SPECIAL EDUCATION END OF YEAR 2016-2017 TIMELINE

Due Dates	What is Due
Monday May 1, 2017	Snapshot available (Interchange opened in September 2016)
Wednesday July 12, 2017	Date by which IEP Interchange errors (Child File/Participation File) need to be resolved and at least one 2016-17 Special Education End-of-Year Snapshot created. ☐ Special Education Child File uploaded and errors resolved ☐ Special Education Participation File uploaded and errors resolved ☐ A 16-17 snapshot has been created
Thursday Sept. 7, 2017	Date by which all Exception requests should be received by CDE to allow sufficient time for processing. ☐ All exception requests uploaded to Syncplicity folder and CDE notified
Tuesday Sept. 12, 2017	Date by which all Interchange and Snapshot errors need to be resolved. Generate your complete Special Education EOY Snapshot by passing all Interchange and Snapshot validations in preparation for duplicate checks. If applicable, CEIS file uploaded and error free by this date. All data records needed for the Special Education EOY Snapshot should be submitted and passed Interchange (level 1) and Snapshot (level 2) edit validations. ☐ All data records needed are included in file ☐ Special Education IEP Interchange validations passed ☐ Special Education EOY Snapshot validations passed ☐ CEIS file uploaded and validations passed
Tuesday Sept. 12 - Friday Sept. 15, 2017	**Initial Report Review.** This is an opportunity to review your reports in detail and make any data corrections you deem necessary to ensure you are reporting valid and reliable data. Be sure to review your EXIT DATA in order to minimize duplicate reporting of student records by more than one AU. ☐ All 9 reports listed on the Data Validity Certification Report have been reviewed ☐ Exit information has been double-checked, verified, and data records contain up-to-date exit information
Friday Sept. 15, 2017	Date by which all changes are identified and fixed and a complete error-free Special Education EOY Snapshot has been created in preparation for the duplicate checks. ☐ Any changes identified by the Administrative Unit during data review must be resolved by this date (data corrected in file, resubmitted and passed all edits). ☐ Reports have been reviewed to verify that the data are valid and reliable and represent an accurate account of all students the AU is responsible for.
Monday Sept. 18, 2017	CDE to run duplicate and data validity check reports.
Tuesday Sept. 19 – Wednesday Sept. 20, 2017	CDE will notify AUs of their possible duplicates and any other data validity issues by end of day Wednesday, September 20th.
Wednesday Sept. 20- Wednesday Sept. 27, 2017	AUs research and make file changes to resolve duplicates. During this time, CDE asks that AUs work together in a timely manner to facilitate resolution of duplicates.

Due Dates	What is Due
Wednesday Sept. 27, 2017	Date by which AUs must have resolved all duplicate and data validity issues and created a complete Special Education EOY Snapshot that reflects those data changes.
Thursday Sept. 28 – Wednesday October 4, 2017	**FINAL REPORT REVIEW.** This is a final opportunity to review your reports in detail and make any corrections you deem necessary to make sure you are reporting valid and reliable data. ☐ Verify number of completed Part C evaluations is accurate (only *completed* evaluations are reimbursed) ☐ Verify number of students reported in each path (1, 2, or 3) is accurate ☐ All 9 reports listed on the Data Validity Certification Report have been reviewed
Thursday October 5, 2017	All changes to files identified during report review are required by this date and a complete Special Education EOY Snapshot created. ☐ *Complete* indicates all required data fields are populated for all students reported. All students who must be reported have been reported. All Interchange and Snapshot errors are resolved.
Thursday October 5, 2017	Final Data File Approval and Report Submission. Date by which your complete and final Special Education EOY Snapshot approval is due through electronic submission to the Data Pipeline. ☐ Approve final Special Education EOY Snapshot by clicking "submit to CDE" ☐ Date by which ALL signed reports must be received by CDE (DMS) **ALL of the following signed reports are due today! Reports should be uploaded to the Data Management System under the "Profile" Tab and must contain all pages of the reports listed below, not just the signature page:** ☐ 1: Data Validity Certification Report ☐ 2: Number of Children Referred for Part C Evaluations ☐ 3: Indicator 11 Number of Students with Initial Part B Evaluation ☐ 4: Indicator 12 Number of Children Referred from Part C to Part B ☐ 5: Number of Students Exited by Disability and Discrete Age ☐ 6: Number of Students Reported by Age Group, Type of Service and Disability ☐ 7: Number of Students Reported by Age Group and Type of Referral ☐ 8: Year to Year Comparison Report of Number of Students Exited *(include explanation of flags)* ☐ 9: Year to Year Comparison Report of Students Reported by Type of Referral *(include explanation of flags)* ☐ 10: Listing of Students Reported in Error on the Previous December Count ☐ Flag explanation document, if applicable, has been uploaded to the Data Management System