

SPECIAL EDUCATION DISCIPLINE 2023-2024 TIMELINE

ROLES AND RESPONSIBILITIES

DISTRICTS	ADMINISTRATIVE UNITS
<ul style="list-style-type: none"> Upload Special Education Discipline Action File consisting of students with a discipline action during the current reporting period July 1, 2023 – June 30, 2024. Fix data errors in file to resolve Interchange and Snapshot errors in accordance with the timeline. 	<ul style="list-style-type: none"> Submit Special Education IEP Child and Participation files consisting of students with disabilities who received services from your AU during the current reporting period July 1, 2023 – June 30, 2024. Create Special Education Discipline Snapshot. Review reports with the Special Ed Directors during report review week. Submit data to CDE at the close of the collection. Upload final signed reports to the Data Management System

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
April 15, 2024	Discipline Interchange open. Discipline Action file may be submitted to the Data Pipeline.	
Wednesday, May 1, 2024		Special Education Discipline Snapshot Available
Thursday, May 23, 2024	Date by which the following Interchange files should be UPLOADED BY DISTRICTS : <ul style="list-style-type: none"> <input type="checkbox"/> DISCIPLINE ACTION –DISCIPLINE INTERCHANGE <input type="checkbox"/> UNTAGGED STUDENT DEMOGRAPHICS – STUDENT INTERCHANGE (SAME FILE USED FOR EOY) <input type="checkbox"/> UNTAGGED STUDENT SCHOOL ASSOCIATION – STUDENT INTERCHANGE (SAME FILE USED FOR EOY) 	Date by which the following Interchange files need to be uploaded by the ADMINISTRATIVE UNIT : <ul style="list-style-type: none"> <input type="checkbox"/> SPECIAL EDUCATION CHILD – SPECIAL EDUCATION IEP INTERCHANGE (SAME FILE USED FOR SPED EOY) <input type="checkbox"/> SPECIAL EDUCATION PARTICIPATION-SPECIAL EDUCATION IEP INTERCHANGE (SAME FILE USED FOR SPED EOY)

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Friday, June 28, 2023	<p>Date by which all Special Education Discipline Action Interchange errors need to be resolved.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discipline Action file errors resolved <p>Once the AU respondent has created the Special Education Discipline Snapshot you will have access in COGNOS under Special Education Discipline to see Snapshot validation errors relative to your district.</p> <p>It is the district's responsibility to make corrections to the data in accordance with the timeline.</p>	<p>Date by which all IEP Child/Participation Interchange errors need to be resolved and least one Special Education Discipline Snapshot created in Data Pipeline.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Special Education Child File errors resolved <input type="checkbox"/> Special Education Participation File errors resolved <input type="checkbox"/> At least one 23-24 Special Education Discipline Snapshot has been taken <p>Please let the district respondent know when a snapshot has been created.</p>
June 30, 2024	End of the 2023-2024 Special Education Discipline Data Reporting Period	
Thursday, July 18, 2024		Date by which all snapshot exception requests must be received by CDE to allow sufficient time for processing and to allow you to pass all edits by the deadline.
Thursday, July 25, 2024	<p>Date by which you should have generated a complete Special Education Discipline Snapshot by passing all Interchange and Snapshot validations in preparation for report review. Administrative Units and Districts must work collaboratively to meet this deadline.</p> <p>All data records needed for the Special Education Discipline Snapshot should be submitted and passed Interchange and Snapshot edit validations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All data records needed are included in the Special Education Discipline Included Snapshot report <input type="checkbox"/> Discipline Action errors resolved <input type="checkbox"/> Special Education Discipline Snapshot errors resolved 	
Thursday, July 26, - Thursday, Aug. 02, 2024	Districts should be available to make any needed changes to the Discipline Action File.	REPORT REVIEW. This is your opportunity to review your reports in detail and make any data corrections you deem necessary to ensure you are reporting valid and reliable data.

DUE DATES	WHAT IS DUE	
	DISTRICT RESPONSIBILITY	ADMINISTRATIVE UNIT RESPONSIBILITY
Friday, Aug. 02, 2024	<p>All changes to files identified during report review are required by this date and a complete Special Education Discipline Snapshot created. Administrative Units and Districts must work collaboratively to meet this deadline.</p> <p>All data records needed for the Special Education Discipline Snapshot should be submitted and passed Interchange and Snapshot edit validations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete means that all required data fields are populated for all students reported AND that all students who must be reported have been reported. <input type="checkbox"/> All Interchange and Snapshot errors are resolved. 	
Friday, Aug. 02, 2024		<p>FINAL DATA FILE APPROVAL AND REPORT SUBMISSION. Date by which your complete and final Special Education Discipline Snapshot approval is due through electronic submission to the Data Pipeline</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approve final Special Education Discipline Snapshot by clicking “Submit to CDE” <input type="checkbox"/> Date by which ALL Final signed reports must be received by CDE via the Data Management System (DMS) under ‘Documents’ (signed reports should display a printed date on or after your final Special Education Discipline Snapshot) <p>The following signed reports are due today. Reports are to be uploaded to the Data Management system and must contain all pages of the reports listed below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sped Discipline Data Summary Report <input type="checkbox"/> Sped Discipline Year to Year Comparison Type of Disciplines Report <input type="checkbox"/> Flag Explanation Document for “A” flags (if applicable)