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Special Ed

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Registration > Maintenance > Student Enrollment > SpecEd

This tab allows you to view and update information for students who participate in a special education program.

The SpecEd tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

NOTE: When you enroll a student in special education, the **Child Count Funding Code** field on Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information is automatically set to 3 (i.e., *Individuals With Disabilities Education Act (IDEA) Amendments of 2004*) .

Update data:

The student's existing special ed entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. A blank row is added to the grid.

Campus	Enter the campus ID for which the student is applying.
Entry Date	To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click to select the date from a calendar. If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. The student can have only one active record (i.e., a record without an exit date). The entry/exit dates for different records cannot overlap. TEDS Data Element: SPECIAL-ED-INDICATOR-CODE (E0794) (Code table: C088)
Exit Date	To withdraw a student from the program, type the date the student exited from the program. Use the MMDDYYYY format. Or, click to select the date from a calendar. The exit date should be the school day following the last day the student was in the program. TEDS Data Element: SPECIAL-ED-INDICATOR-CODE (E0794) (Code table: C088)

<table>
<tr><td>Reason</td><td>If you are withdrawing the student from the program, click ⋮ to select the withdrawal reason.

If the student is exiting the program, select EP (exit program).
<table><tr><td>+33</td><td>1. Click +33 to do a status change.
• A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change.

• The fields display the data from the previous row by default.

2. Modify any information that changed for the entry date.

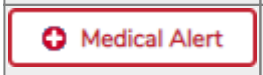
3. Click Save to save the status change.</td></tr><tr><td>-33</td><td>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click -33 to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.
1. Click +33 in the the second row. This creates a new row (now 3 rows).
2. Click -33 in the second row. This removes the third row.
3. Click -33 in the first row. This will remove the second row leaving one remaining.
4. Make the change and click Save.</td></tr></table></td></tr>
</table>

Changes to the following fields usually occur when there is a status change (withdrawal reason code 33). The new information is entered upon reentry.

Primary Dis	If the student's primary disability has changed, indicate the type of primary disability as determined by the Admission, Review, and Dismissal (ARD) committee and recorded in the student's Individual Education Plan (IEP).
Instrl Set	If the student's instructional setting has changed, indicate the instructional setting used when providing instruction to the student. Rule: • The field must be 00 if the student is in speech only (i.e., **Speech** code is 1).
Speech	If the student's speech therapy has changed, indicate if the student receives speech therapy services. Rule: • If the student is in speech only (i.e., **Speech** code = 1), **Instrl Set** must be 00. Students with disabilities who do not need special education services are not eligible to receive special education transportation. When *Speech = 0* is reported, then *Special Education Student Does Not Receive Speech Therapy* is 23. When *Speech = 1* is reported, then *Special Education Student Receives Speech Therapy Only* is 24. When *Speech = 2* is reported, then *Special Education Student Rec Speech Therapy and Other SPED Instr Setting* is 25.

CTE Elig	If the student is enrolled in a Career and Technical Education (CTE) course, and the student's eligibility for CTE contact hours has changed, select or clear **CTE Elig** on the new row. Special education students who are home-bound, in a hospital class, or in a state school usually are not eligible for CTE hours. If you perform a status change to change the student's instructional setting to one of these, determine if the student is eligible for CTE hours. Ensure that **CTE Elig** is set correctly. For more information, see the Student Attendance Accounting Handbook, Section 4 - Special Education.
Regional Day School Deaf	Indicate if the student is enrolled in the Regional Day School Program for the Deaf. When *RDSPD = 3* is reported, then *Receiving Instructional Services from RDSPD* is 22.

Click **Save**.

	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Comments	View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.
Hist Directory	Retrieve a student enrolled in a prior school year.
Bus Info	View or update the student's bus information. The button does not appear until you retrieve a student on the Student Enrollment page.
	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.


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