

Entering Special Education Information in SIRS

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Special Education category and service information is entered in the Needs area of SIRS. Before a student can be reported in Special Education transactions, the school or district must ensure that the elements listed below are in place. Auditors may check the effective dates on documents to ensure the student was not reported as receiving services before these items are completed.

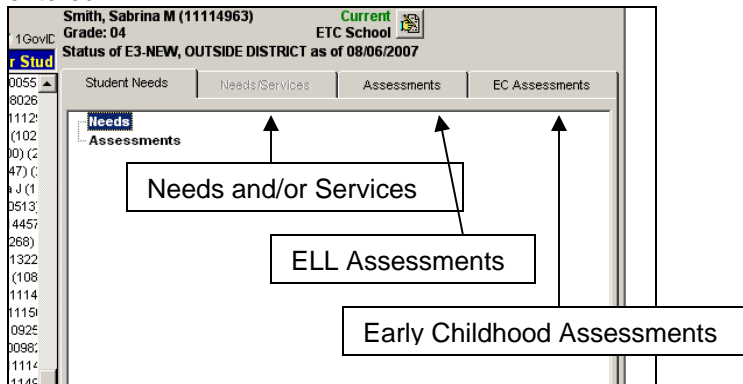
- A current evaluation
- An Individual Education Program
- An Initial Placement Statement
- Receiving Special Education Services

Students typically participate in SPED programs while enrolled in school, but in some instances, districts may provide services to students who are not enrolled. Depending on the IEP, student's may be listed in multiple SPED categories, and certain categories require additional concurrent categories. Students who received SPED services, but have since withdrawn from school are typically withdrawn from the SPED programs. The exception to this is withdrawals due to expulsions. By law, schools are obligated to continue offering SPED services to students who have been expelled. The student is not obligated to accept these services.

The same area is used for entry of ELL and many other programs. Be careful not to modify existing ELL or other data while entering new SPED information.

Required Data for Needs Reporting in SIRS

All of the Needs information that is submitted to ADE is entered via the Needs area. SAIS transactions are automatically created from the data when the Create File process is run. Some types of Needs will generate multiple transactions while others will generate only one. The type of Need determines what data must be entered. The form below shows the areas where data is entered.

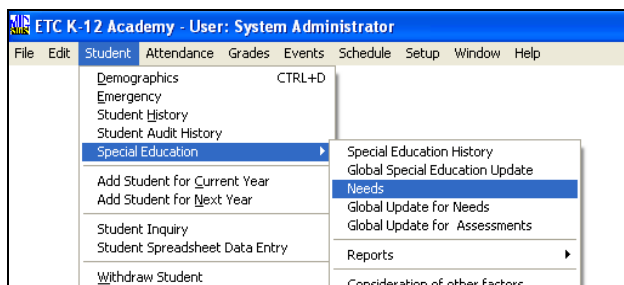


General Notes on SPED Needs and Services

- ADE ignores the End Date for all needs except Homebound and Homeless. Do not enter an End Date for a SPED Need. If a student withdraws from school or is no longer receiving services or support programs, enter an end date and exit reason for the service or program.
- Each student must have one SPED Category designated as their Primary Need. The Primary Need is not necessarily the highest weighted category for funding. Instead, the Primary Need is determined by which SPED Need Category most impacts the student's ability to progress.
- Leave the ELL Status field blank for all services and support programs including ELL services. This field is no longer used.
- Services typically do not start before the student's enrollment date. Match the service start date to the enrollment status dates. If a student withdraws from school, the service or support program usually ends as well. When a student withdraws, SIRS displays a prompt to end the needs and services, or it can be done manually. Enter a service end date that matches the withdrawal date. Service start and end dates affect funding so are critical and must be accurate. Even if SIRS enters the end date for a need and/or service, if a service exit reason is required (ELL and SPED), it must be entered manually.
- Due to federal law, SPED students who are suspended or expelled must be allowed to continue their SPED services. These students may be withdrawn from school, but their service may continue. For students who are temporarily suspended, do not enter Service End Dates for SPED services. If the school continues to provide SPED services for a student who has been expelled, the student must be exited from all services received as of the last day he/she attends school with Exit Reason {11} (Expelled but still receiving services). Then, a new service must be submitted to SAIS with a start date equal to the first day the student received SPED services after the date of expulsion indicating SPED Service Type H (homebased, homebound, hospitalized).
- SPED Exit Dates and Reasons are required for all SPED students. Students may exit mid-year for several reasons or at the end of the year for certain specific reasons (i.e., Graduated with Regular HS Diploma, Transition to Kindergarten, Transferred to Regular Education, Reached Maximum Age (22), School is Out.) If a student does not exit for any other reason, submit the last day of school as the Exit Date and "School is Out" as the Exit Reason.
- The SPED Service type should account for all services received; all SPED categories for an individual student should have the same SPED service type.
- SPED students who attend and receive services at private schools are not reported in SIRS via Needs. Instead ADE provides the SAIS On-line application for this reporting.
- If your district/charter provides SPED services for students who are homeschooled or who attend a private (usually parochial) school, submit SPED Services only (Not School Membership) using SPED Service Type J.

Accessing the Needs Area in SIRS

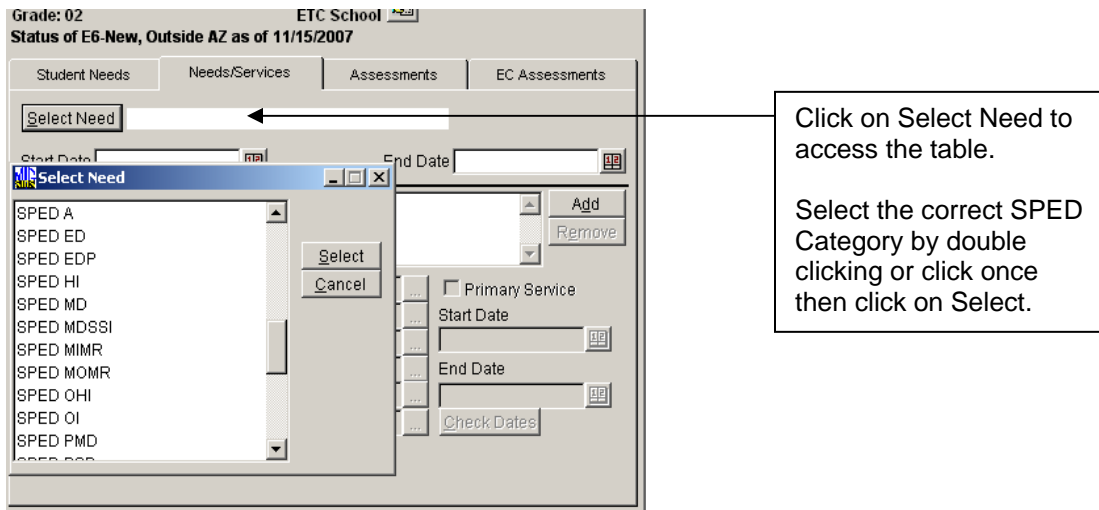
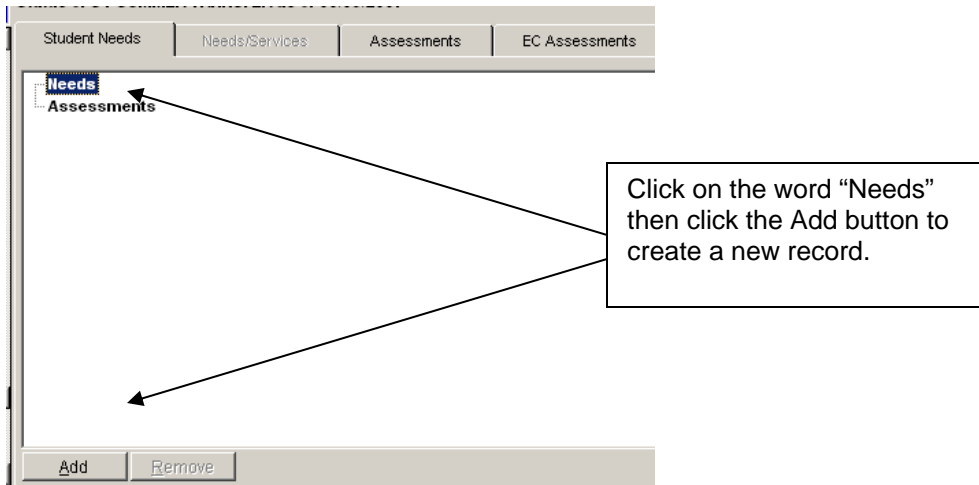
From the SIRS Student Menu, select Special Education and Needs. Or use the Student menu to open the Demographics form, then from the Government tab, press the Needs button.



Adding a SPED Need to SIRS

To be properly funded, SPED records must have entries in both the Needs and the Services area. PS SPED students must have certain Early Childhood assessments. The PS IEP transaction is no longer collected via SAIS and should not be entered in SIRS. No other assessments are appropriate for SPED records.

Add the Need and Service records by highlighting Need, then click on Add.



1. Select the appropriate SPED Category from the Student Needs table.
2. Enter the Start date for the Need. This date does not affect funding, it determines the fiscal year in which the Need was identified. If an old date is present, SIRS automatically sends the transaction with the first day of school for the current year. In all cases, the Need Start Date must be equal to or prior to the Service Start Date.
3. Click the Add button in the Service Area. The same fields are used to collect information on ELL and other programs as are used for SPED entries, so there are other values in this table. In the Service Code field, select the appropriate Service Code from the list of SPED Service Types.
4. Leave the ELL Status field (may be called "SPED Grade") blank. SIRS reports the student's grade level from the Demographics area.

- Unless your school has more than one school reporting number, do not change or enter values in the Special Enrollment Code, School and District of Residence fields. Multi-track schools with different school numbers must change the default school value.
- If this SPED Category represents the disability that most impacts the student's ability to progress, mark the Primary Service box. A student may have only one Primary Need. The Primary Need is not necessarily the highest weighted category in terms of funding.
- Enter the Start Date when the student began receiving SPED services this year.

Grade: 02 ETC School
Status of E6-New, Outside AZ as of 11/15/2007

Student Needs Needs/Services Assessments EC Assessments

Select Need

Start Date 11/15/2007 End Date

SPED A 11/15/2007 - Add Remove

Service Code SPED A Primary Service
Exit Reason Start Date
ELL Status 11/15/2007
Special Enrollment Code End Date
School ETC School
District of Residence Check Dates

A completed SPED Need and Service entry.

Exiting a SPED Student

When a SPED student is re-evaluated and services are modified or ended, enter a Service End Date on the old services. Need End Dates are not required and are ignored by ADE. Exit Reasons are required. If a student withdraws from school, SIRS will end the Need and the Service. SIRS will not enter Exit Reasons, it must be done manually.

- Select the Need or Service line, then click on the Needs/Services tab.
- Use the Browse button to select the appropriate Exit Reason.
- Enter the End Date for the Service.

Grade: 02 ETC School
Status of E6-New, Outside AZ as of 11/15/2007

Student Needs Needs/Services Assessments EC Assessments

Select Need SPED MIMR

Start Date 11/15/2007 End Date

SPED A 11/15/2007 - 01/07/2008 Add Remove

Service Code SPED A Primary Service
Exit Reason SPED Service Char Start Date
ELL Status 11/15/2007
Special Enrollment Code End Date
School ETC School 01/07/2008
District of Residence Check Dates

In this example, the student was exited due to a Service Change. This implies that a different or new service will be added. Both an Exit Reason and a Service End Date are recorded.

- If the student later re-enrolls in school and receives SPED services again, add a new service. A new, duplicate Need should not be entered.

Grade: 02 ETC School

Status of E6-New, Outside AZ as of 11/15/2007

Student Needs Needs/Services Assessments EC Assessments

Needs

- SPED MIMR: 11/15/2007 -
 - SPED A (Primary): 11/15/2007 - 01/07/2008
 - SPED A (Primary): 01/28/2008 -

Assessments

As shown here, the student re-enrolled in school and received the same level of service as before. Since there is only 1 SPED category, it is marked as primary each time.

Modifying an existing Special Education Need or Service

- Access the Needs entry screen and select the student. Highlight the Need or Service, then click on the Needs/Services tab.
- If the student's Service type has changed, enter an End Date for the current Service type, and an Exit Reason of (9) SPED Change in Service. Then press the Add button and enter the data for the new Service type.

Grade: 02 ETC School

Status of E6-New, Outside AZ as of 11/15/2007

Student Needs Needs/Services Assessments EC Assessments

Select Need SPED MIMR

Start Date 11/15/2007 End Date

SPED A	11/15/2007 - 01/07/2008		Add
SPED B	01/08/2008 -		Remove

Service Code SPED B Primary Service

Exit Reason Start Date 01/08/2008

ELL Status End Date

Special Enrollment Code

School ETC School

District of Residence

Check Dates

This student was first classified as SPED Service type A. When the type of service was changed to type B, an End Date and exit reason were entered for the first Service and a new Service was added.

To switch between the two records, highlight the line at the top of the service area of the screen.

Changing the Primary Need from one SPED Category to another

Grade: 02 ETC School

Status of E6-New, Outside AZ as of 11/15/2007

Student Needs Needs/Services Assessments EC Assessments

Select Need SPED MIMR

Start Date 11/15/2007 End Date

SPED A	11/15/2007 - 01/07/2008		Add
SPED A	01/08/2008 -		Remove

Service Code SPED A Primary Service

Exit Reason SPED Service Char Start Date 11/15/2007

ELL Status End Date

Special Enrollment Code

School ETC School

District of Residence

Check Dates

- End the original Primary Service with an end date and use an exit reason of (9) SPED Service Change.
- If the student continues to receive services in the original SPED category, add a second instance but do not mark primary.

Grade: 02 ETC School
 Status of E6-New, Outside AZ as of 11/15/2007

Student Needs Needs/Services Assessments EC Assessments

Select Need SPED SLI

Start Date 01/08/2008 End Date

SPED A 01/08/2008 - Add Remove

Service Code SPED A Primary Service

Exit Reason Start Date

ELL Status 01/08/2008

Special Enrollment Code End Date

School ETC School

District of Residence Check Dates

3. Add the new Need and Service. The Service type should be the same as the Service Type used for the other SPED Category.

Mark the Primary Service box.

Grade: 02 ETC School
 Status of E6-New, Outside AZ as of 11/15/2007

Student Needs Needs/Services Assessments EC Assessments

Needs

- SPED MIMR: 11/15/2007 -
 - SPED A (Primary): 11/15/2007 - 01/07/2008
 - SPED A: 01/08/2008 -
- SPED SLI: 01/08/2008 -
 - SPED A (Primary): 01/08/2008 -

Assessments

The dates for the Primary Services must not overlap.

User Tip – Use the Special Education Checkbox located on the SIRS Student Demographics Personal 2 tab to mark all students with a Special Education Need. You can create a User Defined Group to access the students for reports and for reviewing data in any area of SIRS such as Discipline or Attendance.

SIRS Demographics

Group 2 Name ID Doetoo, Sara (259) Current
 Grade: 09 APSCC Test School

All Current Year Stud

Personal-1 Personal-2 Status Government Government Info-1 Info-2 Custom

Lgl Last Name Doetoo

Lgl First Name Sara

Lgl Middle Name

SSN

Medical Notes

Attach

Counsellor

Bar Code No. Advisor

Lockers Locker/Area Combination

Special Education Protected

Mark the Special Education Checkbox to easily create a User Defined Group of SPED students.

Grade Changes for SPED Students

The student grade is part of the SPED transaction sent to ADE. If a student changes grades during the school year, the original service must be ended and a new service created to match the grade change. In the example below, a student changes grades on 1/14. A new service is added to match the effective date of the Grade Value History. Note: some schools still use ET and WT status codes, which are optional and are not sent via SAIS transactions. If used, the effective date of the grade change, the ET date, and the new service start date should all match.

Old Value	Date Changed	New Value	Date Effective	User Name
03	01/23/2008 09:49:07 AM	04	01/14/2008 09:49:00 AM	SYSADMIN

Silva, Ruben (10802268) Current
 Grade: 03 ETC School
 Status of E5-PREVIOUSLY WITHIN DIST as of 09/05/2007

Student Needs Needs/Services Assessments EC Assessments

Select Need SPED MIMR

Start Date 09/05/2007 End Date

Service Code	Start Date	End Date	Action
SPED C	09/05/2007	01/11/2008	Add
SPED C	01/14/2008	-	Remove

Service Code SPED C Primary Service
 Exit Reason SPED Service Char Start Date 09/05/2007
 ELL Status End Date 01/11/2008
 Special Enrollment Code
 School ETC School
 District of Residence

Note that all dates are consistent: Value History Effective Date, and the new Service Start Date (and the ET date if used).

The Service End Date is the last date in the old grade level. (If used, the WT date matches the end date.)

If appropriate, both services are marked as Primary.

Preschool SPED Information

- Charter schools cannot offer PS SPED services, nor can they receive ADM for PS students.
- The only SPED Categories appropriate for PS SPED students are PSD, PMD, PSL, VI, and HI. A PS student cannot have more than one of PSD, PMD or PSL. VI and HI may be used in combination with any of the other categories or alone.
- At the end of the school year, PS students who promote to KG should be given an Exit Date of the last day of the program and an Exit Reason of "Transition to KG". This data should be submitted to SAIS.
- Early Childhood Assessments must be submitted for PS SPED children.

Ungraded Elementary (UE) Students

Special Education students who are 5 years old by September 1¹ (Kindergarten age), are enrolled in a full day program (scheduled to meet at least 712 hours for the year) and who have a Group B SPED disability may be reported as grade UE. For these students, the grade level in the Student Demographics screen should be entered as UE. Although UE students do not receive the K-3 add-on (a small addition to membership funding) the add-on for SPED services is funded at full value (as it would be for a 1st grade student) rather than at half value (as it would be for a KG student).

Group B SPED disabilities applicable to UE:

- Autism (A)
- Hearing Impairment (HI)
- Orthopedic Impairment (OI)
- Vision Impairment (VI)
- Multiple Disabilities – Severe Sensory Impairment (MDSSI)
- Multiple Disabilities (MD)
- Emotional Disability – Private (EDP)
- Moderate Mental Retardation (MOMR)
- Severe Mental Retardation (SMR)

Multiple Disability and other valid Need Combinations

Certain SPED Needs require a combination of needs. Without the appropriate combination, the need will not be accepted.

MDSSI requires at least two of these Needs: HI, VI, A, EDP, MOMR, OI, SMR. At least one of the Needs must be HI or VI.

MD requires at least two of these Needs: HI, MOMR, OI, VI, ED, EDP, MIMR, SLD. At least one must be HI, MOMR, OI, or VI.

MIMR, MOMR, and SMR cannot coexist.

PSL, PSD, and PMD cannot coexist.

Reporting Tips and Reminders

- Starting FY08, all students must be exited from their SPED services with an appropriate reason. In most cases, the last day of school should be used as the Service Exit Date.
 - For PS students that transition to KG, use Exit Reason 8, Transition to KG for all services.
 - For HS students that graduate with a regular HS diploma, use Exit reason 2.
 - For HS students who did not graduate with a regular HS diploma, but have reached the age of 22, use Exit reason 3, Reached Maximum Age. (Note: It is no longer a requirement to exit these students mid-year if they reach their 22 birthday. They may continue to receive SPED and ADM funding for the remainder of the school year.)
 - If a student has no Exit Date or Reason in SIRS and both Submit Needs/Services and Close Services is checked when creating a submission file, SIRS will create a transaction reporting the last day of school as the Exit Date and “School is Out” as the Exit Reason.

¹ Students who turn 5 years old after September 1, but by January 1, are eligible for early KG, but are not eligible for grade UE.

Appendix I: Tables in SIRS

Student Need Values

Code	Student Needs Descriptions
A	Autism
ED	Emotional Disability
EDP	Emotional Disability (separate facility, private school)
HI	Hearing Impairment
MD	Multiple Disabilities
MDSSI	Multiple Disabilities - Severe Sensory Impairment
MIMR	Mild Mental Retardation
MOMR	Moderate Mental Retardation
OHI	Other Health Impairment
OI	Orthopedic Impairment
PSL	Preschool - Speech/Language Delay
PMD	Preschool - Moderate Delay
PSD	Preschool - Severe Delay
SLD	Specific Learning Disability
SLI	Speech/Language Impairment
SMR	Severe Mental Retardation
TBI	Traumatic Brain Injury
VI	Visual Impairment

Need Services

Code	Needs Services/Support Programs Descriptions
A	Inside Regular Class 80% or more of the day. Eligible for state and federal funding.
B	Inside Regular Class no more than 79% and no less than 40% of the day. Eligible for state and federal funding.
C	Inside Regular Class less than 40% of the day. Eligible for state and federal funding.
D	Public or Private Separate Day School for greater than 50% of the school day. Eligible for state and federal funding.
E	Public or Private Residential Facility for greater than 50% of the school day. Eligible for state and federal funding.
EA	Public or Private Residential Facility for greater than 50% of the school day, placed by another state agency (not an IEP team decision) with code A. Eligible for state and federal funding.
EB	Public or Private Residential Facility for greater than 50% of the school day, placed by another state agency (not an IEP team decision) with code B. Eligible for state and federal funding.
EC	Public or Private Residential Facility for greater than 50% of the school day, placed by another state agency (not an IEP team decision) with code C. Eligible for state and federal funding.
FA	Correctional Facilities with code A. Eligible for state and federal funding.
FB	Correctional Facilities with code B. Eligible for state and federal funding.
FC	Correctional Facilities with code C. Eligible for state and federal funding.
H	Homebased/Homebound/Hospital Program. Eligible for state and federal funding.
I	Services provided in regular classroom. Eligible for state and federal funding. Applies to: Autism, MD, OI, SMR.
J	Private School placement by parent(s). Basic education is paid privately, but special education and services provided at public expense. Includes Homeschooled children. Eligible for federal funding only.
PA	PS-Inside Regular Early Childhood Program at least 80% of the time. Eligible for state and federal funding.
PB	PS-Inside Regular Early Childhood Program 40-79% of the time. Eligible for state and federal funding.

Code	Needs Services/Support Programs Descriptions
PC	PS-Inside Regular Early Childhood Program less than 40% of the time. Eligible for state and federal funding.
PD	PS-Separate Class. Eligible for state and federal funding.
PE	PS-Public or Private Separate Day School At Public Expense >50% Of The School Day. Eligible for state and federal funding.
PG	PS-Public or Private Residential Facility >50% Of The School Day, at public expense. Eligible for state and federal funding.
PH	PS-Home At Least 360 Minutes Per Week. Eligible for state and federal funding.
PJ	PS-Private School Enrolled By Parents. Basic Education Is Paid Through Private Resources, But With Special Education And Related Services Provided At Public Expense. Eligible for federal funding only.
PS	PS-Service Provider Location For Less Than 360 Minutes Per Week. Eligible for federal funding only.

Exit Reasons

Code	Exit Reasons Description	Age/Grade Restrictions
1	Transfer to regular education	PS, all ages
2	Graduated with regular high school diploma	Ages 16-21 on Dec 1
3	Reached maximum age	Age >21 on Dec 1
4	Died	PS, all ages
5	Moved, known to be continuing	PS, all ages
7	Dropped out or didn't exit due to any other reason	All ages and grades except PS
8	Transition to KG	PS
9	Change in Service	All valid ages
10	Withdrawn by parent request	PS, KG, UE only
11	Expelled but still receiving services	All valid ages
12	Exit from 1 need but continuing in another	All valid ages and grades
13	School is out	All valid ages and grades