Special Education Exit Report [.2124 - .2231]

Last Modified on 10/22/2022 10:52 am CDT

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PATH: *KY State Reporting > Special Education Exit Report*

The Kentucky Special Education Exit report pulls information on special education students who leave the school district, exit special education programs, or are a no-show when expected to return.
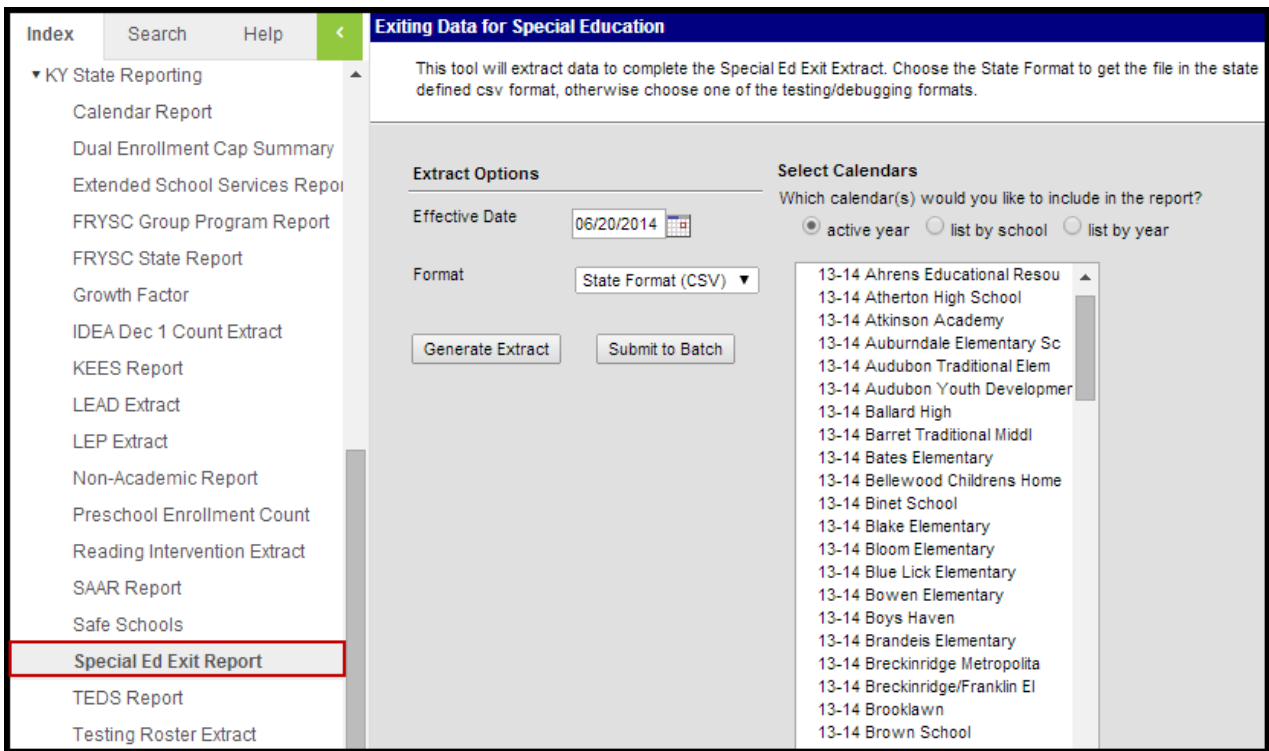

Image 1: Special Education Exit Report

Report Editor Details

The following data elements are available on the Special Education Exit Report:

Data Element	Description
Effective Date	This field populates to the current date and is generated from the first instructional day of the year. For submission to KDE, the effective date must be June 30.

Data Element	Description
Format	Selection indicates how the report will be generated. Options are State Format (CSV) or HTML.
Calendars	Calendars can be selected by the active year, by school or by year.

Report Logic

- The report can be generated for a specific school or all schools within a district based on the calendar(s) selected in the editor.
    - If a single school is selected, eligible students with multiple enrollment records will report for the school where they were enrolled on the first day of instruction.
    - If All Schools is selected, eligible students with multiple enrollment records will report under the school number of their latest enrollment record.

Required Reporting Criteria

- Students must have been enrolled on the first day of instruction for the reporting year. No mid-year enrollments will appear on this report AND
    - Students without an enrollment record or a No Show record on the first day of instruction are not included in the report.
- Students must be age 14 by December 1 of the reporting year to be included in the report.
- If a student withdraws and re-enrolls within the current reporting period, the student will NOT show on the report unless the student withdraws again and is withdrawn at the end of the school year.
- Students must have a **Special Education Exit Date** within the reporting year.
- Students must have a **Special Education Exit Status** on their enrollment within the reporting year.

Conditional Reporting Criteria

In addition to the Required Reporting Criteria mentioned above, the student must also meet one of the following conditions:

Condition 1: The student has withdrawn from the district and is a No Show in the current year.

- The student has withdrawn from the district with a withdrawal status other than W01, W02 or CO1 within the reporting year.
- The student was active in Special Education in the previous year. The students the previous year with a Special Ed Status of A or AR.
- The student ends the previous year with an enrollment record End Stataus of CO1, G01, G02, G03, G04 or W30.
- The student is a No Show for the first day of school in the current school year.
    - The student will pull on the next school year's report regardless of the Special Ed Status on the No Show Enrollment record..

District Process for Ensuring Students Meet Condition 1

- Staff ensures the No Show enrollment record in the reporting year has a Start Status of NS: No Show and an End Status of CO1.
- Staff marks the student's Special Ed Status as I: Inactive after they have verified the circumstances of the no show.
- Staff marks the Special Ed Exit Date as the end date of the No Show enrollment record.
- Staff updates the No Show enrollment record with the appropriate Special Ed Exit Status (with the most common being 03: Alternative High School Diploma).

Condition 2: The student is removed from special education services but continues at the school.

- The student is no longer active in Special Education.
- The student has a Special Ed Exit Status within the reporting period.
- The student has a Special Ed Exit Date within the reporting period.

District Process for Ensuring Students Meet Condition 2

- Staff marks the student's Special Ed Status as I: Inactive.
- Staff updates the student's enrollment record with a Special Ed Exit Date that is within the reporting period.
- Staff will update the student's enrollment record with the appropriate Special Ed Exit Status (with the most common being 01: Transitioned to Regular Education).

Special Education Exit Status and **Special Education Exit Date** roll forward. This report will not pull students whose Special Education Exit Date is within the prior years.

Generating the Report

1. Enter an **Effective Date** in *mmddyy* format, or click the calendar icon to select a date.
2. Select the **Format** in which the report should be generated. The **State Format (CSV)** should be selected when sending the report to the Department of Education. Use the HTML format for review prior to submittance.
3. Select the calendars to include in the extract.
4. Click the **Generate Extract** button. The report will generate in the desired format, listing the students who meet the requirements.

KY Sped Exit Report Records:42

districtNumber	SchoolNumber	SSID	LastName	FirstName	dateOfBirth	disability	gender	raceEthnicity	englishProficiency	SpedExitStatus	SpedExitDate	Age	EndDate	EndStatus
555	180			Jeramiah		09	M	BL7				14	08/13/2014	W24
555	180			Timothy		01	M	BL7				16	08/12/2014	W24
555	180			Helena		01	F	BL7				15	08/12/2014	W02
555	180			Carly		10	F	HI7				15	08/12/2014	W24
555	180			Alexander		13	M	WH7		01	10/11/2005	15	08/13/2014	W24
555	180			Jeffery		07	M	WH7				16	08/12/2014	W02
555	180			Jasmine		01	F	WH7				15	08/12/2014	W22
555	180			Madelyn		09	F	WH7				14	08/13/2014	W24

Image 2: KY Sped Exit Report - HTML Format

Data Validation

Errors and warnings that exist will display prior to the display of the Special Education Exit Report. This information should be reviewed and modified as needed prior to submitting the report. The following warnings/errors will be returned:

Critical Error 1: Exit Date/Exit Status Validation

This error will generate the following message: "ER01: the following record(s) contain a Special Education Exit Status but no Special Education Exit Date OR contain Special Education Exit Date but no Special Education Exit Status. (Number of Records: x)". This warning will list the student's name, state ID, grade level and Special Education exit date.

There are errors and/or warnings in the extract (See below). [Click Here] to generate the final extract.

ER01: the following record(s) contain a Special Education Exit Status but no Special Education Exit Date OR contain Special Education Exit Date but no Special Education Exit Status. (Number of Records:5)

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	410			ANDREA	12	03	
301	410			SARAH	12	03	
301	410			TREVOR	12	03	
301	410			JONATHON	14	03	
301	450			OLIVIA	12	03	

Image 3: Error 1

Critical Error 2: End Status Validation

This error will generate the following message: "ER02: the following record(s) contain a Special Education Status of A or AR AND an End Status other than W01 or W02 or CO1, but do not contain a corresponding Special Education Exit Status or Date (Number of Records: x)". This warning will also appear for students who have a Special Education status and exit date but the exit date is prior to the reporting year.

If the No Show checkbox is marked on the enrollment record, it is not necessary to enter a Special Education exit status and exit date. A student who ended the previous year with a C01 end status and an A or AR Special Education status and who did not show in the beginning of the reporting year will be included in the report.

ER02: the following record(s) contain a Special Education Status of A or AR AND an End Status other than W01 or W02 or CO1, but do not contain a corresponding Special Education Exit Status or Date (Number of Records:6)

districtNumber	SchoolNumber	SSID	LastName	FirstName	Grade	SpedExitStatus	spedExitDate
301	022			DANIELLE	09		
301	022			SEAN	09		
301	410			ANDREA	12	03	
301	410			SARAH	12	03	
301	410			TREVOR	12	03	
301	450			OLIVIA	12	03	

Image 4: Error 2

Special Education Exit Report Data Elements

The following data elements are included in the Special Education Exit Report:

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
District Number	State-assigned district number	Numeric, 3 digits	District.number	System Administration > Resources > District Information > State District Number
School Number	State-assigned school number	Numeric, 3 digits	School.number	System Administration > Resources > School > School Detail > Location Number
Student State ID	State-assigned student ID number	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > State ID

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Student Last Name	Last name of the student	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Student First Name	First name of the student	Alphanumeric, 35 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Date of Birth	Displays the student's date of birth	Date field, 8 characters MMDDYYYY	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Disability	Indicates the student's primary disability. • **01** = Mild Mental Disability • **02** = Functional Mental Disability • **04** = Hearing Impairment • **05** = Speech or Language Impairment • **06** = Visually Impaired • **07** = Emotional-Behavioral Disability • **08** = Orthopedic Impairment • **09** = Other Health Impaired • **10** = Specific Learning Disability • **11** = Deaf-Blindness • **12** = Multiple Disabilities • **13** = Autism • **14** = Traumatic Brain Injury • **15** = Developmental Delay	Numeric, 2 digits	Enrollment.disability1	Student Information > General > Enrollments > Special Education Fields > Disability

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Gender	Indication of student being either male or female • **1** = Male • **2** = Female	Alphanumeric, 1 character M or F	Identity.gender	Census > People > Demographics > Person Information > Gender
Race/Ethnicity	Displays the student's race/ethnicity. See the Race/Ethnicity table for reporting values.	Alphanumeric, 2 characters	Identity.raceEthnicity	Census > People > Demographics > Person Information > Race/Ethnicity
English Proficiency	Indicates whether or not the student was active in an EL program during the reporting period. If the student has a Program Status but it is not EL but their Program Exit Date is within the reporting period, they will still report as EL within this field.	Alphanumeric, 3 characters	LEP.programStatus	Student Information > Program Participation > English Learners (EL) > Program Status

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Special Education Exit Status	Displays the student's Special Education exit status. • **01** = Transferred to Regular Education • **02** = Graduated with Diploma • **03** = Alternative High School Diploma • **04** = Maximum Age • **05** = Deceased • **06** = Moved, Known to Continue • **07** = Dropped Out	Numeric, 2 charachters	Enrollment.spedExitStatus	Student Information > General > Enrollments > Special Education Fields > Special Education Exit Status
Special Education Exit Date	The date the student exited Special Ed and no longer received Special Ed services.	Date field, 8 characters DDMMYYYY	Enrollment.spedExitDate	Student Information > General > Enrollments > Special Education Fields > Special Ed Exit Date
Age	Displays the student's age as of December 1	Numeric, 2 characters	Calculated, not dynamically stored	Census > People > Demographics > Person Information > Birth Date

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
End Date	The student's enrollment record End Date. Logic reports the end date of the enrollment record where the student exited Special Education.	Date field, 8 characters DDMMYYYY	Enrollment.endDate	Student Information > General > Enrollments > End Date
End Status	The student's enrollment record End Status. Logic reports the end status of the enrollment where the student exited Special Education.	Alphanumeric, 3 characters	Enrollment.endStatus	Student Information > General > Enrollments > End Status

Race/Ethnicity Reported Values

Race/Ethnicity Code	Description	Reported Value
01	Hispanic	HI7
02	American Indian/Alaska Native	AM7
03	Asian	AS7
04	Black	BL7
05	Native Hawaiian/Pacific Islander	PI7
06	White	WH7
07	Two or more	MU7