% or Page Width or Full Page.

A minimal search is also provided. Enter the text to search for and click the Find link. To find the next occurrence, click the Next link.

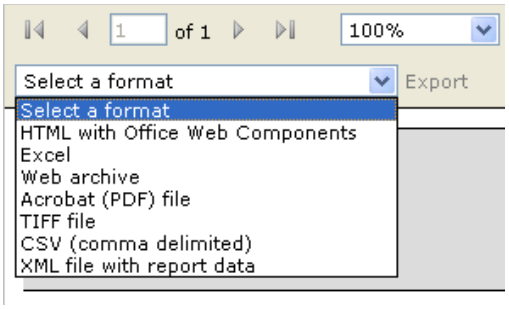


Report Viewer Tools

A Report may be exported to several different formats. Select the export type from the listing provided and click the export link to export the current report based on the parameters entered to the format selected.

Reports may be exported into the following formats:

- Microsoft Excel
- Acrobat PDF
- CSV (comma delimited file)



Export Options

Printing in SER

It is recommended that when printing reports in SER, users export to PDF or other appropriate format to view and print reports.

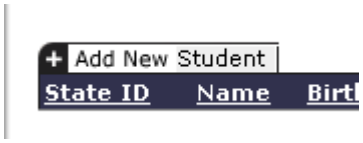
SER Application Buttons

The SER system has a set of standard buttons that appear along the top of the application window (see Applications Buttons). Clicking the SER button will return the User to the Student Search.

Application Buttons

New Student

Clicking the New student button will initiate the process of adding a new student. A blank profile screen will be displayed.



New Student Button

Back Button

Clicking the Back button will allow the user to return to previous areas for the current student. If there is not an area to go back to, the button will be disabled (see Back Button Disabled). If there is an area to go back to, the Back button will be enabled (see Back Button Enabled).

Back Button (Disabled)

Back Button (Enabled)

Refresh Button

Clicking the Refresh button will refresh the current page.

Refresh Button

Print

Clicking the Print button will print the current page's content in a printer friendly format. In order to print including the Student and Report tabs right click on the page to be printed, enter the print parameters, and then click print.

Print Button

Student Profile

State ID:	555-55-5555
First:	SAMPLE
Middle:	A
Last:	STUDENT
Suffix:	
DOB:	5/5/1995
Current Grade:	7th - Seventh
Gender:	Male
Race/Ethnicity:	Black (Not Hispanic)
Language:	English

Record Information

Created On:	**10/1/2004 12:00:00 AM**	Created By:	**CONV**
Modified On:	**4/6/2009 9:52:53 AM**	Modified By:	**apptst16**

Sample Print

Search

Clicking the Search button will return the use to the Regular Search screen.

Home Button

Clicking the Home button will return the user to the SER Home page.

Home Button

Help

Clicking the Help button will open the User Manual (this document) and display the appropriate section of the *User Guide*.

Help Button

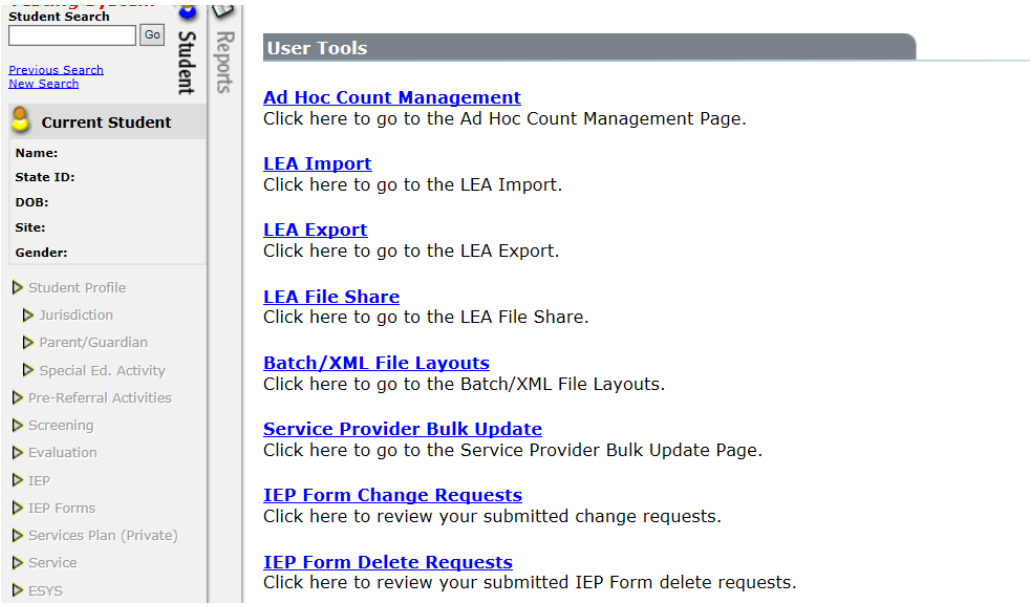
User Tools button

Clicking the User Tools button will open the User Tools page (see SER User Tools).

User Tools Button

User Tools

User Tools are tools that are available to all users of the SER System.

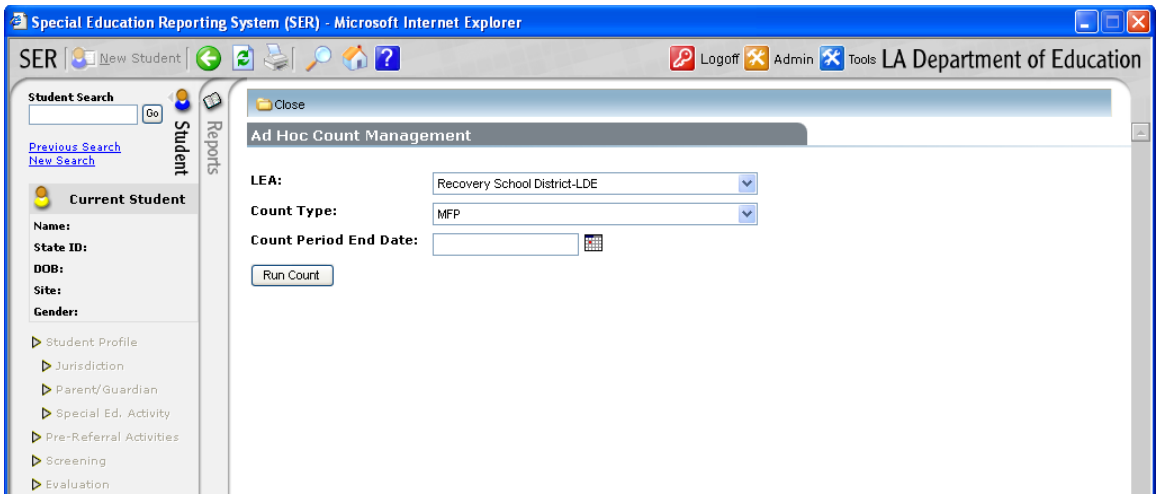


SER User Tools

Ad Hoc Count Management

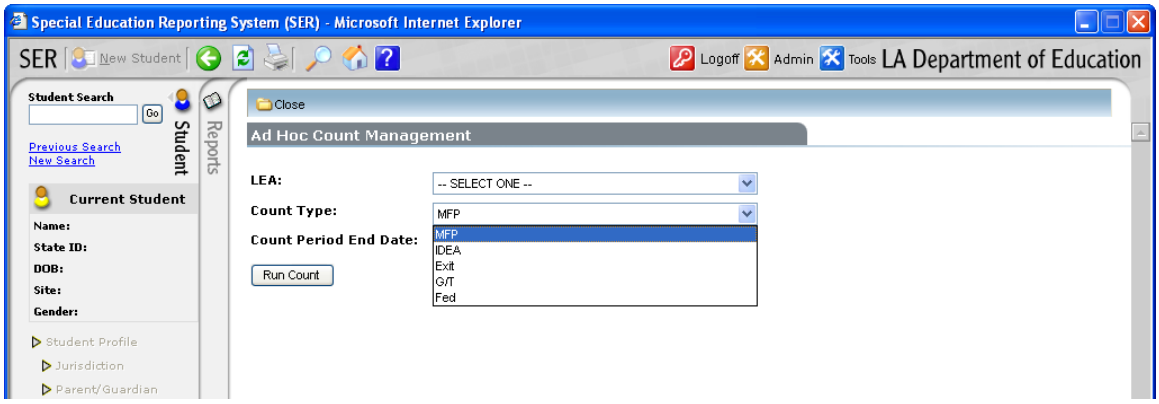
Ad Hoc reporting allows LEAs to run a count during the day to check their counts after entering data. Counts are run automatically each night, but LEAs may, after entering a large amount of data, want to check the report and make corrections prior to the night's run.

To run an Ad Hoc report, click on the Ad Hoc Count Management link.



Ad Hoc Count Management

Select Count Type.

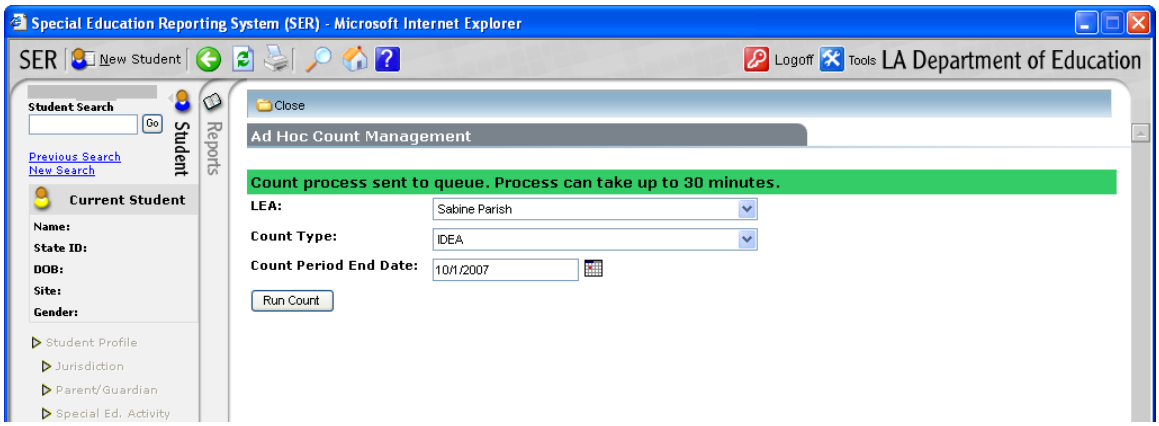


Count Type

Select Count Period End Date.

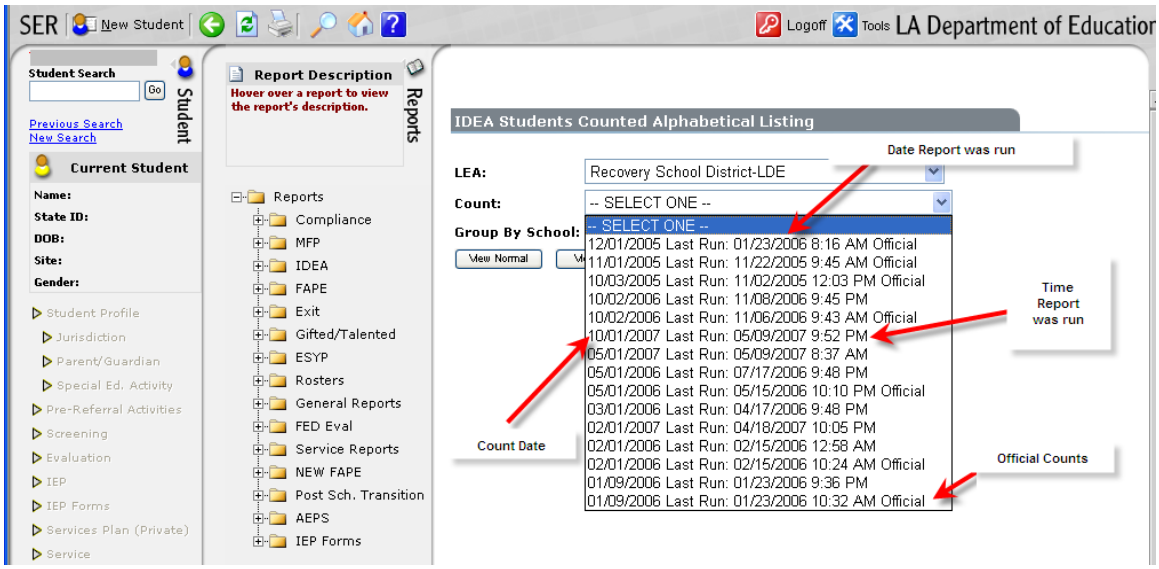
Click RUN COUNT button.

The following message will be generated: “Count Process sent to queue. Process can take up to 30 minutes”.



Ad Hoc System Message

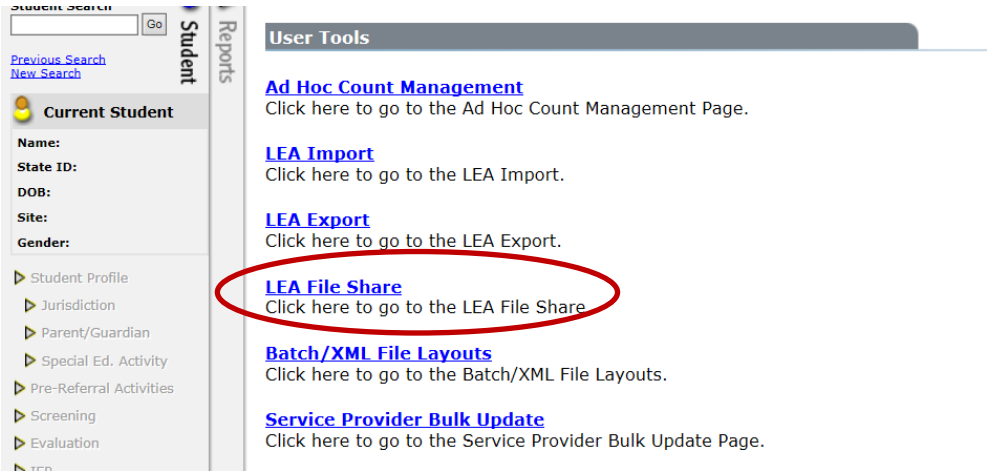
Go to the reports tree and generate the report. Select the count date that was requested during the Ad Hoc count request.



Ad Hoc Select Report

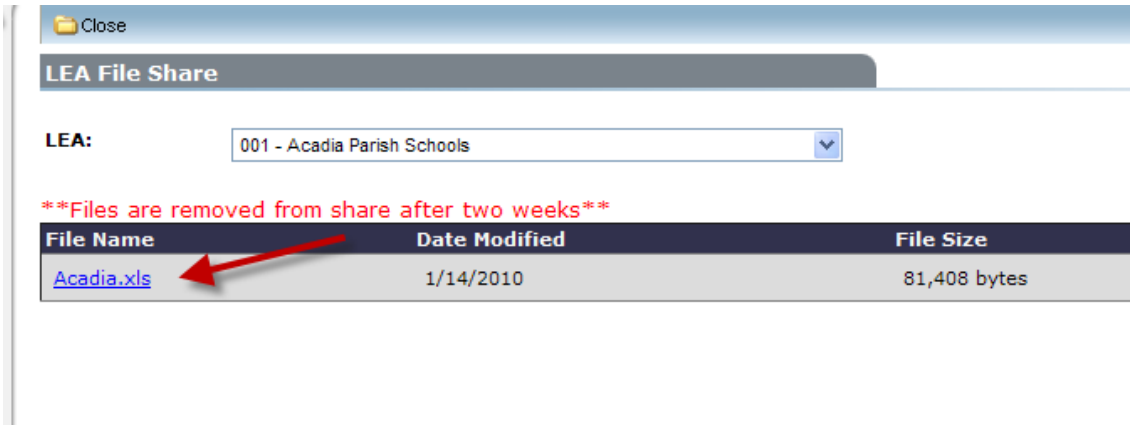
LEA File Share

Click LEA File Share link.



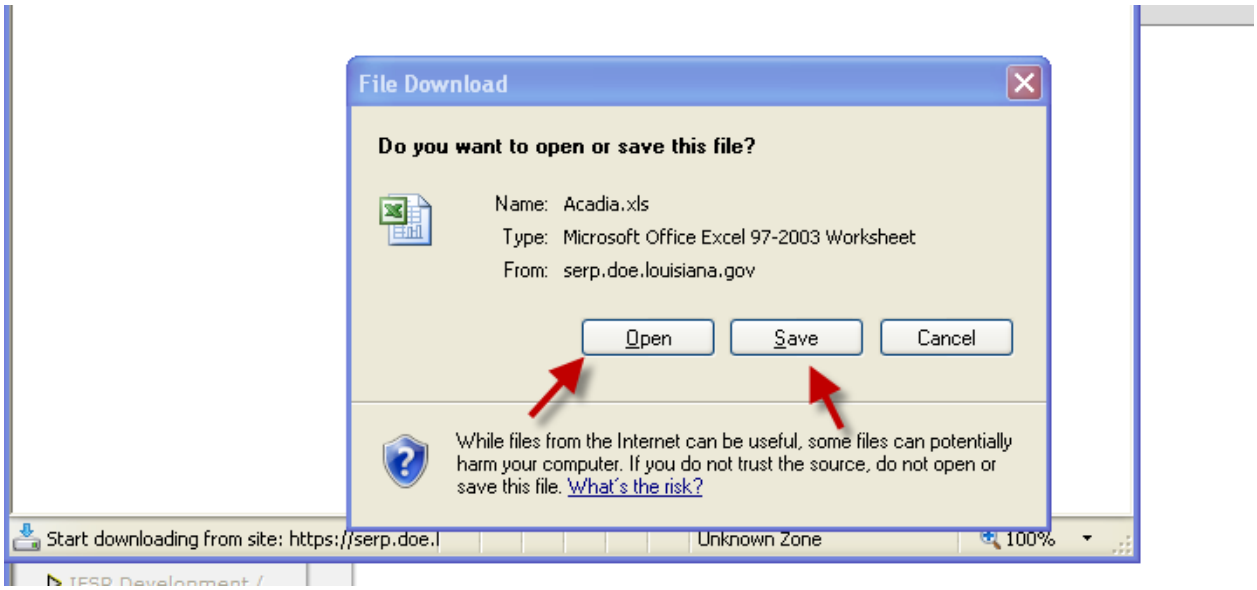
LEA File Share link

To open Excel files, hold the Ctrl key on the keyboard while clicking on the link and continue to hold the Ctrl key while clicking the OPEN (or Save) button (see below).



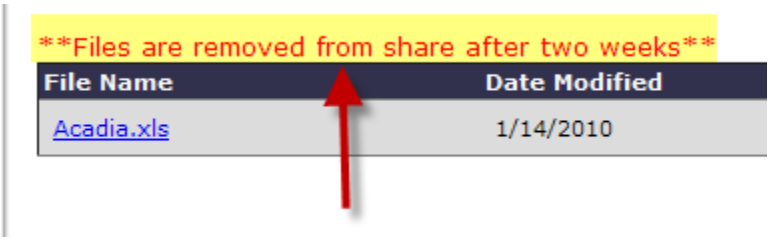
LEA File Share file

The file can be opened or saved. Hold the CTRL key on the keyboard while clicking on the file name to open .xls files.



LEA File Share-Open or Save

Save the file locally since files will be removed from the file sharing area after 2 weeks.

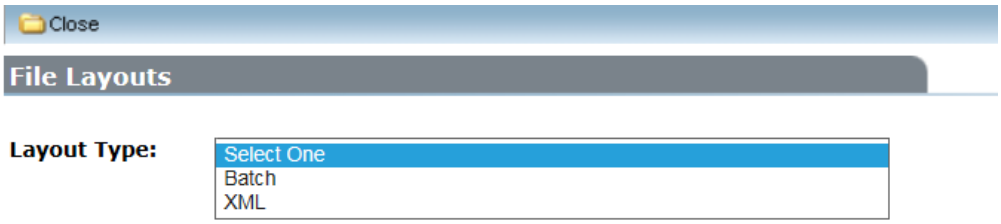


LEA File Share-files removed

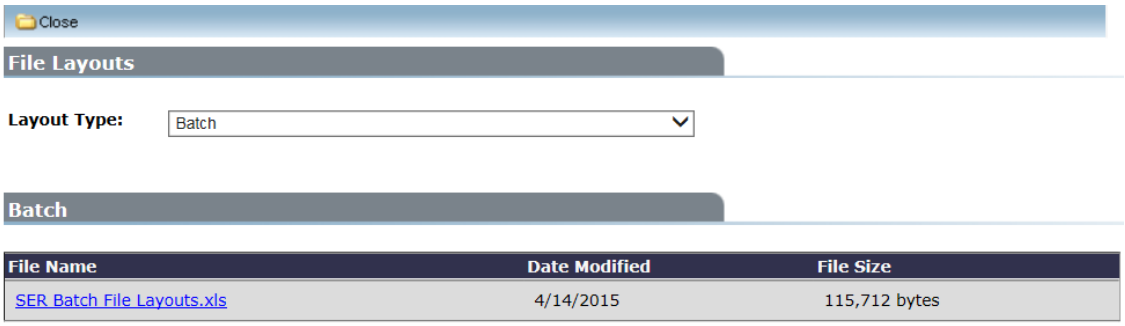
Note: The LDOE provides LEAs with a list of students turning three (3) years old who may be eligible for special education services. The list is available under LEA File Share.

Batch/XML File Layouts

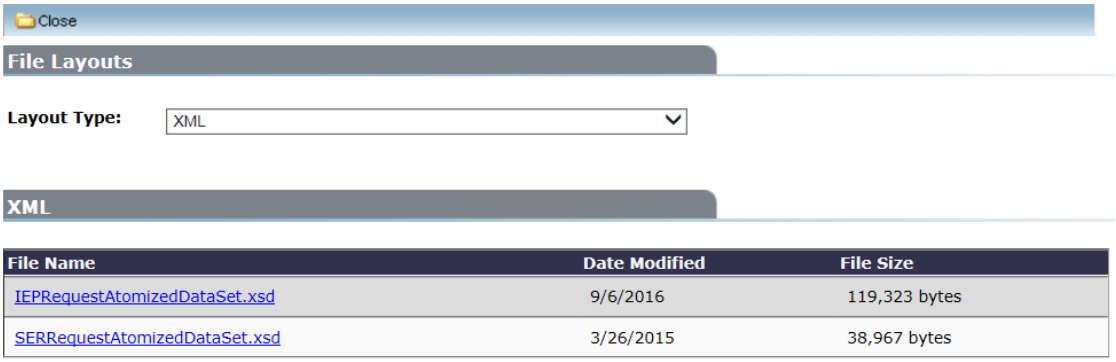
SER allows for batch and XML submissions. SER data can only be submitted via batch. IEP data can be submitted via batch or XML. Select the Layout Type in the drop down menu to retrieve the latest file layout for batch or XML submissions. The batch and XML layouts are also available in the SER foLDOEr on the Coordinator Portal on INSIGHT PORTAL.



Batch/XML File Layout Type



Batch File Layout



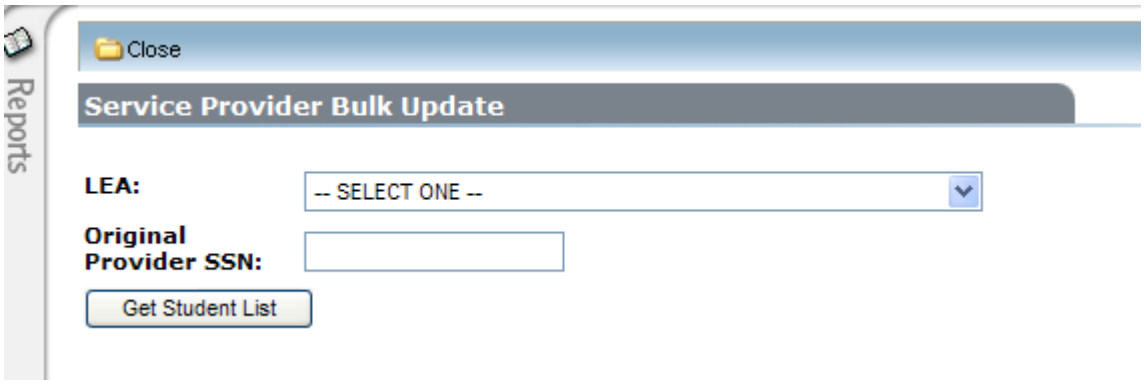
XML File Layout

Service Provider Bulk Update

This page allows the user to reassign multiple students with the same provider to a new provider.

To make a bulk change in service provider, follow these steps:

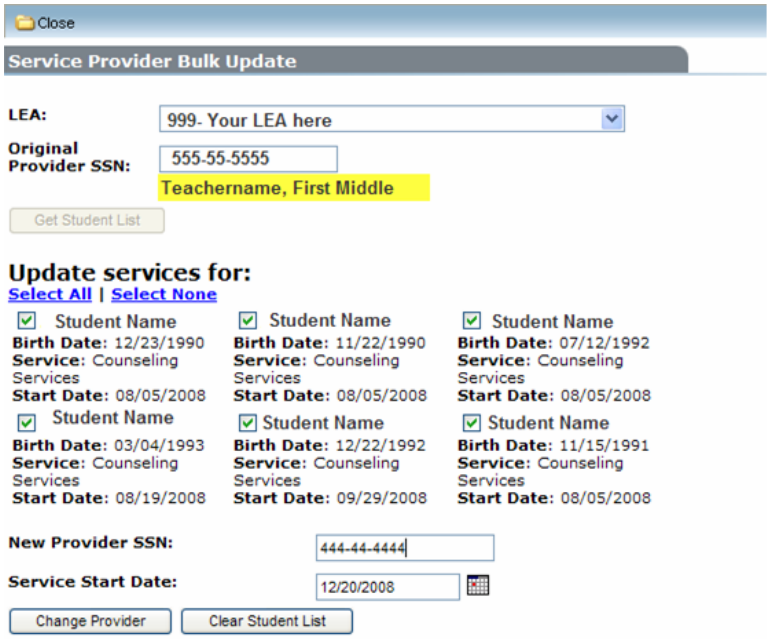
- Enter the service provider's SSN and click the GET STUDENT LIST button.



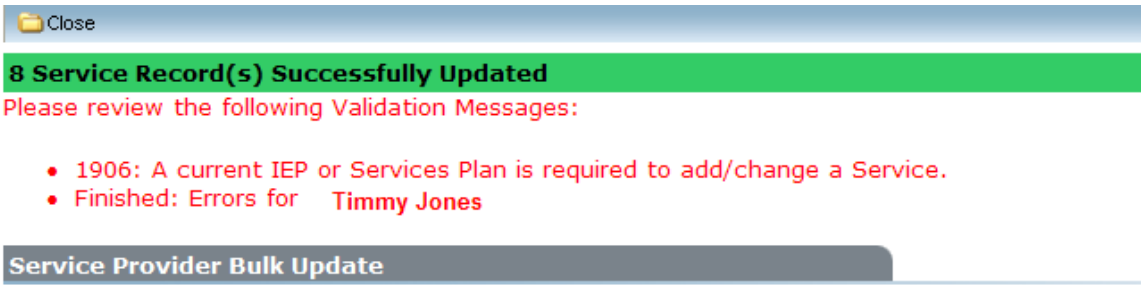
Service Provider Bulk Update

The provider's current students will be listed.

1) Select students who are being changed to another service provider or click the select all in link at the top of the page.
2) Enter the new provider's SSN.
3) Enter the Service Start Date.
4) Click the Change Provider button



Bulk Update Student List



Bulk Update Validation Message

The green highlighted area indicates the number of records that were successfully updated.

If a student's record was not updated, a validation error will appear and include the reason and the student's name.

IEP Authority needs to be updated by student. Bulk update only changes service provider in service list.

Not Authorized

A page will be displayed notifying the User that he/she does not have permission to enter an area, if attempting to enter an area he/she is not authorized to access. This page will also display if the user ID password has expired. A link is provided to the password reset system for users if their password has expired.

You are not authorized to view this page

You do not have permission to view this directory or page using the credentials that you supplied.

Attention:

If you are trying to run an LDE Web application to which you should have access and you have reached this page it may be because your LDE Web password has expired. If you believe that this might be the case and you have not reset your password recently, then click here to reset your password. If you are not able to reset your password, you can request your LEA security coordinator to reset your password for you and show you how to do so for the future. When you have done this please retry the action that brought you to this page.

- Contact the Web site administrator if you believe you should be able to view this directory or page.
- Click the Refresh button to try again with different credentials.

HTTP Error 403 - Forbidden: Access is denied.
Internet Information Services (IIS) LDOE

Technical Information (for support personnel)

- Go to Microsoft Product Support Services and perform a title search for the words **HTTP** and **403**.
- Open **IIS Help**, which is accessible in IIS Manager (inetmgr), and search for topics titled **About Security**, **Authentication**, and **About Custom Error Messages**.

Not Authorized

DATA SUBMISSION

BATCH SUBMISSIONS:

LEA Import

The LEA Import section allows LEAs to upload updated student information from their local systems in the file format allowed by SER.

Documentation on this format is available in SER under User Tools. The batch layout is also available in the SER folder on the Coordinator Portal on INSIGHT PORTAL.

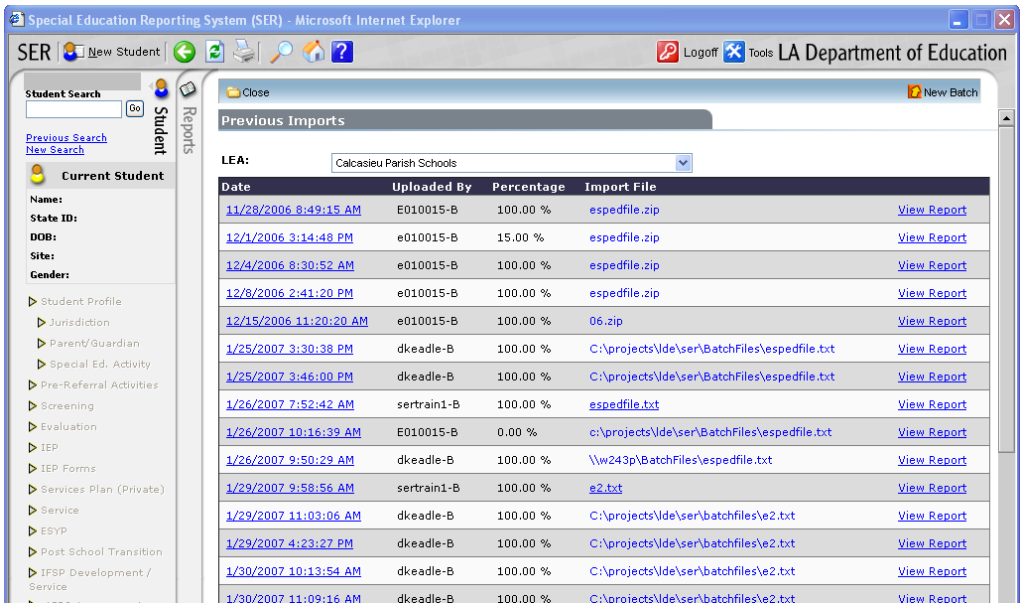
Previous Import Listing

If a User has access to multiple LEAs of jurisdiction, a listing of those LEAs will be provided. When an LEA is selected, a listing of the Previous Imports will be displayed. Otherwise, a listing of the Previous Imports for the User's LEA will be displayed.

The listing will display the following information:

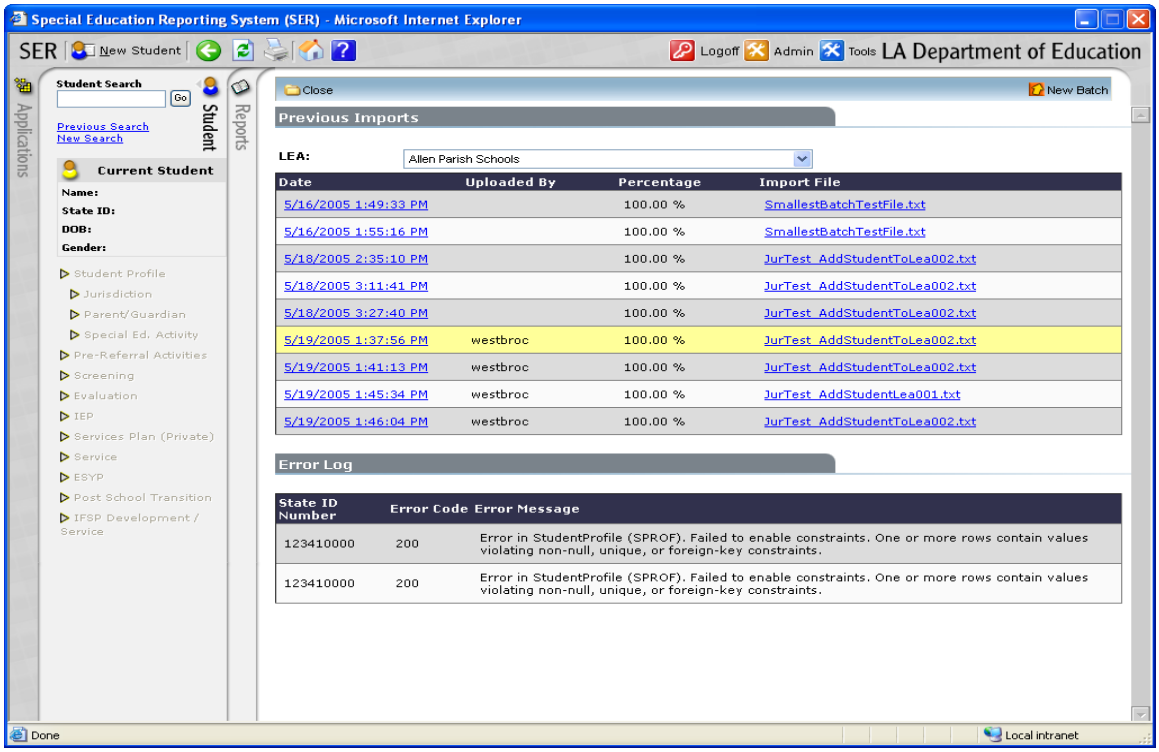
- Date of Upload
- Uploaded By
- Percentage of Import Complete

The Percentage of Import Complete will update automatically several times a minute to show the progress of the Import.



Previous Import Listing

When the date listed in the Previous Import that corresponds to the Import Batch is clicked, a listing of Import Errors will be displayed. A message will be displayed if no errors were encountered in the import process for that batch.



Previous Import with Error Log

Click the New Batch button to upload a new Import Batch.

Upload New Batch Button

At a minimum, we recommend LEAs perform the following steps in the test environment prior to approving the import process for production:

1) Run the MFP and Compliance Reports
2) Run the Test Import Process – view error reports generated. Also spot check records from input file and verify changes were made correctly on the database.
3) Re-run the MFP and Compliance Reports and compare to the previous reports.

LEA Export

The LEA Export section allows LEAs to export information to flat file in the file format specified by SER.

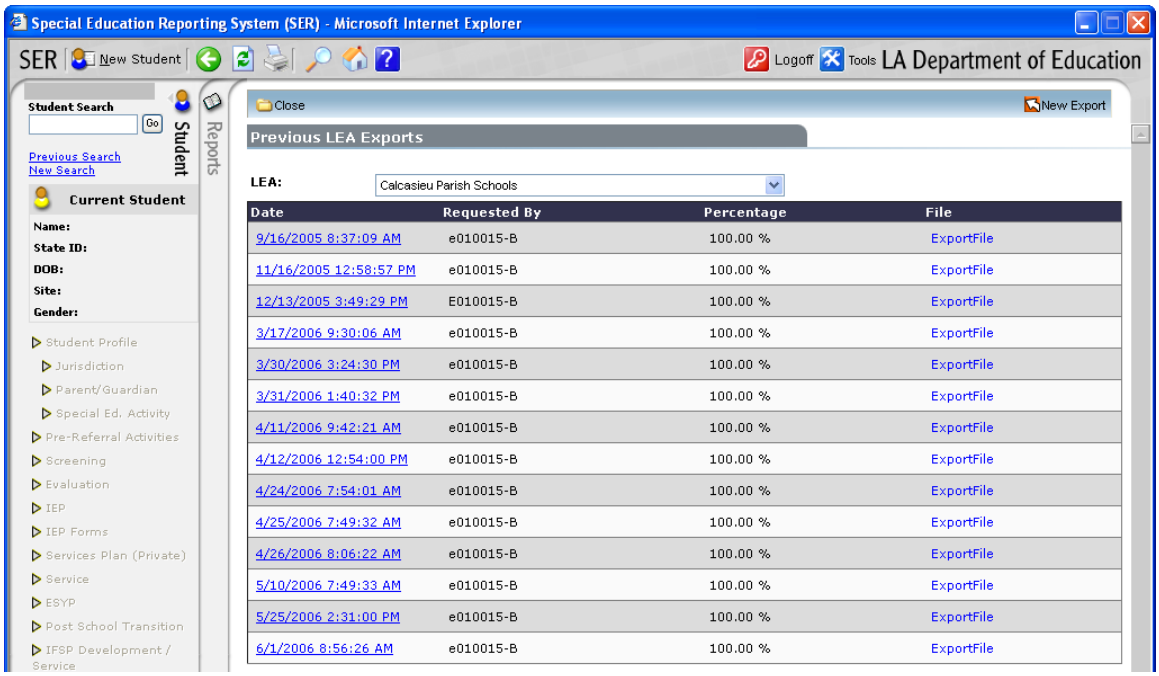
Previous Export Listing

If a user has access to the jurisdiction of multiple LEAs, a listing of those LEAs will be provided. When an LEA is selected, a listing of the Previous Exports will be displayed. Otherwise, a listing of the Previous Exports for the User's LEA will be displayed.

The listing will display the following information:

- Date of Export
- Requested By
- Percentage of Export Complete

The Percentage of Export Complete will update automatically several times a minute to show the progress of the Export. If the Export is not complete, the Date of Export link will not be enabled.



Previous LEA Exports

Click the New Batch button (see **New Export Button**) to start a new Export Batch.

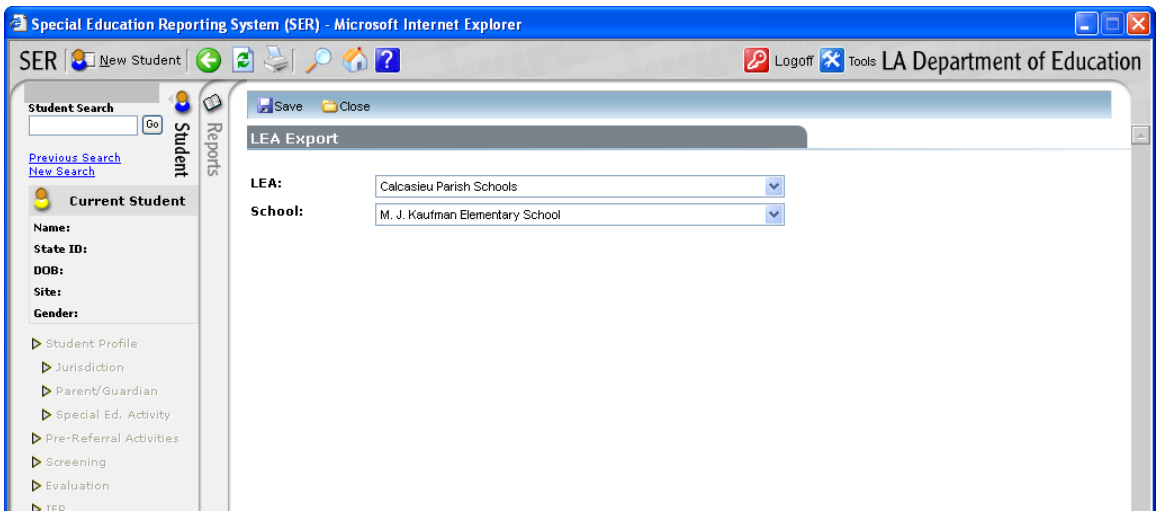
New Export Button

New Export

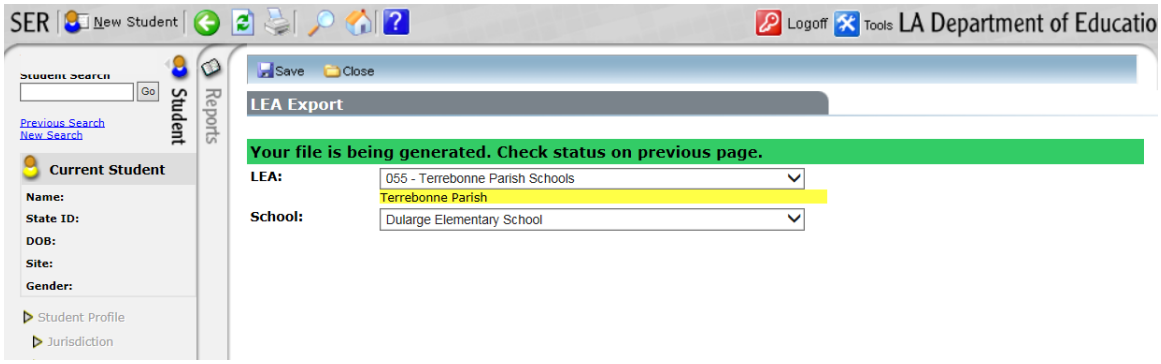
To submit a request for an export, follow these steps:

- Select an LEA from the listing provided. The page will reload with a listing of available schools in the LEA.
- Select the School or to Select all LEA Students, select None
- Click Save

After clicking Save, a message will display that the file is being generated. Click Close to return to the previous page. The previous page will display a listing of Previous LEA Exports. The new Export will appear in the listing with a percentage complete in the Percentage column.



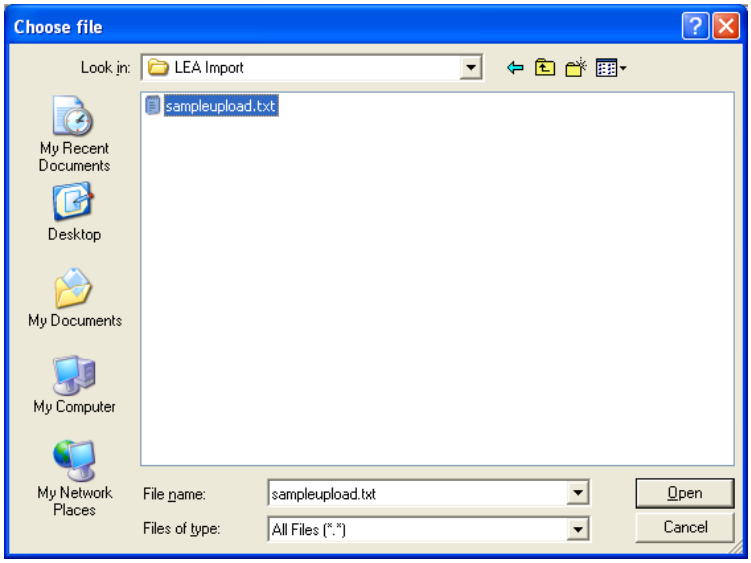
New LEA Export



New LEA Export Request

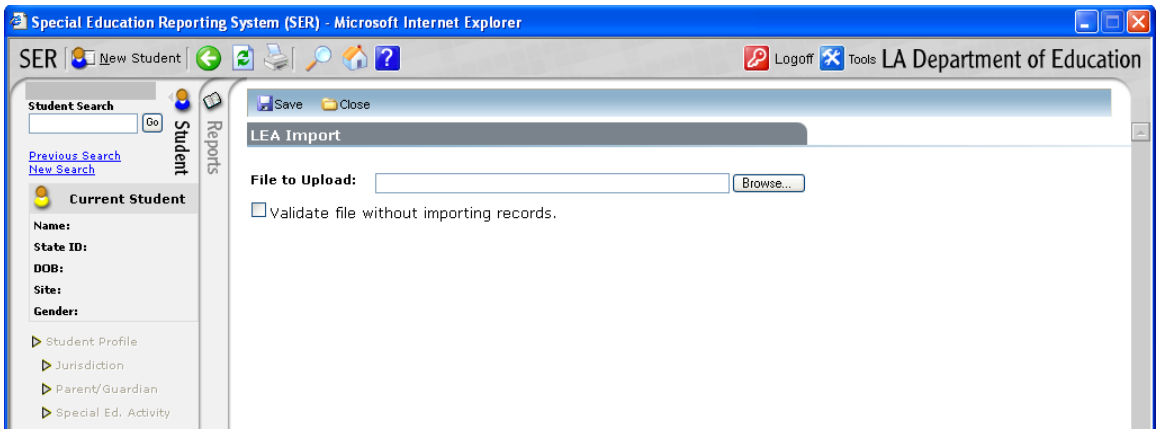
New Batch Upload

To upload a new Batch Upload, click the Browse button on the New Batch Upload page. Select the file to be uploaded from the window displayed (see Upload File Browser) and click the Open button.



Upload File Browser

The file name, including the full file path of the file, will appear in the "File to Upload" field. When the Upload button is clicked, the file will be uploaded from the local computer to the SER server. This transfer may take several minutes depending on the speed of the internet connection.



LEA Import Upload New Batch

If an error occurs in the upload process, a message will be displayed on the page notifying the user of the problem. If this problem continues to occur after 3 attempts, please contact the SER Application Team.

If the upload is successful, a message will be displayed on the page notifying the User.

The import results of the Batch Upload will be displayed on the Previous Import listing page.

REPORTS

AEPS:

AEPS Listing -
This report displays AEPS students by school year and form level in 3 sections: a) Students in the AEPS Age (3-5) Range, b) Students with Entry and Exit Data, and c) Students with Entry Data and No Exit Data. The calculation for chronological age is: subtract the child's DOB from the test date and if the child is 15 days or more over, we round up to the next month. Example: if a child is 3 years 2 months and 16 days, we say he is 3 years 3 months.

Fields displayed: Student Name, Student ID, School Code, Birth Date, Age, Assessment Type, Entry Date Entry Score, Exit Date and Exit Score.

AEPS Students Less Than Age 6 with Current IEPs -
This report displays AEPS students Ages 3 to 5 with Initial IEPs in SER for a particular school year.

Fields displayed: Student Name, State ID, DOB, and Team Meeting Date.

COMPLIANCE:

Business Day-
This report displays evaluation dates, start and end dates with extensions, for a selected year.

Fields displayed: Start Date, 45 Business Days Including Summer, 60 Business Days, and 60 Business Days if using EOY Extension.

Generate this report at the end of each school year for the next school year.

Eval Detail-
This report displays the evaluation status of students with all exceptionalities for a selected month.

Evaluations are displayed by category: In Timelines – In Process, Out of Timelines – In Process, Completed in Timelines, Out of Timelines – Past Due, and Out of Timelines – Completed.

Fields displayed: Student Name, State ID, Local ID, Site Code, Exceptionality, Type, Start Date, Disseminated Date, Extensions, Due Date, and Previous Disseminated Date

Generate this report at the beginning of each month and again prior to the monthly compliance deadline. Evaluation Compliance is reported monthly for the previous month.

Eval Summary-
This report provides a LEA level evaluation status (counts and percentages) for a selected month for disabled and gifted/talented students. Counts are provided for the month and YTD. Out of Timeline counts are provided to-date, also.

Evaluations counts are displayed by category: Completed In Timelines and Out of Timelines counts are displayed. In addition, the Out of Timelines counts are listed by category: Completed, In Process, and Past Due for the month.

Generate this report at the beginning of each month and again prior to the monthly compliance deadline. Evaluation Compliance is reported monthly for the previous month.

IEP Detail-
This report displays IEP status of students with all exceptionalities for a selected month.

IEPs are displayed by category: Completed in Timelines and Past Due.

Fields displayed: Student Name, State ID, Local ID, Site Code, Exceptionality, Initial/Review, Team Meeting Date, Due Date and Previous Meeting Date, IEP Authority SSN (masked), IEP Authority Name.

Generate this report at the beginning of each month and again prior to the monthly compliance deadline. IEP Compliance is reported monthly for the previous month.

IEP Summary-
This report provides an LEA level IEP status (counts and percentages) for a selected month. Counts are provided for the month and YTD.

Completed In Timelines and Out of Timelines counts are displayed for disabled and gifted/talented students.

Generate this report at the beginning of each month and again prior to the monthly compliance deadline. IEP Compliance is reported monthly for the previous month.

Infant Toddler Transition Report-
This report lists, in alphabetical order, Students Ages 2.6 to 3.0 with IFSP Open Services.

Fields displayed: Eval Disseminated Date, Eval Type, Primary Exceptionality, and IFSP Date.

Generate this report as needed.

Initial Eval Management
This report displays a listing of students with initial evaluation in process as of the date the report is run.

Fields displayed: Student Name, Site Code, State ID, Local ID, Birth Date, Start Date, Due Date, Extensions Type (num days), Eval Coordinator, and Pre-Referral Reason.
Generate this report as needed.

Part C Transition:
This report lists students who have:

1. Open jurisdiction (not exited)
2. Part C flag checked under Pre-Referral Activity.

Fields displayed: Transition meeting notice received date, Transition meeting date, State ID, Student Name, Dissemination Date, Exceptionality, Birth Date, Team Meeting Date, Service Start Date, Age, IEP Completed by 3rd Birthday (Yes or No), and Services started within timelines (Yes or No).

Services must be started by the student's 3rd birthday. If the 3rd birthday falls on a non-school day, services must begin on the first school day after the 3rd birthday.

Generate this report monthly to monitor compliance.

Re-Eval Management-
This report displays evaluations coming due within 90 operational days and past due by school and teacher.

Fields displayed: Student Name, State ID, Local ID, Exceptionality, Date of Most Recent Evaluation, Number of Operational Days Prior to Due Date, Number of Operational/Day Re-Eval Past Due

Gifted or Talented students will be displayed **only** if they have open services.

Generate this report at least once a month.

ESYS:

Criteria Listing (Student Consideration versus Determination Criteria)-
This report provides a listing of students and the Criteria of Consideration versus the Criteria for Determination for a given school year.

Fields displayed: Student Name, Student ID, School Code, Birth Date, Current Grade Code (from Student Profile page), Primary Exceptionality, Criteria for Consideration, and Criteria for Determination.

Generate this report prior to the ESYS deadline to verify accuracy of ESY data entered.

Decision Listing-
This report provides a listing of students and their ESY decision for a given school year.

Decisions are displayed by category: Eligible, Student Will Attend; Eligible but Parent Declines Services; or Ineligible.

Fields displayed: Student Name, Student ID, School Code, Birth Date, Team Meeting Date, Current Grade Code (from Student Profile page), and Primary Exceptionality.

Generate this report prior to the ESYS deadline to verify all ESYS eligible students are included in the counts.

Eligible (Served/Not Served)-
This report provides a listing of eligible ESYS students, served and not served, for a given school year.

Fields displayed: Student Name, Student ID, Local ID, School Code, Birth Date, ESYS Service Begin/End Date, Days of Service, and Primary Exceptionality.

Generate this report prior to the ESYS deadline to verify all ESYS eligible students are included in the counts.

Service Location Listing-
This report provides a listing of students and location of service during ESYS for a given school year.

Fields displayed: Student Name, Student ID, School Code, Birth Date, Team Meeting Date, Current Grade Code (from Student Profile page), Primary Exceptionality, Service, and Location of Service - Regular, Community/Home, and Special.

Generate this report prior to the ESYS deadline to verify all ESYS served students are included in the counts.

Summary-
This report provides a summary of ESYS participants by Eligibility Criteria, Primary Exceptionality, and age for a given school year.

Generate this report prior to the ESYS deadline in October to verify ESYS served counts.

EXIT:

By Disability, Reason, Age-
This report displays exited students by exceptionality, exit reason and age.

Fields displayed: Student Name, State ID, Local ID, School Code, Birth Date, Last Disseminated/Waiver Date, IEP/Service Plan Date, and Exit Date.

Generate this report at the end of school year (June 30th) to verify that all exited students are displayed with the correct exit date, exit reason and exceptionality.

Counted (Part B, Table 4 Student Listing of Children and Youth With Disabilities Exiting Special Education from Month DD, YYYY Through Month DD, YYYY)-
This report displays an alpha listing exited students included in the Exit Count (June 30th) for a given school year.

Fields displayed: Student Name, State ID/Local ID, School Code, Birth Date, Age, Exceptionality, DRDS/Waiver Date, IEP Service Plan Date, Exit Reason, and Exit Date.

Generate this report at the end of school year (June 30th) to verify all that exited students are displayed.

SER/SIS Exit Cross Check
This error report compares current SER data to SIS data for active students who have exited within the current school year or the EOY from the previous school year. Any differences between the two systems are displayed. Students must be enrolled in a public school.

Fields displayed from SER and SIS: Name, State ID Number, Birth Date, Site ID, SER Exit Date, SIS Proc Pd, SER Exit Reason, and SIS Exit Reason.

Generate this report at the beginning and end of a school year in order to address any errors between the two systems. This is an error report; ideally there should be no students listed on this report.

Summary (Table 4, Section A Report of Children and Youth With Disabilities Exiting Special Education from Month DD, YYYY Through Month DD, YYYY)-
This report displays exit counts for students ages 14 and oLDOEr by age, exceptionality and exit category included in the Exit Count (June 30th) for a given school year. It also provides a combined count of all exceptionalities.

Generate this report at the end of school year (June 30th) to verify exit counts.

FED EVAL (2011 & Later):

Listing Private Schools-
This report provides a listing summary of private school eligible students (students with current evaluations). The listing includes students included in the IDEA Child Count and exited students.

Private school students are displayed by category: No Current Services Plan and Current Services Plan.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date and IEP/*Service Plan Date.

Generate this report during the IDEA child count to verify all eligible public and private school students are listed.

Listing Public and Private-
This report provides a listing summary of public and private school eligible students (students with current evaluations). The listing includes students included in the IDEA Child Count and exited students.

Public and Private school students are displayed by category: No Current IEP Placement or Services Plan, Current IEP Placement, and Current Services Plan.

Fields displayed: Student Name, State ID, Local ID, Site ID, Birth Date, and IEP/Service Plan Date

Generate this report during the IDEA child count to verify all eligible public and private school students are listed.

Summary Private Schools-
This report provides a summary of private school eligible students (students with current evaluations). Counts include students included in the IDEA Child Count and exited students. These counts are used in the application process.

Private school counts are displayed age group (3-5, 6-21 and 3-21) and by category: No Current Services Plan and Current Services Plan.

Generate this report during the IDEA child count to verify all eligible private school students are included in the counts.

Summary Public and Private-
This report provides a summary of public and private school eligible students (students with current evaluations). Counts represent students included in the IDEA Child Count and exited students. These counts are used in the application process.

Public and Private school counts are displayed by category: No Current IEP Placement or Services Plan, Current IEP Placement, and Current Services Plan.

Generate this report during the IDEA child count to verify all eligible public and private school students are included in the counts.

GENERAL:

Extended Detail for Counted Lists by Type-

Act 833 Application-
This report displays a listing of students eligible for Act 833 and the course(s) where Act 833 is applied. For students to display on the report, the Act 833 applied box on the Instructional Plan of the student's IEP must be checked.

Fields displayed: State ID, Student Name, Site Code, IEP Grade, Team Meeting Date, and Course.

Generate this report as needed.

Act 833 Report-
This report displays a listing of students and their Act 833 eligibility determination. It also displays a summary by LEA and school.

Fields displayed: State ID, Student Name, Site Code, IEP Grade, Team Meeting Date, Exceptionality, Dissemination/Waiver Date, Eligibility Criteria, Assessment, and Eligibility Determination.

Generate this report as needed.

Data Profile Book

Detail for Counted Lists
This report displays extended details for Counted lists by type.

Fields displayed: Student Name, State ID, School Code, Race, Gender, Age as of the Count Date, DOB, Placement, Profile Grade, IEP Grade, Team Meeting Date, and Limited English Proficient (LEP) Status.

Generate this report as needed.

Disciplinary Removal Detail-
This report displays students with disciplinary removals for a given school year.

Fields displayed: Student Name, State ID, Site Code, Exceptionality, Disciplinary Reason, Disciplinary Type, Disciplinary Action Start Date, Disciplinary Action End Date, Number of Action Days and Discipline Table 5 Columns that Student was Counted In.

Generate this report at the end of the school year to verify discipline data for accuracy.

Disciplinary Removal Summary-
Summary of Federal report Table 5 -Disciplinary removals for SWD. Run detail report for listing of students represented in this report.

Generate this report at the end of the school year to verify discipline data for accuracy.

Duplicate Child Count Student Listing-
This report displays students that are likely duplicated in the IDEA Child Count. The match is on Last Name, First Name, Birth Date and Gender or Last Name, Birth Date and Gender.

Fields displayed: Student Name, State ID, Birth Date, Age, Gender, Exceptionality, DRDS Date, IEP Committee Date, School Code, and Jurisdiction Code

Generate after the IDEA Child Count.

Duplicate Student Listing-
This report displays students that are likely duplicated in the SER database. The match is on First Name, Last Name, and Date of Birth. Students will display if two of the listed criteria are the same.

Fields displayed: Student Name, State ID, Local ID, Birth Date, Gender, Race/Ethnicity, School Code, Jurisdiction Code and Exit Date.

Generate at least once a month and prior to child counts.

Error Code Report-
This report displays the different Error codes that might show up in SER or in IEP forms section of SER. This report also tells what page the Error code will be found. {Ex: Student, Jurisdiction, Screening, etc. in SER or Transition, GSI, Accommodations, etc. in IEP forms}

Fields displayed: Code, Description, Solution and Is Warning.

Evaluation Extension Report-
This report displays evaluations with extensions. Select the report beginning and end date. It can run by LEA or school.

Evaluation Report-
This report provides a listing of student evaluation information. User selects: Report Begin and End date, Evaluation Type, Exceptionality, and Group by School.

Fields displayed: State ID, Last Name, First Name, Sex, Ethnicity, Local ID, Dissemination Date (if selected), Eval Type, Start Date, Primary Exceptionality, Team meeting date.

Generate as needed.

Evaluation Results Report – Alternate Assessment-
This report provides a listing of students with an open special education activity record and a current IEP with the year selected Evaluation Results details.

Evaluation Results Fields displayed: Student Name, State ID, LEA Code, Exceptionality Code, AA Criterion 1, AA Determination, Grade Code, Assessment Type, Assessment Completed, Date Administered, Standard Deviation, and Respondent

Generate this report to verify that all students participating in the Alternate Assessment are identified in SER prior to final assessment identification deadline.

Evaluation Results Summary –
Summary of the number of students that Will Participate taking the alternate assessment, number of students No Results entered, number of Cognitive and Adaptive administered

Fields displayed: LEA Code and Name, Will Participate, No Results Entered, Cognitive Administered (Yes) and (No), Adaptive Administered (Yes) and (No), Optional Adaptive Administered (Yes) and (No)

Generate this report to verify that all students participating in the Alternate Assessment are identified in SER prior to final assessment identification deadline.

EXITS – General (Non-Count)
This report is a listing of student exit information. User selects: Report Begin and End date, and Exit Type.

Fields displayed: LEA Code and Name, School Code, State ID, Last Team Meeting Date, Assessment, Exit Date, and Exit Reason

Generate this report as needed.

IEP/Services Plan Reporting-
This report displays alphabetical student listing of all IEP information.

Fields displayed: State ID, Student Name, Ethnicity, Age, Eval Date/Waiver, Parental Decision, Primary Exceptionality, School Code, TMD, Student Profile Grade, and Grade on IEP, Placement Code and LEAP Code.

Generate this report as needed.

Indicator 5 – Educational Environments (6-21)
FAPE Placement Summary of students ages 6-21.

Generate this report as needed.

Indicator 6 – Educational Environments (3-5)
FAPE Placement Summary of students ages 3-5.

Generate this report as needed.

LEAP Connect Code Report-
This report provides a summary by school site of LAA 1 students and the type of exit document selected on the IEP. A summary by grade is also available.

Fields displayed: LEA Code, School Code, School Name, and Exit Document

Generate this report as needed.

LEAP Connect Report-
This report provides a listing of students with an open special education activity record and a current IEP with the year selected.

Fields displayed: State ID, Last Name, First Name, Site ID, LEAP Code, Team Meeting Date, Current Grade Code (from Student Profile page), Exceptionality Code, and Disseminated Date. Total Students and Total LEAP Connect students are also included.

Generate this report to verify that all of the LEAP Connect students are identified in SER prior to final assessment identification deadline.

LAA2 Report-
This report provides a listing of students with an open special education activity record and a current IEP with the year selected.

Fields displayed: State ID, Last Name, First Name, Site ID, LEAP Code, Team Meeting Date, Current Grade Code (from Student Profile page), Exceptionality Code, and Disseminated Date. Total Students and Total LAA2 students are also included.

Generate this report to verify that all of the LAA2 students are identified in SER prior to final assessment identification deadline.

Open Jurisdiction Closed Sites-
This report provides a listing of students with an open jurisdiction at closed sites.

Generate this report to close services for students at closed sites.

Open Jurisdiction Record Report-
This report provides a listing of all students with an open jurisdiction.

Generate this report as needed.

Parent/Guardian Listing –
This report lists all Parent Guardian information for students with open jurisdiction in an LEA.

Fields displayed: Student Name, State ID, School Site, Local ID, Birth Date, Profile Grade, Exceptionality Code, Parent Guardian Name, P/G Address, P/G City, P/G State, and P/G Zip Code

Generate this report during End of Year (EOY) for Post-School Transition.

Parent/Guardian Missing Address List –
This report provides a listing of parents if there is no address information entered in SER. Addresses with partial or incorrect data will not display on this report.

Fields displayed: Student Name, State ID, School Site, Local ID, Birth Date, Profile Grade, IEP Grade, Exceptionality Code, and P/G Name

Generate this report during End of Year (EOY) for Post-School Transition.

Personnel Table 2 – Detail-
This report provides a detail listing of personnel employed to provide special education and related services for children with disabilities that are included in OSEP Personnel Table 2. Report is grouped by categories of employment. Run with Personnel Table 2 Summary.

Fields displayed: Provider Name, Site Code, Provider State ID (masked if name is populated), Object Code, Function Code, FTE from PEP, Teacher Cert Code, and Summary Table Column

Generate this report during the IDEA Child Count.

Personnel Table 2 – Summary-
This reports the FTE for personnel employed to provide special education and related services for children with disabilities. This report mirrors the OSEP Personnel Table 2.

Generate this report during the IDEA Child Count.

Purge Report –
This report provides a student listing of students to be purged. Students will display on this report if there are no active dates within the last 5 five years on the student's records.

Fields displayed: Student Name, State ID, Local ID, School Code, DOB, Evaluation Start Date, Report Disseminated Date, Last IEP Date, Program Exit, and Exceptionality

Generate this report prior to the purge date to verify the students to be purged (marked inactive) and after the purge date to have a record of the students that were purged.

Note: Inactive students are activated with the addition of a jurisdiction record.

Seclusion Restraint List
This report provides a listing of student seclusion and restraint information for a given school year.

Fields displayed: Student Name, State ID, Incident Type, Date of Incident, Incident Begin Time, Incident End Time, Date Report Sent to Director of Special Education, and Date Report Sent to Parent.

Generate this report as needed.

Seclusion Restraint Summary
This report provides a summary of total incidents and total number of students for an LEA.

Generate this report as needed.

SER/SIS Cross Check Report-
This error report compares current SER data to SIS data for active students (not exited) with a current IEP. Any differences between the two systems are displayed. Students must be enrolled in a public school.

Grade variances will appear if a student's SIS and SER grade differs + / – two grades. Valid grade combinations for infants and preschoolers are: 15/20, 20/25 and 01/25.

Fields displayed from SER and SIS: Last Name, First Name, State ID, Local ID, Site, Birth Date, Ethnicity, Gender, Jurisdiction/LEA, and Grade. A 'Not Found in SIS Flag' is also displayed.

Generate this report at least once a month in order to address any errors between the two systems. This is an error report; ideally there should be no students listed on this report. A comment of "No errors found" will display when zero errors exist.

SER/SIS Cross Check Report (Child Count Compare)-
This error report compares MFP Child Counts of SER and SIS. Any differences between the two systems are displayed. Students must be enrolled in a public school and have a current IEP.

Grade variances will appear if a student's SIS and SER grade differs + or – two grades. Valid grade combinations for infants and preschoolers are: 15/20, 20/25 and 01/25.

Fields displayed from SER and SIS: Last Name, First Name, State ID, Local ID, Site, Birth Date, Ethnicity, Gender, Jurisdiction/LEA, and Grade. A 'Not Found in SIS Flag' is also displayed. A comment of "No errors found" will display when zero errors exist.

Generate as needed after the MFP Child Count.

SIS/SER Cross Check Report-
This error report compares current (not exited) SIS data to SER data with active enrollment records. Any differences between the two systems are displayed. Students must be enrolled in a public school and have a current IEP.

Grade variances will appear if a student's SIS and SER grade differs + or – two grades. Valid grade combinations for infants and preschoolers are: 15/20, 20/25 and 01/25.

Fields displayed from SER and SIS: Last Name, First Name, State ID, Local ID, Site, Birth Date, Ethnicity, Gender, Jurisdiction/LEA, and Grade

Generate this report at least once a month in order to address any errors between the two systems. This is an error report; ideally there should be no students listed on this report. A comment of "No errors found" will display when zero errors exist.

SPP Indicator 11-
This report provides initial evaluation data for a given school year. This data are used for Indicator 11 in the State Performance Plan (SPP)-Part B. The SPP addresses reporting requirements under the IDEA Act of 2004 and sets annual targets for improvement in indicator areas determined to directly influence successful student outcomes.

The report will display a summary of initial evaluations completed in and out of timelines. For any initial evaluations completed out of timelines, a listing of those students will be displayed.

State Management-
This error report displays students with invalid school codes due to IEP or services plan entries. A student with an IEP should have a public school code entered on the jurisdiction record. A student with a services plan should have a private school code entered on the jurisdiction record. If an IEP student has a private school code entered or a services plan student has a public school code entered in error, the student will display on this report.

Fields displayed: Student Name, State ID, Local ID, School Code, Birth Date and Services Plan Date or IEP Date

Generate this report during the IDEA Child Count in order to correct any school code errors.

Student Audit Report-
This report displays history records on an individual student.

History records are available for the following: Student, Parent Guardian, Jurisdiction, SpED Activity, Pre-Referral Activity, Evaluation, IEP and Service

Generate this report as needed.

Student Detail Report-
This report provides a summary of student IEP and evaluation data.

Fields displayed: Student Name, SSN, DOB, LEA, Evaluation Date, IEP/*Services Plan Date, Primary Exceptionality, Placement Determination, LEAP Code, Grade, open services, Medical Impairments, and Exceptionality Detail

Generate as needed.

Student Profile-
This report provides a listing of all students in the SER database for an LEA. It includes exited students.

Fields displayed: Exceptionality Code, Student Name, State ID, Local ID, School Code, Decision Start, Permission Start, DRDS, Previous DRDS and Program Exit

Generate as needed.

GIFTED/TALENTED:

Gifted and Talented Student Listing by Ethnicity and Gender-
This report provides a listing of Gifted and Talented students by ethnicity and gender.

Fields displayed: Student Name, State ID, Local ID, School Code, Gender, DOB, Exceptionality, and Ethnicity

Generate this report during the MFP Child Count to verify that all Gifted and Talented students are listed.

Gifted and Talented Student Listing by Exceptionality and Age-
This report provides a listing of Gifted and Talented students by age and exceptionality.

Fields displayed: Student Name, State ID, Local ID, School Code, DOB, Last Disseminated Date, IEP/Services Plan Date and Secondary Exceptionality

Generate this report during the MFP Child Count to verify that all Gifted and Talented students are listed.

Gifted and Talented Referrals Listing-
This report provides a listing of student pre-referral information.

Fields displayed: Student Name, State ID, Local ID, School Code, Gender, Ethnicity, DOB, SBLC Entry Date, and Pre-Referral Reasons

Generate this report as needed.

Gifted and Talented Child Count-
This report provides counts of Gifted and Talented students by age with current IEP and open services.

Gifted and Talented counts are displayed by age and category: Gifted With Other Exceptionality, Talented With Other Exceptionality, Gifted Without Other Exceptionality and Talented Without Other Exceptionality

Generate this report during the MFP Child Count to verify all Gifted and Talented counts.

LEA Summary-
This report is counting every occurrence of a gifted or talented exceptionality as of a selected count date.

A child who is gifted and talented is counted twice.
A child who is gifted and talented (with an art detail and a music detail) is counted three times.
A child who is gifted and speech impaired is counted once.

Fields displayed: Grade, # Gifted, and # Talented Art, Music, Theater.

Generate this report during the MFP Child Count to verify all Gifted and Talented counts.

English Learner Listing by Ethnicity and Gender-
This report provides a listing of Gifted or Talented students classified as English Learner by ethnicity and gender.

Fields displayed: Student Name, State ID, Local ID, School Code, Gender, DOB, Exceptionality, and Ethnicity

Generate this report as needed.

English Learner Summary by Ethnicity and Gender-
This report provides a summary of Gifted and Talented students classified as English Learner by ethnicity and gender.

Generate this report as needed.

Summary-
This report provides a summary of Gifted and Talented students included in the MFP Child Count separated by age (3-21+).

Generate this report during the MFP Child Count to verify student counts by age.

Summary by Ethnicity and Gender-
This report provides a summary of Gifted and Talented students by ethnicity and gender.

Generate this report during the MFP Child Count

IDEA:

By Disability by Age-
This report provides an alphabetical listing of students included the IDEA Child Count by exceptionality and age.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date and IEP/*Services Plan Date

Generate this report during the IDEA Child Count to verify that all students with disabilities are included in the counts.

By Teacher-
This report provides an alphabetical listing of students included the IDEA Child Count by teacher. Teacher name is obtained from the Teacher Certification database.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age as of Count Date, Exceptionality, Disseminated Date, IEP/*Services Plan Date, Placement Service Determination and Current Grade (from the Student Profile page)

Generate this report during the IDEA Child Count to verify that students are assigned to the correct teachers/service providers.

Counted-
This report provides an alphabetical listing of students included the IDEA Child Count.

Fields displayed: Student Name, State ID, Local ID, Date of Birth, Age as of Count Date, Exceptionality, Last Disseminated Date, IEP/*Services Plan Date and Placement Service Determination

Generate this report during the IDEA Child Count to verify that all students are counted.

Counted Assessment-
This report provides a summary of counted students by assessment type (ages 14-21).

Generate this report as needed.

Not Counted by Reason-
This error reports provides a list of students that will not be included in the final IDEA Child Count by reason.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age as of Count Date, Exceptionality, and IEP/IFSP/*Service Plan Date

Generate this report during the IDEA Child Count in order to resolve as many of the errors as possible prior to the count date.

Summary-
This report provides counts of students by Age (3-22+), Exceptionality, and Ethnicity.

Generate this report during the IDEA Child Count to verify the IDEA counts.

IEP FORMS:

Accommodations Detail-
This report provides a listing of accommodations for students in an LEA.

Fields displayed: Student Name, DOB, IEP Grade, Exceptionality, Team Meeting Date, Assessment, and Accommodation Name

Generate this report as needed.

Draft + SER Flag-
This report shows a listing of IEPs that are in DRAFT status followed by a listing of IEPs that are OFFICIAL and are ready to be submitted to SER. The report can be run for the whole LEA or for just one school.

Fields displayed: Student Name, State ID, DOB, School Code, Grade, Team Meeting Date, and Date Created.

Generate as needed.

IEP Benchmark-
This report provides a listing of IEPs created three (3) months or earlier still in draft status.

Fields displayed: Student Name, State ID, SER School Code, IEP School Code, DOB, SER Profile Grade, IEP Grade, Team Meeting Date, IEP Authority, Date Created, Exceptionality, and Status

Generate this report as needed.

IEP Forms - Progress Reports Not Completed by Date-
This report shows a listing of students whose progress reports are not completed by date.

Fields displayed: Team Meeting Date, Progress Report #, Educational Need, and Latest Progress Reporting Period

Generate this report as needed.

Report of Services-
This report displays a listing of services for students in an LEA.

Fields displayed: Student Name, State ID, Team Meeting Date, Status, IEP Type, Trigger Date, Service Name, Service Begin Date, Frequency, Regular Class Minutes, Regular Class Sessions, Community Minutes, Community Sessions, Special Class Minutes, and Special Class Sessions

Generate this report as needed.

Summary Reports-
Exit Document, Expected # of Years To Graduate, IEP Type, Level of Academic Achievement and Functional Performance, Measurable Academic/Functional Goal, Classroom Accommodations (IEP Forms prior to 8/13/2014), Accessible Instructional Materials (IEP Forms prior to 8/13/2014), Test Accommodations (IEP Forms prior to 8/13/2014), ESY Criteria, Supports Needed for School Personnel, Students Total Instructional Day, Assistive Technology, Special Transportation, Supporting Documentation, Assessment Implications, Site Determination – Site Code, Placement, Type of Exit and Assessment Program, Accommodations (IEP Forms after 8/13/2014)

Generate as needed.

NOTE: For a listing of current student accommodations, run the Accommodations Detail Report under the IEP Forms folder.

X IEPs-
This report provides a listing of IEPs not submitted to SER within 1 year of the Team Meeting Date.

Fields displayed: Student Name, State ID, SER School Code, IEP School Code, DOB, SER Profile Grade, IEP Grade, Team Meeting Date, Date Created, Exceptionality, and Status.

Generate this report as needed.

MFP:

State MFP Child Count Alphabetical Listing-
This report provides an alphabetical listing of students included the MFP Child Count.

Fields displayed: Student Name, State ID, Local ID, School Code, Other School Attending, Birth Date, Exceptionality, and IEP/IFSP/*Services Plan Date

Generate this report during the MFP Child Count to verify that all students are counted.

State MFP Child Count Student Listing by Exceptionality and Age-

This report provides an alphabetical listing of students included in the MFP Child Count by teacher. Teacher name is obtained from the Teacher Certification database.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Exceptionality, and IEP/IFSP/*Services Plan Date

Generate this report during the MFP Child Count process to verify that students are assigned to the correct exceptionality and date of birth.

State MFP Child Count Student Listing by Grade, Age, and Public/Non-Public-
This report provides an alphabetical listing of students included in the MFP Child Count by Grade (from the Student Profile page), Age, Public and Non-Public. The grade from the IEP is displayed.

Fields displayed: Student Name, State ID, Local ID, Site Code, Other School Attending, Birth Date, and IEP/IFSP/*Services Plan Date

Generate this report during the MFP Child Count to verify that all students are counted in the correct grade.

State MFP Child Count Alphabetical Student by Teacher-
This report provides an alphabetical listing of students included the MFP Child Count by teacher. Teacher name is obtained from the Teacher Certification database.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Exceptionality, IEP/IFSP/*Services Plan Date and Current Grade (from Student Profile page)

Generate this report during the MFP Child Count process to verify that students are assigned to the correct teachers/service providers.

State MFP Child Count Alphabetical Listing of Children Not Counted-

This error reports provides a list of students that will not be included in the final MFP Child Count.

Fields displayed: Student Name, State ID, Local ID, School Code, Other School Attending, Date of Birth, Age, and IEP/IFSP/*Service Plan Date

Generate this report during the MFP Child Count process in order to resolve as many of the errors as possible prior to the count date.

State MFP Child Count (summary)-
This report provides counts of students by age groups (3-5, 6-11, 12-17, 18-21+ and 3-21+), exceptionality, public and non-public.

Generate this report during the MFP Child Count process to verify that all students are counted by exceptionality and age.

State MFP Child Count by Disability, Ethnicity, and Gender (summary)-
This report provides counts of students by Disability, Ethnicity, and Gender, Public and Non-public.

Generate this report during the MFP Child Count process to verify student counts by Ethnicity and Gender.

State MFP Child Count by Grade, Age, and Public/Non-Public (summary)-
This report provides counts of students by age groups (3-5, 6-11, 12-17, 18-21+ and 3-21+), grade (from the Student Profile page), public and non-public.

Generate this report during the MFP Child Count process to verify student counts by grade.

NEW FAPE:

By Setting, Disability, Age-

This report provides a listing of students included in the FAPE count by Educational Placement, Disability and Age.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Dated, IEP/*Service Plan Date and Placement Service Determination.

Generate this report during the idea child count process to ensure that students are counted in the correct placement determination, disability and age group.

Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

Counted-
This Report provides an alphabetical listing of students included in the FAPE count.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age, Exceptionality, DRDS Date, IEP/*Service Plan Date, Educational Placement Code, and Placement Service Determination.

Generate this report during the IDEA Child Count process to ensure that students are counted in the correct placement determination.

Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

English Learner Listing-
This report provides a listing of students included in the FAPE count by EL.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Dated, IEP/*Service Plan Date and Placement Service Determination.

Generate this report during the IDEA child count process.

Not Counted-
This is an error report that lists students where there is a disagreement between the placement determination and the school site code.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, and Age as of Count Date, Exceptionality, and Placement Service Determination.

Generate this report during the IDEA child count process. There should be no student listed on this report.

Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

Summary-
This report provided counts of students by age (3-21), exceptionality and educational environment (placement determination). It also provides a count of students enrolled in private school and a count of students in correctional facilities.

*This report converts the educational environment of students that were 5 at the time of the IEP, but turn 6 by the IDEA child count date.

Generate this report during the IDEA child count to ensure that FAPE Child Count matches the IDEA Child Count.

Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

POST SCHOOL TRANSITION (PST):

PST Listing Alphabetical Listing of Students with Post School Transition Information-
This report displays students with Post School Transition information entered for a given school year. Post School Transition Information is required for all exits except Death, Moved Out of State, and No Longer Receives Special Education Services.

Fields displayed: State ID, Student Name, Age, Exit Date, Exit Plan Type, Contact Code, Post-Secondary, Living Arrangement Plan to Work, and Career Code

Generate as needed.

PST Missing Alphabetical Listing of Students by Plan Requiring Post School Transition Information-
This report displays students requiring Post School Transition information by school year and the type of Exit Plan required. (Can also be sorted by Exceptionality and Exit Reason)

Fields displayed: State ID, Student Name, Age, Exit Date, Exit Reason and Primary Exceptionality

Generate as needed.

PST Not Contacted Alphabetical Listing of Students with Contact Reason of Moved/Not Able to Contact-
This report displays students in alphabetical order with a PST Contact Code of Moved/Not Able to Contact for a given school year.

Fields displayed: State ID, Student Name, Age, Exit Date, Exit Plan Type, and Contact Code

Generate as needed.

ROSTERS:

Re-Evaluation Management Roster Students with Developmental Delay Turning Nine (9) Yrs. Old-
This report provides a listing of Developmental Delayed students with evaluations coming due within a selected school year by month.

Fields displayed: Student Name, State ID, Local ID, School Code, Last IEP Date/*Services Plan, Last DRDS Date and Birth Date

Generate this report at least once a year, prior to the beginning of a new school year.

Re-Evaluation Management Roster Students with Developmental Delay Turning Nine (9) Years Old (summary)-
This report provides counts of Developmental Delayed students turning nine years old with evaluations coming due within a selected school year by school and month.

Generate this report as needed.

IEP/Services Plan Management Roster-
This report provides a listing of students with IEP/Service Plans coming due within a selected school year by month.

Fields displayed: Student Name, State ID, Local ID, School Code, and Last IEP Date/*Services Plan Date, and Exceptionality

Generate this report at least once a year, prior to the beginning of a new school year.

IEP/Services Plan Management Roster (summary totals)-
This report provides counts of students with IEP/Services Plans coming due within a selected school year by school and month.

Generate this report as needed.

Re-Evaluation Management Roster-
This report provides a listing of students with evaluations coming due within a selected school year by month.

Fields displayed: Student Name, State ID, Local ID, School Code, Last IEP Date/*Services Plan, Last DRDS Date and Exceptionality

Generate this report at least once a year, prior to the beginning of a new school year.

Re-Evaluation Management Roster (summary totals)-
This report provides counts of students with evaluations coming due within a selected school year by school and month.

Generate this report as needed.

SERVICE REPORTS:

Export Services Listing-
Export of pertinent services information for students with open services. This export contains little formatting to allow exporting into Excel or Access.

Fields displayed: LEA code, LEA (Name), Site Code, Site (Name), Service, Service Start Date, Service Provider SSN, Service Provider (Name), Student Name, State ID, Local ID, Last Evaluation DRDS, Date of Birth, Exceptionality, Service Plan Flag, IEP/IFSP Date/Services Plan Date, Placement Determination and Current Grade Code (from Student Profile page)

Generate as needed.

IDEA Services Listing-
This report provides an alphabetical listing of students in IDEA count as of 10/01. Fields displayed: Student Profile Grade Code, IEP Grade Code, School Code, Last Eval DRDS/Waiver, Date of Birth, Exceptionality, and IEP/IFSP Date Serv. Plan DT.

IFSP Service-
This report displays Infants (students below 3yrs) with open services by service and/or teacher.

Fields displayed: Student Name, State ID, Local ID, School Code, DOB, Gender, Race, Service Start Date and IFSP Date.

Generate as needed.

Service Listing by Service-
This report displays students with open services by service and teacher. If a student has multiple services with multiple teachers/providers, the student will display under each service and teacher/provider.

Fields displayed: Student Name, State ID, Local ID, School Code, Last Evaluation DRDS, DOB, Exceptionality, and IEP/IFSP/Services Plan Date

Generate as needed.

Services Listing by Teacher-
This report displays students with open services by teacher. If a student has multiple services with multiple teachers/providers, the student will display under each teacher/provider.

Fields displayed: Student Name, State ID, Local ID, School Code, Last Evaluation DRDS, Date of Birth, Exceptionality, and IEP/IFSP/Services Plan Date

Generate as needed.

FAPE IDEA Part B Child Count Student Listing by Placement, Exceptionality and Age-
This report provides a lists of students included in the FAPE count by Educational Placement, Disability and Age.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date, IEP/*Service Plan Date and Placement Service Determination

Generate this report during the IDEA child count process to ensure that students are count in the correct placement determination, disability and age group.

Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

FAPE IDEA Part B Child Count Alphabetical Student Listing-
This report provides an alphabetical listing of students included in the FAPE count.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age, Exceptionality, DRDS Date, IEP/*Service Plan Date, and Educational Placement Code, and Placement Service Determination

Generate this report during the IDEA Child Count process to ensure that students are counted in the correct placement determination.

Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

Alphabetical Listing of Students Not Reported On the FAPE IDEA Part B Child Count-
This is an error report that listed students where there is disagreement between the placement determination and the school site code.

Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age as of Count Date, Exceptionality, and Placement Service Determination

Generate this report during the IDEA child count process. There should be no student listed on this report.

Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

Part B, Individuals With Disabilities Education Act Implementation of FAPE Requirement (summary)-
This report provides counts of students by age (3-21), exceptionality and educational environment (placement determination). It also provides a count of students enrolled in private school and a count of students in correctional facilities.

Generate this report during the IDEA child count to ensure that FAPE Child Count matches the IDEA Child Count.

APPENDIX A FREQUENTLY ASKED QUESTIONS

SUBJECT: SER/SIS Crosschecks
QUESTION: How do I know which SER/SIS cross check to run?
RESPONSE: General cross checks should be run monthly to address any errors between SER and SIS. Run the Child Count Compare cross checks for Oct 1 (IDEA) and Feb 1 (MFP). The Exit cross check is run at the beginning and end of a school year. Please refer to the benchmark calendar for important dates and the types of crosschecks to be run.
SUBJECT: IDEA vs. MFP count
QUESTION: Is October 1st the count day for the IDEA or MFP?
RESPONSE: In SER, October 1 is the count day for IDEA and February 1 is the count day for MFP funding. If October 1 or February 1 falls on a non-business day, the business day closest to October 1 or February 1 will be used.
SUBJECT: Duplicate student
QUESTION: What do I do if I get a duplicate student warning message when entering a new student?
RESPONSE: The student may already exist in SER. Click the State ID of the possible duplicate student and check the date of birth, name, and state ID number before continuing. If the information matches, pick up jurisdiction on the student. If the information for the possible duplicate student does not match your student, click No Duplicate.
SUBJECT: Open/Closing of processing periods
QUESTION: Does SER open and close processing periods like SIS (Student Information Systems)?

RESPONSE: No, data can be entered into SER at any time. SER does run official counts such as IDEA, MFP, Exit, Gifted/Talented, Federal Evaluation on specified dates throughout the school year. Data entered after those official dates will not be reflected in the official counts.
SUBJECT: Error Correction
QUESTION: What do I do when I receive an error message?
RESPONSE: Refer to Appendix D for a list of error codes and solutions. If the error will not resolve, please contact LDOE support staff.
SUBJECT: Viewing Access
QUESTION: Why can't I view all of the tabs on the left hand side of SER's homepage?
RESPONSE: If rights have not been granted, the tabs will not be available.
SUBJECT: Interim IEPs
QUESTION: Do I need to submit an Interim IEP since it doesn't count towards compliance?
RESPONSE: Yes, submit interim IEPs. In the event of a student transferring to another jurisdiction, the IEP must be submitted in order for the other LEA to pick up jurisdiction.
SUBJECT: IEP type change
QUESTION: Do I need to submit a form change request to change the IEP type?
RESPONSE: No, change the IEP type through an IEP amendment.
QUESTION: On my cross check, the student's grade is showing 20/24. How do I correct this?

SUBJECT: IEP team meeting date change
QUESTION: Do I need to submit a form change request to change a team meeting date?
RESPONSE: Yes, the team meeting date must be approved by LDOE. A form change request may be submitted using the form change button on the GSI page of the IEP.
SUBJECT: Entering 3 – 5 Year olds in to eScholar
QUESTION: How do I enter a private school, daycare, and Speech only student in eScholar?
RESPONSE: Enter the LEA Code XXX and for the Site Code you can enter the LEA Code

APPENDIX B RECORD LAYOUTS & DATA ELEMENTS

Data Elements and Definitions

R=Required; RA=Required if Applicable; N/A=Field updated through IEP Forms

STUDENT PROFILE				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	10	State ID	The number assigned by Louisiana Secure ID System as a means of identification.
2.	RA	9	Legacy State ID	The number assigned by the Social Security Office as a means of identification or a unique locally-assigned temporary identifier.
3.	R	15	First	Student's first name.
4.	RA	15	Middle	Student's middle name.
4.	R	20	Last	Student's last name.
5.		5	Suffix	Student's suffix. Examples: Jr., Sr., III, IV, etc.
6.	R	8	DOB	Calendar date of birth as designated on the student's legal birth registration.
7.	R	2	Current Grade	The grade in which the student is currently placed: 01 1st - First 02 2nd - Second 03 3rd - Third 04 4th - Fourth 05 5th - Fifth 06 6th - Sixth 07 7th - Seventh 08 8th – Eighth T9 T9th – Transitional Ninth 09 9th - Ninth 10 10th - Tenth 11 11th - Eleventh 12 12th - Twelfth 15 Infant Program (0-2) 20 Preschool Program (3-5) 25 Kindergarten On June 30th each year, the grade will automatically be increased via the Grade Rollover process based on the following criteria: -Must have open SPED Activity -LDOE\CurrGrdPrc ID will display as 'Modified by' ID -Grade 12 is the maximum grade allowed

				-Grade 15 and Grade 20 will not be increased. -Grade 25 will be set to Grade 01
STUDENT PROFILE (continued)				
	R or RA	**Size**	**Field Name**	**Definition and Values**
8.	R	1	Gender	Student's sex: F Female M Male
9.	R	2	Race/Ethnicity	The most applicable race or ethnic group to which a student belongs: 01 AMERICAN INDIAN/ALASKAN NATIVE A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. 02 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 03 BLACK OR AFRICAN AMERICAN- A person having origins in any of the black racial groups of Africa. 04 HISPANIC/LATINO A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race 05 WHITE A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. 06 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Definitions obtained from IDEA Child Count Definitions.

STUDENT PROFILE (continued)				
	R or RA	**Size**	**Field Name**	**Definition and Values**
10.	R	2	Language	The language the student uses most often: 01 English 02 French 03 German 04 Italian 05 Russian 06 Spanish 07 Chinese 08 Japanese 09 Korean 10 Vietnamese 11 Other European 12 Other Asian 13 Hebrew 14 Arabic 15 Total Communication 16 No System of Communication 98 Not Known 99 Other

JURISDICTION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	3	LEA	The Local Educational Agency (LEA) that has jurisdictional authority of the student's educational programming (See SER Contact list for LEA codes)
2.	R	8	Begin Date	The calendar date the student enrolled in the LEA. This date should be the same as the SIS Enrollment Date. If a student is transferring from one LEA to another, all services must be terminated prior to the entry of a subsequent Begin Date.
3.	RA	9	Local Student ID	The primary in the local school systems software package. DO NOT USE THE STUDENTS SSN IN THIS FIELD.
4.	R	6	School Code	Code assigned by LDOE to the student's home-based school.

PARENT/GUARDIAN				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	5	Title	Title of the parent or legal guardian of the student: Suggestions: BRO. Brother DR. Doctor FR. Father MR. Mister MS. Mistress REV. Reverend SR. Sister CAPT. Captain MSGR. Monsignor M/M Mr. and Mrs. MRS. Madame
2.	R	15	First	First name of the student's parent or legal guardian.
3.	RA	20	Middle	Middle name of the student's parent or legal guardian.
4.	R	20	Last	Last name of the student's parent or legal guardian.
5.	RA	3	Suffix	Suffix of the student's parent or guardian. Examples: Jr., Sr., III, IV, etc.
6.	R	400	Address	Street name and number of student's parent or legal guardian.
7.	R	100	City	City of the student's parent or legal guardian.
8	R	2	State	State of the student's parent or legal guardian. The field is defaulted to Louisiana.
9	R	10	Zip Code	Zip code of the student's parent or legal guardian. Zip code must be in the following format ##### or #####-####

SPECIAL EDUCATION ACTIVITY				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	8	Entry Date	The calendar date on which the student was first enrolled in special education. This date remains constant. System populated with student's first approved IEP Team Meeting Date.
2.	RA	8	Exit Date	The calendar date on which the case was determined inactive resulting in the cessation of all special education services.

3.	RA	2	Exit Reason	The reason for which the case was marked inactive: 01 Transferred to Regular Education 02 Death 03 Dropped Out 04 Moved Out of State/Known to be Continuing 05 High School Diploma (Regular Assessment) 06 Non-Diploma Certificate of Achievement 08 Reached 22nd Birthday or Previously Earned Diploma 17 Revocation of Consent 20 High School Diploma (Alternate Assessment-Jumpstart) 21 Louisiana High School Equivalency Diploma (LHSD) 22 Non-Diploma LHSD & Industry Based Skills Certificate 23 Non-Diploma LHSD & State Approved Skills Certificate 24 High School Diploma (Alternate Assessment-Grandfathered)
4.	RA	8	Re-Evaluation Decline Date	The calendar date on which the student was offered and/or refused the re-evaluation. Only allow entry if the SPED Activity Exit Code equals: 01 Transferred to Regular Education– **for further instructions, see table on next page** 03 Dropped Out 06 Non-Diploma Certificate of Achievement 20 High School Diploma (Alternate Assessment-Jumpstart 21 Louisiana High School Equivalency Diploma (LHSD) 22 Non-Diploma LHSD & Industry Based Skills Certificate 23 Non-Diploma LHSD & State Approved Skills Certificate 24 High School Diploma (Alternate Assessment-Grandfathered) When stored successfully, the system will populate the "Jurisdiction End Date".

Exit Code	Needs Exit Plan	Needs Re-Evaluation	Closes Jurisdiction	Maps to Service Termination Code
01 Transferred to Regular Education	N	Y*	N	Withdrawal/Denial of Parental Approval
01 Transferred to Regular Education	N	N	Y	Progress Indicates Service No Longer Needed
02 Death	N	N	Y	Progress Indicates Service No Longer Needed
03 Drop out	Y	Y	N	Withdrawal/Denial of Parental Approval
04 Moved out of state/Known to be Continuing	N	N	Y	Moved Out of State
05 HS Diploma (Regular Assessment)	Y	N	Y	Progress Indicates Service No Longer Needed
06 Non-Diploma Certificate of Achievement	Y	Y	N	Progress Indicates Service No Longer Needed
08 Reached 22nd Birthday or Previously Earned Diploma	Y	N	Y	Progress Indicates Service No Longer Needed
20 HS Diploma (Alternate Assessment – Jumpstart)	Y	Y	N	Progress Indicates Service No Longer Needed
21 Louisiana High School Equivalency Diploma (LHSD)	Y	Y	N	Progress Indicates Service No Longer Needed
22 Non-Diploma LHSD & Industry Based Skills Certificate	Y	Y	N	Progress Indicates Service No Longer Needed
23 Non-Diploma LHSD & State Approved Skills Certificate	Y	Y	N	Progress Indicates Service No Longer Needed
24 HS Diploma (Alternate Assessment – Grandfather)	Y	Y	N	Progress Indicates Service No Longer Needed

*Re-Evaluation only required if service termination reason is “Withdrawal/Denial of Parental Approval.”

Re-Evaluation is not required of other service termination reasons with “Transferred to Regular Education” as the exit reason.

PRE-REFERRAL ACTIVITY				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	2	Immediate Referral Reason	The immediate referral reason to pupil appraisal services for an evaluation of any student suspected of a severe or low – incidence impairment or any student suspected of injuring him/herself or others: 01 Violent Behavior 02 Severe or Low-incidence Impairment 03 Out-of-State Transfer 04 Infant/Toddler 05 Previous Special Education Student
2.	R	2	Grade at Pre-Referral	The grade/program in which the student is enrolled at the time of referral: 01 First 02 Second 03 Third 04 Fourth 05 Fifth 06 Sixth 07 Seventh 08 Eighth 09 Ninth 10 Tenth 11 Eleventh 12 Twelfth 20 Preschool Program (3-5) 25 Kindergarten
3.	R	2	Pre-Referral Reasons	The reason for which the student was referred: 01 Reading Difficulties 02 Mathematics Difficulties 03 Other Academic Difficulties 04 Social, Behavior Problems 05 Motor Difficulties 06 Health Problems 07 Visual Difficulties 08 Hearing Difficulties 09 Communication Difficulties 10 Gifted 11 Talented 12 Parent Request 99 Other

	PRE-REFERRAL ACTIVITY			
	R or RA	**Size**	**Field Name**	**Definition and Values**
4.	R	8	SBLC Entry Date	The calendar date on which the student was referred to the SBLC.
5.	R	2	SBLC Decision	Recommended actions following completion of SBLC activities: 1 No further action at this time 3 Individual evaluation 6 Section 504 eligibility evaluation 7 Interventions through RTI Process 8 Pupil appraisal support services
6.	R	8	SBLC Decision Date	The calendar date on which a decision was made at the completion of SBLC activities. If SBLC Decision code is 01or 06, entry of Evaluation is not allowed. SBLC Decision Code must be 03 in order to enter evaluation *Note: If SBLC decision is 07 another Pre-Referral Activity record can be completed with 03, if interventions did not resolve the student's problem.
7.	RA	1	Surrogate Parent Needed	An indication of whether a child has been identified as needing a surrogate parent. Check indicates *yes*.
8.	RA	8	Surrogate Assigned Date	The calendar date on which the surrogate parent was assigned to a student.
9.	RA	8	Surrogate Need End Date	The calendar date on which the services of the surrogate parent were terminated.
10.	RA	1	Part C Transition	An indication that the student received services through the IDEA Part C program. Select YES or NO.
11.	RA	1	Trans. Meeting Notice Received	An indication the LEA Part C transition coordinator received notification of the student's transition meeting from the IDEA Part C program.
12.	RA	8	Date Received	The calendar date the notice of the Part C transition meeting was received by the LEA.
13.	RA	1	Trans. Meeting Attended	An indication that the LEA Part C transition coordinator attended the student's transition meeting from the IDEA Part C program.

SCREENING				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	8	Screening Date	Calendar date on which most recent screening was conducted.
2.	R	2	Screening	Type of screening: 01 Hearing 02 Vision 03 Health 04 Speech/Language 05 Motor 06 Assistive Technology 07 Educational Screening 08 Social/Emotional/Behavior 09 Sensory Processing All screenings are required to be entered into SER
3.	RA	2	Screening Result	Result of screening: N Normal A At Risk D Advanced (only valid for Screening 07 – Educational)
4.	RA	8	Transition Meeting Date	The calendar date of the Part C transition meeting.

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	8	Permission Request Date	The calendar date on which fully informed parental consent was requested for any initial evaluation.
2.	R	2	Parent Decision	The decision regarding permission to allow initial evaluation: N No, denied Y Yes, granted
3.	R	8	Decision/Start Date	The calendar date on which the LEA received the decision regarding the initial evaluation.
4.	R	8	Eligibility Determination Date	The calendar date on which the parent/guardian meets with the pupil appraisal team regarding the data collected during the evaluation process.
5.	R	8	Report Disseminated Date	The calendar date on which the most recent adequate evaluation report was completed and disseminated to the supervisor/Designee of Special Education (also means Date of Most Recent Evaluation).

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
6.	R	2	Coordinator Title	The title of the person assigned to coordinate the student's evaluation: 01 Educational Diagnostician 02 Certified School Psychologist 03 Speech/Language Pathologist 04 Qualified School Social Worker 05 Audiologist 10 Educational Assessment Teacher 11 Speech and Hearing Therapist 12 Speech/Hearing/Language Specialist 13 GT Teacher (re-eval only) 14 Educational Consultant
7.	RA	9	Coordinator SSN	This is an OPTIONAL field to add the evaluation coordinator SSN for reporting purposes.
8.	R	2	Exceptionality	An identification of the primary exceptionality for which an individual meets *The Pupil Appraisal Handbook* criteria. The primary exceptionality is the classification that will lead to educational programming for the individual: 01 Autism 02 Visual Impairment - Blindness 20 Visual Impairment - Partially Seeing 03 Deafness 08 Hard of Hearing 04 Deaf-Blindness 05 Emotional Disturbance 07 Developmental Delay 11 Specific Learning Disability 12 Intellectual Disability - Mild 13 Intellectual Disability - Moderate 14 Intellectual Disability - Severe 16 Multiple Disabilities 18 Orthopedic Impairment 19 Other Health Impairment 24 No Exceptionality 25 Traumatic Brain Injury 27 Gifted 28 Speech or Language Impairment 32 Talented 99 Unable to complete evaluation process

9.	R	1	Primary Exceptionality	An indication that this exceptionality is the primary exceptionality. Check indicates *yes*.
INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
10.	R	2	Exceptionality Detail Codes	Exceptionality Detail Code – An identification of the impairment, deficit or artistic excellence the student meets. Allowed for exceptionalities: 08, 11, 16, 28, 32 and 99. 01 Permanent or Fluctuating Hearing Loss (08) 03 Unilateral Hearing Loss (08) 04 High Frequency Hearing Loss (08) 01 Basic Reading Skills (11) 02 Reading Comprehension (11) 03 Mathematics Calculations (11) 05 Oral Expression (11) 06 Listening Comprehension (11) 07 Written Expression (11) 09 Reading Fluency Skills (11) 10 Mathematics Problem Solving (11) 01 Autism (16) 02 Visual Impairment – Blindness (16) 03 Deafness (16) 04 Emotional Disturbance (16) 05 Mental Disability – Moderate (16) 06 Mental Disability – Severe (16) 08 Orthopedic Impairment (16) 09 Other Health Impairment (16) 10 Traumatic Brain Injury (16) 01 Articulation (28) 02 Fluency (28) 03 Language (28) 04 Voice (28) 01 Music (32) 02 Theater (32) 03 Visual Arts (32) 01 Dropped Out (99) 02 Parent Rescinded Permission (99) 03 Moved out of LEA or state (99) 04 Death (99) 05 Critical Medical Condition (99)

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
11.	RA	2	Extension	The justified reason for extending the number of days required for completion of an individual evaluation: (02 also requires parental approval) 2 End-of-school year- Parentally approved 7 Parentally Approved
12.	R	2	Participant	Titles of the persons who participated in an individual's evaluation: 01 Audiologist 02 Educational Diagnostician 03 Educational Consultant 04 Psychiatrist 05 Optometrist/Ophthalmologist 06 Pediatrician 07 Orthopedist 08 Other Medical Specialist 09 Certified School Psychologist 10 Qualified School Social Worker 11 Speech/Language Pathologist 12 Teacher (Current) 13 School Counselor 14 School Nurse 15 Physical Therapist 16 Occupational Therapist 17 Adapted P. E. Teacher 18 Parent 19 Neurologist 99 Other

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
13.	RA	2	Medical Diagnosis	Those disabilities that have been medically diagnosed by a qualified physician and are to the degree that they adversely affect the student's educational performance and/or ability to function within the normal environment: 01 Amputation 02 Arthrogryposis 03 Asthma 04 Cancer 05 Cerebral Palsy 06 Congenital Heart Defect 07 Diabetes 08 Down Syndrome 09 Epilepsy 10 Hydrocephalus 11 Leukemia 12 Multiple Sclerosis 13 Muscular Dystrophy 14 Osteogenesis Imperfecta 15 Sickle Cell Anemia 16 Spina Bifida 17 Other Spinal Disability 18 Usher's Syndrome 19 ADD 20 ADHD 21 External Physical Force to the Brain 22 Severe Allergies 23 Narcolepsy 26 Tourette's Disorder 99 Other *Medical Diagnosis is required for Orthopedic Impairment, Other Health Impairment and Traumatic Brain Injury.

RE-EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	8	Permission Request/Start Date	The calendar date on which fully informed parental consent was requested for reevaluation.
2.	R	8	Report Disseminated Date	The calendar date on which the most recent adequate evaluation report was completed and disseminated to the Supervisor/Designee of Special Education (also means Date of Most Recent Evaluation).
3.	R	2	Coordinator Title	The title of the person assigned to coordinate the student's evaluation: 01 Educational Diagnostician 02 Certified School Psychologist 03 Speech/Language Pathologist 04 Qualified School Social Worker 05 Audiologist 10 Educational Assessment Teacher 11 Speech and Hearing Therapist 12 Speech/Hearing/Language Specialist 13 GT Teacher (re-eval only) 14 Educational Consultant
4.	R	2	Re–evaluation Reason	The reason that a reevaluation was proposed for an individual: 01 Triennial Reevaluation 02 Significant Change in Placement Proposed 05 Declassification 10 New Concern

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
5.	R	2	Exceptionality	An identification of the primary exceptionality for which an individual meets *The Pupil Appraisal Handbook* criteria. The primary exceptionality is the classification that will lead to educational programming for the individual: 01 Autism 02 Visual Impairment - Blindness 20 Visual Impairment - Partially Seeing 03 Deafness 08 Hard of Hearing 04 Deaf-Blindness 05 Emotional Disturbance 07 Developmental Delay 11 Specific Learning Disability 12 Intellectual Disability - Mild 13 Intellectual Disability - Moderate 14 Intellectual Disability - Severe 16 Multiple Disabilities 18 Orthopedic Impairment 19 Other Health Impairment 24 No Exceptionality 25 Traumatic Brain Injury 27 Gifted 28 Speech or Language Impairment 32 Talented 99 Unable to complete Evaluation Process
6.	R	1	Primary Exceptionality	An indication that this exceptionality is the primary exceptionality. Check indicates *yes*.

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
7	R	2	Exceptionality Detail Codes	Exceptionality Detail Code – An identification of the impairment, deficit or artistic excellence the student meets. Allowed for exceptionalities: 08, 11, 16, 28 and 32 01 Permanent or Fluctuating Hearing Loss (08) 03 Unilateral Hearing Loss (08) 04 High Frequency Hearing Loss (08) 01 Basic Reading Skills (11) 02 Reading Comprehension (11) 03 Mathematics Calculations (11) 05 Oral Expression (11) 06 Listening Comprehension (11) 07 Written Expression (11) 08 Other Age – Appropriate Dev. Skill Areas (11) 09 Reading Fluency Skills (11) 10 Mathematics Problem Solving (11) 01 Autism (16) 02 Visual Impairment – Blindness (16) 03 Deafness (16) 04 Emotional Disturbance (16) 05 Mental Disability – Moderate (16) 06 Mental Disability – Severe (16) 08 Orthopedic Impairment (16) 09 Other Health Impairment (16) 10 Traumatic Brain Injury (16) 01 Articulation (28) 02 Fluency (28) 03 Language (28) 04 Voice (28) 01 Music (32) 02 Theater (32) 03 Visual Arts (32) 01 Dropped Out (99) 02 Parent Rescinded Permission (99) 03 Moved out of LEA or state (99) 04 Death (99) 05 Critical Medical Condition (99)

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
8.	RA	2	Extension	The justified reason for extending the number of days required for completion of an individual evaluation: 2 End-of-school year-Parentally approved 7 Parentally Approved *Extensions may not be taken on Triennial Evaluations*
9.	R	2	Participant	Titles of the persons who participated in an individual's evaluation: 01 Audiologist 02 Educational Diagnostician 03 Educational Consultant 04 Psychiatrist 05 Optometrist/Ophthalmologist 06 Pediatrician 07 Orthopedist 08 Other Medical Specialist 09 Certified School Psychologist 10 Qualified School Social Worker 11 Speech/Language Pathologist 12 Teacher (Current) 13 School Counselor 14 School Nurse 15 Physical Therapist 16 Occupational Therapist 17 Adapted P. E. Teacher 18 Parent 19 Neurologist 99 Other

INITIAL EVALUATION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
10.	R	2	Participant	Titles of the persons who participated in an individual's evaluation: 01 Audiologist 02 Educational Diagnostician 03 Educational Consultant 04 Psychiatrist 05 Optometrist/Ophthalmologist 06 Pediatrician 07 Orthopedist 08 Other Medical Specialist 09 Certified School Psychologist 10 Qualified School Social Worker 11 Speech/Language Pathologist 12 Teacher (Current) 13 School Counselor 14 School Nurse 15 Physical Therapist 16 Occupational Therapist 17 Adapted P. E. Teacher 18 Parent 19 Neurologist 99 Other
11.	RA	2	Medical Diagnosis	Those disabilities that have been medically diagnosed by a qualified physician and are to the degree that they adversely affect the student's educational performance and/or ability to function within the normal environment: 01 Amputation 02 Arthrogryposis 03 Asthma 04 Cancer 05 Cerebral Palsy 06 Congenital Heart Defect 07 Diabetes 08 Down Syndrome 09 Epilepsy 10 Hydrocephalus 11 Leukemia 12 Multiple Sclerosis 13 Muscular Dystrophy 14 Osteogenesis Imperfecta 15 Sickle Cell Anemia

				16 Spina Bifida 17 Other Spinal Disability 18 Usher's Syndrome 19 ADD 20 ADHD 21 External Physical Force to the Brain 22 Severe Allergies 23 Narcolepsy 26 Tourette's Disorder 99 Other *Medical Diagnosis is required for Orthopedic Impairment, Other Health Impairment and Traumatic Brain Injury

Triennial Reevaluation Waiver				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	10	Parental Waiver Permission Date	The date the parent signed the agreement to waive the triennial Reevaluation. Must be entered in the format mm/dd/yyyy

IEP				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	N/A	8	Team Meeting Date	The calendar date on which the most recent IEP/Placement Committee team meeting took place.
2.	N/A	2	Type	An indication of the IEP/Placement status: 1 Interim 2 Initial 3 Review
3.	N/A	2	Parent Decision	The decision of the legal authority (parent/guardian or of-age student) to accept or refuse the individual's IEP/Placement: A Approved R Refused to Approve
4.	N/A	8	Parent Sign Date	The calendar date on which the legal authority (parent/guardian or of-age student) signed the IEP for approval of placement. Date IEP committee determined placement. Date required only on initial IEP.

IEP				
	R or RA	**Size**	**Field Name**	**Definition and Values**
5.	N/A	2	Placement Determination (Codes 01, 02, 03, 05, 09, 10, 19, and 20 are for children 6 years old and oLDOEr.) (Codes 06, 09, 10, and 14-18 are for children 3-5 years old.)	The type of classroom setting determined for an individual by the IEP Committee [Least Restrictive Environment (LRE)]: 01 Inside Regular Class 80% or More of Day 02 Inside Regular Class 79-40% of Day 03 Inside Regular Class less than 40% of Day 21 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in reg class 22 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in other location 23 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in reg class 24 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in other location 05 Hospital/Homebound 06 Home 09 Separate School 10 Residential Facility 14 Service Provider Location 18 ECSE Separate Class 19 Correctional Facilities 20 Parentally Placed in Private Schools **NOTE: See <u>Louisiana's IEP Handbook</u> for definitions.**
7.	N/A		Other School Attending	The code assigned to the school, other than the student's home base school, in which the student receives educational services.
8.	N/A	1	Community Based Services	An indication that part of the instructional day is spent or based in the community. Check indicates *yes*.
9.	N/A	2	LEAP Code	Statewide assessment in which the student will participate: 03 ITBS/LEAP/iLEAP/GEE/EOC/EXPLORE/PLAN/ACT 04 LEAP Connect 05 LAA2 08 Non-Tester/Non-Diploma

SERVICES PLAN (PRIVATE)				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	N/A	8	Team Meeting Date	The calendar date on which the most recent Services Plan Committee team meeting took place.
2.	N/A	2	Placement Service Determination	The type of classroom setting determined for an individual by the Services Plan Committee: For children ages 3-5: 21 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in reg class 22 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in other location 23 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in reg class 24 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in other location For children 6 years old and oLDOEr: 20 Parentally Placed in Private Schools **NOTE: See Louisiana's IEP Handbook for definitions.**
3.	N/A	2	Type	An indication of the Services Plan status: 2 Initial 3 Review

SERVICE				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	2	Service	An indication of the kind of special/related services provided to an individual other than classroom instruction: 01 Speech/Language Pathology Services 02 Occupational Therapy 03 Physical Therapy 04 Counseling Services, including Rehabilitation Counseling 06 Adapted Physical Education 07 Audio logical Services 08 Interpreting Services 09 Assistive Technology 10 School Health Services and School Nurse Services 11 Orientation and Mobility Services 12 Recreation, including Therapeutic Recreation

				13 Vocational Education 14 Social Work Services in Schools 15 Psychological Services 17 Travel Training 18 Transportation 19 Medical Services for Diagnostic or Evaluation Purposes 20 Parental Counseling and Training 21 Special Education Instruction* *Code 21 – Special Education Instruction allows multiple service providers to be entered. For each service provider, service recipient and service location is required. All other Service Codes allow one service provider to be entered. The service recipient and service location is required
2.	R	8	Start Date	The calendar date on which the service started for an LEA. Start date must be greater than previous Service Termination Date for a particular service, if multiples of the same service exists.
3.	RA	1	Service Terminated	An indication that the service is being terminated. Check indicates *yes*.
4.	RA	8	End Date	The calendar date on which the service was terminated.
5.	RA	2	Termination Reason	An indication of the reason this supplemental service was terminated: 2 Withdrawal/Denial of Parental Approval 4 Progress Indicates Service no Longer Needed 5 Health of Individual Prevents Continuation 6 Moved/Transferred within State/LEA 9 Moved Out of State 10 Service Provider Change 11 Revocation of Consent
6.	R	9	Provider SSN	The Social Security Number of the LEA person or contracted person providing the service.
7.	R	2	Service Recipient	An indication of the person(s) to whom the service is administered: 01 Parent 02 Student 03 Teacher 04 Teacher and Student 05 Parent and Student 06 Teacher and Parent 07 Teacher, Parent, and Student
8.	R	2	Service Location	The environment in which the service is delivered: C Community (Experiences/lessons occur out in the

				community) R Regular Class (Service occurs in the regular education classroom) S Special Class (Service occurs in a special education setting)

ESYS (Extend School Year Services)				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	8	School Year	School year is calculated based on the current school year.
2.	R	2	ESYS Decision	1 Eligible, student will attend. 2 Eligible, but parent declines services (Enter eligibility criterion/criteria; no further data entered). 3 Ineligible If Ineligible or Eligibility decision will be made late is selected, remainder of screen disappears. Also, previously entered data will be deleted if the value is changed from Eligible.
			Criteria for Determination	**At least one Criteria for Determination must be checked**
3.	RA	1	Regression – Recoupment	Check if the Criteria for Determination is Regression – Recoupment
4.	RA	1	Critical Point of Instruction 1	Check if the Criteria for Determination is Critical Point of Instruction 1
5.	RA	1	Critical Point of Instruction 2	Check if the Criteria for Determination is Critical Point of Instruction 2
			Special Circumstances:	Check Special Circumstances, if applicable
6.	RA	1	Employment	Check if the Criteria for Determination – Special Circumstance is Employment
7.	RA	1	Transition to Part B (Preschool)	Check if the Criteria for Determination – Special Circumstance is Transition to Part B (Preschool)
8	RA	1	Transition to Post-School Outcomes	Check if the Criteria for Determination – Circumstance is Transition to Post-School Outcomes
9.	RA	1	Excessive Absences	Check if the Criteria for Determination – Circumstance is Excessive Absences

10.	RA	1	Extenuating Circumstances	Check if the Criteria for Determination - Special Circumstance is Extenuating Circumstances
11.	R	8	ESY Services Begin Date	The calendar date on which the ESY service(s) started.
12.	R	8	ESY Services End Date	The calendar date on which the ESY service(s) was ended.
13.	R	2	Special Transportation	The type of special transportation offered to parent(s) of eligible students: 1 School Bus 2 Contracted Carrier 3 Parental Reimbursement for Transportation 4 None Required 5 Lift
14.	R	int	Student's Total Instructional Day:	Total number of minutes per day (summer only) the student received ESY services. Include all service minutes. Valid range is 1 to 399.
15.	R	int	Total # of Days ATTENDED ESYS	Total number of days the student attended ESY services. Valid range is 0 – 100. If greater than 0, at least one service must be entered.
16.	RA	2	Exit Reason	The reason the student did not remain in the ESYS for the duration of the ESYS as specified on the IEP: 01 Dropped Out of Program 02 Exited School System 03 No Show

ESY SERVICE				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	2	Service Code	An indication of the type of service provided as specified on the IEP: 01 Speech/Language Pathology Services 02 Occupational Therapy 03 Physical Therapy 04 Counseling Services, including Rehabilitation Counseling 06 Adapted Physical Education 07 Audio logical Services 08 Interpreting Services 09 Assistive Technology 10 School Health Services and School Nurse Services 11 Orientation and Mobility Services 12 Recreation, including Therapeutic Recreation

				13 Vocational Services 14 Social Work Services in School 15 Psychological Services 17 Travel Training 19 Medical Services for Diagnostic or Evaluation Purposes 20 Parental Counseling and Training 21 Special Education Instruction
			Service Location	The environment in which the service is delivered:
2.	RA	1	Regular Class	Check if service occurs in the regular education classroom
3.	RA	1	Community/Home	Check if service occurs out in the community or at home
4.	RA	1	Special Class	Check If service occurs in a special education setting
5.	RA	9	Service Provider SSN	The Social Security Number of the LEA person or contracted person providing the service.

ESYS PROGRESS REPORT				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	int	Instructional Plan #	This number should corresponds to the number of instructions plans targeted for ESYS in IEP Forms
2.	RA	2	Progress Toward Goal	NA Not Addressed IP Insufficient Progress SP Sufficient Progress A Achieved G Generalized If IP, then the IP reason must be entered.
3.	RA	2	IP Reason	01 Frequent Absences/Tardiness 02 Medical/Health 03 Missing Class Assignments 04 Missing Homework Assignments 05 Lack of Preparation – Materials Skill Review 06 Behavior Interfering with Progress 07 Lack of Motivation/Participation 08 Other User must click, SELECT NONE, if the Progress Toward Goal is a value other than IP.

POST SCHOOL TRANSITION				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	2	Type	An indication of the type (interval) of transition plan to be entered: 01 Exit Initial Plan 02 Exit First Year Follow-up
2.	R	2	Contact	The result of the attempt to contact the student/parent regarding the student's transition plan: 01 Death 02 Moved/Not Able to Contact 03 Incarcerated 04 Successfully Contacted 05 Returned to High School Campus
3.	RA	2	Living Arrangement	The location in which the student plans to live or currently resides: 01 Live with Parents/Other Family 02 On My Own 03 With Friends 04 Agency Supported: Supervised Apartment 05 Agency Supported: Group Home 06 Agency Supported: Adult Nursing Home 99 Other
4.	RA	2	Post-Secondary	An indication of the student's intent to acquire additional education or training in the future or is currently enrolled in postsecondary activities: 01 Four Year University 02 Community College 03 Vocational Technical School 04 Military 05 Do Not Plan to Attend 06 Other Specialized Training 07 High School Completion 08 Short-term Education or Employment Training Program
5.	RA	1	Plan to Work	The student's intent of employment or identifies if the student is currently employed. Check box if yes

6.	RA	2	Work Environment	The work setting in which the student plans to be or is currently employed: (Required if Plan to Work flag is checked) 07 In a Company, Business, or Service 08 In the Military 09 In Supported Employment 10 Self-Employed 11 In Your Family's Business 12 In Sheltered Employment 13 Employed While in Jail or Prison
7.	RA	2	Career	The field in which the student plans to work or is currently employed: 01 Agricultural/Natural Resources 02 Arts, Audio-Video Tech/Comm 03 Architecture/Construction 04 Business Administration 05 Education/Training 06 Finance 07 Health Science 08 Hospitality/Tourism 09 Human Services 10 Information Technology 11 Law/Public Safety 12 Manufacturing 13 Government/Public Administration 14 Retail/Wholesale Sales/Services 15 Scientific Research/Engineering 16 Transportation, Distribution, Logistics
8.	RA	2	Recreation	The recreation/leisure activities in which the student plans to or is currently participating: (Multiples allowed) 01 Sports 02 Church 03 Lifelong Learning Classes 04 Volunteer 05 Spending Time with Family/Friends 99 Other
9.	RA	2	Agency	The adult agencies that the student has accessed or plans to access for funding and/or services: (Multiples allowed) 01 LRS Louisiana Rehabilitation Services

				02 BCSS Bureau of Community Supports and Services 03 OCDD Office of Citizens with Developmental Disabilities 04 OMH Office of Mental Health 05 SSA Social Security Administration 99 None of the Above

IFSP DEVELOPMENT				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	8	Activity Date	The calendar date on which the interim, initial, review, annual or update (change in service) IFSP activity took place (mm/dd/yy).
2.	R	2	Type	An indication of whether the IFSP status is interim, initial, annual or review: 01 Interim 02 Initial 03 Annual Review 04 6 Month Review 05 Update (change in service)
3.	R	2	Family Service Coordination	Code assigned to the agency that provides Family Service Coordination: 01 Department of Social Services 02 Department of Health and Hospitals 03 Local Education Agency 04 Private Provider/Organization 05 Board Operated Facility 06 Parent 99 Other

IFSP SERVICE				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	R	2	Service	Indicates which services have been proposed on the child's IFSP: 01 Assistive Technology 02 Audiology 03 Family Training, Counseling and Home Visits 04 Health Services 05 Medical Services (for diagnostic or evaluation process) 06 Nursing Services 07 Nutrition Services 08 Occupational Therapy 09 Physical Therapy 10 Psychological Services 11 Respite Care 12 Social Work Services

				13 Special Instruction 14 Speech/Language Pathology 15 Transportation 16 Vision Services 17 Family Service Coordination 99 Other Early Intervention Services
2.	RA	8	Start Date	Calendar date (mm/dd/yy) on which service was scheduled to begin.
3.	RA	2	Provider	Indicate the discipline of the provider, who has been proposed to provide services on the IFSP: 01 Orientation and Mobility Specialist 02 Audiologist 03 Family Service Coordinator 04 Pediatrician 05 Physician 06 Nurse 07 Nutritionist 08 Occupational Therapist 09 Physical Therapist 10 Psychologist 11 Family Therapist 12 Social Worker 13 Special Instructor 14 Speech/Language Pathologist 15 Paraprofessional 99 Other Professional Staff
4.	RA	8	Termination Date	Calendar date (mm/dd/yy) on which services were terminated.

EARLY CHILDHOOD OUTCOME (AEPS ASSESSMENT) **Assessment, Evaluation, and Programming Systems (AEPS)**				
	R or RA	**Size**	**Field Name**	**Definition and Values**
1.	RA	8	Assessment Date	Calendar date on which the entry or exit assessment was completed. Students must have current IEP in order to add AEPS*i* data. The AEPS entry assessment is to be given to students within six weeks of entering Early Childhood Special (ECSE) programs and services. The AEPS exit assessment is to be given to students within six weeks prior to the 6th birthday or at the end of the age appropriate kindergarten year.

				Complete an exit assessment ONLY if the child has been given an entry Assessment and has had at least 6 months of services.
2.	RA	2	Assessment Type	Type of assessment: 01 Social/Emotional 02 Communication/Literacy 03 Behavioral
3.	RA	2	Level	Student's developmental level: 01 Developmental Age Birth – 3 years old 02 Developmental Age 3 – 6 years old Level 1 should be used as the entry assessment for children with significant disabilities in all or most of the developmental domains. Level 2 should be used as the entry assessment for children who may be at or below the developmental level of three years, but are expected to make gains past the development age of three years in all or most of the developmental domains during the ECSE years.
4.	RA	3	Score	Maximum scores for each test are listed below: Outcome #1 (Social-Emotional): Level 1 = 92 Level 2= 126 Outcome #2 (Communication/Literacy): Level 1= 130 Level 2= 220 Outcome #3 (Behavioral): Level 1= 196 Level 2= 124

APPENDIX C - DATA GLOSSARY

LEA-Local Education Agency-This is the parish, special district or the chartering organization that oversees one or more schools.

LDOE-Louisiana Department of Education

OSEP-Office of Special Education Programs-the federal agency that oversees the implementation of IDEA

IDEA-Individuals with Disabilities Education Act

MFP-Minimum Foundation Program

Cookie
An HTTP cookie (usually called simply a cookie) is a packet of information sent by a server to a World Wide Web browser and then sent back by the browser each time it accesses that server.

HTML
In computing, Hypertext Markup Language (HTML) is a markup language designed for the creation of web pages and other information viewable in a browser.

Web browser
A web browser is a software package that enables a user to display and interact with documents hosted by web servers. Popular browsers on the PC include Opera, Microsoft Internet Explorer and Mozilla Firefox.

APPENDIX D – ERROR CODES & MESSAGES

The following error code definitions describe error messages that may be received after processing data for the Special Education Reporting System. These messages are designed to facilitate the correction of errors before data are resubmitted.

Code	Name	Description	Solution
1	NO INPUT DATA READ	This message indicates that no data was sent, an empty input file exists.	Correct the file and then resubmit the data.
2	NOT ALPHABETIC	This message indicates that the contents of the flagged field are not alphabetic. (Alphabetic includes the characters A-Za-z, dashes, and blanks.)	Correct the flagged field by entering valid alphabetic characters.
3	NOT NUMERIC	This message indicates that the contents of the flagged field are not numeric. (Numeric includes the numbers 0-9 and blanks.)	Correct the flagged field by entering valid numeric data.
5	FOR CHANGE: STUDENT ID EXIST	This message indicates that a student ID that already exists in SER was sent as the new student ID for this record. Processing on this record will stop.	This message indicates that a student ID that already exists on SER was sent in the new student ID field.
6	INVALID DATE FORMAT	This message indicates that the date is not in the correct form (CCYYMMDD).	Correct the date by entering numeric data in the correct format.
7	NOT A VALID CODE VALUE	This message indicates that the contents of the flagged field are invalid.	Correct the flagged field by entering valid data.
8	STUD UNDER ANOTHER LEA OF JUR	This message indicates that the student being processed does not exist in the entered LEA of jurisdiction, but does exist under another LEA of jurisdiction.	Correct the LEA of jurisdiction code. Otherwise, access to the student's records is prohibited.

9	STUDENT NUMBER DOES NOT EXIST	This message indicates that the student ID number entered does not exist.	Either correct the student ID number or create an ID number for that new student.
10	STUDENT AGE IS 23 OR OLDER	This message indicates that the student's calculated age (based on date of birth) is 23 years or older.	Correct the student's date of birth. If the student is 23 or older, student cannot be added to the database.
11	INVALID LEA SUBMIT CODE	This message indicates that an invalid LEA submit code was entered.	Enter a valid LEA submit code.
19	EVAL IN PROCESS	This message indicates that an evaluation is in process while attempting to change student's LEA	Complete the evaluation and resubmit the data.
21	FOR ADD: STUDENT ID EXIST	This message indicates that an attempt was made to create a student's record by using a pre-existing student ID number assigned to another student. Processing on this record will stop.	Verify the student's ID. If valid, contact the LDE SER contact personnel to verify a duplicate student.
22	STUD ALREADY ON SPEC EDUC FILE	This message indicates that the student's record being created already exists on the LDE student data base with the same SSN, name, sex, race/ethnicity and date of birth. Processing on this record will stop.	Verify the student's record. If these data are for the student that you wish to modify, submit this student's record with a transaction code of 1 and the existing student ID number. If problems exist in determining the status of the student, call the LDE LANSER contact personnel.
200	GENERAL SYSTEM ERROR	This message indicates that an unexpected system error	Review the text of the error message

		has occurred. Processing of the file was stopped.	itself to determine what to do.
201	HEADER RECORD MISSING OR INVALID	This message indicates that the header record was either not found or was not valid.	Add a header record or correct its format.
202	INSUFFICIENT PERMISSIONS	This message indicates that the user does not have sufficient permissions to process a batch file for the sponsor code in the record.	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
203	RECORD ENDED UNEXPECTEDLY	This message indicates that the file ended before expected.	Inspect the record to determine if characters were missing.
204	INVALID FLAG CHARACTER	This message indicates that the contents of the flagged field are not appropriate for a Flag field. (Valid characters include 0, 1, n, y, N, Y or a blank.)	Correct the flagged field by entering valid data.
205	INVALID ACTION CODE CHARACTER	This message indicates that the contents of the Action Code field are not appropriate. (Valid characters include a, c, d, n, A, C, D, N, or a blank.)	Correct the flagged field by entering valid data.
206	REQUIRED VALUE MISSING	This message indicates that the value for a required field was missing.	Correct the flagged field by entering valid data.
207	BUSINESS RULE FAILURE	This message indicates that a business rule was violated. See the text of the message for more information.	Correct the flagged data to match the requirements of the business rule.
208	WARNING: FOR NO CHANGE: BLOCK DIFF	This message indicates that the flagged block, which is marked with an action code of No Change, does not	Investigate the differences.

		match the data currently in SER.	
209	WARNING: STUDENT RECORD DELETED	This message indicates that the student record was deleted as requested; action code was D.	Verify that the student record was intended to be deleted. If not, contact LDE SER personnel to attempt to recover the student's record.
210	INCORRECT BLOCK OCURRENCES	This message indicates that the maximum number of block occurrences per record for the flagged block has been exceeded, or that the minimum number of block occurrences was not met. The record will not be processed.	Correct the file and then resubmit the data.
211	STUD NOT IN LEA	This message indicates that the student record in SER is not associated with a Jurisdiction record.	If this student should be in your jurisdiction then submit a Jurisdiction block with action code of A with this record.
212	UNKNOWN BLOCKID	This message indicates that an unknown block ID was encountered. This could be due to a typo in the block ID or a problem in the data of a previous block which has caused a positioning problem.	Look for an earlier error that indicates a problem with an earlier block. Once that is fixed, this error will likely go away. Or, correct the block ID.
213	RECORD NOT FOUND	This message indicates that the record specified in the Original field of this block was not found in SER.	Either submit the record for ADD or correct the Original field of this block.
214	WARNING: FOR ADD: BLOCK ALREADY EXISTS SAME	This message indicates that the flagged block, which was submitted as an Add, already exists in the database with	No action necessary. To avoid the message, change the Action Code to N.

		the same information as submitted.	
215	FOR ADD: BLOCK ALREADY EXISTS DIFF	This message indicates that the flagged block, which was submitted as an Add, already exists in the database (based on the original fields), but with difference information than submitted.	Investigate the differences.
216	OPEN SERVICES FOR JURISDICTION CHANGE	This message indicates that an attempt to change a student's jurisdiction was made while the student still has open services in previous jurisdiction.	Close the student's open services and resubmit the data.
217	NO SPED FOUND	This message indicates that a valid SPED Activity record could not be found.	Enter a valid SPED Activity record and resubmit the data.
218	INVALID ESYP BEGIN DATE 1	This message indicates that a Begin Date for ESYP was before IEP Meeting Date.	Correct date values and resubmit data.
219	INVALID ESYP BEGIN DATE 2	This message indicates that a Begin Date for ESYP occurs after 8/31	Correct date value and resubmit data.
220	INVALID ESYP END DATE 1	This message indicates that an End Date for ESYP occurs before the Begin Date.	Correct date value and resubmit data.
221	INVALID ESYP END DATE 2	This message indicates that an End Date for ESYP occurs after 8/32	Correct date value and resubmit data.
222	INVALID ESYP SCHOOL YEAR	This message indicates that an End School year for ESYP occurs before the Begin School Year.	Correct the school year code and resubmit data.
223	NO VALID EVAL FOR ESYP	This message indicates that a valid Evaluation record could not be found for ESYP.	Add valid Evaluation and resubmit the data.
224	INVALID PRIMAY EXCEPTIONALITY FOR ESYP	This message indicates that an invalid primary exceptionality was entered for ESYP.	Modify primary exceptionality and resubmit the data.

225	INVALID SECONDARY EXCEPTIONALITY FOR ESYP	This message indicates that an invalid secondary exceptionality was entered for ESYP.	Modify secondary exceptionality and resubmit the data.
226	INVALID PREREFERRAL	This message indicates that a valid Pre-referral could not be found for the Evaluation.	Enter a valid Pre-referral and resubmit the data.
227	TOO MANY EXTENSIONS	This message indicates that more than four extensions were added for an Evaluation.	Modify extensions and resubmit the data.
228	MEDICAL IMPAIRMENT REQUIRED	This message indicates that one or more Evaluation exceptionalities requires a medical impairment.	Submit valid medical impairment. This message is a warning only.
229	PARTICIPANTS REQUIRED	This message indicates that Evaluations must have at least two participants.	Submit participant information. This message is a warning only.
230	INVALID EXIT CODE FOR POST TRANS	This message indicates that a Post Transition Plan record was attempted to be added for an invalid SPED Exit Code.	Correct SPED Exit Code and resubmit the data.
240	VALID EVAL FOR IEP	This message indicates that an IEP was attempted to be added without a valid Evaluation record.	Add valid Evaluation record and resubmit the data.
241	VALID SITE CODE FOR IEP	This message indicates that an IEP was attempted to be added with an invalid Site Code.	Correct Site Code and resubmit the data.
242	MISSING DECISION CODE FOR IEP	This message indicates that a decision date was entered for an IEP but a decision code was not supplied.	Enter a valid decision code and resubmit the data.
243	IFSP AGE	This message indicates that a student older than 3 was entered for IFSP.	Check the student's age and resubmit the data.
244	IFSP TERMINATION DATE	This message indicates that a termination date was submitted that occurs before the begin date.	Correct date value and resubmit the data.

245	INIT EVAL PERMISSION REQ DATE	This message indicates that the submitted permission request date is greater than the decision date.	Correct date values and resubmit the data.
246	INIT EVAL ELIG DET DATE	This message indicates that the submitted eligibility determination date cannot be greater than report disseminated date	Correct date values and resubmit the data.
247	INVALID SCHOOL YEAR EXTENSION FOR REEVAL REASON	This message indicates that an end of school year extension was submitted for an invalid Reevaluation reason code.	Correct reason code or remove extension and resubmit the data.
248	NON FUTURE DATE	This message indicates that a future date value was submitted for a field that does not allow future dates.	Correct date value and resubmit the data.
249	OVERLAPPING SERVICE	This message indicates that a service begin date was submitted prior to previous service end date.	Correct date value and resubmit the data.
250	NO INIT EVAL FOUND FOR REEVAL	This message indicates that a valid Initial Evaluation record could not be found for the submitted Reevaluation.	Enter valid Initial Evaluation and resubmit the data.
251	NO VALID IEP OR SERVICES PLAN FOUND FOR SERVICE	This message indicates that a valid IEP or a valid Services Plan could not be found for the submitted Service.	Enter a valid IEP or a valid Services Plan and resubmit the data.
252	NO VALID EVAL FOR SERVICES PLAN	This message indicates that a valid Evaluation could not be found for the submitted Services Plan.	Enter a valid Evaluation and resubmit the data.
253	MULTIPLE PRIMARY EXCEPTIONALITIES	This message indicates that multiple primary exceptionalities were submitted for an Evaluation.	Remove one or more of the primary exceptionalities and resubmit the data.
254	UNIQUE DATA RULE	This message indicates that non unique data was supplied for a field that requires unique data.	Delete one or more of the records and resubmit the data.

255	DUPLICATE SSN	This message indicates that the student's SSN is already in use in the system.	Correct SSN number and resubmit the data.
256	INVALID AGE FOR DIPLOMA	This message indicates that the student must be at least 16 years of age to graduate with a diploma.	Correct student's age or change exit code and resubmit the data.
257	INVALID SPED AGE	This message indicates that the student's age is greater than 22.	Correct student's age and resubmit the data.
258	INVALID ESYP AGE	This message indicates that the student's age is not between 3 and 22.	Correct student's age and resubmit the data.
259	INVALID IEP DECISION CODE	This message indicates that an invalid IEP decision code is saved for the new record to be added.	Correct IEP decision code and resubmit the data.
260	PLACEMENT CODE AGE	This message indicates that the student's age in invalid for the supplied placement determination code.	Correct student's age or change placement determination code and resubmit the data.
261	INVALID SPONSOR CODE	This message indicates that an invalid sponsor code was submitted.	Correct sponsor code and resubmit the data.
262	INVALID PRIM EXECPTIONALITY	This message indicates that one or more of the submitted exceptionality codes cannot be the primary exceptionality.	Correct the exceptionality code and resubmit the data.
263	INVALID SCHOOL CODE	This message indicates that an invalid school code was submitted.	Correct the school code and resubmit the data.
264	INVALID SECONDARY EXCEPTIONALITY	This message indicates that an invalid secondary exceptionality code was selected for the exceptionality.	Correct the secondary exceptionality code and resubmit the data.
265	INVALID PLACEMNT DETER CODE 1	This message indicates that the submitted placement determination code does not match school information.	Correct site code or placement determination code

			and resubmit the data.
266	INCOMPLETE SITE INFORMATION	This message indicates that incomplete site information for placement determination validation.	Correct site information and resubmit the data.
277	SSN CANNOT START WITH 8	This message indicates that the submitted SSN begins with an '8'.	Correct SSN number and resubmit the data.
278	NO DUP POST TRANS	This message indicates that the student already has a Post Transition Plan with the same Type as the submitted Post Transition Plan.	Correct the Plan type and resubmit the data.
279	WARNING: STUDENT RECORD ADDED	This message indicates that the student record was added as requested; action code was A.	Verify that the student record was intended to be added.
280	WARNING: STATE ID CHANGED	This message indicates that the State ID Number of the student record was changed as requested; action code was C and State ID Number was different than existing number in SER.	Verify that the State Id Number of the student record was intended to be changed.
281	OVERLAPPING JUR	This message indicates that a Jurisdiction Begin Date is being submitted that takes place during a previous Jurisdiction Record.	Correct the Begin Date and resubmit the data.
282	INVALID AGE FOR 22 EXIT	This message indicates that an Exit Code of Reached 22 Birthday was added for a student under 22.	Correct exit code and resubmit the data.
283	NO VALID EVAL FOR SERVICE	This message indicates that a valid Evaluation could not be found for the submitted Service.	Enter a valid Evaluation and resubmit the data.
284	INVALID AGE FOR DD	This message indicates that an Exceptionality Code of Developmental Delay was added for a student over 8.	Correct Exceptionality Code and resubmit the data.

285	MISSING PRIMARY EXCEPTIONALITY	This message indicates that a disseminated date was entered for an Evaluation that is missing a Primary Exceptionality.	Enter a Primary Exceptionality and resubmit the data.
286	MISSING REQ EXCEPTIONALITY DETAIL	This message indicates that a disseminated date was entered for an Evaluation that is missing a required Exceptionality Detail.	Enter a Detail record and resubmit the data.
287	INVALID SCHOOL YEAR	This message indicates that an End School Year Code was selected that was more than a year greater than the Begin School Year Code.	Enter a valid End School Year Code and resubmit the data.
288	MISSING ACTION CODES	This message indicates that the batch/xml file was missing required action codes.	Please verify the batch/xml file against the layout.
289	ACTION CODES ENTERED NOT REQUIRED	This message indicates that the batch/xml file has action codes but the file type specified they are not required.	Please verify the batch/xml file against the layout.
290	NO VALID IEP or SERVICE PLAN	This message indicates that a valid IEP or Service Plan could not be found for the submitted Assessment	Enter a valid IEP or Service Plan and resubmit the data.
291	MISSING REQUIRED ENTRY DATE, LEVEL, AND SCORE	This message indicates that a valid Entry date, level and score was not entered.	Enter a valid Entry date, level and score.
292	MISSING REQUIRED EXIT DATE, LEVEL, OR SCORE	This message indicate that a valid Exit date, level or score was not entered.	Enter a valid Exit date, level and score
293	INVALID STUDENT AGE	This message indicates that the Students is not between 3 and 6 years of age at the time of the Entry date.	Correct the AEPS Assessment Entry Date then resubmit.
294	INVALID STUDENT AGE	This message indicates that the Students is not between 3 and 6 years of age at the time of the Exit date.	Correct the AEPS Assessment Exit Date then resubmit.

295	INVALID AEPS ENTRY/EXIT DATE	This message indicates that the AEPS Entry Date is greater than the Exit date.	Correct the AEPS Entry/Exit date then resubmit.
296	INVALID AEPS ENTRY/EXIT DATE	This message indicates that the AEPS Entry/Exit date is greater than the current date.	Correct the AEPS Entry/Exit date then resubmit.
297	NO DUP AEPS ASSESSMENT	This message indicates that the student already has an AEPS Assessment with the same Type and date as the submitted AEPS Assessment.	Correct the AEPS Assessment Date and type then resubmit
298	INVALID PRIMARY EXCEPTIONALITY	This message indicates that the primary exceptionality cannot be Gifted/Talented when another disabling exceptionality exists.	Correct the primary exceptionality.
299	INVALID SECONDARY EXCEPTIONALITY	This message indicates that the secondary exceptionality cannot be disabling when the existing primary exceptionality is Gifted/Talented.	Correct the secondary exceptionality
300	PARENT BATCH BLOCK/XML ELEMENT REQUIRED	This message indicates that the parent block/XML element does not exist.	Correct the batch/xml by including the parent data element
301	INVALID SCREENING RESULT CODE	This message indicates that an invalid value was given for this screening type. Code of "D" Advanced is not an accepted value for this screening type.	Correct the screening result code.
302	SPED ACTIVITY HAS POST SCHOOL TRANSITION	This message indicates that a SPED Activity record with a Post School transition is attempting to be removed. Cannot remove SPED Activity record while a Post School transition record exists	Please remove the Post School transition record before attempting to remove the SPED Activity record.
303	TERMINATION REASON CODE REQUIRED	This message indicates that a termination reason code is	Please supply a termination reason code

		required when a service is being terminated.	
304	INVALID PLACEMENT DETERMINATION CODE.	This message indicates that an invalid value was given for the placement determination code.	Correct the placement determination code.
305	IEP FORMS - IEP CAN NOT BE DELETED	This message indicates that an IEP cannot be deleted if an IEP form is associated with it.	Please delete the IEP form first then delete the IEP.
306	IEP FORMS - AN IEP FORM IS CURRENTLY ACTIVE	There is an IEP form associated with this Student that is in Draft or in Official status and not submitted to SER. You must first close out this IEP form before the student information can be changed.	There is an IEP form associated with this Student that is in Draft or in Official status and not submitted to SER. You must first close out this IEP before the student site can be changed.
307	OPEN SERVICE(S) FOR JURISDICTION DELETE	This message indicates that all open services must be closed before deleting a jurisdiction.	There is an Open service associated with this student. You must first close the service before the jurisdiction can be deleted.
308	INVALID AEPS SOCIAL/EMOTIONAL SCORE	This message indicates that an invalid AEPS Social/Emotional score value was entered for the given test level.	Correct the score value so that it falls within the proper range.
309	INVALID AEPS COMMUNICATION/LITERACY SCORE	This message indicates that an invalid AEPS Communication/Literacy score value was entered for the given test level.	Correct the score value so that it falls within the proper range.
310	INVALID AEPS BEHAVIORAL SCORE	This message indicates that an invalid AEPS Behavioral score value was entered for the given test level.	Correct the score value so that it falls within the proper range.

311	SSN MUST BE 9 DIGITS	This message indicates that the submitted SSN does not meet the length requirements.	Correct the SSN to be 9 digits long and resubmit.
312	IEP CAN NOT BE CHANGED	This IEP was created automatically by the IEP Form subsystem. Any changes to this IEP must be made by modifying the IEP Form	Modify the IEP Form via the IEP Form screens 0
1000		A valid school site code must be entered. Invalid site codes include: (a) sites ending in '888'	Choose a site code that exists.
1001		There is an IEP form associated with this Student that is in Draft or in Official status and not submitted to SER. First close out this IEP form before the student's information can be changed.	Delete Draft IEP Forms and/or Submit Official IEP Forms to SER.
1002		A Jurisdiction cannot be deleted when there is an IEP-Form in Draft or Official status and not submitted to SER. If a jurisdiction correction is needed, contact a member of LDE\Data Mgt Staff.	Delete Draft IEP Forms and/or Submit Official IEP Forms to SER.
1003		Future dates are only allowed if it is currently between 6/1 and 8/31.	Correct the Jurisdiction or Service Begin Date to be in the past.
1004		{0} does not allow future dates.	Enter a date not in the future
1005		{0} cannot have duplicate data.	Correct the field to have different data from other records.
1006		There is an IEP form associated with this Student that is in Draft or in Official status and not submitted to SER. You may want to first	Optionally delete Draft IEP Forms and/or Submit Official IEP Forms to SER.

		delete or submit this IEP form.	
1007		The record cannot be modified or deleted because it was created prior to a Special Ed Activity being exited by Revocation of Consent.	Remove the Special Ed Exit of Revocation of Consent before modifying or deleting the record
1008		The selected value is not a valid code for {0} based on the Effective Date, {1}.	Pick a valid code for the Drop Down List, or change the Effective Date so that it is a valid code.
1100		An error occurred trying to create/modify current Student record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDE\Data Mgt Staff.
1101		The student's SSN is already in use.	The student exists. Change the SSN or edit the current student's data
1102		WARNING: Student's age must not be older than 22, unless the student is 23 or 24 and the record already existed.	This is only a warning. A new student in SER cannot be older than 22, but the record for an existing student can be modified if the student is 23 or 24. Correct the Birth Date.
1103		Student's age must not be older than 22.	A new student in SER cannot be older than 22. Correct the Birth Date.
1105		SSN must be 9 digits.	Correct the SSN to be 9 digits.

1106		SSN may only contain numbers.	Correct the SSN to only contain numbers.
1107		The school cannot be closed. Please enter a valid site code that is open as of the Jurisdiction Begin Date.	Choose a site that is open as of the Jurisdiction Begin Date.
1108		Cannot Delete a student with an existing {0}	Delete the items before attempting to delete the Student
1109		At least one Ethnicity value must be set to true.	You must pass in a true value for at least one of the Ethnicity values.
1110		The grade "Not Enrolled" can only be used on the Pre-Referral Activities page. Choose a valid grade for the student.	Choose a valid grade for the student.
1111	SSN Is Not 10 Digits	SSN must be 9 digits.	Correct the State ID to be 9 digits.
1112	SSN Contains Non Numbers	SSN may only contain numbers.	Correct the SSN to only contain numbers
1200	Jurisdiction Change Open Eval	Cannot change LEA while an evaluation is in process.	Delete the In-Process Evaluation or complete the Evaluation before moving the student to a new Jurisdiction.
1201	Jurisdiction Change Open Services	Open Service(s) must first be closed.	Close open Services before moving the student to a new Jurisdiction.
1202	Overlapping Jurisdiction Dates	Overlapping Jurisdiction records not allowed.	Change the Begin Date of the Jurisdiction so it is after the previous End Date.

1203	Generic Error Close Jurisdiction	An error occurred trying to close previous jurisdiction record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1204	Multiple Open Jurisdictions	Invalid jurisdiction records for student. Student has multiple open jurisdictions.	Close previous Jurisdiction before opening a new one.
1205	Jurisdiction Begin Date Changed	Jurisdiction Begin Date cannot be edited once set the first time.	Do not try to modify the Jurisdiction Begin Date.
1206	Invalid Jurisdiction Code	A valid jurisdiction code must be entered.	Select a valid, open LEA.
1207	Jurisdiction Change Warning	Jurisdiction Saved. Please verify Parent / Guardian Address.	This is not an error. It is a reminder to verify that the Parent / Guardian Address is correct, since if the school has changed, the address may have as well.
1208	Jurisdiction Site Changed	Site ID cannot be edited once set the first time.	Do not try to modify the Jurisdiction Site ID.
1209	Jurisdiction Change Open IFSP Services	Open IFSP Service(s) must first be closed.	Close open IFSP Services before moving the student to a new Jurisdiction.
1210	Jurisdiction Delete	Cannot delete Jurisdiction record.	Cannot delete Jurisdiction record.
1211	Jurisdiction Invalid Site 999	District Routing Site is not a valid Site in SER.	Choose a different Site
1212	Jurisdiction Invalid Site 800	District Routing Site is not a valid Site in SER.	Choose a different Site
1213	Jurisdiction Invalid Site 888	District Routing Site is not a valid Site in SER.	Choose a different Site
1300	Parent Guardian Delete	Cannot delete Parent/Guardian record.	Cannot delete Parent/Guardian record.

1400	Overlapping SpEd Dates	SpEd Activity begins before a previous SpEd Activity ends.	Correct the SpEd Activity begin date to be after the end of the previous SpEd Activity.
1401	Generic Error SpEd Activity	An error occurred trying look for open Evaluations before exiting the student.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1402	SpEd Exit Evaluation Open	Student cannot be Exited with Evaluation still open. Close all open Evaluations before exiting student.	Complete/delete all open Evaluations.
1403	SpEd Exit Reevaluation Open	Student cannot be Exited with Re-evaluation still open. Close all open Re-evaluations before exiting student.	Complete/delete all open Reevaluations.
1404	Generic Error SpEd Close Jurisdiction	An error occurred trying to close an open jurisdiction.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1405	Generic Error SpEd Close Services	An error occurred trying to close open services.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1406	SpEd Reopen Jurisdiction Changed	An error occurred trying to re-open a closed jurisdiction. Sped activity cannot be re-opened after jurisdiction has changed.	A new SpEd Activity must be created or the previous Jurisdiction reopened.
1407	SpEd Reevaluation Decline	An error occurred trying to save a Re-Evaluation Decline Date. Re-Evaluation Decline date must be greater than	Choose a Reevaluation Decline Date greater than the current

		the begin date of the current Jurisdiction.	Jurisdiction Begin Date.
1408	SpEd Dates Not Greater Than Entry Date	{0} must be greater than Entry Date.	The SpEd Activity Exit Date and Reevaluation Decline Date must be greater than the SpEd Activity Entry Date.
1409	SpEd Open Post School Transition	SPED activity has Post School Transition. Cannot delete SPED Activity.	The Post School Transition related to this SpEd Activity must be deleted or the SpEd Activity cannot be deleted.
1410	SpEd 22nd Birthday Not Reached	Student's age must be at least 22 for exit code.	Change Exit Code to something other than Reached 22nd Birthday.
1411	SpEd Under 16 For High School Diploma	Student's age must be at least 16 to graduate with diploma.	Change Exit Code to something other than High School Diploma.
1412	SpEd Exit Needs Date	If the Special Ed Activity Exit Reason is provided, an Exit Date is required.	If closing the Special Ed Activity, provide a date. Otherwise do not close the Special Ed Activity.
1413	SpEd Activity Needs Exit Code	If the Special Ed Activity Exit Date is provided, an Exit Reason is required.	If closing the Special Ed Activity, provide a reason. Otherwise do not close the Special Ed Activity.
1414	SpEd Activity Re-Eval Decline Date Rule	Special Ed Activity Exit Date and Exit Code are required if Reevaluation Decline date is entered.	Need to provide the exit date and code when providing the Reevaluation decline date
1415	Close Jurisdiction No In Process Eval Rule	All Evaluations require a Disseminated Date for the Jurisdiction to be closed or deleted.	You must enter a Disseminated Date for all Evaluations or delete any In Process Evaluations.

1416	SpEd Exit Revocation Non Gifted/Talented Rule	A Special Ed Activity cannot be exited with Exit Reason of 17 - Revocation of Consent if the current Evaluation is Gifted / Talented only.	The Special Ed Activity must have a different Exit Reason.
1417	SpEd Exit Revocation Date Rule	A Special Ed Activity cannot be exited with Exit Reason of 17 - Revocation of Consent prior to 7/1/2009.	The Special Ed Activity must have an Exit Date later than 7/1/2009 or a different Exit Reason.
1418	SpEd Activity Need IEP For Revocation Rule	The previous Special Ed Activity was exited with Revocation of Consent. An IEP must be created.	Go through the process to reintroduce a Revocated student to SER, which includes a new Initial (regular) or Review (G/T) IEP.
1419	SpEd Re-evaluation Decline	Re-Eval Decline Date must be greater than the Special Ed Activity Exit Date	Modify the Re-Eval Decline date to be greater than the Special Ed Activity Exit date
1420	SpEd Activity Close Jurisdiction Dates Rule	Special Ed Exit Date must be greater than the current Jurisdiction begin date	Modify the Special Ed Exit Date to be greater than the current jurisdiction begin date
1421	SpEd Close Transferred To Reg Ed Rule	To use Exit Reason of Transferred to Regular Ed, the student must have closed services, and must either be in Home-School or Private school or have a Gifted/Talented or No Exceptionality.	If the student is being exited due to No Exceptionality, first access the Service page and close all services with a service termination reason of Progress Indicates Service No Longer Needed. Then access the Special Education Activity

			page and enter this exit reason.
1422	SpEd Exit State Approved Invalid	Exits including the State Approved Skills Certificate may not be used for Exit Dates prior to 9/1/2011.	Use a different Exit Code or change the Exit Date to 9/1/2011 or greater.
1423	SpEd Exit One Cert Of Achievement	A student cannot have more than one Certificate of Achievement.	Choose a different exit type
1500	Pre-Referral Infant Toddler Invalid Age	Student's age is invalid for Immediate Referral Reason of Infant/Toddler.	Change the Pre Referral Reason.
1501	Pre-Referral Greater Than Revocation Date Rule	The SBLC Decision Date must be after the previous Special Ed Activity Revocation Exit Date.	Increate the SBLC Decision Date to something after the Revocation Exit Date
1502	Pre-Referral Reason Required Rule	Pre-Referral Reason is required unless immediate referral reason is entered.	Enter a Pre-Referral Reason.
1503	Pre-Referral Reason Delete Rule	Cannot delete the last remaining Pre-Referral Reason for this Pre-Referral Activity.	Either change the remaining Pre-Referral Reason or add a new one before deleting the remaining one.
1600	Screening Duplicate Not Valid	Duplicate Screenings for the same date are not allowed.	Change the Screening Code and/or Date.
1601	Screening Advanced Invalid	Result Code of 'Advanced' is not an accepted value for this screening type.	Change the Screening Code or Result Code.
1700	Exceptionality Duplicate	Duplicate Exceptionalities for the same Evaluation are not allowed.	Choose a different Exceptionality or do not add the Exceptionality.
1701	Exceptionality More Than One Primary	A primary exceptionality already exists for this evaluation.	Change the Exceptionality to a Secondary or do not add the Exceptionality.
1702	Exceptionality Developmental Delay	Student's age must not be older than 8 for Developmental Delay.	Change Exceptionality to something other

			than Developmental Delay or do not add the Exceptionality.
1703	Exceptionality Invalid Primary	One or more Exceptionality Codes cannot be the Primary Exceptionality.	Change the Exceptionality or make it a Secondary or do not add the Exceptionality.
1704	Exceptionality Invalid Secondary	Invalid Exceptionality Code selected for secondary exceptionality.	Change the Exceptionality or make it a Primary or do not add the Exceptionality.
1706	Evaluation Extension Unauthorized	Current user does not have authority set an extension.	Your user does not have rights to set an extension.
1707	EvaluationExtensionsMoreThan3	Only 3 extensions are allowed per each evaluation.	Either delete an existing extension or do not add this extension.
1708	Generic Error Re-Evaluation Code	An error occurred trying to check Re-Evaluation Reason Code.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1709	Evaluation Extension Invalid For Re-Evaluation Reason	Cannot add end of school year extension for the selected Re-evaluation Reason.	Select a different Re-evaluation Reason or do not add an extension.
1710	Evaluation Duplicate Disseminated Dates	Evaluation does not allow duplicate Report Disseminated Dates.	Change the Report Disseminate Date to a date greater than previous Evaluation's Disseminated Date.
1711	Evaluation Duplicate Start Dates	Evaluation does not allow duplicate start dates.	Change the Evaluation Start Date to a date greater than the previous

			Evaluation's Start Date.
1712	Eligibility Determination Date	Eligibility Determination Date is missing.	Provide the Eligibility Determination Date.
1713	Valid Pre-Referral Needed	A valid Pre-Referral is required to add an Evaluation.	Enter a valid Pre Referral before adding an Evaluation.
1714	Generic Error Evaluation Pre-Referral	An error occurred trying to validate current Pre-Referral record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1715	Evaluation No Primary	Evaluations must have a Primary Exceptionality. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add a Primary Exceptionality later, then save the Report Disseminated Date.	Add a Primary Exceptionality before saving the Report Disseminated Date.
1716	Evaluation No Detail	One or more evaluations are missing required detail. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add a Primary Exceptionality later, then save the Report Disseminated Date.	Add at least one Detail to the Exceptionalities that need Detail before saving the Report Disseminated Date.
1717	Evaluation No Medical	One or more selected Exceptionalities requires a Medical Impairment. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add the Medical	Add a Medical Impairment before saving the Report Disseminated Date.

		Impairment, then save the Report Disseminated Date.	
1718	Evaluation No Participant	Evaluations must have at least two participants. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add participants, then save the Report Disseminated Date.	Add two Participants before saving the Report Disseminated Date.
1719	Evaluation No Coordinator	SER Evaluation Coordinator is a required field.	Select an Evaluation Coordinator.
1720	Evaluation Permission Greater Than Decision	Permission Request Date cannot be greater than Decision Date.	Choose a Permission Request Date before the Decision Date.
1721	Evaluation Eligibility Greater Than Disseminated	Eligibility Determination Date cannot be greater than Report Disseminated Date.	Choose an Eligibility Determination Date before the Report Disseminated Date.
1722	Evaluation Start date Greater Than Disseminated	Start Date cannot be greater than Report Disseminated Date.	Choose a Start Date before the Report Disseminated Date.
1723	Generic Error Evaluation Compare Dates	An error occurred trying to compare Evaluation dates.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1725	Re-Eval Permission Earlier Than Decision	Permission Request date cannot be earlier than Initial Evaluation Decision Date.	Choose a Permission Request Date that is later than an Initial Evaluation Decision Date.
1726	Generic Error Check For Initial Evaluation	An error occurred trying to check Initial Evaluation.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.

1727	Re-evaluation Initial Evaluation No	Initial Evaluation has Parent Decision Code of 'No'.	A Reevaluation needs an approved Initial Evaluation.
1728	Re-evaluation No Initial Found	No Initial Evaluation record found.	A Reevaluation needs an Initial Evaluation.
1729	Exceptionality Invalid GT Primary	Primary Exceptionality cannot be Gifted/Talented when another disabling Exceptionality exists.	Change to a different exceptionality.
1730	Exceptionality GT Primary Invalid Secondary	Secondary Exceptionality cannot be disabling when the existing Primary exceptionality is Gifted/Talented.	Change to Talented or do not add the Exceptionality.
1731	Exceptionality Need Single Detail	Exceptionality Code of {0} cannot have multiple Detail Codes.	Limit the number of Detail Codes to 1, or change the Exceptionality Code.
1732	Waiver Dates Not Matched	The Parental Approval Date and Report Disseminated date must be the same	Change the Report Disseminated Date to match the Parental Approval Date
1733	Re-Eval Waiver Mis-Matched	A Waived Re-Evaluation must have the same Exceptionalities, Medical Diagnosis, and Participants as the previous Evaluation.	Update the new Re-Evaluation to have the same Exceptionalities, Medical Diagnosis, and Participant as the pervious Evaluation.
1734	Re-Eval Triennial With Extension	A Triennial Re-Evaluation is not allowed to have extensions past the 3 year anniversary of the most current Evaluation.	Remove the Extensions or change Reevaluation Reason.
1735	Initial Eval SER Coordinator Is Not GT Teacher	GT Teacher is valid coordinator only for re-evaluations.	Change coordinator to other value.
1736	Initial Eval Require Screening Rule	An initial evaluation requires a screening date and result	Create the required screenings for this student

		code for each type of screening	
1750	Triennial Re-Evaluation Waiver Report Disseminated To Old	Triennial Re-evaluation Waiver report disseminated date must be greater than the prior evaluation start date.	Change the Triennial Re-evaluation Waiver report disseminated date to be greater than the original evaluation.
1751	Triennial Re-Evaluation Waiver Report Disseminated To New	Triennial Re-evaluation Waiver report disseminated date must not be greater than or equal to the next evaluation start date.	Change the Triennial Re-evaluation Waiver report disseminated date to be less than or equal to the next evaluation start date.
1752	Triennial Re-Evaluation Waiver Exist On Eval	Cannot delete the evaluation when it precedes a Triennial Re-evaluation Waiver.	Delete the existing Triennial Re-evaluation Waivers.
1753	Triennial re-Evaluation Waiver Report Disseminated Incorrect	Parental Waiver Permission Date must be 2 years and 6 months to 3 years since the previous evaluation Report Disseminated Date. Unless 2 years and 6 months occurs in June or July, at which point it must be greater than 2 years and 4 months.	Change the Parental Waiver Permission Date to be within the criteria.
1754	Triennial Re-Evaluation Waiver In Progress Eval	Triennial Re-evaluation Waiver cannot be created for an in progress evaluation.	Enter Triennial Re-evaluation Waiver after evaluation has been disseminated.
1755	Valid Exceptionality Detail Code Rule	The Exceptionality Detail Code {0} is not valid for the Exceptionality chosen.	Choose a different detail code or a different exceptionality code.
1756	Evaluation Exceptionality Two Details	For exceptionality of {0} at least two Details must be selected.	Add another Detail or change the Exceptionality Code.
1757	Evaluation Exceptionality Needs Detail	Exceptionality Code of {0} needs Detail Codes.	Add a Detail or change the Exceptionality Code.

1758	Evaluation Extension Parentally Approved Rule	Extension Number of Days value must be between 1-30	Please enter a value between 1-30 for the Extension field Number of Days
1759	Evaluation Extension Parentally Approved Rule	Extension Approval Date must be after Evaluation Start Date	Please enter an Extension Approval Date that is after the Evaluation Start Date
1760	Evaluation Extension Parentally Approved Rule	End of Year Extension Reason does not require Date Approved and/or Number of Days	Remove values for Date Approved and Number of Days or Change the Extension Reason
1761	Evaluation Extension Parentally Approved Rule	An error occurred trying to check the Evaluation Extension	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1762	Evaluation Extension End Of Year Rule	An Evaluation is limited to only one end of year extension	Extension type cannot be end of year
1763	Evaluation Extension Approval Date Rule	Evaluation extension Approval date must be unique	Evaluation extension Approval date must be unique
1764	Triennial Re-Evaluation Waiver Fields Not Required Rules	Coordinator Title Code is not required for Triennial Reevaluation Waivers. The value supplied in the Coordinator Title field will not be saved.	Coordinator Title should not be submitted with Triennial Reevaluation Waivers.
1765	Evaluation Extension End Of Year Rule	An Initial Evaluation EOY extension can only be created when the initial evaluation start date is between 3/1 and 7/31	Initial evaluation start date must be between 3/1 and 7/31
1766	Evaluation Revocation Check For Pre-Referral Rule	A Pre-Referral is required after the previous Special Ed Activity Revocation Exit Date.	A Special Ed Activity was exited with type of Revocation of Consent, and a regular Eval, so a

			Pre-Referral is required before a new Initial Evaluation can be created.
1767	Evaluation Revocation Require Correct Type Rule	An Initial Evaluation is required if the Evaluation prior to a Special Ed Activity exited with reason Revocation of Consent was Disabling	Change the evaluation to an Initial Evaluation.
1768	Evaluation Revocation Require Correct Type Rule GT	A G/T only Re-Evaluation is required if the Evaluation prior to a Special Ed Activity exited with reason Revocation of Consent was partly Gifted / Talented	Change the evaluation to a G/T only Re-Evaluation.
1769	Evaluation Greater Than Revocation Date Rule	The Initial Evaluation Decision Date must be after the Special Ed Activity Revocation Exit Date	Make the Decision Date greater than the Exit Date
1770	Evaluation Greater Than Revocation Date Rule GT	The Re-Evaluation Permission Request Date must be after or equal to the Special Ed Activity Revocation Exit Date	Make the Permission Request Date greater than the Exit Date
1771	Triennial Re-Evaluation Waiver Not Allowed	A Triennial Waiver cannot be created for an Evaluation having an Exceptionality of 99-Unable to complete Evaluation Process	Change the Evaluation Exceptionality
1772	Triennial Re-Evaluation Waiver Not Allowed	A Triennial Re-Evaluation Waiver requires a value for the Report Disseminated Date	Supply a value for the Report Disseminated Date Field
1773	Triennial Re-Evaluation Waiver Expired Eval Rule	A Triennial Waiver Re-Evaluation cannot be completed for an expired evaluation	Change the Parental Waiver Permission Date to be within the valid 3 year evaluation period.
1774	Triennial Re-Evaluation Waiver Check Original Dissem Date	Triennial Re-evaluation Waiver cannot be created if the original evaluation's	Supply a value for the for the original evaluation's

		Disseminated Date Field is null.	Disseminated Date Field.
1800	IEP Leap Code Must Be Leap/ILeap/Gee	LEAP code must be LEAP / iLEAP / GEE or ASA since current evaluation has Gifted as primary or secondary exceptionality or talented as primary.	Update the Evaluation or set the Leap code to LEAP / iLEAP / GEE or ASA.
1801	IEP Entered IEP Forms Only	An IEP must be entered using the IEP Forms system after April 1, 2008	Open IEP Forms and enter the IEP information.
1802	IEP Change In IEP Forms Only	This IEP was created automatically by the IEP Form subsystem. Any changes to this IEP must be made by modifying the IEP Form	Open IEP Forms and make the required changes to the IEP.
1803	IEP Missing SpEd Activity ForTMD	A valid SpEd Activity record cannot be found for the IEP Team Meeting date.	A SpEd Activity must be created that occurs during the Team Meeting Date.
1804	IEP Form Exists	There is an IEP form associated with this IEP. The IEP form must first be deleted before the IEP can be deleted.	Delete the IEP Form and try deleting the IEP again.
1805	IEP Delete With Services	Unable to delete the IEP with Services that belong to it.	Remove the services from the IEP and try the delete again.
1806	IepDeleteWithServices2	IEP cannot be deleted because services exist with start dates greater than the IEP date.	Remove services occurring after the IEP and try deleting the IEP again.
1807	Generic Error IEP Delete Activity Record	An error occurred trying to delete Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1808	IEP Initial Requires Parent	An Initial IEP requires the Parent to attend the meeting.	Indicate that the parent has attended

			and their decision and save again.
1809	IEP TMD After Service Date	IEP Team Meeting Date cannot be changed to be greater than the start date for depending services.	Change the Team Meeting Date to be before the start of services.
1810	Generic Error IEP Validate TMD	An error occurred trying to validate the IEP Team Meeting Date.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1811	IEP Interim Missing Pre-Referral Or Eval	An Immediate Pre-Referral and an in-process Evaluation is required to add an Interim IEP.	Create an Immediate Pre-Referral and start an Evaluation and then recreate the Interim IEP.
1812	IEP Review Requires Pre-Ref Or Eval	An Out of State Immediate Pre-Referral Reason or a completed or in process Evaluation is required to add an IEP of type Review.	Enter in an Immediate Pre-Referral Reason or create an Evaluation and then create the Review IEP.
1813	IEP Require Current Eval	A current Evaluation is required to add an IEP.	Create an evaluation and then add the IEP.
1814	Generic Error IEP Validate Eval	An error occurred trying to validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1815	IEP Valid Site Code Required	A valid site code must be entered.	Enter a valid Site Code and try your save again.
1816	IEP TMD Conflict	IEP Team Meeting Date conflict. Multiple IEP's are not allowed to have the same Team Meeting Date.	Update your Team Meeting date.

1817	IEP Invalid Grade Code	Error in Current Grade Field. Not Enrolled is not a valid grade code for an IEP.	Update the current grade code.
1818	IEP Parent Decision Required	If parent sign date is entered, parent decision code must be entered.	Enter the parent decision code.
1819	IEP Missing Required Fields	Error in field(s) {0}. These fields are required but no values were provided.	Enter a value in the specified field.
1820	IEP Invalid Student Age For Placement	Student's age is not valid for Placement Determination code selected.	Update the Placement Determination code.
1821	IEP Parental Private School Not Valid	Parentally Placed in Private School is not a valid placement for IEP.	Select a different placement code.
1822	Generic Error IEP Placement Determination	An error occurred trying to check student age for Placement Determination.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1823	IEP Placement And School Mis-Match	Placement determination does not match school information.	Update the Placement Determination or school information.
1824	Incomplete Site Information	Incomplete site information for placement determination validation.	Complete the required site information.
1825	IEP Service Plan TMD Conflict	An IEP and a Services Plan cannot have the same Team Meeting Date.	Update the Team Meeting Date for the IEP or Services Plan.
1826	Generic Error SP SpEd Create	An error occurred trying to create SpEd Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1827	Service Plan Require Current Eval	A current Evaluation is required to add a Service Plan	Enter a current Evaluation and then

			create the Service Plan.
1828	Generic Error Service Plan Validate Eval	An error occurred trying to validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1829	Service Plan TMD Conflict	Services Plan Team Meeting Date conflict. Multiple Services Plans are not allowed to have the same Team Meeting Date.	Update the Team Meeting date.
1830	Service Plan Student Age Invalid For Placement	Student's age is not valid for Placement Determination code selected.	Update the Placement Determination Code.
1831	Service Plan Invalid Placement Code	Invalid Placement Determination Code. Team Meeting dates after 10/01/2006 have limited values for Placement codes.	Select a different placement code.
1832	Generic Error Service Plan Placement Code	An error occurred trying to check student age for Placement Determination.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1833	Generic Error IEP SpEd Creation	An error occurred trying to create SpEd Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1834	IEP Need LAA2 Content Areas	If the value for LEAP Code is LAA 2, at least one LAA 2 Content Area must be selected.	Change the value of LEAP Code, or select at least one Content Area.
1835	SP Delete With Services	Unable to delete the Services Plan with Services that belong to it.	Remove the services from the Services

			Plan and try the delete again.
1836	SP Delete With Services2	Services Plan cannot be deleted because services exist with start dates greater that the Services Plan date.	Remove services occurring after the Services Plan and try deleting the Services Plan again.
1837	Generic Error SP Delete Activity Record	An error occurred trying to delete Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1838	SP Entered IEP Forms Only	A Services Plan must be entered using the IEP Forms system after September 1, 2008	Open IEP Forms and enter the Services Plan information.
1839	SP Changes In IEP Form Only	This Services Plan was created automatically by the IEP Form subsystem. Any changes to this Services Plan must be made by modifying the IEP Form	Open IEP Forms and make the required changes to the Services Plan.
1840	IEP Revocation Need Evaluation Rule	An Initial Evaluation is required after the previous Special Ed Activity Revocation Exit Date before adding an IEP.	Add an Initial Evaluation with a Decision Date greater than the Revocation Date.
1841	IEP Revocation Need Evaluation Rule GT	A Gifted / Talented Re-Evaluation is required after the previous Special Ed Activity Revocation Exit Date before adding an IEP.	Add a Gifted / Talented Re-Evaluation with a Permission Request Date greater than or equal to the Revocation Date.
1900	Service Missing SpEd Activity Record	A valid SpEd Activity record cannot be found for the {0} Date.	A SpEd Activity must be created that occurs during the Service Begin and End Dates.

1901	Generic Error Service SpEd Activity	An error occurred trying to check valid SpEd Activity Record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1902	Service Start Date Greater Than End Date	{0} must be greater than {1}.	Update the start and end date.
1903	Service Date Overlap	The service begins before a previous service ends.	Update the service date to start after the previous service ends.
1904	Service Requires Eval	A current completed Evaluation is required to add a Service.	Create a current Evaluation, with a Report Disseminated Date, and try adding services again.
1905	Generic Error Service Valid Eval	An error occurred trying to create validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1906	Service Missing IEP Or Service Plan	A current IEP or Services Plan is required to add/change a Service.	Create a current IEP or Service plan and try adding services again.
1907	Service Multiple Providers Not Allowed	Multiple Service Providers are not supported for this type of Service. Please delete all extra service providers before changing the service.	Delete all extra service providers before changing the service.
1908	Service Termination Reason Required	Termination reason code required. Please supply a termination reason code.	Enter a reason code.
1909	Service Provider Missing Required Field	Error in field(s) {0}. These fields are required but no values were provided.	Complete the required field(s)

1910	Service Provider Delete	Cannot delete the last remaining Service Provider for this Service.	Either change the remaining Provider or add a new one before deleting the remaining one.
1911	Service Add Needs Provider	A new Service requires at least one Provider. Use the Initial Provider, Initial Service Detail, and Initial Service Location fields to submit at least one Provider.	In Batch / XML, the Initial_ fields are used to submit at least one Provider with the Service. Remaining Providers (if applicable) can be submitted using the regular Service Provider block. Changes and Deletes to all Service Providers should occur using the Service Provider block as well.
1912	Service Prior To Revocation Re-open Rule	A Service created prior to a Special Ed Activity Revocation Date must remain closed.	Re-enter Service End Date and Termination Code or cancel change.
1913	Service Need IEP After Revocation Rule	A Service created after a Special Ed Activity Revocation Date must have a Start Date that is greater than or equal to the IEP Team Meeting Date.	Change the Service Start Date to the Team Meeting Date or greater.
1914	Service Tied To RSM Sessions	This Service is associated with one or more Related Services/Medicaid Sessions or Calendars. You can no longer change it.	If the Service must be changed, close it out and open a new Service.
1915	Service Tied To RSM Sessions End Date	This Service is associated with one or more Related Services/Medicaid Sessions which occur after the supplied End Date.	Delete the applicable Sessions or choose a different End Date for the Service.
1916	Service Provider Has Sessions	This Service Provider is associated with one or more	If the Service Provider must be

		Related Services/Medicaid Sessions or Calendars and cannot be modified.	changed, close out the Service and open a new one with the changed Service Provider.
2000	Esyp Missing Activity Record For Date	A valid SpEd Activity record cannot be found for the {0} Date.	A SpEd Activity must be created that occurs during the ESYP Begin and End Dates.
2001	Generic Error Esyp Valid Sped	An error occurred trying to check valid SpEd Activity Record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2002	Esyp Missing IEP Referral Code	The IEP Referral Code field is a required field.	Enter a value for the Referral Code.
2003	Esyp Begin Date Before IEP TMD	Begin Date cannot be before IEP Meeting Date.	Update the begin date to be after the IEP Team Meeting Date.
2004	Esyp End Date Before Begin Date	End Date cannot be before Begin Date.	Change the Begin Date to be before the end date or the End Date to be after the Begin Date.
2005	Esyp End Date After 8/31	End Date cannot be after 8/31.	Update the End Date to be on or before 8/31.
2006	Esyp Begin Date After 8/31	Begin Date cannot be after 8/31.	Update the Begin Date to be before 8/31.
2007	Esyp Missing Current Eval	A current Evaluation is required to add an ESYP record.	Create a current Evaluation and try adding the ESYP again.
2008	Esyp Invalid Primary Exceptionality	Invalid primary exceptionality code.	Enter a valid primary exceptionality code.
2009	Esyp Invalid Secondary Exceptionality	Invalid secondary exceptionality code.	Enter a valid secondary exceptionality code.

2010	Esyp Invalid IEP Decision Code	Invalid IEP Decision Code.	Enter a valid IEP Decision code.
2011	Generic Error Esyp IEP Decision	An error occurred trying to check for valid IEP decision code.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2012	Esyp Invalid Student Age	Student's age is not valid for ESYP.	Verify the student's birthdate.
2013	Generic Error Esyp Student Age	An error occurred trying to check student age for ESYP.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2014	Esyp School Year Begin After End	Begin school year cannot come after end school year.	Update the end school year date to be after the begin school year date.
2015	Generic Error Esyp School Year Dates	An error occurred trying to check school year dates.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2016	Generic Error Esyp Dates	An error occurred trying to check critical dates.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2017	Generic Error Esyp Eval	An error occurred trying to validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.

2018	Esyp Service Required Rule	At least one service is required if the Total # of Days Attended is greater than 0	Enter the service record information.
2019	Esyp Progress Report IP Required Rule	If progress toward goal is IP-Insufficient Progress an IP Reason code must be supplied	Enter the IP Reason Code information.
2020	Esyp Begin End Dates Within School Year Rule	ESY Services Begin and End Dates entered are not valid for the current School Year. If these dates are correct, please contact LDOE and request that the School Year be changed.	Please contact LDOE and request that the School Year be changed.
2021	Esyp Duplicate School Year Rule	An ESY record for this School Year already exists.	You must either get LDOE to change the school year of the existing ESY record or create this record next year.
2022	Esyp Eligibility Required Fields	At least one Criteria for Determination must be selected	Please select at least one Criteria for Determination.
2023	Esyp Service Required Fields	At least one Service Location must be selected	Please select at least one Service Location.
2100	Exit Plan Duplicate PST	Student already has a Post Transition Plan of that type.	Select a different PST Plan type.
2101	Exit Plan Requires Career Code	A Valid Career Code is required when Working is selected.	If the type of the PST is Exit First Year Follow-up and Working is selected, then provide the Career Code, or uncheck Working.
2102	Exit Plan Requires Work Hours	Work Hours must be between 1 and 168 when Plan To Work is True.	Enter the number of hours between 1 and 168 the student plans to work.
2103	Exit Plan SpEd Does Not Allow PST	SpEd Activity record Exit Code does not allow Post Transition Plan.	Correct SpEd Exit Code and resubmit the data.

2104	Exit Plan Require Work Type	Work Type is required when Working is selected.	If the type of the PST is Exit First Year Follow-up and Working is selected, then provide the Work Type, or uncheck Working.
2200	Ifsp Student Over 3	Student's age must be not be greater than 3 for IFSP.	Verify the Student's birthdate.
2201	Ifsp Service End Date Before Start Date	Service Termination Date cannot be before Begin Date.	Verify the service Begin and End dates.
2202	Ifsp Service Development Dates	Service Start Date cannot be before Development Activity Date.	Verify the IFSP Service Start Date and Development Activity Dates.
2203	Ifsp Service Needs IFSP Development	A valid IFSP Development Activity record cannot be found for the IFSP Service Date.	An IFSP Development Activity must be created that occurs during the IFSP Service Start and End Dates.
2204	Generic Error Service IFSP Dev Activity	An error occurred trying to check valid IFSP Development Activity Record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2205	Ifsp Development Has IFSP Services	IFSP Services exist with a Start Date after the IFSP Development activity.	Delete any IFSP services after the IFSP Development Activity
2206	Ifsp Service Overlapping Dates	IFSP Service Start/Termination Dates overlap with another IFSP Service	
2300	AepsTMDAfter7/1/2007	The IEP/Services Plan Team Meeting date is on or after July 1, 2007. Access AEPSi to record entry test results.	Access AEPSi to record entry test results.

2301	AepsIEPOrServicePlanRequired	A current IEP or Service Plan is required to add/change an AEPS Assessment.	Create a current IEP or Service plan for the student then enter the AEPS Assessment.
2302	AepsAssessmentExists	Student already has an AEPS Assessment.	Edit the existing AEPS Assessment.
2303	AepsMissingRequiredFields	AEPS Assessment Entry Date, Level and Score are required fields.	Enter values for the Entry Date, Level, and Score fields.
2304	AepsRequiredFieldsWithExitDate	AEPS Assessment Exit Date, Level and Score required fields when entering Exit data.	Enter values for the Exit Date, Level, and Score fields.
2305	AepsEntryDateAfterExitDate	AEPS Entry Date cannot be greater than Exit Date	Verify the AEPS Entry date is before the Exit Date.
2306	AepsDateGreaterThanToday	AEPS Date cannot be greater than Current Date	Verify the AEPS Entry and Exit dates are not greater than today's date.
2307	AepsInvalidSocialScoreUnder3Years	Social/Emotional {0} Scores must be between 0-88 for Birth to 3yrs.	Enter a Social/Emotional score between 0 and 88.
2308	AepsInvalidSocialScore3to6Years	Social/Emotional {0} Scores must be between 0-122 for 3yrs to 6yrs.	Enter a Social/Emotional score between 0 and 122.
2309	AepsInvalidCommunicationScoreUnder3Years	Communication/Literacy {0} Scores must be between 0-128 for Birth to 3yrs.	Enter a Communication/Literacy score between 0 and 128.
2310	AepsInvalidCommunicationScore3To6Years	Communication/Literacy {0} Scores must be between 0-216 for 3yrs to 6yrs.	Enter a Communication/Literacy score between 0 and 216.
2311	AepsInvalidBehavioralScoreUnder3Years	Behavioral {0} Scores must be between 0-192 for Birth to 3yrs.	Enter a Behavioral score between 0 and 192.
2312	AepsInvalidBehavioralScore3To6Years	Behavioral {0} Scores must be between 0-124 for 3yrs to 6yrs.	Enter a Behavioral score between 0 and 124.

2313	AepsInvalidEntryDateAge	Student's age must be between 3 - 5.5 years for entry date.	Verify the student's birthdate and their age is between 3 and 5.5 years old.
2314	AepsInvalidExitDateAge	Student's age must be between 3 - 6 years for exit date.	Verify the student's birthdate and their age is between 3 and 6 years old.
2401	InvalidMedicaidServiceOrProviderAssociation	User does not have a service open in SER for this student or is missing an association to the services provided in SER. Please contact your LEA Medicaid Administrator.	Please contact your LEA Medicaid Administrator.
2402	InvalidMedicaidProviderAssociation	There are no users associated to a Provider SSN with a service open in SER for this student. If this is in error, please use the Medicaid Admin screen in Tools to associate a user to a Provider SSN or contact your SER Data Writer to fix the student's Service records.	Please use the Medicaid Admin screen in Tools to associate a user to a Provider SSN or contact your SER Data Writer to fix the student's Service records.
2403	ValidMedicaidBillingDateRangeRule	{0} must be greater than {1}.	Verify the Medicaid Billing Start date is prior to the Medicaid Billing End Date
2404	CheckOpenServiceForMedicaidBillingDateRange	The Billing Date Range must have an existing active Related/Medicaid Service	Verify the Medicaid Billing date range is within the Medicaid related Service date range
2405	ValidMedicaidSessionDateRule	The Session Date Range overlaps an existing Session Date Range. This is not allowed when service type or provider is the same.	Review the existing Medicaid Session Date Range
2406	ValidMedicaidIdRule	The student's Medicaid ID is already in use.	The student's Medicaid ID is already in use. Verify the Medicaid

			ID is correct or notify your Medicaid Administrator that there is a conflict.
2407	NoSessionsCreatedRule	No Sessions were created for current Calendar. Calendar cannot be created.	Please verify Calendar Session frequency is not in conflict with an existing Calendar.
2408	MedicaidSessionProgressRequiredRule	Progress Notes is required if the Session was Provided.	Enter a value for Progress Notes or set Provided to No.
2409	MedicaidFutureProvisionRule	A session cannot be set to provide when the date is in the future.	Wait until the day of the session to determine if it was provided or not.
2410	CheckOpenMedicaidCalendarForJurisdiction	Before closing a Special Ed Activity, Service, or Jurisdiction, all Related Service/Medicaid Sessions must either be deleted or have a value for Provided (Yes or No).	Either delete the Session Calendar or Supply a value for provided for all remaining Calendars
2411	CurrentIEPandActivityRequiredRule	Sessions can only be modified 1 year and 1 day from the Session Date. Sessions cannot be created or modified unless there is an open Special Ed Activity Record and a current IEP (TMD within 1 year).	Ensure that there is an open Sped Activity record, Related Service and current IEP
2412	MedicaidProviderLoginFKRule	Cannot delete this Provider Login/User Id association: there are one or more Related Service Sessions or Calendars associated with it.	Do not delete this association.
2413	MedicaidSessionServiceClosed	The Service associated with this Calendar/Session has been closed. Editing is now disabled.	Re-open the service, or create calendars for a currently open service.
2414	MedicaidSessionBeforeService	A session cannot be created prior to the Service begin	Change the session date to be within the Service date range.

		date or after the Service end date.	
2415	OverlappingMedicaidSessionDateRule	This session has been saved and occurs at the same time as one or more sessions for other providers.	
2416	MedicaidSessionBillableNeedsProcedure	In order for a session to be billable, a Procedure Code must be selected.	Select a Procedure Code
2417	MedicaidSessionBeforeProcedureCode	A session cannot be created prior to the Procedure code effective date.	Change the procedure code to one that is active at the time of the session.
2418	MedicaidSessionAfterProcedureCode	A session cannot be created after the Procedure code expiration date.	Change the procedure code to one that is active at the time of the session.
2501	CheckOpenServicesForIepFormsDelete	Open Service(s) must first be closed.	Close open Services before requesting a delete.
2502	CheckSpedActivityForIepFormsDelete	Cannot request delete of an IEP Form that created a Sped Activity.	
2503	IepFormsModifyCheck	This iep form cannot be modified because it has been made official.	Amend the Iep Form, and make the necessary changes to the amendment.
2504	IepFormsSubmitCheck	This Iep Form cannot be submitted because it is has already been submitted to SER.	If a change needed to be made, amend the Iep Form, and make the necessary changes to the amendment.
2601	IncidentAdultDelete	Cannot delete the last remaining Adult for this Incident.	Either change the remaining Adult or add a new one before deleting the remaining one.
2602	AltAssessmentStandardDeviation	{0}: The standard deviation must be at least 3 levels below the mean to take an	Make the standard deviation greater than or equal to 2,

		alternate assessment, or at least 2 levels below the mean with 5th grade completed.	or mark the student as ineligible.
2603	AltAssessmentAnswerRequired	{0}: Yes/No answer is required.	Check yes or no for the alternate assessment type.
2604	AltAssessmentStandardDeviationLength	{0}: The standard deviation cannot have more than two digits on either side of the decimal point.	Change the standard deviation to have only two digits on either side of the decimal point.
2605	AltAssessmentOtherRequired	{0}: Other is required if "Other" is selected for the assessment name.	Add the name of the other assessment.
2606	AltAssessmentOtherBlank	{0}: Other must be blank if "Other" is not selected for the assessment name.	Either select "Other" for the assessment name, or clear the text in the Other field.
2607	AltAssessmentRequiredFields	{0}: The fields - {1} - are required when Yes is checked for this assessment.	Enter a value for the missing required fields.
2608	AltAssessmentAlreadyExists	{0}: Alternate Assessment Type already exists for this evaluation.	Do not add this Alternate Assessment Type for this evaluation.
2609	AltAssessmentFieldsInvalid	{0}: The fields - {1} - are not valid if No is selected for Assessment Completed.	Clear the listed fields.
2610	AltAssessmentRespondentDuplicated	The respondent field between the two Adaptive Behavior Assessment records must be different.	Change one of the respondent fields from the Adaptive Behavior Assessment sections.
2611	AltAssesssmentDuplicateRequired	The two Adaptive Behavior Assessments require that the following fields be the same: {0}.	Make the listed fields the same for both Adaptive Behavior Assessments.
2612	AltAssessmentNAMustBeZero	The Standard Deviation field must be 0.00 when the Respondent Code is N/A.	Change the Standard Deviation to 0.

2613	AltAssessmentRespondentInvalid	The Respondent Code field is not valid for {0}.	Clear the Respondent Code field.
2614	AltAssessmentYesRequired	Yes is required for the Second Adaptive Assessment.	Mark the Second Adaptive Assessment with Yes.
3000	AdHocReportCheckDuplicateTables	A duplicate table cannot be inserted into the Ad Hoc Report criteria.	This error should not be reached. If it is, it indicates a problem with the code. Please contact LDOE to resolve the issue.
5001	RestrictUpdateOfPIIStudentData	PII Student Data cannot be modified in SER	PII Data can only be modified within the eScholar system
5002	RestrictUpdateOfPIIParentData	PII Parent Guardian Data cannot be modified in SER	PII Data can only be modified within the eScholar system
5003	StudentExistsInEScholar	Student must exist in eScholar and match SER data to be saved in SER.	Create the student in the eScholar system.
9001	BatchXmlNonAlphabetic	The contents of the flagged field {0} are not alphabetic. (Alphabetic includes the characters [A-Z a-z - . \ / ' ( )].)	Correct the flagged field by entering valid alphabetic characters.
9002	BatchXmlNonNumeric	The contents of the flagged field {0} are not numeric. (Numeric includes the numbers 0-9 and blanks.)	Correct the flagged field by entering valid numeric data.
9004	BatchXmlInvalidDateFormat	The date in field {0} is not in the correct form (CCYYMMDD).	Correct the date by entering numeric data in the correct format.
9005	BatchXmlInvalidCode	Error in field {0}. Invalid value supplied for this code value field ({1}).	Correct the flagged field by entering valid data.
9006	BatchXmlInvalidForeignKeyCode	Error in foreign key field {0}. Invalid value supplied for this code value field ({1}).	Correct the flagged field by entering valid data.
9011	BatchXmlGenericSystemError	An unexpected system error has occurred. Processing of	Review the text of the error message

		the file was stopped. Error: {0}	itself to determine what to do.
9012	BatchXmlHeaderRecordInvalid	The header record was either not found or was not valid.	Add a header record or correct its format.
9013	BatchXmlInsufficientJurisdiction	Current user does not have Jurisdiction to upload information for the specified student.	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
9014	BatchXmlFileEndedUnexpectedly	Didn't read expected number of characters. Expected {0} characters, read {1} characters.	Inspect the record to determine if characters were missing.
9015	BatchXmlInvalidFlagField	The contents of field {0} are not appropriate for a Flag field. (Valid characters include 0, 1, n, y, N, Y or a blank.)	Correct the flagged field by entering valid data.
9016	BatchXmlInvalidActionCode	The contents of the ActionCode field are not appropriate. (Valid values include {0}.)	Enter a valid Action Code.
9018	BatchXmlNoChangeBlockDoesNotMatch	The flagged block, which is marked with an action code of N/No Change, does not match the data currently in SER.	Investigate the differences.
9019	BatchXmlWarningStudentDeleted	The student record was deleted as requested; action code was D/Delete.	Verify that the student record was intended to be deleted. If not, contact LDE SER personnel to attempt to recover the student's record.
9020	BatchXmlInvalidBlockOccurrences	{0} block(s) of this type is (are) required per record.	Correct the file and then resubmit the data.

9022	BatchXmlUnknownBlockId	Unknown Block Id encountered. Information: {0}. This could be due to a typo in the Block Id or a problem in the data of a previous block which has caused a positioning problem.	Look for an earlier error that indicates a problem with an earlier block. Once that is fixed, this error will likely go away. Or, correct the block ID.
9023	BatchXmlRecordNotFound	The record specified in the Original field of this block was not found in SER.	Either submit the record for ADD or correct the Original field of this block.
9024	BatchXmlWarningAddAlreadyExists	The flagged block, which was submitted as an Add, already exists in the database with the same information as submitted.	No action necessary. To avoid the message, change the Action Code to N/No Change.
9025	BatchXmlAddAlreadyExistsDifferentData	The flagged block, which was submitted as an Add, already exists in the database (based on the original fields), but with difference information than submitted.	Investigate the differences.
9026	BatchXmlWarningStudentAdded	The student record was added as requested; action code was A/Add.	Verify that the student record was intended to be added.
9027	BatchXmlWarningStudentChanged	The State ID Number of the student record was changed as requested; action code was C and State Id Number was different than existing number in SER.	Verify that the State Id Number of the student record was intended to be changed.
9028	BatchXmlMissingActionCodes	The batch/xml file was missing required action codes.	Please verify the batch/xml file against the layout.
9029	BatchXmlUnrequiredActionCodes	The batch/xml file has action codes but the file type specified they are not required.	Please verify the batch/xml file against the layout.
9030	BatchXmlParentBlockElementNotExist	The parent block/XML element does not exist.	Correct the batch/xml by

			including the parent data element
9031	BatchXmlNoDataRestrictions	User has no data restrictions so cannot edit student information	Check source code for possible error in file SerRequestBlock.cs
9032	BatchXmlWarningExtraDataProvided	Values provided for both SblcEntryDate and ImmediatePrereferralReason Code. Only one of these fields should be provided. Using ImmediatePrereferralReason Code, ignoring SblcEntryDate.	No action necessary. To avoid the message, only provide one field or the other.
9033	BatchXmlSpEdNeedsIep	SPED Activity cannot be added. Must add an IEP/Services Plan to create a SPED activity.	Add an IEP/Services Plan block along with the SpEd Activity block.
9034	BatchXmlNeedSblcDateOrImmediatePRC	Error in fields SblcEntryDate and ImmediatePrereferralReason Code. One of these fields is required but no values were provided.	Provide a value for one field or the other.
9035	BatchXmlInsufficientPermission	Current user does not have permission to upload information for the specified sponsor ({0}).	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
9036	BatchXmlInsufficientPermissionCur	Current user does not have permission to upload information for the student's current sponsor ({0}).	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user

			submit the batch file.
9037	BatchXmlInsufficientLEAPermission	Current user's LEA does not have LDOE Approval to upload information for the specified sponsor ({0}).	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
9038	BatchXmlReevalWaiverNotAllowed	A new Re-Evaluation cannot be submitted as a waived Re-Evaluation.	Submit the new Re-Evaluation as a regular Re-Eval and then update it to flag it as a Waived Re-Eval
9039	BatchXmlJurisdictionAddWarning	A Jurisdiction Add was detected, so the Jurisdiction Add is the only change that will be applied to the system. Any other blocks will need to be submitted in a different file.	After the Jurisdiction is added, add the rest of the blocks to another submission.
9040	BatchXmlInvalidDateRange	The date in field {0} is out of the valid date range (1/1/1900 to 12/31/9999).	Change the date to something within the date range SQL will accept (1/1/1900 to 12/31/9999).
9041	BatchXmlChangeOnlyBlock	The following blocks were marked with an action code of "Add" but are change only: {0}.	Change the action code "A" for the listed blocks to "C" and add the appropriate original fields.
9042	BatchXmlInvalidSubmitBlock	The following blocks were marked with an action code of *Submit* or *Amend* but are not an Iep-Forms Block: {0}.	Change the action code to a relevant value for the block.

APPENDIX E – HISTORICAL CHANGES (Prior Year)

LOUISIANA SECURE ID SYSTEM (eScholar)

Louisiana legislature passed Act 837 (2014), which provides for the limitations and prohibitions on the collection and sharing of student information. R.S. 17:3914 required the LDOE to create a unique statewide student identifier system by May 1, 2015. Each LEA was required to assign unique student IDs to all student enrolled in public elementary or secondary schools. After August 1, 2015, data sharing between LDOE and LEAs utilize unique student identifiers, knows as a Secure ID, in place of social security numbers. LEAs assumed a new area of responsibility of assigning and maintaining Secure IDs.

After August 1, 2015 LEAs must have data sharing agreements with private entities for contracts managed by LDOE, like the Louisiana Secure ID System (eScholar) and SER, before submitting data. LDOE is not allowed to view or access student personally identifiable information (PII) except in instances where one of the three exceptions to the law are met: (1) auditing, (2) parental consent, and (3) superintendent authorization.

APPENDIX F—CHILD COUNT NOT COUNTED REASONS

Students are included in child count if they have a current evaluation, if a current IEP exists and if the student is receiving services as of the count date. Students will appear on the not counted report if errors are detected with the IEP, with services or with the age of the student.

MFP Not Counted Reasons
IEP TYPE = 1 (INTERIM) OR 4 (DECLASSIFICATION) The IEP type must be Initial or Review. Students on a temporary IEP cannot be counted.
INFANT/TODDLER GREATER THAN 3 YEARS OLD Student is too old to be in the infant toddler program. The student is > 3 years old with a current IFSP and has at least one open (not terminated) service. Check date of birth, if correct student must be on an IEP or Services Plan or terminated the open services.
INVALID IEP/PLACEMENT and/or SERVICES PLAN The IEP or Services is out of date (older than 1 year) or no IEP or Services Plan exists in the system. Add the IEP or Services Plan or enter a SPED exit date, as appropriate.
NO ACTIVE IFSP SERVICE INFORMATION FOUND The infant toddler is < 3 years old and has a current IFSP exists, but no IFSP service has been entered. Enter IFSP service(s), as appropriate.
NO ACTIVE SERVICES FOUND AS OF COUNT DATE The service begin date must be on or before the count date. Enter services as identified on the IEP or if the student has moved, attempt to locate the student so SER data can be updated.
OUT OF DATE IFSP The IFSP is older than 1 year; the infant/toddler is < 3 years old and has open (not terminated) services. If the infant is no longer in the program, terminate services. If the infant is still in the program, add the new IFSP.
PARENTAL DECISION CODE ON IEP/PLACEMENT = R (REFUSED) AND NO CURRENT SERV. PLAN The parent decision on the IEP must be Approved or a Services Plan must exist. If the parent refuses the IEP, the student will not be included in child count.
PRIMARY EXCEPTIONALITY = 07 AND STUDENT AGE NOT = LESS THAN 10 YEARS OLD The student's primary exceptionality is Developmental Delay and the student is 9 years old or older. This student must be reclassified or the date of birth must be corrected.
STUDENT AGE 22 OR OLDER AS OF SEPTEMBER 1ST The student's must be 21 or younger on the count date. Students older than 21 years old on the first day of class cannot be included in child count per MFP law. These students can be served until age 22. Verify that the birthday is correct.

IDEA Not Counted Reasons
IEP TYPE = 1 (INTERIM) OR 4 (DECLASSIFICATION) The IEP type must be Initial or Review. Students on a temporary IEP cannot be counted.
INVALID IEP/PLACEMENT and/or SERVICES PLAN The IEP or Services is out of date (older than 1 year) or no IEP or Services Plan exists in the system. Add the IEP or Services Plan or enter a SPED exit date, as appropriate.
NO ACTIVE SERVICES FOUND AS OF COUNT DATE The service begin date must be on or before the count date. Enter services as identified on the IEP or if the student has moved, attempt to locate the student so SER data can be updated.
PARENTAL DECISION CODE ON IEP/PLACEMENT = R (REFUSED) AND NO CURRENT SERV. PLAN The parent decision on the IEP must be approved or a Services Plan must exist. If the parent refuses the IEP, the student will not be included in child count.
PRIMARY EXCEPTIONALITY = 07 AND STUDENT AGE NOT = LESS THAN 10 YEARS OLD The student's primary exceptionality is Developmental Delay and the student is 9 years old or older. This student must be reclassified or date of birth corrected, as appropriate.
FAPE Not Counted Reasons
STUDENTS RECEIVING SPECIAL EDUCATION IN A FACILITY THAT DOES NOT CORRESPOND WITH THEIR PLACEMENT SERVICE DETERMINATION The student placement on the IEP is does not agree with the Sponsor Site System (SPS) school site Facility Type code. Correct the school site code or the placement, as appropriate. If Placement 09 (Separate School), SPS Facility must be 18 – Special School If Placement 10 (Residential Facility) , SPS Facility must be 11- Boarding School or 16 - Shelter If Placement 19 (Correctional Facility), SPS Facility must be 05 – Correctional Facility or 15 Delinquent Children. If Placement 20 (Parentally Placed in Private Schools), site code must be 5XXXXX-9XXXXX or begin with 'I' and student must be age 6 or older.
STUDENT'S AGE IS NOT VALID FOR PLACEMENT DETERMINATION CODE The student is age 6-21+ with a 3 – 5 (preschool placement) or the student is age 3-5 with a 6-21+ age placement. Correct the student's date of birth or assign the correct placement.

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