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DEPARTMENT OF EDUCATION
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MICHIGAN Department of Education

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 30, 2006

MEMORANDUM

TO: Local District Special Education Contacts,
Intermediate School District Directors of Special Education

FROM: Jacquelyn J. Thompson, Ph.D., director
Office of Special Education and Early Intervention Services

Margaret M. Ropp, Ph.D., director
Center for Educational Performance and Information

SUBJECT: Special Education Data Changes for 2005-2006 and 2006-2007

A number of significant changes are being made with respect to the collection of special education data, influencing reporting requirements for both the 2005-2006 and 2006-2007 academic school years. It is important that you take appropriate action within your school district to ensure that you are able to meet these new special education data reporting requirements.

2005 – 2006 SCHOOL YEAR

Special Education Exiting Students – The Office of Special Education Programs (OSEP) within the U.S. Department of Education (USDoE) has mandated that the reporting period of July 1 through June 30 be utilized for all special education student exiting data. In order to meet this new reporting requirement, the Office of Special Education and Early Intervention Services (OSE-EIS) will now be utilizing exit data provided by the Center for Educational Performance and Information (CEPI) Single Record Student Database (SRSD). In other words, the SRSD will be providing all special education student exiting data to OSE/EIS. In addition, we would like to remind districts reporting exiting data on graduating seniors to maintain all special education data and/or information on each student. Doing so will help us to accurately report special education graduating students in our graduation statistics.

2005 – 2006 SCHOOL YEAR

Special Education Referrals – The OSEP is now requiring schools to collect and report on initial special education referrals. This is being required to verify that referrals are being carried out within the 30-day school timeline, and if not, provides the reason(s) that this legal mandate was not met. In addition, the outcome of initial student eligibility will also be reported. These data will be captured and reported in the

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SRSD via the newly created fields 39a and 39b. The SRSD technical manual outlining these changes can be found at the following Web site: http://www.michigan.gov/cepi/0,1607,7-113-986_10481---,00.html

Therefore, the collection of these data will require your staff to report both the **timeline** for the evaluation and the **outcome** of the initial referral to special education programs and/or services.

Special Education Personnel – School districts are still required to report data on special education personnel and these data will now be captured through the CEPI Registry of Educational Personnel (REP) database. This shift to utilizing the REP database required that some special education data fields be added. More specifically, special education teachers and instructional aides must now be reported by the educational setting in which they work/operate. These educational settings specify the primary age group being served by the teacher/instructional aide. Special education settings will be defined as those settings serving the following age ranges: students zero to two years old; students three to five years old; students six to 21 years old; and students 22 years old and older. Therefore, you will need to report these data on your district's fall submission to the REP. The REP technical manual outlining these changes can be found at the following Web site: http://www.michigan.gov/cepi/0,1607,7-113-986_10478---,00.html.

Special Education Active Student Count – Because of the above changes, the only data files that districts will be required to submit to the Michigan Compliance Information System (MICIS) will be each district's special education active student count, occurring on December 1, 2006. Again, data on exiting special education students and special educational personnel will be collected in the SRSD and REP, respectively.

If you have questions concerning these changes or reporting requirements, please contact James Nuttall, Ph.D. at (517) 335-0454, or Darren Warner at (517) 241-0786. Thank you for your continued commitment to providing accurate and complete information on your special education student population.

DEW/gk

OSE/EIS 06-09