



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
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MEMORANDUM

To: Intermediate School District Directors of Special Education
Local Educational Agency Special Education Contacts
Public School Academy Administrators

From: Eleanor E. White, Ph.D., Director 
Office of Special Education and Early Intervention Services

Subject: Reminders for Correctly Reporting Data on Students with individualized education programs (IEPs)

The purpose of this memorandum is to assist districts in correctly reporting data for students with IEPs. There have been a plethora of changes made to data reporting requirements and data collection systems, so the following information will help to assure accurate and complete data reporting.

2010 Count of Students with Active IEPs

The Individuals with Disabilities Education Act of 2004 (IDEA 2004) requires states to submit an annual count of students who have an active IEP. The count must be performed between October first and December first of each year.

Effective 2010, this count will occur in the Michigan Student Data System (MSDS), operated by the Center for Educational Performance and Information, and will occur on the third Wednesday in November. This year's count will occur on November 17, 2010. All districts must complete this count. When reporting data, districts may use the Fall 2010 General Collection format, but cannot report data using the Fall 2010 General Collection records.

Also note that the *Early On*[®] data collection will continue to be completed this year only in the Michigan Compliance Information System, with December 1, 2010, as the count date.

For a list of important dates for reporting and finalizing data submissions, please see the attachment. For more information, please see the Michigan Department of Education (MDE) Memorandum issued on [June 10, 2010](#).

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Educational Environment Data for Three Through Five Year-Olds

The United States Office of Management and Budget now requires all districts to report the number of hours children ages three through five spend per week in a regular early childhood program (at least 10 hours/less than 10 hours), and where the child receives the majority of hours of special education and related services (in a regular early childhood setting/in some other location). There are no changes in the data collection for three through five year-olds in special education who receive their education only in a separate class, separate school, residential facility, home, or service provider location. In addition, there are no changes in the reporting of educational setting data for students 6 to 26 years old. For more information on the new requirements, please see the MDE Memorandum issued on [June 10, 2010](#).

Due to the difficulties associated with making significant data reporting changes, the old educational setting codes for three through five year-olds will be used for the MSDS Fall, Spring, and End-of Year 2010-11 General Collections, as well as the 2010 Count of Students with Active IEPs. The changes listed in the previous paragraph affect the reporting of educational setting data for three through five year-olds in the MSDS Fall **2011** General Collection.

In preparation for the 2011 collection, during the 2010-11 school year, districts are advised to collect and store these data. One way to do this is by using the state approved IEP, which includes the new setting codes. The Office of Early Childhood and Family Services is also currently working on additional data collection and storage mechanisms and will disseminate those by mid-October. If you have any questions, please contact Noel Cole at (517) 241-6354, or via e-mail at ColeN@michigan.gov.

Changes in Reporting Data for Students attending Michigan School for the Deaf

To date, the Michigan School for the Deaf (*MSD*) has sent data on *MSD* students to resident ISDs for submission to the MSDS. To expedite this reporting, *MSD* personnel will now upload data directly into the MSDS. Please note that because state statute requires pupil funding for *MSD* students be paid to the resident ISD, the ISD will continue to be reported as the operating district for *MSD* students.

For the MSDS general collection; i.e., Fall, Spring, End-of-Year, and the Special Education Child Count Collection, the deadline for *MSD* personnel to complete the data submission will be the **fifth Wednesday** in the collection period, or no later than two weeks **before** the certification deadline.

For more information, please see the MDE Memorandum issued on [August 5, 2010](#).

Reporting All Initial Evaluations for Special Education Eligibility

The OSE-EIS uses the Initial IEP Component of the MSDS and the 2010 Count of Students with Active IEPs to collect data on children and students who are not currently receiving any special education program(s) or service(s) and for whom a request for an initial evaluation has been received. Please be sure to include those children evaluated for special education programs/services and found Not Eligible. This includes children ages three through five years old who are not enrolled in the district.

For the "Result of Initial IEP" characteristic, use code 01 (Student Was Found Eligible) for public school students found eligible for special education programs/services, regardless of whether the parent(s) accepted those services. Use code 03 (Student Was Found Eligible, Services Refused) only when the student has been parentally placed in a non-public school or is homeschooled.

If you have any questions, please contact Darren Warner at (517) 241-0786, or e-mail him at warnerd@michigan.gov. Thank you for your commitment to providing accurate and complete data on students with IEPs.

DW/gk
Attachment

Attachment

2010 Count of Students with Active IEPs

Important Dates

11/1/10	Collection Window Opens
11/17/10	Count Date <ul style="list-style-type: none">• There must be an active IEP on this date.• An initial IEP must be completed by this date.• The age of the child/student should be computed "as of" this date.
12/13/10	Data Collection Closes and Uploads Stopped <ul style="list-style-type: none">• Districts must complete final submission of data.
12/14-12/22	Validation Window for ISDs to Review and Districts to Correct or Delete Data <ul style="list-style-type: none">• Students cannot be added during this window.• Districts are advised to examine the MSDS report on age/grade and to compare the race/ethnicity of each record to the race/ethnicity reported for the Fall 2010 General Collection.
12/22/10	Certification Deadline – ISDs must Certify Data from Each LEA