

Special Education End of Year Report Checklist

This document provides an **optional** checklist which data respondents and their directors may use to track their progress through the review and submission of SPED End of Year Reports. This checklist was created in response to a request from the field. If you have any suggestions regarding the checklist, please email Alyssa Ohleyer at Ohleyer_A@cde.state.co.us.



The Checklist is color-coded to match the colors of the slides from the *SPED EOY Report Webinar*.

- The first section of the checklist covers the Error Reports that should be:
 - Reviewed before the Exception request deadline, August 31, 2023
 - Resolved at the Snapshot level by September 7, 2023
- The second section of the checklist covers the reports that must be **reviewed** by directors during:
 - The Initial Report Review Week *September 8 - September 15* and,
 - The **Final Report Review *September 25 - September 29***.
- The third section covers the reports that must be signed by directors and **submitted by September 29, 2023**.
- The final section of the checklist contains tables of common codes that will be encountered in the reports.




This year 8 signature reports are required. The Flag Explanation Report is only required if your Administrative Unit had any significant changes flagged in your Year-to-Year reports. Significant changes are flagged if a category changes by a count of 20 or more AND a percentage of 20% or more. Changes that fit both criteria will be flagged with an “A” in the Year-to-Year reports.

This Checklist contains some quick reference lists for codes. See the code tables for Delays (updated), Disabilities and Exits at the end of the list.

The data captured in the SPED EOY Snapshot are used for Federal and Indicator reporting, to monitor state performance, and in policy development decisions.






Symbol	Meaning
\$	This report ties to a financial allocation
☑	This report ties to a compliance measure
	The data in this report are used in public accountability reports posted on the CDE website
	The data in this report are included in EdFacts Reports to the U.S. Department of Education

Error Reports - Review Warnings and resolve Snapshot* Errors Before Sept. 7, 2023

Report	Looks like:	Notes	Pages	Format	Director Reviewed																				
Snapshot Records Excluded Due to Profile Errors	 <p>Colorado Department of Education Errors: Snapshot Records Excluded Due to Profile Errors</p> <p>Administrative Unit: Special Education End Of Year</p> <p>Page: 1</p>	Records that did NOT make it to the SNAPSHOT that have errors at the INTERCHANGE level. This report should be empty.	varies	optional																					
Errors: Special Education EOY Error Detail Report	 <p>Colorado Department of Education Errors: Special Education EOY Error Detail Report</p> <p>Administrative Unit: Special Education End Of Year</p> <p>Page: 1</p>	Includes all records that have errors or warnings at the SNAPSHOT level.	varies	optional																					
Errors: Special Education EOY Summary Report	 <p>Colorado Department of Education Errors: Special Education EOY Error Summary Report</p> <p>Administrative Unit: Special Education End Of Year</p> <p>Page: 1</p> <table border="1" data-bbox="426 852 1207 1047"> <thead> <tr> <th>Admin Unit Code</th> <th>Error Type</th> <th>Code</th> <th>Message</th> <th>Number of Errors</th> </tr> </thead> <tbody> <tr> <td></td> <td>E</td> <td>SY035</td> <td>If Special Education/Part C Referral is 01, 04, or 05, then Date Evaluation Completed (Path 1) must be within the current school year. (Example: 07012018 - 06302019), unless zero-filled.</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>SY038</td> <td>If Special Education/Part C Referral is 02, 04 or 07, then Date of Referral to AU from Local CCB [Path 2] must be between the start of the school year two years prior and the end of the current school year. (Example: 07012016 and 06302019) if not zero-filled.</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td>SY053</td> <td>Date Child is Found Eligible for Part C Services [Path 2] must be between the start of the school year three years prior and the end of the current reporting year. (Example: 07012015 - 06302019) if not zero-filled.</td> <td>2</td> </tr> </tbody> </table>	Admin Unit Code	Error Type	Code	Message	Number of Errors		E	SY035	If Special Education/Part C Referral is 01, 04, or 05, then Date Evaluation Completed (Path 1) must be within the current school year. (Example: 07012018 - 06302019), unless zero-filled.	1			SY038	If Special Education/Part C Referral is 02, 04 or 07, then Date of Referral to AU from Local CCB [Path 2] must be between the start of the school year two years prior and the end of the current school year. (Example: 07012016 and 06302019) if not zero-filled.	2			SY053	Date Child is Found Eligible for Part C Services [Path 2] must be between the start of the school year three years prior and the end of the current reporting year. (Example: 07012015 - 06302019) if not zero-filled.	2	Gives the count of errors and warnings by code at the SNAPSHOT level.	1-2	optional	
Admin Unit Code	Error Type	Code	Message	Number of Errors																					
	E	SY035	If Special Education/Part C Referral is 01, 04, or 05, then Date Evaluation Completed (Path 1) must be within the current school year. (Example: 07012018 - 06302019), unless zero-filled.	1																					
		SY038	If Special Education/Part C Referral is 02, 04 or 07, then Date of Referral to AU from Local CCB [Path 2] must be between the start of the school year two years prior and the end of the current school year. (Example: 07012016 and 06302019) if not zero-filled.	2																					
		SY053	Date Child is Found Eligible for Part C Services [Path 2] must be between the start of the school year three years prior and the end of the current reporting year. (Example: 07012015 - 06302019) if not zero-filled.	2																					





*Interchange Errors should have been resolved by June 29, 2023

Review Week Checklist Detail Reports - Sept 8-15, 2023 & Sept 25-29, 2023

Report	Looks like:	Notes	Pages	Format	Director Reviewed	
Detail Report: Average Percent of Time in Special Education by Age Group and Disability	 <p>Colorado Department of Education Average Percent of Time in Special Education By Age Group and Disability Special Education End-Of-Year Student Administrative Unit:</p>	This report details the average % of time students spend in special education settings by age and disability	1	optional	9/15	9/29
Detail Report: Indicator 11 Listing of Path 2 Children and Path 3 Students who did not have their evaluation completed within 60 days	 <p>Colorado Department of Education Exceptional Student Services Unit Detail Report: Indicator 11 Listing of Path 2 Children and Path 3 Students who did not have their evaluation completed within 60 days Special Education End-Of-Year Student Page: 1</p>	This is for your information, to guide best practices and identify trends. - (see Table 1 for delay codes)	varies	optional		
Detail Report: Indicator 11 Listing of Path 2 Children and Path 3 Students who did not Meet the Timeline	 <p>Colorado Department of Education Exceptional Student Services Unit Detail Report: Indicator 11 Listing of Path 2 Children and Path 3 Students who did not Meet the Timeline Special Education End-Of-Year Student Page: 1</p>	This report lists the students who account for your percentage being less than 100%- NOT VALID (see Table 1 for delay codes)	varies	optional		
Detail Report: Indicator 11 Listing of Path 3 School Age Students whose Evaluation Was Completed within 5 Days of Parental Consent	 <p>Colorado Department of Education Exceptional Student Services Unit Detail Report: Indicator 11 Listing of Path 3 School Age Students whose Evaluation Was Completed within 5 Days of Parental Consent Special Education End-Of-Year Student Page: 1</p>	This report lists all students whose evaluation was not completed within 60 days regardless of the reason or if it was an allowable reason. This report is informational only. (see Table 1 for delay codes)	varies	optional		
Detail Report: Indicator 11 Listing of Path 3 Students whose IEP was not Finalized within 90 Calendar Days	 <p>Colorado Department of Education Exceptional Student Services Unit Listing of Students whose IEP was not Finalized within 90 Calendar Days Special Education End-Of-Year Student Page: 1</p>	This report lists all students whose IEP was not finalized within 90 days regardless of the reason. This report is informational only. (see Table 1 for delay codes)	varies	optional		





*You should not have many “NOT-VALID” as the delay reasons. If you have a large number, you may want to explore the circumstances around this to ensure the code is valid for individual records.

Review Week Checklist (continued)- Sept 8-15, 2023 & Sept 25-29, 2023

Report	Looks like:	Notes	Pages	Format	Director Reviewed
Detail Report: Indicator 12 Listing of Path 2 Children who did not Meet the Timeline	 <p>Colorado Department of Education Exceptional Student Services Unit Part B SPP Compliance Indicator 12 Listing of Students who did not meet the SPP Indicator 12 Timeline Special Education End-Of-Year Student</p> <p>Administrative Unit:</p> <p>Below is a listing of children who did not meet the SPP Indicator 12 Timeline</p> <p>(see Table 1 for delay codes)</p> <p>Page: 1</p>	Includes students that did not meet the evaluation and/or implementation timeline because the reason for delay was “not valid”**	varies	optional	9/15 9/29
Detail Report: Indicator 12 Listing of Path 2 Children whose Part B IEP was Not Implemented by their 3rd Birthday	 <p>Colorado Department of Education Exceptional Student Services Unit Listing of Children referred from Part C to B Whose Part B IEP was not implemented by their 3rd birthday Special Education End-Of-Year Student</p> <p>Administrative Unit:</p> <p>Below is a detail listing of all children with a delay in either: Reason for Delay in Initial Eligibility Meeting, or Reason for Delay in IEP Implementation</p> <p>Page: 1</p>	Provides the record of every student who had a delay of the Initial Eligibility Meeting or IEP Implementation. (see Table 1 for delay codes)	varies	optional	
Detail Report: Listing of Children whose Disability needs to be Reevaluated by the next December 1 Count	 <p>Colorado Department of Education Exceptional Student Services Unit Listing of Children whose Disability needs to be Reevaluated by the next December 1 Count Special Education End-Of-Year Student</p> <p>Administrative Unit:</p> <p>*When exporting to Excel, be sure to choose Excel 2007 Format</p> <p>Below is a detail listing of children who are reported as a Infants/Toddlers with a Disability (12) and will be three or older on December 1st of the next reporting period.</p> <p>Below is a detail listing of children who are reported as Developmental Delay with a Disability (11) and will be nine or older on December 1st of the next reporting period.</p> <p>Page: 13</p>	This report details those students who need to be re-evaluated because they will have aged out of disability 11 or 12 by December 1, 2016. (see Table 2 for disability codes)	varies	optional	
Detail Report: Listing of Path 1 Children whose Part C Evaluation was not completed within 45 Calendar Days	 <p>Colorado Department of Education Exceptional Student Services Unit Detail Listing of Children whose Part C Evaluation was not Completed within 45 Calendar Days Special Education End-Of-Year Student</p> <p>Page: 1</p>	This report gives the details of the data on the signature report #2 “Number of Children Referred for Part C Evaluation(s), and Number of Evaluations completed by the AU”	Should be blank for 22-23		




**For Indicator 12, students who were found eligible for Part C services in the 90 days before their 3rd birthday will not appear on this report because ALL delay reasons are accepted for this situation. In other words, these students do not count against your final Indicator 12 finding, even if there was an invalid reason for the delay.

Review Week Checklist (continued)- Sept 8-15, 2023 & Sept 25-29, 2023

Report	Looks like:	Notes	Pages	Format	Director Reviewed																																	
Detail Report: Listing of Students Considered to be Graduates	 <p style="text-align: center;">Colorado Department of Education Exceptional Student Services Unit Detail Report: Listing of Students Considered to be Graduates Special Education End-Of-Year Student</p> <p>Administrative Unit: Special Education End Of Year</p> <p>Below is a list of students reported as exited with a Basis of Exit of 90 Graduated with Regular Diploma. Please share this information with your District counterpart who is reporting Regular End of Year Student data.</p> <p style="text-align: right;">Page: 1</p>	This report lists all of your records that are reported with Basis of Exit 90 - Graduated with Regular Diploma. Make sure none are missing. This lists the graduates who will be included in your Indicator 14 sample next year.	varies	optional																																		
Detail Report: Listing of Students that will be in the Indicator 14 Post School Outcomes Sample Next School Year	 <p style="text-align: center;">Colorado Department of Education Detail Report: Listing of Students that will be in the Indicator 14 Post School Outcomes Sample Next School Year Administrative Unit: Special Education End Of Year</p> <p>The following students will be interviewed in the Post School Outcomes Survey next summer approximately one year from now. Please note that if an AU has greater than 100 students on the below list, CDE will randomly select a group of students who will be included in the post-school outcome interview sample.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SASID</th> <th>LASID</th> <th>First Name</th> <th>Last Name</th> <th>Gender</th> <th>Birth Date</th> <th>School Code</th> <th>School Name</th> <th>District of Attendance</th> <th>Primary Disability</th> <th>Race/ Ethnicity</th> <th>Grade Level</th> <th>End Date of Sped</th> <th>Reason Exited Sped</th> <th>Code Description</th> <th>Sped Program Code</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right;">Page: 1</p>	SASID	LASID	First Name	Last Name	Gender	Birth Date	School Code	School Name	District of Attendance	Primary Disability	Race/ Ethnicity	Grade Level	End Date of Sped	Reason Exited Sped	Code Description	Sped Program Code																	This report lists all the records that qualify for the Indicator 14 Sample.	varies	optional		
SASID	LASID	First Name	Last Name	Gender	Birth Date	School Code	School Name	District of Attendance	Primary Disability	Race/ Ethnicity	Grade Level	End Date of Sped	Reason Exited Sped	Code Description	Sped Program Code																							
Detail Report: Number of Students Reported by Age Group and Type of Referral	 <p style="text-align: center;">Colorado Department of Education Detail Report: Number of Students reported by Age Group and Type of Referral Administrative Unit: Special Education End Of Year</p> <p style="text-align: right;">Page: 1</p>		1																																			
Detail Report: Number of Students Reported by Age Group, Type of Services, and Disability	 <p style="text-align: center;">Colorado Department of Education Detail Report: Number of Students Reported by Age Group, Type of Service, and Disability Administrative Unit: Special Education End Of Year</p> <p style="text-align: right;">Page: 1</p>		2																																			

Signature Reports and Flag Explanations– Due September 29

EOY Reports - 8 Reports +1 - Review Sept 8-15, 2023 & Sept 25-29, 2023, Due 9/29																	
Report	Looks like:	Pages	Format	Director Reviewed		Signed	Upload- ed										
1 Special Education EOY Data Validity Certification	 <p style="text-align: center;">Colorado Department of Education 1 Special Education EOY Data Validity Certification Report Administrative Unit: Special Education End Of Year</p> <p style="text-align: right;">Page: 1</p>	1	PDF	9/15	9/29												
3 Indicator 11 Number of Students with Initial Part B Evaluations	 <p style="text-align: center;">Colorado Department of Education 3 Indicator 11 Number of Students with Initial Part B Evaluation Administrative Unit: Special Education End Of Year</p> <p style="text-align: right;">Page: 1</p>	1-2	PDF			<input checked="" type="checkbox"/>											
4 Indicator 12 Number of Children Referred from Part C to Part B	 <p style="text-align: center;">Colorado Department of Education 4 Indicator 12 Number of Children Referred from Part C to Part B Administrative Unit: Special Education End Of Year</p> <p style="text-align: right;">Page: 1</p>	1	PDF			<input checked="" type="checkbox"/>											
5 Number of Students Exited by Disability and Discrete Age (see Table 3 below)	 <p style="text-align: center;">Colorado Department of Education 5 Number of Students Exited by Disability and Discrete Age Administrative Unit: Special Education End Of Year</p> <p style="text-align: right;">Page: 1</p>	3	PDF														
6 Indicator 2 Dropout by Disability	 <p style="text-align: center;">Colorado Department of Education 6 Indicator 2 Dropout by Disability Administrative Unit: Special Education End Of Year</p> <p style="text-align: right;">Page: 2</p>	1	PDF														
8 Year to Year Comparison of Number of Students Exited	 <p style="text-align: center;">Colorado Department of Education 8 Year to Year Comparison Report of Number of Students Exited Administrative Unit: Special Education End Of Year</p> <table border="1" style="width: 100%; text-align: center; font-size: small;"> <thead> <tr> <th>Prior Year Count</th> <th>Current Year Count</th> <th>Number Difference</th> <th>Percentage Difference</th> <th>Flag</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right;">Page: 1</p>	Prior Year Count	Current Year Count	Number Difference	Percentage Difference	Flag						2	PDF				
Prior Year Count	Current Year Count	Number Difference	Percentage Difference	Flag													
9 Year to Year Comparison of Number of Students Reported by Type of Referral	 <p style="text-align: center;">Colorado Department of Education 9 Year to Year Comparison Report of Number of Students Reported by Type of Referral Administrative Unit: Special Education End Of Year</p> <table border="1" style="width: 100%; text-align: center; font-size: small;"> <thead> <tr> <th>Prior Year Count</th> <th>Current Year Count</th> <th>Number Difference</th> <th>Percentage Difference</th> <th>Flag</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right;">Page: 1</p>	Prior Year Count	Current Year Count	Number Difference	Percentage Difference	Flag						1	PDF				
Prior Year Count	Current Year Count	Number Difference	Percentage Difference	Flag													

<p>10 Listing of Students Reported in Error on the Previous December Count</p>	 <p>Colorado Department of Education Page: 1</p> <p>10 Listing of Students Reported in Error on the Previous December Count</p> <p>Administrative Unit: Special Education End Of Year</p>	<p>varies</p>	<p>PDF</p>				
<p>Flag Explanations for significant changes in Year to Year counts</p>	 <p style="text-align: right;">Special Education End-of-Year Snapshot Flag Explanations 2</p> <hr/> <p>Administrative Unit: School Year:</p>	<p>1-2</p>			<p>No Sig required</p>		

Snapshot codes

Table 1 All Delay Codes - Note: not all delay codes apply to all paths.

Code	Description
01	Parent refused to provide consent or revoked consent during the process or child is never enrolled, process ended
03	Deceased, process ended
41	Parent chose to extend Part C Services
43	Mutual written agreement was made between parents and a group of qualified professionals to extend time for SLD identification
45	Parent repeatedly failed or refused to; produce child, give consent, respond to meeting requests, attend scheduled meetings. Includes delays due to illness and any requested meeting delays from parent. Process was delayed but did not end.
46	Student moved into district after process initiated in another district; current district is making sufficient progress to ensure a prompt completion of the initial referral process by the date which parent and the current district agree (300.301(d)(2))
47	Student moved out of district after the initial referral process initiated, process ended
49	Child's 3rd birthday occurred over the summer, parents and district determined the date the IEP services will begin
56	No educational disability suspected. Prior Written Notice issued.
58	NOT VALID - Additional evaluations or special evaluations needed
59	NOT VALID - Other _____ (provide explanation in exception request)
60	NOT VALID - Staff missed the timeline

To learn more about delay codes (link will open a document): [Reasons for Delay Help Document](#)

Table 2 Disability Codes

Code	Disability Type
01	Intellectual Disability
03	Serious Emotional Disability
04	Specific Learning Disability
05	Hearing Impairment, including Deafness
06	Visual Impairment, including Blindness
08	Speech or Language Impairment
09	Deaf-Blindness
10	Multiple Disabilities
11	Developmental Delay (ages 3-8)
12	Infant/Toddler with a Disability (ages 0-2)
13	Autism Spectrum Disorders
14	Traumatic Brain Injury (TBI)
15	Orthopedic Impairment
16	Other Health Impairment

Table 3 Exit Codes

Exit Code	Definition
01	Reached Maximum Age for Services
02	Death
05	Transfer to a school located in a different country
06	PK-6 Student Exited to an Unknown Educational Setting/Status
09	Transferred to Regular Education
13	Transfer to a Public School in a Different Administrative Unit
14	Transfer to a School Located in a Different State
15	Transfer to a Non-Public School
16	Transfer to Home-Based Education (home schooling) -
18	Transfer to a Career and Technical (vocational) Education program not Administered by a Colorado school district or BOCES
21	Transfer to a Facility Operated by the Colorado Department of Corrections or Division of Youth Corrections -
40	Discontinued Schooling/Dropped Out
50	Expulsion
60	Parent Revokes Consent for Services
70	HSED (High School Equivalency Diploma) Transfer
90	Graduated with Regular Diploma
92	Completed (non-diploma certificate)
93	HSED
94	Student transferred to a non-district run HSED program AND received a HSED certificate