

2007-2008 Year-end Special Education EMIS Reporting Checklist

This checklist may not be all inclusive. It is a reporting tool and its use is not mandatory; it is meant to serve as a resource that may be altered to suit your specific special education reporting needs.

Complete	Tasks	<i>EMIS</i>	<i>Special Education</i>
	Review data submitted in prior reporting period for completeness and accuracy being sure to update any incorrect data for year-end	<i>Review ODE reports, (Note: no changes can be made to data in a closed reporting period)</i>	<i>Ask EMIS coordinator about any previous errors</i>
	Collect/prepare Special Education data for reporting	<i>Communicate with district Special Education Coordinator, use IEP Collection forms as suitable for your district</i>	<i>Communicate with EMIS coordinator; ensure that any locally produced or vendor-provided data collection form is compatible with this year's requirements</i>
	Communicate with district Special Education Coordinator regarding timelines and information sources		<i>Identify reporting deadlines</i>
	Ensure all Special Education events that occurred between June 1, 2007 through May 31, 2008 have been submitted including October and February	<i>Review Chapter 2 of the ODE EMIS Manual</i>	<i>Ensure that EMIS coordinator has necessary information for all events that occurred through June 1, 2007 and May 31, 2008</i>
	Ensure that all events reported in October and February are re-reported in year-end	<i>Review Chapter 2 of the ODE EMIS Manual</i>	
	Ensure that all appropriate Disability Conditions have been updated	<i>Review Chapter 2 of the ODE EMIS Manual</i>	<i>Verify any updates made</i>
	Review data on students being educated elsewhere (ESC, court placed, etc.) for missing special education information	<i>Review Chapter 2 of the ODE EMIS Manual</i>	<i>Verify status of students being educated elsewhere; provide special event dates if necessary</i>
	Ensure that all preschool students have the appropriate assessments reported (if applicable)	<i>Review Chapter 2 of the ODE EMIS Manual</i>	
	Ensure that all students participating in the Autism Scholarship Program are reported correctly	<i>Review Chapter 2 of the ODE EMIS Manual</i>	<i>Provide list of autism scholarship participants</i>
	Ensure that all alternate assessment information has been reported correctly (if applicable)	<i>Review Chapter 2 of the ODE EMIS Manual</i>	<i>Indicate required assessment type for each student (in 2008-2009, this will be a special education event and outcome)</i>
	Ensure that students with disabilities who have met graduation requirements are correctly reported as either a graduate this year or as a grade-level next year of 23	<i>Review Chapter 2 of the ODE EMIS Manual</i>	<i>Indicate which grade 12 SWD will graduate, which will continue as Grade 23, and which will continue in grade 12</i>
	Ensure that special education events have a non-compliance ID if it did not occur within of the federal timelines	<i>Review Chapter 2 of the ODE EMIS Manual</i>	<i>Review applicable non-compliance reasons</i>

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	Ensure that all special education students who will be turning 16 years of age by May 31st have the appropriate transition services plan program code reported	<i>Review Chapter 2 and Appendix E of the ODE EMIS Manual</i>	<i>Communicate existence of transition plan to EMIS</i>
	Ensure that all appropriate Program Codes, Related Services (if IEP indicates), and/or Least Restrictive Environment codes have been reported	<i>Review Appendix E of the ODE EMIS Manual</i>	<i>Review student information on whatever form district uses to communicate this information</i>
	Ensure that all appropriate Program Codes have been reported	<i>Review Appendix E of the ODE EMIS Manual</i>	
	Review weekly ODE report (if applicable): Missing tests (ASQ, ECO, and GGG)	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE Web site for report explanation</i>	
	Review weekly ODE report (if applicable): STU_DISAB_EXITING	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE Web site for report explanation</i>	<i>Work with EMIS coordinator to ensure correct information is provided</i>
	Review weekly ODE report (if applicable): General Issues and/or General Issues Details	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE Web site for report explanation</i>	<i>Work with EMIS coordinator to ensure correct information is provided</i>
	Review weekly ODE report (if applicable): Spec Ed Compliance	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE Web site for report explanation</i>	<i>Work with EMIS coordinator to ensure correct information is provided</i>
	Review weekly ODE report (if applicable): Transition Code Missing	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE Web site for report explanation</i>	<i>Work with EMIS coordinator to ensure correct information is provided</i>
	Review weekly ODE report (if applicable): Missing Spec Ed Event	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE Web site for report explanation</i>	<i>Work with EMIS coordinator to ensure correct information is provided</i>
	Review weekly ODE report (if applicable): IEP NO Fund	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE Web site for report explanation</i>	<i>Work with EMIS coordinator to ensure correct information is provided</i>
	Contact special education and/or testing coordinator for information required on District Testing record.		
	Contact relevant staff (district and/or ESC special ed staff) for counts on district record		<i>Work with EMIS coordinator to ensure correct information is provided</i>