# Special Education Data Collections & Reports

2017-2018  
Office of Special Education  
West Virginia Department of Education

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Due Date</th>
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<tbody>
<tr>
<td><strong>Coordinated Early Intervening Services (CEIS) Student Count</strong></td>
<td>A count of the number of students without disabilities who received CEIS, as defined by IDEA during the 2015-2016 school year, is due from the special education director. (Only districts which set aside CEIS funds in their LEA special education application for 2015-2016 are required to tag K-12 students receiving CEIS in the WVEIS/web intervention screen. (This tag aids in tracking students receiving CEIS and in verifying district CEIS report in LEA special education application.)</td>
<td>September 8, 2017</td>
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| **Special Education Oct. 1 Child Count** | A count as of October 1st of the district’s students with exceptionalities enrolled with current IEPs by teacher, including exceptionality, and placement in least restrictive environment (LRE) is due from the county superintendent.  
*Please note the new processes in place for October certifications beginning in SY17-18.  
SE Directors review of preliminary submissions will occur October 1-21st, prior to Superintendent review and certification.  
Superintendent review and final certification will occur October 21-28. Certification must be completed by 11:59 PM on Monday October 30, 2017. |  
SE Directors: October 23, 2017  
Superintendents: October 30, 2017 |
| **WV Pre-K Child Assessment System** | Special education directors are responsible for ensuring that Pre-K teachers and speech therapists complete the OSEP Child Outcome Summary Form for all students with disabilities, as well as the Early Learning Scale when appropriate. Checkpoints must be obtained three times per year during the designated windows. |  
Three Checkpoints:  
9/8/2017-10-9-2017  
1/5/2018-1/29/2018  
| **Annual Data Report: Report of Children and Youth with Disabilities Receiving Special Education (December 1 Child Count) and Report of Children Receiving Free, Appropriate Public Education** | A count of students with disabilities by age, disability, race/ethnicity and placement in the least restrictive environment (LRE) as of December 1 is due from the county superintendent.  
* Review of special education child count information will open November 20. Information should be updated between November 20 and December 1.  
Child Count data will be as of December 1. District special education directors must submit the child count data by December 1.  
Superintendents must review and certify the data by 11:59 PM on December 10. | December 1, 2017* |
| **Annual Data Report: Report of Personnel Employed and Needed to Provide Special Education and Related Services for Children and Youth with Disabilities as of Dec. 1, 2016** | The count of related services personnel, paraprofessionals and highly qualified teachers (employed or contracted) as of December 1 providing services to students with disabilities is to be submitted online through WVEIS/web by the county special education director. Link to Special Collections: [https://wveis.k12.wv.us/wveiswebv2/index.cfm](https://wveis.k12.wv.us/wveiswebv2/index.cfm) | January 15, 2018 |

Special Collections: WVEIS
Preliminary Special Education Initial Evaluation Timelines Reports & Edit Checks

Preliminary edit checks of the initial evaluation timeline file contain data on adherence to the 80-day initial evaluation timeline. Districts have access to the ongoing reports of the initial timeline status via the INI.EVAL application in WVEIS under the SPE200 link. These preliminary edit checks will be used by WVDE to 1) verify that all components are accurate and complete, 2) ensure districts correct any incorrect or incomplete data, and 2) verify correction for Indicators 11 and 12 based on updated data entry. The special education director is responsible for ensuring that the evaluation data is updated in WVEIS prior to each preliminary edit check.

December 15, 2017
March 15, 2018
June 15, 2018
(Open for Edit Checks beginning the 2nd of each submission month)

Annual Data Report**
Report of Dispute Resolution, Complaints, Mediations and Due Process Hearings

The number of dispute resolutions, complaints, mediations and due process hearings is compiled by WVDE and is submitted to The U.S. Department of Education, Office of Special Education Programs (OSEP).

November 2, 2017

Report of Participation and Performance of Students with Disabilities on State Assessments**

The participation and performance of students with disabilities on state assessments (i.e., Smarter Balanced and DLM) is submitted by WVDE to OSEP.

December 14, 2017

State Performance Plan**

As required by Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004), the State Performance Plan (SPP) Indicators and accompanying baseline data, performance targets and activities are updated annually and submitted by WVDE to OSEP.

February 1, 2018

State Performance Plan/Annual Performance Report** (SPP/APR)

Annual Performance Report (APR) on the State Performance Plan (SPP) monitoring priorities, analysis of performance on each target and public reporting on each target for the state and, as applicable, for every school district is submitted by the WVDE to OSEP. Graduation and dropout rates, suspension rates, disproportionality by race/ethnicity, assessment results for students with disabilities in statewide assessment, evaluation timelines and transition (early childhood and post-school) are included. Analysis and planning process includes a representative stakeholder group, the West Virginia Advisory Council for the Education of Exceptional Children (WVACEEC). District performance on SPP targets will be posted for verification on the private District Self-Assessment website prior to being posted on the public website.

February 1, 2018

Parent Involvement Survey*
The WVDE contracts with an independent agency to administer the parent involvement survey to all parents of SWD from selected WV school districts each year. The survey measures the percent of parents with a child receiving special education services who report that schools facilitate parent involvement to improve services and results for students with disabilities. Special education directors’ responsibilities for the survey include the provision of current address information and activities aimed at achieving acceptable response rates.

Survey window opens in March 2018 for the following counties: Barbour, Brooke, Cabell, Clay, Greenbrier, Hancock, Harrison, Jackson, Logan, Monongalia, Morgan, Monroe, Nicholas, Pendleton, Putnam, Raleigh, Ritchie, WVSD
**Special Education Annual Desk Audit (ADA)**

Compliance System Procedures (CSP) and Results System Procedures (RSP) require state and district analysis of data, for which a variety of reports are generated including analysis of graduation rate, dropout rate, secondary transition IEPs, placement in least restrictive environment, suspension, reading and math proficiency and disproportionality by race/ethnicity in identification. The submission is due from the special education director. *

*ADA opens April 1st and the Special Education Directors must submit by April 30th.*

**Annual Data Report:**

Maintenance of Effort Reduction and Coordinated Early Intervening Services**

A district report of the dollar amount of reduction in maintenance of effort (if counties set aside funding to be used in this manner), the amount of CEIS funding reserved, the number of students receiving CEIS in 2016-2017 and the number who received CEIS in the past two school years or the current school year and received special education and related services in 2016-2017. Report is collected in WVEIS/web through the LEA special education application. **Please note that district determination status is also a required reporting element and is publically posted by OSEP on the following website:** [https://www.ideadata.org](https://www.ideadata.org).

**Enrollment/ Student Information for Assessment 2017**

Assessments – A review of plans on the online IEP must be completed prior to this data pull date for the WVS.326 Accommodations forms to be correct during assessment. (Plans are viewable in the Accommodations 14 Application)

*Reminder: Participation in assessment and graduation enrollment file – All data must be updated prior to schools reporting End of Year (EOY) enrollment data.*

**Annual Data Report:** Report of Students Exiting Special Education.

The report of students with disabilities ages 14 and older exiting special education, including return to regular education, moving, graduation, dropout, aged out and died is extracted from student records by WVEIS. On or Before July 1, 2018

**Special Education Initial Timelines Report**

The final collection of the initial timelines report contains data on adherence to the 80-day initial evaluation timeline that will be reported in the WV APR in February 2018. The special education director is responsible for ensuring that all initial evaluation data from the 2016-2017 school year is entered into WVEIS prior to the final collection. July 1, 2018

**Annual Data Report:**

Report of Children with Disabilities Subject to Disciplinary Removal from School, Unilateral Removal and Removal Based on a Hearing Officer Determination, Suspension/Expulsion.

The report of all suspensions for any number of days, in-school and out-of-school is due from county superintendent. Submitted by the Superintendent. *Due date for submission is determined locally to provide sufficient time for the Supt. to review and certify by July 1.*

July 1, 2018
**Verification of Timely Correction**

OSEP requires that all instances of identified noncompliance be corrected as quickly as possible. However, correction and verification must occur no later than one year from the date when the WVDE first provided written notification to the LEA of the noncompliance.

Specific timelines for reporting corrections will be communicated to districts in writing subsequent to the identification of noncompliance.

**Exit and Follow-up Survey***

Special education director or designees are required to survey students with disabilities who exit school in grades 9-12 and collect one-year follow-up information to report on transition and post-school outcomes. Survey access, instructions and online reporting will be available at the following website: [http://wvde.state.wv.us/osp/Transition/surveys.html](http://wvde.state.wv.us/osp/Transition/surveys.html)

Exit surveys are due July 2018

One-year follow-up survey window opens April 1st and closes December 1st

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*Data collections not obtained through the West Virginia Education Information System (WVEIS) or WVEIS/web

**Data report is a WVDE responsibility*