

SPED and ELL Needs Reporting Tips

- ❑ As part of the rollover process, all open services were ended as of the last day of school. Do not enter a new Need for students who are continuing in the programs. Enter only a new Service. Match the start date of the service to the first day the student attended school in the current school year.
- ❑ When the Service for a student ends due to withdrawal or due to a change in service type, do not enter an end date for the Need. Enter an End Date for the Service, then add a new service if appropriate.
- ❑ ELL service start dates cannot precede the student enrollment date, or exceed the student withdrawal date.
- ❑ ELL services with an Exit Date must have an Exit Reason.
- ❑ ELL students must have assessments in the previous school year or the current school year with a result that indicates the student requires the ELL services (New ELL, Continuing ELL, Reassessed as ELL). If the assessment is in the current year and no prior year assessment exists, the service start date cannot be earlier than the assessment date.
- ❑ Service area "ELL Status" or "SPED Grade" field:
 - Leave the ELL Status/SPED Grade field blank on the Services area for SPED Services. SIRS uses the student's grade for reporting.
 - All ELL services must have either New or Continuing in the ELL Status/SPED Grade field. If a student was New last year, the value should be entered as Continuing this year.
- ❑ SPED Exit Reasons are optional.
- ❑ Pre-school students are not counted for ADM until their SPED Service starts. Try to complete these students' records as quickly as possible so funding is not adversely affected.
- ❑ Starting in 2006, PS SPED students must also have a PS IEP transaction. This is entered in the Assessments area.
- ❑ End the active PS SPED services for pre-school students who are promoted to KG. Be sure to end those services (PMD, PSD, or PSL) with an end date that matches the last day they received services in grade PS. Enter new KG services as appropriate.
- ❑ Multi-track schools with different school reporting numbers must adjust the school field in the Services area for students in order to report correctly.
- ❑ SAIS SPED "Rules":
 - For MD to be a valid SPED Need, the student must have:
 - two or more of HI, MOMR, OI, VI or
 - one of HI, MOMR, OI, VI and at least one of ED, MIMR, SLD
 - Service code of I is only allowed for A, MD, OI and SMR
 - For MDSSI to be a valid SPED Category, the student must also have:
 - Both VI and HI or
 - VI or HI and at least one of A, EDP, MOMR, OI, SMR
 - Extra categories will cause an error
 - ED and EDP are not allowed as concurrent services
 - A and (ED and/or EDP) are not allowed as concurrent services
 - MD and MDSSI are not allowed as concurrent services
 - MIMR and/or MOMR and/or SMR are not allowed as concurrent services
- ❑ When a student with Needs and/or Services is withdrawn from school, SIRS prompts about ending the Needs and Services. If you say Yes to the prompt, both a Need End Date and a Service End Date are entered.
 - If the child had ELL Services, an Exit Reason must be manually entered.
 - If the child subsequently re-enrolls in school, remove the Need End Dates, and add additional services under the old existing Need.