

# Fall 2013-14 WDE684 - WISE Teacher/Course/Student Enrollment SPED File Training



**SEPTEMBER 25, 2014**

**10:00AM**

**FALL 2014-15 WDE684**



# WDE684 SPED File Elements



- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfInitialConsent
- StudentDateEvaluationComplete
- StudentDateOfInitialIEP
- StudentServiceStartDate
- ResidentSchoolID
- ServiceSchoolID
- StudentPrimaryDisability
- StudentAT
- StudentRelatedService1
- StudentRelatedService2
- StudentRelatedService3
- StudentRelatedService4
- StudentRelatedService5
- StudentSpecialEducation1
- StudentSpecialEducation2
- StudentSpecialEducation3
- StudentSpecialEducation4
- StudentESY
- StudentEnvironment
- SpecialEducationAssessment
- ProgramExitDate
- ProgramExitReason
- StudentOutOfStateTransfer

# WISERID



- **WISERID**
  - Required element
  - State assigned student record identifier
  - Must be 8 characters
  
- **WISER ID will be verified against the Student File.**

# StudentLastName



- **StudentLastName**
  - Required element
  - Student's legal last name
  - Up to 25 characters
- **The Student's last name will be verified against the Student File.**

# StudentFirstName



- **StudentFirstName**
  - Required element
  - Student's legal first name
  - Up to 25 characters
  
- **The Student's first name will be verified against the Student File.**

# StudentDateOfInitialConsent



- **StudentDateOfInitialConsent**
  - Optional element – the data will not be used
  - On what date was initial consent received for the student to be evaluated?
  - Date must be entered in the format YYYYMMDD

# StudentDateEvaluationComplete



- **StudentDateEvaluationComplete**
  - Optional element – the data will not be used
  - What date was the student determined to be a student with a disability and the educational needs are determined?
  - If StudentIDEA = “I” or “R”, then StudentDateEvaluationComplete is required
  - Date must be entered in the format YYYYMMDD

# StudentDateOfInitialIEP



- **StudentDateOfInitialIEP**
  - Optional element – the data will not be used
  - What date was the initial Individualized Educational Program meeting held?
  - If StudentDateEvaluationComplete is not blank and StudentIDEA = 'Y', then StudentDateOfInitialIEP is required
  - Date must be entered in format YYYYMMDD.

# StudentServiceStartDate



- **StudentServiceStartDate**
  - Required element
  - What date did the student begin receiving IEP services in this district?
  - Data must be enter in format YYYYMMDD

# ResidentSchoolID



- **ResidentSchoolID**
  - Required Element
  - What is the 7-digit ID for the school responsible for the student's IEP?
    - ✦ For students placed in residential settings, this the school where the parent/guardian resides or where the student would attend school if not placed in the residential setting.
    - ✦ For a student who is a ward of the state, the resident school would be the school the child was attending when the child was taken into Department of Family Services (DFS) custody.
  - Valid ResidentSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)

# ServiceSchoolID



- **ServiceSchoolID**

- Required element for Fall WDE684
- Conditional element for End-of-Year WDE684
- What is the 7-digit ID for the school responsible for providing the services listed on the student's IEP?
- The service school for a home school student would be either where the child comes to receive special education services or the school where the child would receive services if enrolled in the district.
- Valid ServiceSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)

# Student Primary Disability



- **Student Primary Disability**
  - Required element for Fall WDE684
  - What is the student's primary disability?
  - The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
    - ✦ <http://portals.edu.wyoming.gov/wise/>
  - Must be 2 characters – AT, BI, CD, DD, ED, HI, HL, LD, MU, OI, SL, and VI.

# StudentAT



- StudentAT
  - Required element
  - Does the student use Assistive Technology (AT) equipment or receive AT services?
  - For a definition of Assisstive Technology, see the WDE684 Guidebook at:
    - ✦ <http://portals.education.wyoming.gov/wise/>

# StudentRelatedService1, 2, 3, 4, and 5



- **StudentRelatedService 1, 2, 3, 4, and 5**
  - Optional element
  - What related service(s), if any, are being provided to the student?
  - Must be 2 characters – AU, CS, EI, LS, MS, OM, OT, OY, PS, PT, RC, RE, SH, SN, SW, and TR
  - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
    - ✦ <http://portals.edu.wyoming.gov/wise/>
  - A Related Service field must be blank if previous Related Service fields are blank. StudentRelatedService2 cannot contain a value unless StudentRelatedService1 contains a value. Enter up to five (5) Related Service codes in order, without leaving blanks between fields.

# StudentSpecialEducation1, 2, 3, and 4



- **StudentSpecialEducation 1, 2, 3, and 4**
  - Optional element
  - What special education service(s), if any, are being provided to the student?
  - Must be 2 characters – IN, PE, SS, TT, and VE
  - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
    - ✦ <http://portals.edu.wyoming.gov/wise/>
  - A Special Education field must be blank if previous Special Education fields are blank. StudentSpecialEducation2 cannot contain a value unless StudentSpecialEducation1 contains a value. Enter up to five (4) Special Education codes in order, without leaving blanks between fields.

# StudentESY



- **StudentESY**
  - Required element
  - Is this student eligible for Extended School Year (ESY) services?
  - Must be 1 character – (Y) Yes, (N) No

# StudentEnvironment



- **StudentEnvironment**

- Required element
- What is the setting and circumstance in which the student is served. (e.g., the educational placement of the student.)
- Must be 2 characters – CF, CP, HH, PH, PP, RE, RF, RR, SC, and SS
- The definition for each Student Environment is available in the WDE684 Guidebook posted on the WISE site at the following link
  - ✦ <http://portals.edu.wyoming.gov/wise/>

# Special Education Assessment



- **Special Education Assessment**
  - Required element
  - What Special Education Assessment will this student need?
    - ✦ RO – Regular Assessment without Accommodations.
    - ✦ RA – Regular Assessment with Accommodations.
    - ✦ AA – Alternate Assessment
  - Note: When Special Education Assessment is “AA” then Special Education Assessment in the Student File must be “Y”.

# ProgramExitDate



- **ProgramExitDate**
  - Optional element – the data will not be used
  - The date the student exited the Special Education program.
    - ✦ Students exiting prior to Oct. 1, 2013 are not required to have a SPED file reported on the Fall 2013 WDE684 (See slides 23 and 24 for further clarification)
  - This value must be during the current school year unless the district is reporting a student who did not return from the previous school year.
    - ✦ If the student did not return from last year the last day of school from the previous school year needs to be reported.
  - Leave the value blank to signify that the student is still enrolled.

# ProgramExitReason



- **ProgramExitReason**

- Optional Element – the data will not be used
- The documented or assumed reason a student is no longer being served by a special education program.
- Must be 2 characters – DE, DO, GC, GD, MA, NM, RP TO, and PE.
- The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
  - ✦ <http://portals.edu.wyoming.gov/wise/>

# StudentOutOfStateTransfer



- **StudentOutOfStateTransfer**
  - Required element
  - Did the student transfer to the district from a district outside of Wyoming?
  - Must be 1 character – (Y) Yes, (N) No

# Fall 2014 Special Education File Changes



- **All Student Special Education (SPED) activity will be reported from the beginning of the school year thru October 1, 2014**
  - Previously, the SPED data was reported with
  - Students exiting the SPED program prior to October 1, 2014 can be reported on the Fall WDE684 SPED file.
  - Students exiting the SPED program prior to October 1, 2014, no longer have to “hold” that data until the end of the year. These students will now be reported on the next available WDE684 – in this case October 1, 2014.

# Fall 2014 Special Education File Changes



- **Three affected reporting scenarios**
  - Students who are expected to return but do not show up.
  - Students who exit the program during the summer.
  - Students who exit the program prior to October 1, 2014.

# Fall 2014 Special Education File Changes



- **Students who are expected to return but do not show up**
  - One way to report these students:
    - ✦ Districts can enter a SPED record with the identical information from the 2013-14 End-of-Year WDE684, with the ProgramExitDate of the last day of school and ProgramExitReason field populated.
  - Alternate way to report these students:
    - ✦ Districts can enter a SPED record that has a ProgramExitDate of the first day of school and ProgramExitReason field populated.
- **Either SPED record must have an accompanying record in the Student File with StudentIDEA = 'Y'**

# Fall 2014 SpecialEducation File Changes



- **Students who exit the program during the summer**
  - One way to report these students:
    - ✦ Districts can enter a SPED record with the ProgramExitDate being the actual date the student left during the summer, and ProgramExitReason field populated.
    - ✦ ProgramExitDate cannot be prior to July 1, 2014.
  - Alternate way to report these students:
    - ✦ Districts can enter a SPED record that has a ProgramExitDate of the first day of school and ProgramExitReason field populated.
- **Either SPED record must have an accompanying record in the Student File with StudentIDEA = 'Y'**

# Fall 2014 SpecialEducation File Changes



- **Students who exit the program after the first day of school and prior to October 1, 2014.**
- **Two ways to report these students:**
  - Use 280 exit code and start a new enrollment record with StudentIDEA = 'N', and an accompanying SPED record with exit information
  - Leave StudentIDEA = 'Y', and an accompanying SPED record with exit information.
  - Hold your exiting students and report them at the end of the year with StudentIDEA = 'Y'.

# Fall 2014 Special Education File Changes



- **All Student SPED activity from the beginning of the school year up to and including October 1, 2014 can be reported on the Fall WDE684.**
  - SPED file is now cumulative – just like the Student and Section file.
  - Students who are active SPED students at the beginning of the school year but exit the program prior to October 1, 2014 can now be reported on the Fall WDE684
    - ✦ Districts do not have to “hold” that SPED file until the end of the year
  - Active SPED students who exit your district prior to October 1, 2014 will now be reported on the Fall WDE684
    - ✦ Districts do not have to “hold” that SPED file until the end of the year

# Fall 2014 Special Education File Changes



- **Please note that if your district is not able to, or does not wish to report your SPED exiters on the October 684, please feel free to report your SPED exiters at the end of the year.**
  - This is the same way they have been reported on the 684 for the last two years.
  - This will not cause any problems at the State, so please feel free to utilize this option.

# Contact Information



- **Special Education Questions:**
  - Shannon Cranmore
  - 307-777-6245
  - [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)
  
- **General WDE684 Collection Questions:**
  - Brian Wuerth
  - 307-777-6748
  - [brian.wuerth@wyo.gov](mailto:brian.wuerth@wyo.gov)

# Contact Information



- **Distance Education Questions:**

- Edward Olson
- 307-777-6220
- [edward.olson@wyo.gov](mailto:edward.olson@wyo.gov)
- Lori Kimbrough
- 307-777-7418
- [lori.kimbrough1@wyo.gov](mailto:lori.kimbrough1@wyo.gov)

- **Funding Model/Finance Questions:**

- Jed Cicarelli
- 307-777-5808
- [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov)
- Kimberly Morrow
- 307-777-6000
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- **Special Education Funding Model/Finance Questions:**

- Jason Marcum
- 307-777-6206
- [jason.marcum@wyo.gov](mailto:jason.marcum@wyo.gov)

# Contact Information



- **Federal Programs Questions:**

- Beth VanDeWege

- 307-777-8964

- [beth.vandewege@wyo.gov](mailto:beth.vandewege@wyo.gov)

- David Holbrook

- 307-777-6260

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# Questions?



# Thank you for attending!



**ANY FINAL QUESTIONS BEFORE WE SIGN  
OFF?**