



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

JON S. CORZINE
Governor

LUCILLE E. DAVY
Commissioner

October 29, 2007

TO: Chief School Administrators
Charter School Leaders
Special Education Directors
Office of Education in State Agencies

FROM: Roberta Wohle, Director
Office of Special Education Programs

SUBJECT: Special Education Annual Data Report (ADR) for December 1, 2007

DEADLINE: Online Submission by December 21, 2007

Each year the Special Education Annual Data Report (ADR) is collected on December 1 and reported to the United States Department of Education (USDOE) through its Office of Special Education Programs (USOSEP). As noted in last year's memo regarding the ADR, the purpose of this data collection has changed over time. With the reauthorization of the Individuals with Disabilities Education Act of 2004 (IDEA), the ADR as well as the Electronic Violence and Vandalism Reporting System (EVVRS) and the End of the Year Report (EOY) serve as data sources for the State Performance Plan (SPP) and the Annual Performance Report (APR). (See <http://www.nj.gov/education/specialed/info/spp/> to review the SPP and APR.) Thus, the data reported in the SPP and the APR from these collections are used by the USDOE in its determination of how well New Jersey is implementing the requirements of the IDEA. Additionally, these data form the basis of our planning and improvement activities at the state and local levels.

In keeping with the federal requirements for timely data submissions, an LEA that does not report its data on time will receive written notice that it did not comply with the ADR reporting requirements. This notice will serve as documentation with respect to a district's noncompliance with the data requirements of IDEA.

Additionally, the emphasis on the accuracy of IDEA data requires the NJDOE to initiate efforts to verify district level data. With this year's collection, the NJDOE will implement a process to compare each LEA's data submission with the corresponding tables submitted last year. Where a significant change arises from year-to-year, LEAs may be required to verify the accuracy of the data or provide a written explanation for the change.

Changes have been made to the data collection with respect to one of the preschool transition tables and one of the child find tables. Please read the overview, attached instructions, and tables carefully. **LEAs must submit their data electronically over the internet by December 21, 2007.** As of December 1, 2007, copies of the instructions and the online ADR forms will be accessible at the following web address: <http://homerom.state.nj.us>. Prior to this date, online forms and instructions may be obtained at: <http://www.nj.gov/education/specialed/data/adrintst/>. **DO NOT** send any paper copies of the tables to the Office of Special Education Programs unless requested. **DO NOT** send any paper copies of the tables to your county office of education. **Keep one paper copy of your submission for your records** along with the documentation verifying that the reported students had current IEPs that were implemented as of December 1st.

Once the Department has received and reviewed district data, **districts will have an opportunity to submit corrections UNTIL January 7, 2008.** Corrections, omissions, or revisions will **NOT** be accepted after this date.

In addition, please note that efforts are underway to utilize the statewide NJ Standards Measurement and Resource for Teaching Initiative (NJSMART) as the source of data for the ADR. In the near future, almost all of the ADR data will be collected through NJSMART, thus eliminating the current online ADR collection and reducing, substantially, the current reporting burden placed on districts. To promote a successful transition and to ensure the reliability of the data, Public Consulting Group (PCG) is requiring a parallel ADR submission and LEAs will need to submit ADR data concurrently **at the student level.**

If you have any questions, please call Andrew Samson at (609) 292-7602. Your attention to, and cooperation in these important data collections are greatly appreciated.

RW/CK/AS

Attachment

c: Members, State Board of Education
 Commissioner Lucille E. Davy
 Willa Spicer
 John Hart
 Senior Staff
 Barbara Gantwerk
 Jack Longworth
 Diane Shoener
 Carol Kaufman
 Andrew Samson
 County Superintendent
 County Supervisor of Child Study
 Members, NJ LEE Group
 Garden State Coalition of Schools

Overview of Changes and Clarifications for 2007:

1. Reasons for late referrals on tables PST 3 and CF 3 have changed. Please see changes below:

<u>Table PST 3</u> (2006) Reasons	<u>Table PST 3</u> (2007) Reasons*
Delay in Receiving Parental Consent	Late referral
Parental Refusal to Provide Consent	Delay in receipt of consent to evaluate
Incomplete Residency/ Enrollment Information	Incomplete residency/enrollment information
Additional Evaluations were needed (after initial evaluation plan)	Additional evaluations were needed (after initial evaluation plan)
Specialized Evaluations were Needed	Specialized evaluations were needed
Missed Appointments by Family	Missed appointments by the child or parent
Staff Shortages	Delay in scheduling evaluation/assessments because the child or parent was unavailable
Mediation/Due Process Hearing	Mediation or due process hearing was requested
Staff Vacancies	Vacancies of child study team or related services personnel
Parent Vacations	Child study team or related services personnel were unavailable
Illness of Child or Family member	
Other	
Total	Total

*Definitions of the new 2007 Reasons are provided in the ADR instructions for Table PST 3.

<u>Table CF 3</u> (2006) Reasons	<u>Table CF 3</u> (2007) Reasons*
Incomplete Residency/Enrollment Information	Incomplete residency/enrollment information
Additional Evaluations Needed	Additional evaluations were needed (after initial evaluation plan)
Specialized Evaluations were Needed	Specialized evaluations were needed
Delay in Receiving Parental Consent	Delays in scheduling evaluation/assessments because the child or parent was unavailable
Parental Refusal to Provide Consent	Vacancies of child study team or related services personnel
Missed Appointments by Family	Missed appointments by the child or parent
Mediation/Due Process Hearing	Mediation or a due process hearing was requested
Staff Shortages	Child study team or related services personnel were unavailable
Staff Vacancies	
Parent Vacations	
Illness of Child or Family Member	
Other	
Total	Total

*Definitions of the new 2007 Reasons are provided in the ADR instructions for Table CF 3.

2. On Table 12, the personnel category of Counselors and Personal Aides has been included under the table section “Other Personnel.”

The two sections above reflect the only changes to the 2007 ADR.