

NEW JERSEY DEPARTMENT OF EDUCATION

SPECIAL EDUCATION

STUDENT DATA HANDBOOK

VERSION 3.0



State of New Jersey
Department of Education

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FOREWORD

The New Jersey Department of Education is pleased to publish the *2009 Special Education Student Data Handbook v3.0*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *Special Education Student Data Handbook* is intended to support the October 15th NJ SMART data submission, which reports on 1) students classified as eligible for special education and related services; as well as 2) students who have been referred for a special education evaluation during the previous school year, whether or not they were determined eligible for special education. Students served by Part C who were referred to Part B for evaluation are included in this submission set.

Several of the student data elements required for the October 15th snapshot data submission are consistent with the SID Management data set requirements for NJ SMART. This supports the linking of student data across time and submissions, and also ensures accurate validation of Statewide Student Identifiers (SIDs).

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2009 Special Education Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJ DOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Special Education Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJ DOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJ DOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Special Education Student Data Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each student (e.g., a student who has not been determined eligible for special services will not have an Initial IEP Meeting Date). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Special Education Student Data Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE Number	The numerical identification of the data element.
Definition	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Snapshot Dates	The date when each data element must be reported in accordance with NJ DOE requirements. Core student data elements are to be collected two times per year (October 15 snapshot and End of Year snapshot), even though the values may not change during this span of time. An October 15 snapshot file will be submitted representing students involved in the special education process, containing data defined by the <i>Special Education Student Data Handbook</i> data only.
Type	Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element, if applicable.
Required Element?	Indication of whether the data element is required for file submission.
NCES	Indicates National Center for Education Statistics (NCES) standard.
Format	Requirement for how each data element must be arranged/reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

Privacy and Security

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA)*. *FERPA* requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of *FERPA*. Absent written consent from the parent or student, or a valid court order, *FERPA* prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJ DOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

Data Elements Outline

The following is an outline of the data elements included in the NJ SMART special education data submission, categorized by their appropriate headings. Note that some data elements apply to certain students as well as certain snapshot dates (i.e. October 15 Special Education).

STUDENT INFORMATION

- Local Identification Number (LID)
- State Identification Number (SID)
- First Name
- Last Name
- Date of Birth

SPECIAL EDUCATION INFORMATION

- Referral Date
- Parental Consent To Evaluate Date
- Eligibility Determination Date
- Early Intervention
- Initial IEP Meeting Date
- Parental Consent Obtained
- Parental Consent to Implement Initial IEP
- Annual IEP Review Meeting Date
- Special Education Classification
- Reevaluation Date
- Initial Process Delay Reason
- Special Education Placement
- Counseling Services
- Occupational Therapy Services
- Physical Therapy Services
- Speech Language Therapy Services
- Other Related Services

DATA ELEMENTS

Name of Data Element:
LocalIdentificationNumber

NJ DOE Number: 1

Definition: A number assigned and maintained by the local school district that is unique for each student in the district (LID) and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description: A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJ DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alphanumeric

Min Length: 1

Max Length: 20

Range of Values: N/A

Required element? Yes. **Mandatory** for all students

NCES

Format: Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.

Additional Notes: For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.

It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Error will occur if multiple students within the district with the same LID are reported.

Error will occur if field is *NULL*.

Name of Data Element:
StateIdentificationNumber

NJ DOE Number: 2

Definition: A unique number (SID) assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description: In order to track students within and across districts over time, NJ DOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Numeric

Min Length: 10

Max Length: 10

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students

NCES

Format: 10-digit state identification number. SIDs must be valid numbers as issued by NJ SMART or an error will occur.

Additional Notes: All submission files must include SIDs for students who have had SIDs issued; if a file submission does not include SIDs, it will not be accepted by NJ SMART.

Name of Data Element: FirstName

NJ DOE Number: 3

Definition: A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child’s birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 30

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

NCES

Format: First name and last name must be reported as separate fields.

Additional Notes: No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.

Error will occur if field is *NULL*.

Name of Data Element: LastName

NJ DOE Number: 5

Definition: The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 1

Max Length: 50

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

NCES

Format: First name and last name must be reported as separate fields.

Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Kennedy Smyth would be last name = "Kennedy Smyth".

Additional Notes: Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Error will occur if field is *NULL*.

Name of Data Element: DateOfBirth

NJ DOE Number: 8

Definition: The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

NCES

Format: Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Additional Notes: Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Error will occur if field is *NULL*.

Name of Data Element: ReferralDate

NJ DOE Number: 49

Definition: The date on which a New Jersey school district receives the written request for a child study team evaluation of a student.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students who have been evaluated for special education services after June 30, 2008.

Format: Date must be in YYYYMMDD format.

Additional Notes:

An error will occur if ReferralDate is a date after the snapshot date.

An error will occur if ReferralDate is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2008.

An error will occur if the required dates do not follow the sequence specified below.

Date of Birth + 2 years ≤ **Referral Date** < Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Name of Data Element:

ParentalConsentToEvaluateDate

NJ DOE Number: 50

**Data Element Name
Modified**

Definition: The date on which the parent provides **written** consent for an **initial** evaluation to determine eligibility for special education and related services and eligibility for speech-language services.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students who have an Eligibility Determination Date after June 30, 2008.

Format: Date must be in YYYYMMDD format.

Additional Notes:

An error will occur, if ParentalConsentToEvaluateDate is NULL, or blank, when EligibilityDeterminationDate is after June 30, 2008.

An error will occur if the required dates do not follow the sequence specified below.

Date of Birth + 2 years ≤ Referral Date < **Parental Consent To Evaluate Date** < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Name of Data Element:
EligibilityDeterminationDate

NJ DOE Number: 51

Definition: The date on which initial eligibility or ineligibility for special education services or speech-language services is determined.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students whose eligibility determination occurred after June 30, 2008.

Format: Date must be in YYYYMMDD format.

Additional Notes: If initial eligibility determination has not yet been made, leave as NULL, or blank.

An error will occur if EligibilityDeterminationDate is after the snapshot date.

Either an EligibilityDeterminationDate **OR** a ReevaluationDate is required when **any** of the following occurs:

- An InitialIEPMeetingDate is listed; or
- A SpecialEducationClassification is listed; or
- An AnnualIEPReviewMeetingDate is listed; or
- A SpecialEducationPlacement is listed.

An error will occur if the required dates do not follow the sequence specified below.

Date of Birth + 2 years \leq Referral Date < Parental Consent To Evaluate Date < **Eligibility Determination Date** \leq Initial IEP Meeting Date \leq Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Name of Data Element: **EarlyIntervention**

NJ DOE Number: 71

NEW ELEMENT

Definition: Any preschool student that was receiving Part C Early Intervention Services at the time of referral.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, student was receiving Part C Early Intervention Services

N = No, student was not receiving Part C Early Intervention Services

Required Element? Yes, **Mandatory** for all students who have turned age 3 between July 1, 2008 and June 30, 2009.

Format: Y or N.

Additional Notes:

An error will occur if student has turned age 3 between July 1, 2008 and June 30, 2009 and EarlyIntervention is left NULL or blank.

Name of Data Element:
InitialIEPMeetingDate

NJ DOE Number: 52

Definition: The date of the student's **initial** IEP meeting. This date refers to the first, initial IEP meeting for the student, even if that meeting occurred in a district that the student is no longer attending.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students who have an InitialIEPMeetingDate **after June 30, 2008.**

Format: Date must be in YYYYMMDD format.

Additional Notes:

If eligibility determination has not yet been made, leave InitialIEPMeetingDate as NULL, or blank.

An error will occur if InitialIEPMeetingDate is a date after the snapshot date.

If an InitialIEPMeetingDate is listed, an EligibilityDeterminationDate is required.

An error will occur if the required dates do not follow the sequence specified below.

Date of Birth + 2 years ≤ Referral Date < Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Name of Data Element:

ParentalConsentObtained

NJ DOE Number: 73

NEW ELEMENT

Definition: The **written** parental decision regarding the implementation of the Initial IEP.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, Parental Consent was obtained to implement the initial IEP.

N = No, Parental Consent was NOT obtained prior to the snapshot date to implement the initial IEP.

R = Refused, Parent refused implementation of the initial IEP.

Required Element? Yes, **Mandatory** for all students who have an Eligibility Determination Date after June 30, 2008.

Format: Y, N, or R

Additional Notes:

Leave NULL, or blank, if a student has not yet received an eligibility determination.

Name of Data Element:

ParentalConsentToImplementInitialIEP

NJ DOE Number: 72

NEW ELEMENT

Definition: The date on which the parent provides **written** consent to implement the student's initial IEP.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students for whom Parental Consent has been obtained.

Format: Date must be in YYYYMMDD format.

Additional Notes:

An error will occur if ParentalConsentToImplementInitialIEP is a date after the snapshot date.

An error will occur if ParentalConsentToImplementIEP is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2008 and ParentalConsentObtained = "Y"

If ParentalConsentToImplementInitialIEP date occurs after the student's 3rd birthday, then InitialProcessDelayReason must have a value.

An error will occur if the required dates do not follow the sequence specified below.

Date of Birth + 2 years ≤ Referral Date < Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Name of Data Element:

AnnualIEPReviewMeetingDate

NJ DOE Number: 53

Data element name has been modified

Definition: The date of the student's **last** Annual IEP Review meeting. (Data element was named **MostRecentIEPMeetingDate** in Version 2.1)

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students who have a valid IEP as of the snapshot date.

Format: Date must be in YYYYMMDD format.

Additional Notes:

If eligibility determination has not yet been made, leave as NULL, or blank.

An error will occur if AnnualIEPReviewMeetingDate is a date after the snapshot date.

If InitialIEPMeetingDate is the only meeting date, then leave AnnualIEPReviewMeetingDate NULL, or blank.

If an AnnualIEPReviewMeetingDate is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.

An error will occur if the required dates do not follow the sequence specified below.

Date of Birth + 2 years \leq Referral Date < Parental Consent To Evaluate Date < Eligibility Determination Date \leq Initial IEP Meeting Date \leq Parental Consent to Implement Initial IEP < **Annual IEP Review Meeting Date**

Name of Data Element:
Special Education Classification

NJ DOE Number: 47

Definition: The outcome of eligibility assessment for special education and related services.

Functional, Policy or Legal Description: NJ DOE, Office of School Funding, Office of Special Education Programs, Administrative Code 6A:14-3.5 and 6A:14-3.6

Snapshot Dates: October 15, October 15 Special Education, End of Year or June 30

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

State Codes

- 00 = Determined Ineligible
- 01 = Auditorily Impaired
- 02 = Autistic
- 03 = Cognitively Impaired – Mild Cognitive Impairment
- 04 = Cognitively Impaired – Moderate Cognitive Impairment
- 05 = Cognitively Impaired – Severe Cognitive Impairment
- 06 = Communication Impaired
- 07 = Emotionally Disturbed
- 08 = Multiply Disabled
- 09 = Deaf-Blindness
- 10 = Orthopedically Impaired
- 11 = Other Health Impaired
- 12 = Preschool Child with a Disability
- 14 = Specific Learning Disability
- 15 = Traumatic Brain Injury
- 16 = Visually Impaired
- 17 = Eligible for Speech-Language Services

Federal Categories

- = Hearing Impairments
- = Autism
- = Mental Retardation
- = Mental Retardation
- = Mental Retardation
- = Speech or Language Impairments
- = Emotional Disturbance
- = Multiple Disabilities
- = Deaf-Blindness
- = Orthopedic Impairments
- = Other Health Impairments
- = Developmental Delay
- = Specific Learning Disabilities
- = Traumatic Brain Injury
- = Visual Impairments
- = Speech or Language Impairments

Required element? Yes. **Mandatory** for all students evaluated for special education eligibility

Name of Data Element:
SpecialEducationClassification

NJ DOE Number: 47
CONTINUED

Additional Notes: Leave *NULL* if eligibility of student has not yet been determined.

If a student has been evaluated and determined ineligible, use code 00. Students determined ineligible must have a value for ReferralDate, ParentalConsentToEvaluateDate, and EligibilityDeterminationDate or an error will occur.

Code 00 should only be entered for students whose *initial* eligibility outcome was determined ineligible. Students that were previously in special education, but have been declassified, should not be included in the Special Education Submission.

If a SpecialEducationClassification is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.

An error will occur when SpecialEducationPlacement has a value and SpecialEducationClassification is NULL, or blank.

SpecialEducationClassification code 13 (Social Maladjustment) is no longer a valid value.

Students age 3 and 4 **must** have a Special Education Classification of 12 (Preschool Child with a Disability).

Students age 6 and above **cannot** have a Special Education Classification of 12 (Preschool Child with a Disability).

An error will occur when any of the related services elements (data elements 59-63) has a value, and SpecialEducationClassification is NULL, or blank.

For additional information about the code description, please see your Director of Special Education Services.

Name of Data Element: **ReevaluationDate**

NJ DOE Number: 56

Definition: The date on which a student's continued eligibility for special education services was determined.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students who have been reevaluated.

Format: Date must be in YYYYMMDD format.

Additional Notes: Leave NULL if student has an Initial Eligibility Determination Date and has not yet been reevaluated.

An error will occur if ReevaluationDate is a date after the snapshot date.

Either an EligibilityDeterminationDate **OR** a ReevaluationDate are required when any of the following occurs:

- An InitialIEPMeetingDate is listed; or
- A SpecialEducationClassification is listed; or
- An AnnualIEPReviewMeetingDate is listed; or
- A SpecialEducationPlacement is listed.

Name of Data Element:

InitialProcessDelayReason

NJ DOE Number: 57

Data element name has been modified.

Definition: (1) The primary reason for delay when the consent to implement the initial IEP is beyond the child's third birthday for children transitioning from Early Intervention Programs (Part C) to preschool. (2) The primary reason for delay when the eligibility determination for students 6-21 is beyond 90 days from the date of written parental consent to evaluate.

Functional, Policy or Legal Description: NJ DOE, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

- 01 = Incomplete Residency/Enrollment Information: Parent failed to complete the residency/enrollment information in a timely manner (more than 15 days) after receipt of the forms.
- 02 = Additional Evaluations Needed (After Initial Evaluation Plan): After the initial evaluation plan, it was determined that additional assessments were needed.
- 03 = Specialized Evaluations Needed: Evaluations by specialists not employed by the district were not completed within required timelines.
- 04 = Delays in Scheduling Evaluation/Assessments: The child or parent was unavailable due to illness, vacation, etc.
- 05 = Missed Appointments by the Child or Parent: The parent repeatedly missed or cancelled scheduled appointments for assessments/interviews/meetings.
- 06 = Vacancies of Child Study Team or Related Services Personnel: The school district had child study team or related services personnel vacancies that delayed the completion of the assessments within required timelines
- 07 = Child Study Team or Related Services Personnel were Unavailable: Child study team or related services personnel were not able to complete assessments within the required timelines due to vacation, illness, or large numbers of evaluations to be completed.
- 12 = Student transferred into the district after a consent for the initial evaluation was obtained but before the initial evaluation was completed. The parents and district signed off on an extended timeline.

The following code applies only to students with disabilities ages 6-21:

- 08 = Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received consent to evaluate but before the 90th day.

The following four additional codes apply ONLY for children served in Early Intervention Programs (Part C), reasons for delays beyond 3rd birthday in implementation of the initial IEP:

09 = Late Referral: if the written referral for the initial evaluation was made fewer than 120 days prior to age 3

10 = Delay in Receipt of Consent to Evaluate: Parent failed to attend the identification/evaluation planning meeting and/or did not provide consent in a timely manner (more than 15 days) after the meeting.

11= Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received the referral but before the child's 3rd birthday.

13= Delay in Receipt of Consent to Implement the Initial IEP: The referral and evaluation process were completed prior to the child's 3rd birthday, but the parent failed to provide consent by the child's 3rd birthday.

Required Element? Yes, **Mandatory** for all students who have an EligibilityDeterminationDate after the required due date. Yes, **Mandatory** for all children who transitioned from Early Intervention (Part C) and have a Consent to Implement the IEP Date after the child's 3rd birthday.

Additional Notes: Leave NULL if not applicable.

Do not report a delay reason for students who moved out of the school district prior to completion of the evaluation.

An error will occur when a student is 6-21 years of age, the EligibilityDeterminationDate is more than 90 days from the ParentalConsentToEvaluateDate, the ParentalConsentToEvaluateDate has occurred after June 30, 2008, and InitialProcessDelayReason is NULL, or blank.

When the ReferralDate is after June 30, 2008 and before the student's third birthday, an error will occur if the ParentalConsentToImplementDate is after the student's third birthday and the InitialProcessDelayReason is NULL, or blank.

If a student is four years of age or older, InitialProcessDelayReason codes 09, 10, 11, and 13 are invalid and will result in an error.

If a student is younger than six years of age and older than 21 years of age, InitialProcessDelayReason code 08 is invalid and will result in an error.

Name of Data Element:
Special Education Placement

NJ DOE Number: 58

Definition: The placement group in which the student with the disability is currently receiving special education and related services.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education Programs, IDEA Part B

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 2

Max Length: 2

Range of Values:

For Age 3-5:

01 = 80% or more of the school day in the presence of regular education students (*students who attend a regular Early Childhood program or kindergarten that includes at least 50% nondisabled children for at least 80% of their school day. Early Childhood programs include, but are not limited to: Head Start; kindergarten; privately operated general education preschool; preschool classes offered to an eligible pre-kindergarten population by the public school system; and group childcare.*)

02 = Between 40-79% of the school day in the presence of regular education students (*students who attend a regular Early Childhood program or kindergarten that includes at least 50% nondisabled children for between 40%-79% of their school day. This does not include children who are reported as receiving education programs in public or private separate schools or residential facilities*)

03 = Less than 40% of the school day in the presence of regular education students: *students who attend a regular Early Childhood program or kindergarten that includes at least 50% nondisabled children for less than 39% of their school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades. This does not include children who are reported as receiving education programs in public or private separate schools or residential facilities*)

04 = Separate class (*students who attend a special education program in a class with less than 50% nondisabled children. Does not include children who also attend a regular early childhood program*)

05 = Separate school (*students receiving special education and related services for greater than 50% of the school day in public or private separate schools*)

06 = Residential facility (*students who receive education programs and live in public or private residential facilities during the school week. Includes children receiving special education and related services for greater than 50% of the school day in public or private residential facilities*)

07 = Home (*students who receive special education and related services in the principal residence of the child's*

family or caregivers/babysitters, and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. Includes children who receive special education both at home and in a service provider location)

08 = Service Provider Location (students who receive all of their special education and related services from a service provider and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: a private clinician's office, in clinics; offices located in school buildings, hospital facilities on an outpatient basis, or libraries or other public locations. Do not include children who also receive special education at home. Children who receive special education both in a service provider location and at home should be reported in the home category)

For Age 6-21:

09 = 80% or more of the school day in the presence of regular education students (students included in the regular education setting at least 80% of the school day)

10 = Between 40-79% of the school day in the presence of regular education students (students included in the regular education setting from 40% to 79% percent of the school day)

11 = Less than 40% of the school day in the presence of regular education students (students who are included in the regular education setting up to 39% of the school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades)

12 = Public Separate School (students who receive special education and related services for more than 50% of the school day in a public school building without regular education students. These settings may include the following receiving schools: educational services commission, regional day school, special services school district, jointure commission, public college operated program)

13 = Private Day School (students who receive special education and related services at public expense for more than 50% of the school day in a separate private school for the disabled. In addition to reporting students who attend a separate private day program, districts should report students in residential programs for whom the district pays only the educational costs and not the residential costs)

14 = Private Residential (students who receive special education and related services in a private residential facility for greater than 50% of the school day and lived in the facility during the school week. The district of residence reports the student in this placement group when the district pays both the educational and residential costs. Districts should not report students in residential programs whose residential costs are paid by the Department of Children and Families as these students are reported by the Department of Children and Families.)

15 = Public Residential (students in this placement group that are attending Katzenbach School for the Deaf are reported by the district of residence. Students that are placed by the Department of Children and Families in a state facility are reported by the Department of Children and Families.)

16 = Home Instruction (students receiving special education and related services in the home, hospital, or other setting)

17 = Correctional Facility (students receiving special education and related services in short term detention facilities (community-based or residential) or longer term correctional facilities. Students receiving special education and related services in county detention facilities are reported in this category by the district of residence. Students receiving special education and related services in state facilities operated or contracted by the Juvenile Justice Commission or by the Department of Corrections are reported in this category by those state agencies, respectively.)

Required Element? Yes, **Mandatory** for all students with a valid IEP as of the snapshot date.

Additional Notes:

Determining time in presence of regular education students:

For Age 3-5:

When determining whether to report a child in a general early childhood program, you must calculate the percentage of time the child spends in a regular early childhood program. A regular early childhood program includes at least 50% nondisabled students. The numerator for this calculation is the amount of time per week the child spends in a regular early childhood program. The denominator for this calculation is the total number of hours the child spends in a regular early childhood program PLUS any time the child spends receiving special education and related services outside of a regular early childhood program. The result is multiplied by 100.

For Age 6-21:

To calculate the percentage of time in the presence of general education students:

Divide the number of minutes per day in the presence of general education students by the total number of minutes in the entire school day (between the first and last bell) and multiply times 100.

If a student's schedule varies from day to day, calculate the percentage on a weekly basis:

Divide the number of hours per week in the presence of general education students by the total number of hours in the entire school week and multiply times 100.

Special education and related services provided in the regular education classroom should be counted as time spent in the presence of regular education students.

Additional Notes:

Leave NULL if student is not classified as special education eligible.

If a SpecialEducationPlacement is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.

An error will occur if student is under 6 years old or over 22 years old and SpecialEducationPlacement codes 09-17 are listed.

An error will occur if student is over 6 years old and SpecialEducationPlacement codes 01-08 are listed.

Name of Data Element: CounselingServices

NJ DOE Number: 59

Definition: Indication of whether or not the student receives counseling services *as of October 15th* according to their IEP. Counseling refers to regular counseling (at least monthly) provided by a school psychologist, school social worker, or guidance counselor received by the student, parent or guardian.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education Programs

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, student receives counseling services according to their IEP

N = No, student does not receive counseling services according to their IEP

Required Element? Yes, **Mandatory** for all students who have a valid IEP as of the snapshot date.

Format:

Y = Yes

N = No

Additional Notes:

Leave NULL, or blank, if a student is not classified as special education eligible.

Leave NULL, or blank, if a student has not yet received an eligibility determination.

If value is "Y", there must be a value for each of the following:

EligibilityDeterminationDate **OR** ReevaluationDate

SpecialEducationClassification

SpecialEducationPlacement

Name of Data Element:
Occupational Therapy Services

NJ DOE Number: 60

Definition: Indication of whether or not the student receives occupational therapy services *as of October 15th* according to their IEP. Occupational Therapy services refers to services specified in the student’s IEP for: improving, developing or restoring functions impaired or lost through illness, injury or deprivation; improving ability to perform tasks for independent functions when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education Programs

Snapshot Dates: October 15 Special Education

Type: Alphanumeric

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, student receives occupational therapy services according to their IEP

N = No, student does not receive occupational therapy services according to their IEP

Required Element? Yes, **Mandatory** for all students who have a valid IEP as of the snapshot date.

Format:

Y = Yes

N = No

Additional Notes:

Leave NULL, or blank, if a student is not classified as special education eligible.

Leave NULL, or blank, if a student has not yet received an eligibility determination.

If value is “Y” there must be a value for each of the following:

EligibilityDeterminationDate **OR** ReevaluationDate

Special Education Classification

SpecialEducationPlacement

Name of Data Element:
PhysicalTherapyServices

NJ DOE Number: 61

Definition: Indication of whether or not the student receives physical therapy services *as of October 15th* according to their IEP. Physical Therapy refers to services and treatments as specified in the student's IEP provided by a qualified physical therapist.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education Programs

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, student receives physical therapy services according to their IEP

N = No, student does not receive physical therapy services according to their IEP

Required Element? Yes, **Mandatory** for all students who have a valid IEP as of the snapshot date.

Format:

Y = Yes

N = No

Additional Notes:

Leave NULL, or blank, if a student is not classified as special education eligible.

Leave NULL, or blank, if a student has not yet received an eligibility determination.

If value is "Y", there must be a value for each of the following:

EligibilityDeterminationDate **OR** ReevaluationDate

SpecialEducationClassification

SpecialEducationPlacement

Name of Data Element:
SpeechLanguageTherapyServices

NJ DOE Number: 62

Definition: Indication of whether or not the student receives speech language therapy services *as of October 15th* according to their IEP. Speech Language Therapy refers to services for the habilitation or prevention of communicative disorders as specified in the student’s IEP in addition to another special education program.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education Programs

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, student receives speech language services according to their IEP

N = No, student does not receive speech language services according to their IEP

Required Element? Yes, **Mandatory** for all students who have a valid IEP as of the snapshot date.

Format:

Y = Yes

N = No

Additional Notes:

Leave NULL, or blank, if a student is not classified as special education eligible.

Leave NULL, or blank, if a student has not yet received an eligibility determination.

If value is “Y”, there must be a value for each of the following:

EligibilityDeterminationDate **OR** ReevaluationDate

SpecialEducationClassification

SpecialEducationPlacement

Name of Data Element:
OtherRelatedServices

NJ DOE Number: 63

Definition: Indication of whether or not the student receives other related services *as of October 15th* according to their IEP. This category represents other related services which include, but are not limited to, such developmental, corrective, and other supportive services as are required to assist a student with a disability to benefit from special education as specified in the student's IEP. They include, but are not limited to, audiology services, psychological services, recreation, rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes, school nursing services, and parent counseling or training that is related to the education of the student. Transportation is NOT included in other related services.

Functional, Policy or Legal Description: NJ DOE, Division of Finance, Office of Special Education Programs

Snapshot Dates: October 15 Special Education

Type: Alpha

Min Length: 1

Max Length: 1

Range of Values:

Y = Yes, student receives other related services according to their IEP

N = No, student does not receive other related services according to their IEP

Required Element? Yes, **Mandatory** for all students who have a valid IEP as of the snapshot date.

Format:

Y = Yes

N = No

Additional Notes:

Leave NULL, or blank, if a student is not classified as special education eligible.

Leave NULL, or blank, if a student has not yet received an eligibility determination.

If value is "Y", there must be a value for each of the following:

EligibilityDeterminationDate **OR** ReevaluationDate

SpecialEducationClassification

SpecialEducationPlacement