
SPECIAL EDUCATION SUBMISSION

Data Quality Review Checklist

The New Jersey Department of Education's annual Special Education Submission captures information required by the Individuals with Disabilities Education Act (IDEA) and is used for data analysis and reporting at the federal, state and local levels. This document provides checklists for Directors of Special Education and District Data Administrators to use to ensure all records uploaded to the Special Education Submission and used for these high-stakes accountability metrics are complete.

The checklists are organized into four broad categories:

1. Alignment between the Fall Student Management and Special Education Submissions
2. IDEA Part B Child Count
3. SPP/APR Indicator 11, "Child Find"
4. SPP/APR Indicator 12, "Early Childhood Transition"

Alignment between NJSLEDS Student Management Fall Submission and Special Education Submission

Expectation: The number of records districts submit to the Special Education Submission match the number of active student records with special education classification codes submitted to the Fall Student Management Submission. These counts should match because both submissions reflect enrollment on October 15 of the current school year.

All student records with the following information submitted to Fall Student Management should be included in the Special Education Submission:

- ☐ Special Education Classification 00 to 99
- ☐ District Status is "A" (active)
- ☐ Nonpublic is blank

IDEA Part B Child Count

Expectation Number 1: All records for students with IEPs submitted to the Special Education Submission include the following information:

- ☐ Special Education Classification (00, 12 or 99 for students ages 3-5 in preschool)
- ☐ Special Education Placement (valid for the student's age and grade level) T
- ☐ Time in Regular Program (when placement is 18 or 19)
- ☐ Grade Level (for five-year-olds)
- ☐ Date of Birth

Issue: An issue is flagged when any of these fields are missing, or when an invalid code is provided.

Expectation Number 2: All students with IEPs are between 3 and 21 years old on October 15.

Issue: An issue is flagged when the student is 0 to 2 years old or 22 years old or older on October 15.

Indicator 11, Child Find

This indicator examines the number of students the district evaluated within 90 days of receiving parental consent to evaluate. Per N.J.A.C. 6A:14-3.4(e), districts are required to determine eligibility and, if found eligible, develop and implement the student's IEP within 90 calendar dates of the parental consent to evaluate date.

Expectation: Student records with Parental Consent to Evaluate Dates between July 1 and June 30 of the current year (i.e., for the 2025 Special Education Submission that is July 1, 2024 to June 30, 2025) will conform to one of the following scenarios:

Scenario 1: Students with Implemented IEPs

- ☐ A Parental Consent to Evaluate Date between July 1 and June 30
- ☐ A Parental Consent to Implement IEP Date
- ☐ Parental Consent Obtained is "Y"
- ☐ An Eligibility Determination Date that is the same or earlier than the Parental Consent to Implement IEP Date
- ☐ A Special Education Classification between 01 and 17

Note: When the Parental Consent to Implement IEP Date is 91 or more days after the Parental Consent to Evaluate Date, the record should also include:

- ☐ An Initial Process Delay Reason

Scenario 2: Students Whose Eligibility Is Determined but Whose IEPs Are Not Implemented

- ☐ A Parental Consent to Evaluate Date between July 1 and June 30
- ☐ A Special Education Classification between 01 and 17
- ☐ An Eligibility Determination Date that is after the Parental Consent to Evaluate Date and either:
 - ☐ An Initial Process Delay Reason or
 - ☐ A Parental Consent Obtained value of "R" if parent refusal is the reason the IEP is not implemented

Scenario 3: Students Determined Ineligible for Services

- ☐ A Parental Consent to Evaluate Date between July 1 and June 30
- ☐ The Special Education Classification 00
- ☐ An Eligibility Determination Date that is after the Parental Consent to Evaluate Date
- ☐ Parental Consent to Implement IEP Date is blank
- ☐ Parental Consent Obtained is blank

Note: For students evaluated and found ineligible for services, when the Eligibility Determination Date is 91 or more days after the Parental Consent to Evaluate Date, the record should also include:

- ☐ An Initial Process Delay Reason

Scenario 4: Students Whose Eligibility Is Not Determined

- ☐ A Parental Consent to Evaluate Date between July 1 and June 30
- ☐ A valid Initial Process Delay Reason

Issue: Any record that does not meet one of the scenarios listed above will be flagged as an issue. The most common issue is a missing Initial Process Delay Reason.

Indicator 12, Early Childhood Transition

The focus of this indicator is on the number of children referred from Part C before age 3 that the district evaluated over the previous reporting period, which is determined by the referral date and runs from July 1 to June 30 of the current reporting year. N.J.A.C. 6A:14-3.3(e)2 requires that all preschoolers with disabilities have their IEPs implemented by their third birthdays.

Expectation: Student records with the Early Intervention value “Y” and a Referral Date that is before the student’s third birthday and between July 1 and June 30 will meet one of the following scenarios:

Scenario 1: Children with Implemented IEPs

- ☐ Early Intervention is “Y”
- ☐ A Referral Date between July 1 and June 30 that is before the child’s third birthday
- ☐ A Parental Consent to Implement Initial IEP Date that is the same day or after the Eligibility Determination Date
- ☐ Parental Consent Obtained is “Y”
- ☐ An Eligibility Determination Date after the Parental Consent to Evaluate Date
- ☐ The Special Education Classification 12

When Parental Consent to Implement IEP Date is after the child’s third birthday, the record should also include:

- ☐ An Initial Process Delay Reason

Scenario 2: Children Whose Eligibility Is Determined but Whose IEPs Are Not Implemented

- ☐ Early Intervention is “Y”
- ☐ A Referral Date between July 1 and June 30 that is before the child’s third birthday
- ☐ The Special Education Classification 12
- ☐ An Eligibility Determination Date after the Parental Consent to Evaluate Date and either:
 - ☐ An Initial Process Delay Reason **or**
 - ☐ The Parental Consent Obtained value of “R” if parent refusal is the reason the IEP is not implemented

Scenario 3: Children Determined Ineligible

- ☐ Early Intervention is “Y”
- ☐ A Referral Date between July 1 and June 30 that is before the child’s third birthday
- ☐ The Special Education Classification 00

- ☐ An Eligibility Determination Date after the Parental Consent to Evaluate Date
- ☐ Parental Consent to Implement IEP Date is blank
- ☐ Parental Consent Obtained is blank

For children referred from Part C are found ineligible for services and the Eligibility Determination Date is after the student's third birthday, the record should also include:

An Initial Process Delay Reason

Scenario 4: Children Whose Eligibility Is Not Determined

- ☐ Early Intervention is "Y"
- ☐ A Referral Date between July 1 and June 30 that is before the child's third birthday
- ☐ An Initial Process Delay Reason

Issue: Any record that does not meet one of the scenarios listed above will be flagged as an issue. The most common issue is a missing Initial Process Delay Reason.