
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Special Ed

Table of Contents

Special Ed 1

Special Ed

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.

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.
Reason	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*).

+33	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.
-33	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**.

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

Prim 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).
Sec Dis	Select the student's secondary disability. This code is not required unless the student has been identified with a secondary disability code by the ARD committee. The secondary disability cannot be the same as the student's primary or tertiary disability.
Tert Dis	Select the student's tertiary (i.e., third-level) disability. The tertiary disability cannot be the same as the student's primary or secondary disability.
Multi Dis	Select if the student is multiply disabled. **NOTE:** • Not all students with more than one disability are multiply disabled. • If both the **Secondary** and **Tertiary Disability** are blank, **Multi Disability** must be blank.
Medical Fragile	Select if the student has a serious ongoing illness or chronic condition anticipated to last 12 or more months and requires routine use of medical devices or assistive technology.

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).
Child Cnt Fund	Select the federal program under which the student is funded. This field is automatically set to 3 (*Individuals With Disabilities Education Act (IDEA) Amendments of 2004*) when a student is enrolled in special education from the Registration application.
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.
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.
RDSPD	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.
RDSPD Dist Of Svc	If you selected code 3 (*enrolled in RDSD*), type the RDSD fiscal agent number. This is the county-district number of the district that serves as the fiscal agent for the student's RDSD.
Asst Tech	Select if the student receives or is scheduled to receive assistive technology devices/services. When *Asst Tech = selected* is reported, then *Assistive Technology Device or Related Services* is 17.
Aud Svc	Indicate if the student is receiving or is scheduled to receive audiological services. **SPEDProgramSvc** - Code table: C341 When *Aud Svc = C, E, F, R* is reported, then *Audiological Services* is 18.
Couns Svc	Indicate if the student is receiving or is scheduled to receive counseling services. **SPEDProgramSvc** - Code table: C341 When *Couns Svc = C, E, F, R* is reported, then *Counseling Services* is 13.

ECI	Select if the student participates in the Early Childhood Intervention (ECI) program. If selected, the student's grade level must be EE. Leave blank if the student is over two years old or not in the program. **SPEDProgramSvc** - Code table: C341 When *ECI = selected* is reported, then *Early Childhood Intervention Services* is 20.
Interp Svc	Indicate the type of interpretive services the student receives or is scheduled to receive. **SPEDProgramSvc** - Code table: C341 When *Interp Svc = 01* is reported, then *Oral Transliteration Services* is 2. When *Interp Svc = 02* is reported, then *CUED Language Transliteration Services* is 3. When *Interp Svc = 03* is reported, then *Sign Language Transliteration Services* is 4. When *Interp Svc = 04* is reported, then *Sign Language Interpreting Services* is 5. When *Interp Svc = 05* is reported, then *Communication Access Realtime Translation (CART) Services* is 6. When *Interp Svc = 06* is reported, then *C-Print Services* is 7. When *Interp Svc = 07* is reported, then *Type Well Services* is 8. When *Interp Svc = 08* is reported, then *Deaf-Blind Interpreting Services* is 9.
Medical Diag	Indicate if the student is receiving or is scheduled to receive medical diagnostic services. **SPEDProgramSvc** - Code table: C341 When *Medical Diag = C, E, F, R* is reported, then *Medical Services* is 15.
Occup Thrpy	Indicate if the student receives or is schedule to receive occupational therapy. **SPEDProgramSvc** - Code table: C341 When *Occup Thrpy= C, E, F, R* is reported, then *Occupational And Physical Therapy* is 21.
Orient Trng	Indicate if the student is receiving or is scheduled to receive orientation mobility training. **SPEDProgramSvc** - Code table: C341 When *Orient Trng = C, E, F, R* is reported, then *Orientation And Mobility* is 14.
Phys Thrpy	Indicate if the student is receiving or is scheduled to receive physical therapy. **SPEDProgramSvc** - Code table: C341 When *Occup Thrpy= C, E, F, R* is reported, then *Occupational And Physical Therapy* is 21.
PPCD	Select if the student is enrolled in the Preschool Program for Children with Disabilities (PPCD). If selected, the student's grade level must be EE, PK, or KG, and the **PPCD Location** field is required. **SPEDProgramSvc** - Code table: C341 When *PPCD = selected* is reported, then *Preschool Student with Disabilities Services* is 19.
PPCD Location	Select the program in which the student receives the majority of his special education services. Leave blank (or 0) if **Preschool Program (PPCD)** is not selected. **PPCDServiceLocation** - Element: E1077 (Code table: C184)

Psych Svc	Indicate if the student is receiving or is scheduled to receive psychological services. **SPEDProgramSvc** - Code table: C341 When *Psych Svc = C, E, F, R* is reported, then *Psychological Services* is 10.
Rec Thrpy	Indicate if the student is receiving or is scheduled to receive recreational therapy. **SPEDProgramSvc** - Code table: C341 When *Rec Thrpy = C, E, F, R* is reported, then *Recreation Including Therapeutic Recreation* is 12.
Sch Hlth Svc	Indicate if the student is receiving or is scheduled to receive school health services. **SPEDProgramSvc** - Code table: C341 When *Sch Hlth Svc = C, E, F, R* is reported, then *School Health And/Or School Nurse Services* is 16.
Soc Wrk Svc	Indicate if the student is receiving or is scheduled to receive social work services. **SPEDProgramSvc** - Code table: C341 When *Soc Wrk Svc = C, E, F, R* is reported, then *Social Work Services* is 1.
Transport	Indicate who provides transportation for the student, as determined by the Admission, Review and Dismissal (ARD) committee. **SPEDProgramSvc** - Code table: C341 When *Transport = A,D,P* is reported, then *Special Education Transportation Services* is 26.

❑ Click **Save**.

Other functions and features:

	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.
TEA Unique ID	Request an Unique ID from the state. Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.
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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover