



Special Education

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Special Education

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Maintenance

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District

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IEP Goals & Objectives

Use the Table of Contents to access a page.

Enabling Objectives

Special Education > Maintenance > District > IEP Goals Objectives > Enabling Objectives

This tab allows the district-level employee to create a list of Enabling Objectives.

Every student enrolled in special education must have an Individualized Education Program (IEP) that describes the student's educational goals and objectives. An Enabling Objective is a measurable step designed to assist the student in achieving a [Performing Objective](#). Each Performing Objective is associated with a series of Enabling Objectives.

Once Enabling Objectives are created by the district, the campus-level staff can include any of these objectives in a student's IEP.

Update data:

Goal	Select the goal for which you want to view associated performing objectives. These goals are established on the IEP Goals tab.
Performing Objective	Select the Performing Objective for which you want to see associated Enabling Objectives. These Performing Objectives are established on the Performing Objectives tab.

Existing Enabling Objectives associated with the selected Performing Objective are displayed.

☐ Click **+Add** to add an Enabling Objective.


A pop-up window opens.

Enabling Objective	Type a one, two or three-character ID for the objective.
Description	Type the description for the objective, up to 50 characters.


☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	Edit a record. Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes.
---	--

**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).

Individualized Education Program (IEP) Goals

Special Education > Maintenance > District > IEP Goals Objectives > IEP Goals

This tab allows the district to create a list of IEP goals.

Every student enrolled in special education must have an Individualized Education Program (IEP) that describes the student's educational goals and objectives. A goal is a subject area in which the student is to be instructed. Each goal is associated with a series of [Performing Objectives](#), and each Performing Objective is associated with a series of [Enabling Objectives](#).

Once IEP goals are created by the district, the campus staff can include any of these goals in a student's IEP.

Update data:

Existing goals are displayed.

☐ Click **+Add** to add a goal.




A pop-up window opens.

Goal	Type a two-character ID for the goal.
Description	Type a description for the goal, up to 50 characters.

☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	Edit a record. Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes.
	Delete a row. <ol style="list-style-type: none">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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

Performing Objectives

Special Education > Maintenance > District > IEP Goals Objectives > Performing Objectives

This tab allows the district to create a list of performing objectives.

Every student enrolled in special education must have an Individualized Education Program (IEP) that describes the student's educational goals and objectives.

A Performing Objective is an intermediate objective that the student is expected to achieve in order to accomplish the [IEP goal](#). Each goal is associated with a series of Performing Objectives, and each Performing Objective is associated with a series of [Enabling Objectives](#).

Once Performing Objectives are created by the district, the campus staff can include any of these objectives in a student's IEP.

Update data:

Goal	Select the goal for which you want to view associated performing objectives. These goals are established on the IEP Goals tab.
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Existing Performing Objectives associated with the selected goal are displayed.

☐ Click **+Add** to add a Performing Objective.


A pop-up window opens.

Performing Objective	Type a two-character ID for the objective.
Description	Type the description for the objective, up to 50 characters.


☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	Edit a record . Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes.
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**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).

Student Special Ed Data

Use the Table of Contents to access a page.

Current Year

Use the Table of Contents to access a page.

Child Restraint (Current Year)

Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint

This tab allows you to maintain data about a special ed student with disabilities who is restrained for emergency purposes.

IMPORTANT: This tab is only used when a special ed student is restrained for non-disciplinary reasons. For all other restraint incidences, including disciplinary restraint for a special ed student, use [Discipline > Maintenance > Student > Maintenance > Restraint Information](#).

Update data:

[Select a student](#)

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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Existing restraint records are displayed.

☐ Click **+Add** to add a new restraint record.

A pop-up window opens.





Cnty/Dist/Campus of Restraint	<p>The first field displays the county-district number in which the student is currently enrolled.</p> <p>In the second field, type the campus at which the student was restrained.</p> <ul style="list-style-type: none"> • The restraint campus is not necessarily the campus where the student was enrolled. • If the restraint did not occur at a campus, use the campus at which the student was enrolled. • If the restraint occurred at a JJAEP campus, a corresponding restraint record must be reported by the student's home district and campus. <p>Required for PEIMS Reporting when special ed student is restrained for non-disciplinary reasons.</p> <p>TWEDS Data Element: CAMPUS-ID-OF-RESTRAINT-EVENT (E1032)</p>
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Restraint Instance Nbr	<p>The unique, six-digit number that is automatically assigned to the restraint incident is displayed. The instance numbers are assigned district-wide to all discipline and special ed restraint incidents and is required for PEIMS reporting.</p> <p>The first available instance number is assigned by comparing the maximum discipline and special ed restraint instance number and adding one.</p> <p>For example, if the maximum discipline restraint instance number is 000004, and the maximum special ed restraint instance number is 000005, the next restraint instance number to be assigned will be 000006.</p> <p>TWEDS Data Element: RESTRAINT-INSTANCE-NUMBER (E1035)</p>
Restraint Date	<p>Type the date on which the student was restrained in the MMDDYYYY format.</p> <p>The student must be currently enrolled in special ed on the date of the restraint.</p> <p>Required for PEIMS Reporting when special ed student is restrained for non-disciplinary reasons.</p> <p>TWEDS Data Element: DATE-OF-RESTRAINT-EVENT (E1034)</p>
Restraint Reason	<p>Select the PEIMS restraint code that applies to the restraint incident.</p> <p>Required for PEIMS Reporting when special ed student is restrained for non-disciplinary reasons.</p> <p>TWEDS Data Element: RESTRAINT-REASON-CODE (E1033) (Code table: C173)</p>
Restraint Time	Type the time at which the student was restrained using the <i>HH:MM</i> format, where <i>HH</i> is the hour, and <i>MM</i> is the minute. Select AM or PM .
Reporting Period	<p>The cycle in which the restraint occurred is displayed according to the restraint date entered.</p> <p>TWEDS Data Element: REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table C130)</p>
Primary Disability	<p>The student's primary disability code and description are displayed.</p> <p>TWEDS Data Element: PRIMARY-DISABILITY-CODE (E0041) (Code table C053)</p>
Instructional Setting	<p>The instructional setting that currently applies to the student is displayed.</p> <p>TWEDS Data Element: INSTRUCTIONAL-SETTING-CODE (E0173) (Code table C035)</p>
Restraint Type	Select the type of restraint used.

☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
 Medical Alert	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>

Dates (Current Year)

Special Education > Maintenance > Student Sp Ed Data > Current Year > Dates

This tab allows you to maintain current year date records for a student enrolled in special ed. Enter dates in the MMDDYYYY format, unless otherwise specified.

Update data:

[Select a student](#)


☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory (photo)	<p>Click to select a student from the Directory.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

Refer Init by Regular Ed	Type the date when the student was initially referred for special ed services by his parent, guardian, or a campus employee.
Comp Refer Recvd by Sp Ed	Type the date when the initial referral was completed and received by the special ed department.
General Notice of Rights	Type the date when the student's parent or guardian signed and dated a form indicating he received information on the Texas Education Agency (TEA) special education rights.
Pre-plac Assessmt Notice	Type the date when the student's parent or guardian was mailed or given written notice that the student was eligible for an assessment to determine if he is qualified for special ed services.
Pre-plac Assessmt Consnt	Type the date when the student's parent or guardian gave written consent for the district to conduct the individual assessment.
Pre-plac Assessmt Initiat	Type the date when the assessment began. The assessment must be conducted prior to the initial ARD meeting, at which time it is decided whether to place the student in special ed.
Pre-plac Assessmt Report	Type the date when the report was completed for the assessment.
Init ARD Committee Notice	Type the date when notice of eligibility (or ineligibility) was mailed or given to the parent or guardian who attended the initial ARD meeting.
Init ARD Committee Meet	Type the date when the initial ARD meeting was held to determine the student's eligibility for special ed services.
Initial Placement Consent	Type the date when the student's parent or guardian gave written consent for the initial placement of the student as stated in the Individualized Education Program (IEP).
2nd ARD Meet for Transfer	Type the date when the second ARD committee meeting was held for transferred special ed students.
Current IEP/Annual Review	Type the date when the last review of the IEP occurred.
Psychological Exam	Type the date when the most recent psychological exam by a licensed or certified psychologist or psychiatrist was conducted for the student. A psychological exam is required for emotionally disturbed students.
Medical Exam	Type the date of the student's most recent medical exam by a licensed physician. A medical exam is required for conditions such as orthopedically disabled.
Speech Comp Assessment	Type the date of the student's most recent comprehensive speech assessment.
Most Recent ITP	Type the date when the most recent Individual Transition Plan (ITP) was prepared for the student. The ITP is prepared for special ed students who are at least 16 years old to indicate how the student will be prepared for community living and work after graduation.
Placed in Self-cont, Severe	Type the date when the student was placed in a self-contained severe setting.
Year Counted for Support Funds	Type the four-digit year for which the district received extra funds for moving the student out of a self-contained severe setting.

☐ Click **Save**.

Other functions and features:

 Medical Alert	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>
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Demographic Data (Current Year) (Special Ed)

Special Education > Maintenance > Student Sp Ed Data > Current Year > Demographic Data

This tab displays current year demographic and special ed data for a student enrolled in special ed.

View data:

[Select a student](#)

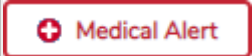
☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none">• Last name, comma, first name (smith, john)• Last name initial, comma, first name initial (s,j)• Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none">1. Hover over the image, and click Change. The Change Student Photo window opens.2. Click Choose File. Locate and open the file for the new image.3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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The student's demographic data is displayed.

Other functions and features:

 A button with a red border, a red plus icon, and the text "Medical Alert".	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>
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Instructors (Current Year) (Special Ed)

Special Education > Maintenance > Student Sp Ed Data > Current Year > Instructors

This tab allows you to enter current year instructors for a student enrolled in special ed.

Update data:

Select a student

☐ To retrieve a student's records, select the student in one of the following ways:




Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

Existing instructors for the student are displayed.

☐ Click **+Add** to [select the instructor](#).

☐ Click **Save**.

Other functions and features:

	<p>Remove an instructor from the student's list.</p> <ol style="list-style-type: none">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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
 Medical Alert	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>

Program Information (Current Year)

Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information

This tab allows you to maintain current year program information for a student enrolled in special ed, including the student's related services, hearing/visual impairment, and local use codes.

The display-only fields on this page are maintained on [Registration > Maintenance > Student Enrollment > SpecEd](#).

Update data:

[Select a student](#)



☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none">• Last name, comma, first name (smith, john)• Last name initial, comma, first name initial (s,j)• Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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Program Information:

Secondary Disability	<p>The student's secondary disability is displayed. This code is not required unless the student has been identified with a secondary disability code by the ARD committee.</p> <p>TWEDS Data Element: SECONDARY-DISABILITY-CODE (E0834) (Code Table: C053)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Tertiary Disability	<p>Select the student's tertiary disability.</p> <p>TWEDS Data Element: TERTIARY-DISABILITY-CODE (E0835) (Code Table: C053) indicates the tertiary, or third, disability recorded in the student's individualized education program (IEP) that meets criteria specified in 19 TAC §89.1040.</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Multi Disability	<p>The field is selected if the student is multiply disabled.</p> <p>TWEDS Data Element: MULTIPLY-DISABLED-INDICATOR-CODE (E0882) (Code Table: C088)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Child Count Funding Code	<p>The federal program under which the student is funded is displayed. NOTE: This field is automatically set to 3 (<i>Individuals With Disabilities Education Act (IDEA) Amendments of 2004</i>) when a student is enrolled in special education from the Registration application.</p> <p>TWEDS Data Element: CHILD-COUNT-FUNDING-TYPE-CODE (E0832) (Code Table: C066)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>

Early Childhood Intervention	<p>The field is selected if the student participates in the Early Childhood Intervention (ECI) program.</p> <p>TWEDS Data Element: EARLY-CHILDHOOD-INTERV-IND-CODE (E0900) (Code Table: C088)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>		
Preschool Program (PPCD)	<p>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 Service Location Code field is required.</p> <p>TWEDS Data Element: PRESCHL-PROG-CHLDRN-WITH-DISAB-IND-CD (E0899) (Code Table: C088)</p> <table border="1"> <tr> <td>PPCD Service Location Code</td><td> <p>If PPCD is selected for this student, the program in which the student receives the majority of his special education services is displayed.</p> <p>TWEDS Data Element: PPCD-SERVICE-LOCATION-CODE PPCD (E1077) (Code Table: C184)</p> </td></tr> </table> <p>These fields are maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>	PPCD Service Location Code	<p>If PPCD is selected for this student, the program in which the student receives the majority of his special education services is displayed.</p> <p>TWEDS Data Element: PPCD-SERVICE-LOCATION-CODE PPCD (E1077) (Code Table: C184)</p>
PPCD Service Location Code	<p>If PPCD is selected for this student, the program in which the student receives the majority of his special education services is displayed.</p> <p>TWEDS Data Element: PPCD-SERVICE-LOCATION-CODE PPCD (E1077) (Code Table: C184)</p>		
Intellectual Disability Code	<p>Select the degree of the student's intellectual disability.</p> <p>If a code is selected, the student's Primary Disability must be 06-Intellectual Disability.</p>		
Adaptive PE	Select if the student participates in a physical education program adapted for students with special needs.		
Weekly Spec ED Instruction Time	Select the amount of time a special ed instructor works with the student.		
Vocational Education	Select the vocational program in which the student participates.		
IEP Services Initiated	Type the first date on which the student was provided services specified in the initial IEP. Use the MMDDYYYY format. Or, click  to select the date from a calendar.		
FIE Report Date	Type the date on which the student's most recent Full and Individual Evaluation (FIE) comprehensive assessment was performed. Use the MMDDYYYY format. Or, click  to select the date from a calendar.		
Print Profile	<p>Select if you want to allow printing of the student's special ed profile when running Reports > Special Ed > Student > SEM0350 - Special Ed Student Profiles.</p> <p>This field is automatically selected after ASDR is run.</p>		
Non-Public School Name	Type the name of the non-public school, institution, or hospital where the student is receiving special ed services. This applies only to students on contract with a non-public school.		
Medicaid Eligible	<p>Select if the student is eligible to receive Medicaid services.</p> <p>The field can also be updated on Registration > Maintenance > Student Enrollment > Demo2.</p>		
TX Medicaid ID	Type the student's nine-digit Medicaid ID. This is required to request Medicaid reimbursement from the School Health and Related Services (SHARS) for certain health related services provided to special ed students.		

Related Services:

The following fields in this section indicate if the student is receiving the service. The fields are maintained on [Registration > Maintenance > Student Enrollment > SpecEd](#).

TWEDS Data Elements:

AUDIOLOGICAL-SERV-IND-CODE (E0838)

COUNSELING-SERVICES-IND-CODE (E0840)

MEDICAL-DIAGNOSTIC-SERV-IND-CODE (E0841)

OCCUPATIONAL-THERAPY-IND-CODE (E0843)

ORIENT-MOBILITY-TRNG-IND-CODE (E0844)

PHYSICAL-THERAPY-IND-CODE (E0845)

PSYCHOLOGICAL-SERVICES-IND-CODE (E0846)

RECREATION-IND-CODE (E0847)

SCHOOL-HEALTH-SERVICES-IND-CODE (E0848)

SOCIAL-WORK-SERVICES-IND-CODE (E0849)

Adaptive Equipment	Select if the student is provided with adaptive equipment or materials.
Assistive Technology	<p>The field is selected if the student receives or is scheduled to receive assistive technology devices/services.</p> <p>TWEDS Data Element: ASSISTIVE-TECH-INDICATOR-CODE (E0997) (Code Table: C088)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Interpretive Services	<p>The type of interpretive services the student receives or is scheduled to receive is displayed.</p> <p>TWEDS Data Element: INTERPRETING-SERVICES-TYPE-CODE (E1040) (Code Table: C174)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Medically Fragile	<p>The field is selected 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.</p> <p>TWEDS Data Element: MEDICALLY-FRAGILE-IND-CODE (E0999) (Code Table: C088)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Special Seating	Select if the campus provides the student with any type of special chairs or seating equipment that will enable the student to participate as fully as possible in classroom activities. If the campus provides a wheelchair, this field should be selected.
Supplemental Services	Indicate how supplemental consultative assistance is provided.

Transportation	<p>The field indicates if transportation is provided for the student, as determined by the Admission, Review and Dismissal (ARD) committee.</p> <p>TWEDS Data Element: TRANSPORTATION-INDICATOR-CODE (E0851) (Code Table: C088)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Wheelchair Code	Select if the student uses a wheelchair.

Local Use:

One eight-character date field and eight one-character fields are available for the district to maintain any locally-defined data about the student for the current year. Type data in these fields as needed.

Hearing/Visually Impaired:

Date of Hearing Exam	Type the date when the most recent hearing exam by a licensed audiologist was performed for the student. This field can also be updated on Registration > Maintenance > Student Enrollment > SpecEd . Use the MMDDYYYY format.
Degree of Hearing Loss	Select the code indicating the degree of the student's hearing loss.
Date of Visual Exam	Type the date when the most recent visual exam by a licensed eye specialist was performed for the student. Use the MMDDYYYY format.
Right/Left Eye Snell Correct	<p>Type the measurement of the visual acuity of the student's right and left eye, as measured with the Snellen eye chart (e.g., 20/200). If the student's vision cannot be assessed, type one of the following codes used to measure it:</p> <ul style="list-style-type: none"> • CF - Count fingers • HM - Hand movement • LP - Light perception • OP - Object perception
Percent Vision Loss	Type the number indicating the percentage of the student's vision loss.
Reading Level Large Type Reg Type Aural	Select the grade level at which the student is reading using these materials/methods.
Reading Level Other	Select the student's reading level.
Parental Consent	Select if the student's parent provided consent to TEA to release the student's name to service providers who work with VH/DB students.
Major Cause of Deaf/Blind	Indicate the primary cause of the student's deaf-blind disability.

Extended School Year Services:

Extended School Year Services	Select if the student receives year-round services rather than receive services only during the school year. If selected, enter data for the next two fields.
Extended School Year Services Hours	Type the number of contact hours in an instructional setting provided to the student through the ESY services component of special education. The format is ###.#. For example, if the number of hours is 95, type 095.0. TWEDS Data Element: TOTAL-ESY-CONTACT-HOURS-IN-INSTR-SETTING (E1013)
Extended School Year Services Speech Hours	Type the number of speech contact hours provided to the student through the ESY services component of special education. The instructional setting should be 00. The format is ###.#. For example, if the number of hours is 0.5, type 000.5.

These fields can be entered before running ASDR for the current year.

After running ASDR, the fields can also be updated for the prior year if you have been granted historical update access in Security Administration and you have full access to the Program Information tab.


The fields are cleared in the next school year.

IEP Continuer:

Begin Date	Type or select the date the student enrolled in the program.
End Date	Type or select the date the student ended participation in the program.
IEP Continuer	Select if the student is at least 18 years old as of September 1 and has satisfied the credit requirements for high school graduation, but has not completed his individualized education program (IEP), and is enrolled and receiving IEP services. TWEDS Data Element: IEP-CONTINUER-INDICATOR-CODE (E1564) (Code Table: C088)

☐ Click **Save**.

Other functions and features:

	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>
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IEP

Use the Table of Contents to access a page.

Demographic Data (Special Ed)

Special Education > Maintenance > Student Sp Ed Data > IEP > Demographic Data

This tab displays current year demographic data and enrollment data for a student enrolled in special ed.

View data:

Select a student

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory (photo)	<p>Click to select a student from the Directory.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

Demographic Information	The student's demographic data is displayed.
Special Ed Information	The fields display data entered on Registration > Maintenance > Student Enrollment > SpecEd .

Student Goals

Special Education > Maintenance > Student Sp Ed Data > IEP > Student Goals

This tab allows you to add goals to a student's Individualized Education Program (IEP). The goals are selected from a district list maintained on [Maintenance > District > IEP Goals Objectives > IEP Goals](#).

A goal is a subject area in which the student is to be instructed. Each goal is associated with a series of Objectives.

You must select a student before you can access this tab.

Update data:

[Select a student](#)

☐ To retrieve a student's records, select the student in one of the following ways:



Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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The student's existing goals are displayed.

☐ Click **+Add** to add a goal.




A pop-up window opens.

Goal	Click  to select a goal for the student. These goals are maintained by the district on Maintenance > District > IEP Goals Objectives > IEP Goals .
Primary Instructor	Click  to select the instructor who is responsible for instruction of the goals and objectives.
Instructional Grade	Type the two-character grade level at which the instruction is targeted.
Instructor Qualification	Select the classification of the primary instructor.

☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

Student Objectives

Special Education > Maintenance > Student Sp Ed Data > IEP > Student Objectives

This tab allows you to add objectives to a student's Individualized Education Program (IEP). The objectives are selected from a district list maintained on [Maintenance > District > IEP Goals Objectives > Performing Objectives](#).

The student is expected to achieve the objectives in order to accomplish the goal. Each goal is associated with a series of performing objectives, and each performing objective is associated with a series of enabling objectives.

- You must select a student before you can access this tab.
- You must select a goal on the [Student Goals](#) tab before you can add an objective.

Update data:

Select a student

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .



(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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- ☐ On the [Student Goals](#) tab, click a goal to select it. Then, click the Student Objectives tab.

The student's existing objectives for the selected goal are displayed.

- ☐ Click **+Add** to add an objective for the selected goal.


A pop-up window opens.

Goal	The code for the goal selected on the Student Goals tab is displayed.
Performing Objective	Click  to select a performing objective . These performing objectives are maintained by the district on Maintenance > District > IEP Goals Objectives > Performing Objectives .
Enabling Objective	Click  to select an enabling objective for the selected Performing Objective . These enabling objectives are maintained by the district on Maintenance > District > IEP Goals Objectives > Enabling Objectives .
Status Code	Select the student's status in achieving the objective. If blank, the default <i>I-In progress-instr. initiated contnug</i> is used.
Mastered Percent	Type the two-digit number indicating the percent the student is expected to achieve for the objective. The default is 70%.


- ☐ Click **OK** to close the window.

- ☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
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**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).

Next Year

Use the Table of Contents to access a page.

Demographic Data (Next Year) (Special Ed)

Special Education > Maintenance > Student Sp Ed Data > Next Year > Demographic Data

This tab displays next year demographic data for a student enrolled in special ed.

View data:


Select a student

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

The student's next year demographic data is displayed.

Other functions and features:

 Medical Alert	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>
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Instructors (Next Year) (Special Ed)

Special Education > Maintenance > Student Sp Ed Data > Next Year > Instructors

This tab allows you to enter next year instructors for a student enrolled in special ed.

Update data:

Select a student

☐ To retrieve a student's records, select the student in one of the following ways:




Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

Existing instructors for the student for next year are displayed.

☐ Click **+Add** to [select the instructor](#).

☐ Click **Save**.

Other functions and features:

	<p>Remove an instructor from the student's list.</p> <ol style="list-style-type: none">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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
 Medical Alert	<p>View medical alert.</p> <p>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.</p> <p>Click to view the student's medical alert information.</p>

Program Information (Next Year)

Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information

This tab allows you to maintain next year program information for a student enrolled in special ed, including the student's related services and hearing/visual impairment.

Update data:

[Select a student](#)



☐ To retrieve a student's records, select the student in one of the following ways:


Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

Special Ed Next Year	<p>Indicate the student's special ed participation for the next school year.</p> <p>This field is used in the Annual Student Data Rollover (ASDR) process in conjunction with the Drop Special Ed Record for New School Yr (if Special Ed Next Yr = N) field on District Administration > Utilities > Annual Student Data Rollover. The possible combination of these two fields and their results when ASDR is described in Special Program Options section.</p> <p>Blank - Roll over the student's current year special ed data to the next year.</p> <p>Y - Merge the changed next year fields with the current year data during ASDR. If any of the following fields is selected, it is merged with the next year records:</p> <p>Multi Disability Early Childhood Intervention Preschool Program (PPCD) Medically Fragile Adaptive PE Adaptive Equipment Assistive Technology Special Seating Wheelchair Code</p> <p>Fields that are not selected will not be merged.</p> <p>N - Do not create next year special ed records for the student in Special Education or Registration. The Drop Special Ed Record for New School Yr (if Special Ed Next Yr = N) field must also be selected.</p> <p>If blank or N, all fields on the Next Year tabs are disabled.</p>
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☐ Under **Program Information**:

Primary Disability	<p>Select the student's primary disability.</p> <p>TWEDS Data Element: PRIMARY-DISABILITY-CODE (E0041) (Code Table: C053) indicates the type of primary disability recorded in the student's individualized education program (IEP) that meets criteria specified in 19 TAC §89.1040.</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>
Secondary Disability	<p>Select the student's secondary disability.</p> <p>TWEDS Data Element: SECONDARY-DISABILITY-CODE (E0834) (Code Table: C053) indicates the secondary type of disability recorded in the student's individualized education program (IEP) that meets criteria specified in 19 TAC §89.1040.</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>

Tertiary Disability	<p>Select the student's tertiary disability.</p> <p>TWEDS Data Element: TERTIARY-DISABILITY-CODE (E0835) (Code Table: C053) indicates the tertiary, or third, disability recorded in the student's individualized education program (IEP) that meets criteria specified in 19 TAC §89.1040.</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>		
Multi Disability	<p>The field is selected if the student is multiply disabled.</p> <p>TWEDS Data Element: MULTIPLY-DISABLED-INDICATOR-CODE (E0882) (Code Table: C088)</p> <p>This field is maintained on Registration > Maintenance > Student Enrollment > SpecEd</p>		
Instructional Setting	Click  to select the instructional setting in which the student will be served next year.		
Speech Therapy Ind	Indicate if the student will receive speech therapy services next year.		
Child Count Funding Code	Select the federal program under which the student will be funded next year.		
Early Childhood Intervention	Select if the student will participate in the Early Childhood Intervention (ECI) program next year. If selected, the student's next year grade level must be EE.		
Preschool Program (PPCD)	<p>Select if the student will be enrolled in the Preschool Program for Children with Disabilities (PPCD) next year. If selected, the student's next year grade level must be EE, PK, or KG, and the PPCD Service Location Code field is required.</p> <table border="1"> <tr> <td>PPCD Service Location Code</td><td>Select the program in which the student will receive the majority of his special education services next year. Leave blank (or 0) if Preschool Program (PPCD) is not selected.</td></tr> </table>	PPCD Service Location Code	Select the program in which the student will receive the majority of his special education services next year. Leave blank (or 0) if Preschool Program (PPCD) is not selected.
PPCD Service Location Code	Select the program in which the student will receive the majority of his special education services next year. Leave blank (or 0) if Preschool Program (PPCD) is not selected.		
Intellectual Disability Code	<p>Select the degree of the student's intellectual disability.</p> <p>If a code is selected, the student's Primary Disability must be 06-Intellectual Disability.</p>		
Adaptive PE	Select if the student will participate in a physical education program adapted for students with special needs next year.		
Weekly Spec ED Instruction Time	Select the amount of time a special ed instructor will work with the student next year.		
Vocational Education	Select the vocational program in which the student will participate next year.		
IEP Services Initiated	Type the first date (next year) on which the student will be provided with the services specified in the initial IEP. Use the MMDDYYYY format. Or, click  to select the date from a calendar.		
Print Profile	<p>Select if you want to allow printing of the student's special ed profile when running Reports > Special Ed > Student > SEM0350 - Special Ed Student Profiles.</p> <p>This field is automatically selected after ASDR is run.</p>		
Graduation Type	<p>Select the student's graduation type.</p> <p>TWEDS Data Element: GRADUATION-TYPE-CODE (E0806) (Code Table: C062) indicates the type of plan under which the student graduated.</p>		

Non-Public School Name	Type the name of the non-public school, institution, or hospital where the student will receive special ed services next year. This applies only to students who will be on contract with a non-public school.
FIE Report Date	Type the date on which the student's next Full and Individual Evaluation (FIE) comprehensive assessment will be performed. Use the MMDDYYYY format. Or, click  to select the date from a calendar.

☐ Under **Related Services:**

Most fields in this section have the same options, allowing you to indicate if the student will be receiving the service next year.

Several fields have other options:

Adaptive Equipment	Select if the student will be provided with adaptive equipment or materials next year.
Assistive Technology	Select if the student will receive assistive technology devices/services next year.
Interpretive Services	Indicate the type of interpretive services the student will receive next year.
Medically Fragile	Select if the student will have a serious ongoing illness or chronic condition anticipated to last 12 or more months and will require routine use of medical devices or assistive technology.
Special Seating	Select if the campus will provides the student with any type of special chairs or seating equipment next year that will enable the student to participate as fully as possible in classroom activities. If the campus will provide a wheelchair, this field should be selected.
Supplemental Services	Indicate how supplemental consultative assistance will be provided next year.
Transportation	Select the person who will provide transportation for the student next year, as determined by the Admission, Review and Dismissal (ARD) committee.
Wheelchair Code	Select if the student will use a wheelchair next year.

☐ Under **Hearing/Visually Impaired:**

Hearing/Visually Impaired	Regional Day School Deaf	Indicate if the student will be enrolled in the Regional Day School Deaf (RDSD) next year. If enrolled, the RDSD Fiscal Agent is required.
	RDSD Fiscal Agent	Indicate the RDSD Fiscal Agent.

☐ Under **Extended School Year Services:**

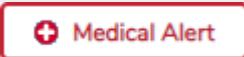
Extended School Year Services	Extended School Year Services	Select if the student will receive year-round services next year rather than receive services only during the school year.
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☐ Under **IEP Continuer:**

IEP Continuer	Begin Date	Type or select the date the student enrolled in the program.
	End Date	Type or select the date the student ended participation in the program.
	IEP Continuer	Select if the student is at least 18 years old as of September 1 and has satisfied the credit requirements for high school graduation, but has not completed his individualized education program (IEP), and is enrolled and receiving IEP services. TWEDS Data Element: IEP-CONTINUER-INDICATOR-CODE (E1564) (Code Table: C088)

☐ Click **Save**.

Other functions and features:

	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.
	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.

Reports

Use the Table of Contents to access a page.

Create CY Special Ed Report

Special Education > Reports > Create Special Ed CY

The Create Report page allows you to create a customized report within an application for students at one campus or all campuses. The data is pulled from the most current student record for the selected school year. Only information linked to a student is retrieved.

The report heading includes the county-district number, campus ID(s), report title, school year, date and time, and page numbers.

The report can be sorted or filtered (see below).

Run a report from a saved template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list.
Report Template Directory	If you do not know the name of the report template, or if you are looking for a public report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.

☐ Once the template is selected, press ENTER to populate the selections.

Create a new template:

Report Template	Type the name of a new report template. Only alphanumeric characters are allowed. WARNING: If you type a name that is already used, it will overwrite the previous template.
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.

☐ After entering the title and selecting the columns to include, click **Save**.

Create a new report:

Report Title	Type a title for the report, up to 35 characters.
Campus Options	Select Campus to print information for the campus to which you are logged on. Or, select All Campuses to print information for all campuses in the district to which you have access (according to your security settings).

Semester Options	Select All semesters to print information for all semesters. Or, select the semester (1-4) for which you want to print information.
-------------------------	---

The fields are grouped by student table.

☐ Select the fields for which you want to print information.


You can select an entire group of fields by selecting the group name (e.g., **Demographic Information**).

☐ Click **Create Report** to generate the report.


[Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.


Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)

When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


Other functions and features:

Sort**Sort report data.**

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.


(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.

- To remove a field from the sort, select the field, and then click  to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Delete	Delete a report template. Select the template in the Report Template field and click Delete .

This page is intentionally blank.

Create NY Special Ed Report

Special Education > Reports > Create Special Ed NY

For the Next year report, the students may or may not be special ed for the current school year. To be included, the students must have a record in the enroll table (sr_stu_enroll) with record status 1, 2, 4, or 5 and in the next year special ed demographic table (sr_se_demo_nyr).

The Create Report page allows you to create a customized report within an application for students at one campus or all campuses. The data is pulled from the most current student record for the selected school year. Only information linked to a student is retrieved.

The report heading includes the county-district number, campus ID(s), report title, school year, date and time, and page numbers.

The report can be sorted or filtered (see below).

Run a report from a saved template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list.
Report Template Directory	If you do not know the name of the report template, or if you are looking for a public report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.

☐ Once the template is selected, press ENTER to populate the selections.

Create a new template:

Report Template	Type the name of a new report template. Only alphanumeric characters are allowed. WARNING: If you type a name that is already used, it will overwrite the previous template.
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.

☐ After entering the title and selecting the columns to include, click **Save**.

Create a new report:

Report Title	Type a title for the report, up to 35 characters.
Campus Options	Select Campus to print information for the campus to which you are logged on. Or, select All Campuses to print information for all campuses in the district to which you have access (according to your security settings).
Semester Options	Select All semesters to print information for all semesters. Or, select the semester (1-4) for which you want to print information.

The fields are grouped by student table.


☐ Select the fields for which you want to print information.


You can select an entire group of fields by selecting the group name (e.g., **Demographic Information**).

☐ Click **Create Report** to generate the report.


[Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


Other functions and features:

Sort**Sort report data.**

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.


(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.

- To remove a field from the sort, select the field, and then click  to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Delete	Delete a report template. Select the template in the Report Template field and click Delete .

This page is intentionally blank.

Special Ed Reports

Use the Table of Contents to access a page.

Special Ed Reports - All

Special Education > Reports > Special Ed > All

This page allows you to select the report you want to generate.

You may select prior year records or change campuses by clicking on **Change** and selecting from the drop-down menus.

Preview

PDF

CSV

Clear Options

Program Report Group
[SRG0100 - Campus Information](#)
[SRG0600 - Student Special Program Listing](#)
[SRG0650 - PK/Elem Student Special Program Listing](#)
[SRG1100 - Student Status Changes](#)
[SRG1200 - Student Status Changes by Program](#)
[SRG1400 - Student Exemptions](#)
[SRG1500 - Student At Risk Listing](#)
[SRG1600 - Student At Risk Profile](#)
[SRG1900 - Local Program Enrollment Count](#)

Student Report Group
[SRG0200 - Student Name Listing](#)
[SRG0300 - Student Address Listing](#)
[SRG0400 - Student Information Sheets](#)
[SRG0500 - Student Birthday Listing](#)
[SRG0700 - Student Missing Forms](#)
[SRG0710 - Standard Forms Printing](#)
[SRG0720 - Online Registration Forms Related Reports](#)
[SRG0730 - Percentage of Forms Submitted per Campus](#)
[SRG0800 - Student Registration Forms](#)
[SRG0810 - Blank Registration Forms](#)
[SRG1001 - Student Address Labels](#)
[SRG1002 - Student Name Labels](#)
[SRG1300 - Student Bus Information](#)
[SRG1800 - Enrollment by District of Residence](#)
[SRG2000 - Student Contact Information](#)
[SRG2400 - Students Without a ParentPortal Account Report](#)
[SRG2600 - Attendance Zones Invalid Addresses](#)
[SRG3014 - State Performance Plan14 Information](#)
[SRG4000 - Charter School Waitlist Roster Report](#)
[SRG5000 - Special Education Language Acquisition \(SELA\) Roster Report](#)
[SRG5010 - Child Find SPPI-11 Student Roster Report](#)
[SRG5020 - Child Find SPPI-12 Student Roster Report](#)
[SRG6010 - Pandemic Electronic Benefit Transfer \(P-EBT\)](#)

Withdrawal Report Group
[SRG0900 - Withdrawal Transfer Form](#)
[SRG1700 - Leaver Tracking Report](#)
[SRG2100 - Student Withdrawal Report](#)
[SRG2200 - Student No Show Report](#)
[SRG2300 - Student Information Request](#)
[SRG2500 - Student First Day Counts No Show Report](#)

Non-Enrolled Student Report Group
[SRG9000 - UIL Activity Participation](#)

SRG9000 - UIL Activity Participation

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2023"/>	
Campus ID (Blank for All)	<input type="text"/>	⋮
Grade Level (Blank for All)	<input type="text"/>	⋮
UIL Activity (Blank for All)	<input type="text"/>	
Print Student SSN (Y,N,M)	<input type="text"/>	
Include Non-Reported Students (Y,N)	<input type="text"/>	

Select a report:

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

☐ Click a report name to select it. The parameters for the selected report are displayed on the right side of the page.


☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

- **Preview** - Click to generate the HTML view of the report. [Review, save and/or print the report.](#)
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - This option is not available for this report.
- **Clear Options** - Click to clear data from all parameter fields.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria .	
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.		

Filter [Filter report data:](#)

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
--------------	---

Reset [Reset report data:](#)

Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Special Ed Reports - Program

Special Education > Reports > Special Ed > Program

This page allows you to select the report you want to generate.

You may select prior year records or change campuses by clicking on **Change** and selecting from the drop-down menus.

Preview

PDF

CSV

Clear Options

Program Report Group

- [SRG0100 - Campus Information](#)
- [SRG0600 - Student Special Program Listing](#)
- [SRG0650 - PK/Elem Student Special Program Listing](#)
- [SRG1100 - Student Status Changes](#)
- [SRG1200 - Student Status Changes by Program](#)
- [SRG1400 - Student Exemptions](#)
- [SRG1500 - Student At Risk Listing](#)
- [SRG1600 - Student At Risk Profile](#)
- [SRG1900 - Local Program Enrollment Count](#)

Student Report Group

- [SRG0200 - Student Name Listing](#)
- [SRG0300 - Student Address Listing](#)
- [SRG0400 - Student Information Sheets](#)
- [SRG0500 - Student Birthday Listing](#)
- [SRG0700 - Student Missing Forms](#)
- [SRG0710 - Standard Forms Printing](#)
- [SRG0720 - Online Registration Forms Related Reports](#)
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Withdrawal Report Group

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- [SRG2500 - Student First Day Counts No Show Report](#)

Non-Enrolled Student Report Group

- [SRG9000 - UIL Activity Participation](#)

SRG9000 - UIL Activity Participation

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2023"/>	
Campus ID (Blank for All)	<input type="text"/>	⋮
Grade Level (Blank for All)	<input type="text"/>	⋮
UIL Activity (Blank for All)	<input type="text"/>	
Print Student SSN (Y,N,M)	<input type="text"/>	
Include Non-Reported Students (Y,N)	<input type="text"/>	

Select a report:

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

☐ Click a report name to select it. The parameters for the selected report are displayed on the right side of the page.

☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

- **Preview** - Click to generate the HTML view of the report. [Review, save and/or print the report.](#)
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - This option is not available for this report.
- **Clear Options** - Click to clear data from all parameter fields.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria .	
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.		

Filter [Filter report data:](#)

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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Reset [Reset report data:](#)

Click to restore the report to the original view, removing all sorting and filtering that has been applied.


SDS0200 - Special Ed Students in Discpln Settings

Special Education > Reports > Special Ed > Student > SDS0200 - Special Ed Students in Discpln Settings

This report lists students who are in special education and in a disciplinary setting. Students with the specified official or actual length of the disciplinary assignment and an equivalent PEIMS code for the action are included. An error report is printed for offense records that do not have corresponding action records.

This report exists in Discipline and in Special Ed.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Number of Official or Actual Days (001-099)	Type the number of days of the official or actual disciplinary assignment for which to run the report.
Active Code (1 = Active, 2 = Inactive, Blank for All)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
Report	Select one: Special Ed Students in Discpln Settings - Print only the Special Ed Students in Discipline Settings report. Error Report - Print only the error report.

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the 'Discipline/Attendance Suspension Discrepancies' report. The window has a title bar with 'Sort/Filter' and 'Reset' buttons. Below the title bar, the report title and 'Program ID: SDS1700' are displayed. The main area is divided into two sections: 'Sort Criteria' (expanded) and 'Filter Criteria' (collapsed). The 'Sort Criteria' section contains two grids. The 'Columns Available for Sorting' grid lists various fields like 'Discp Actn Date (YYYYMMDD)', 'Discrepancy ISS/OSS', 'From Date (YYYYMMDD)', 'Grd Lvl', 'Incident Number', 'Name', 'PEIMS Action Code', 'Period 00', 'Period 01', and 'Period 02'. The 'Sort Columns' grid shows 'Attendance Date (YYYYMMDD)' and 'Campus ID' with 'Ascending' order selected for each. A red box highlights the 'Sort Criteria' section. The 'Filter Criteria' section is collapsed. At the bottom are 'OK' and 'Cancel' buttons.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SEM0000 - Special Ed Student Listing

Special Education > Reports > Special Ed > Student > SEM0000 - Special Ed Student Listing

This report provides demographic information by grade level for special ed students only. Totals are calculated by grade level and campus.

When the report is run for a specific date range, the program retrieves students who had changes in special ed within the date range.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
From/To Date (MMDDYYYY) Blank = first/last day of school.	Type the date, or click  to select the date from a calendar. Leave From Date blank to use the first day of school. Leave To Date blank to use the last day of school.
Print Student SSN (Y, N, M)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number. M - Print the masked social security number (e.g., XXX-XX-1234).
Page Break on Grade Level (Y, N, Blank=Y)	Y or blank - Insert a page break after each grade level. N - Do not insert page breaks.

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset

[Reset report data.](#)



Click to restore the report to the original view, removing all sorting and filtering that has been applied.

SEM0200 - Special Ed Primary Disability Counts

Special Education > Reports > Special Ed > Program > SEM0200 - Special Ed Primary Disability Counts

This report lists student counts for each disability by age.

Run the report:



Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
As-of Date (MMDDYYYY, Blank for Today)	Type the date, or click  to select the date from a calendar.

SEM0350 - Special Ed Student Profiles

Special Education > Reports > Special Ed > Student > SEM0350 - Special Ed Student Profiles

This report lists student demographic and special ed information for the current year or next year.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
Student ID (Blank for All)	Type the six-digit student ID number, including all leading zeros. Or, click  to select the student . Leave blank to select all students.
School Year (1=Current, 2=Next Year)	1 - Print current year profiles. 2 - Print next year profiles.
Sort (Blank=StuID, 1=Alpha, 2=Teach/StuID, 3=Teach/Alpha)	Blank - Sort by student ID. 1 - Sort alphabetically. 2 - Sort by instructor ID then by student ID. 3 - Sort by instructor ID then by student alphabetically.
Select (Blank=Active, 1=Inactive, 2=Both, 3=Flag)	Blank - Select active students only. 1 - Select inactive students only. 2 - Select both active and inactive students. 3 - Select students whose Print Profile field is selected on the Current Year or Next Year Program Information tab. This option also resets the Print Profile flag to N.
Print Student SSN (Y, N)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number.


SEM0500 - Special Ed IEP Progress Report

Special Education > Reports > Special Ed > Student > SEM0500 - Special Ed IEP Progress Report

This report provides a list of goals, Performing Objectives, and Enabling Objectives currently in the student's individualized education program (IEP) for the current year only.

For each Enabling Objective, the report shows the percent of mastery that the student is expected to achieve and his status in achieving the objective.

Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click  to select the campus .

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset

[Reset report data.](#)

Click to restore the report to the original view, removing all sorting and filtering that has been applied.


SEM0620 - TEA RDSPD Disability Report

Special Education > Reports > Special Ed > Program > SEM0620 - TEA RDSPD Disability Report

This report lists students who are receiving special ed services through Public Law 105-17 and are enrolled in the regional day school program for the deaf (RDSPD). The Superintendent Certification letter can also be printed. The data can be saved to a file for TEA submission.

Campuses that have been excluded from district reporting are not included.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Report Date as Specified by TEA (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
Ignore FIE Rep Date and IEP Dates (Y, N)	<p>Y - Ignore the Full and Individual Initial Evaluation (FIE) report date and Individualized Education Program (IEP) dates. If Y, all students are printed regardless of the IEP services-initiated, annual review, and FIE report dates. Students with an assessment due are not printed on the Exception Listing.</p> <p>N - Use the FIE report date and IEP dates. If N, data is only printed for students who have a current FIE report date and a current IEP services-initiated or annual review date (the greater of the two) in their records. Students with an assessment due are printed on the Exception Listing. The following are excluded from the report:</p> <ul style="list-style-type: none"> • Students 22 years of age on or before September 1 of the current school year • Students under 3 years old, or students 3 years old with a birthday after September 1 of the current school year • Students who enrolled after September 1 of the current school year
Print Student SSN (Y, N)	
Report	<p>Select one:</p> <p>TEA RDSPD Disability Report - Print only the TEA RDSPD Disability report.</p> <p>Summary by Age - Print only a summary report by age.</p> <p>Summary by Ethnicity - Print only a summary report by ethnicity.</p> <p>Report Certification - Print only the report certification.</p>

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset[Reset report data.](#)

Click to restore the report to the original view, removing all sorting and filtering that has been applied.

The report can be sorted or filtered only when the **TEA RDSPD Disability Report** is selected.

SEM0640 - TEA IDEA-B P.L. 105-17 Report


Special Education > Reports > Special Ed > Program > SEM0640 - TEA IDEA-B P.L. 105-17 Report

This report lists students who are receiving special ed services through Public Law 105-17 who are between 3-21 years old as of September 1st of the reporting year. The Superintendent Certification letter can be printed. The data can be saved to a file for TEA submission. You can also print an Exception Listing and a Verification Listing.

- Annual reviews are due in one year. Full and Individual Initial Evaluations (FIEs) are due in three years.
- The TEA report date is the last Friday in October of the current school year.
- The program uses an as-of date that is one year less than the TEA report date to determine annual reviews due. It compares the IEP services-initiated date with the annual review date and prints Y in the **DUE** column if the greater of the two dates is before or equal to the as-of date.
- The program uses an as-of date that is three years less than the TEA report date to determine FIE report dates. Y is printed in the **DUE** column if the FIE report date is before or equal to the as-of date.
- The **IDEA-B RDSPD** field on the Superintendent Certification letter displays a count of the students who are enrolled in the regional day school program for the deaf and do not have instructional setting codes of 30, 50, 60, 70, or 71.

Campuses that have been excluded from district reporting are not included.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Report Date as Specified by TEA (MMDDYYYY)	Type the date, or click  to select the date from a calendar.

Parameter	Description
Ignore FIE Rep Date and IEP Dates (Y, N)	<p>Y - Ignore the Full and Individual Initial Evaluation (FIE) report date and Individualized Education Program (IEP) dates. If Y, all students are printed regardless of the IEP services-initiated, annual review, and FIE report dates. Students with an assessment due are not printed on the Exception Listing.</p> <p>N - Use the FIE report date and IEP dates. If N, data is only printed for students who have a current FIE report date and a current IEP services-initiated or annual review date (the greater of the two) in their records. Students with an assessment due are printed on the Exception Listing. The following are excluded from the report:</p> <ul style="list-style-type: none"> • Students 22 years of age on or before September 1 of the current school year • Students under 3 years old, or students 3 years old with a birthday after September 1 of the current school year • Students who enrolled after September 1 of the current school year
Print Student SSN (Y, N)	<p>Y - Print the entire social security number.</p> <p>N - Print XXX-XX-XXXX for the social security number.</p>
Report	<p>Select one:</p> <p>TEA IDEA-B P.L. 105-17 Report - Print only the TEA IDEA-B P.L. 105-17 report.</p> <p>Summary of Age by PD - Print only a summary of age report by primary disability.</p> <p>Summary of PD by Ethnicity - Print only a summary report of primary disability by ethnicity.</p> <p>Report Certification - Print only the report certification.</p> <p>Exception Listing - Print only the exception listing.</p> <p>Verification Listing - Print only the verification listing.</p>


SEM0720 - Special Ed Student Active/Inactive List




Special Education > Reports > Special Ed > Student > SEM0720 - Special Ed Student Active/Inactive List

This report provides totals of active and inactive students with record status code 1, 2, or 3 for a campus or district, including the dates of IEP services initiated, annual reviews, and comprehensive assessments.

- Annual reviews are due in one year. Comprehensive assessments are due in three years.
- If an IEP services-initiated date or annual review date is entered in the report parameters, the as-of date in the report heading is one year less than the date entered. The report will list dates for students with IEP and annual reviews before or equal to the as-of date.
- The program compares the IEP and the annual review dates, and prints Y in the **DUE** column if the greater of the two dates is before or equal to the as-of date.
- If a comprehensive assessment date is entered in the report parameters, the as-of date printed in the report heading is three years less than the date entered. The report lists dates for students with comprehensive assessments less than or equal to the as-of date.
- The program compares the comprehensive assessment date with the as-of date and prints Y in the **DUE** column if the assessment date is before or equal to the as-of date.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.

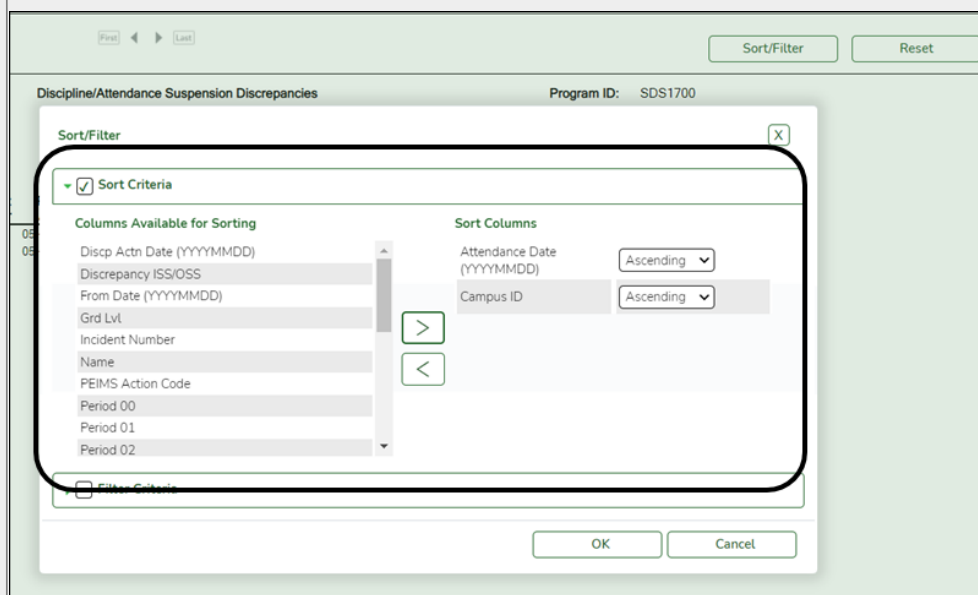
Parameter	Description
District Sort by Alpha (Y=Yes, Blank=No)	This only applies if Campus ID is blank. Y - Sort students alphabetically. Blank - Sort by campus then student.
Active Code (1=Active, 2=Both, 3=Inactive)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
Date IEP Services Initiated (MMDDYYYY, Blank = All)	Type the date, or click  to select the date from a calendar. Leave blank to select all dates.
Date Current IEP/Annual Review (MMDDYYYY, Blank=All)	Type the date, or click  to select the date from a calendar. Leave blank to select all dates.
Date FIE Report (MMDDYYYY, Blank=All)	Type the date, or click  to select the date from a calendar. Leave blank to select all dates.



Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.



(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a field from the sort, select the field, and then click  to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.


Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SEM0750 - Special Ed Student Disability List

Special Education > Reports > Special Ed > Student > SEM0750 - Special Ed Student Disability List

This report provides a campus or district list of all students who have a primary disability.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies'. The window has a title bar with 'Sort/Filter' and 'Reset' buttons. Below the title bar, the report name and 'Program ID: SDS1700' are displayed. The main area is divided into two sections: 'Sort Criteria' (expanded) and 'Filter Criteria' (collapsed). The 'Sort Criteria' section contains two grids. The 'Columns Available for Sorting' grid lists: 'Discp Actn Date (YYYYMMDD)', 'Discrepancy ISS/OSS', 'From Date (YYYYMMDD)', 'Grd Lvl', 'Incident Number', 'Name', 'PEIMS Action Code', 'Period 00', 'Period 01', and 'Period 02'. The 'Sort Columns' grid lists: 'Attendance Date (YYYYMMDD)' and 'Campus ID'. Both fields in the 'Sort Columns' grid have a dropdown menu set to 'Ascending'. There are arrows between the two grids to move fields. At the bottom, there are 'OK' and 'Cancel' buttons.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.



Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SEM0800 - PEIMS Related Services List

Special Education > Reports > Special Ed > Program > SEM0800 - PEIMS Related Services List

This is a Fall TSDS PEIMS report which provides only PEIMS-related services information.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
As-of Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
Print Student SSN (Y, N, M)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number. M - Print the masked social security number (e.g., XXX-XX-1234).

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.



Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SEM0850 - PEIMS Verification List

Special Education > Reports > Special Ed > Program > SEM0850 - PEIMS Verification List

This is a Fall TSDS PEIMS report which provides only PEIMS demographic and program information.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
As-of Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
Print Student SSN (Y, N, M)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number. M - Print the masked social security number (e.g., XXX-XX-1234).

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies'. The window has a title bar with 'Sort/Filter' and 'Reset' buttons. Below the title bar, the report name and 'Program ID: SDS1700' are displayed. The main area is divided into two sections: 'Sort Criteria' (expanded) and 'Filter Criteria' (collapsed). The 'Sort Criteria' section contains two grids. The 'Columns Available for Sorting' grid lists various fields: 'Discp Actn Date (YYYYMMDD)', 'Discrepancy ISS/OSS', 'From Date (YYYYMMDD)', 'Grd Lvl', 'Incident Number', 'Name', 'PEIMS Action Code', 'Period 00', 'Period 01', and 'Period 02'. The 'Sort Columns' grid shows 'Attendance Date (YYYYMMDD)' and 'Campus ID', both with 'Ascending' order selected. Navigation buttons '>' and '<' are between the grids. At the bottom, there are 'OK' and 'Cancel' buttons.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.


Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SEM0950 - Student Name Address List

Special Education > Reports > Special Ed > Student > SEM0950 - Student Name Address List

This report provides a current year list of special ed student names, addresses, enrollment details, and parent information for one campus or the district. You must type Y for one of the sort order parameters.

Run the report:

Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Active Code (1=Active, 2=Both, 3=Inactive)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
Sort by Campus and Stu ID (Y=Yes, Blank=No)	Y - Sort by campus then student ID. N or blank - Do not use this sort option.
Sort by Campus and Name (Y=Yes, Blank=No)	Y - Sort by campus and student name. N or blank - Do not use this sort option.
Sort by Campus, Grade, and Stu ID (Y=Yes, Blank=No)	Y - Sort by campus, grade level, then student ID. N or blank - Do not use this sort option.
Sort by Campus, Grade, and Name (Y=Yes, Blank=No)	Y - Sort by campus, grade level, then student name. N or blank - Do not use this sort option.
Sort by Name (Y=Yes, Blank=No)	Y - Sort by student name. N or blank - Do not use this sort option.

SEM1000 - Parent Address Labels

Special Education > Reports > Special Ed > Student > SEM1000 - Parent Address Labels


This report prints current year address labels using the parent or student address, and can print "To The Parent of" preceding the student address. The report can be run for a campus or the district. You must select Y for one of the sort order parameters.


The labels are designed according to the Avery 5162 template, which is 14 labels per page, and each is 1.33" x 4".

An error report may also be produced:

- If a student does not have a guardian or student address available, the message: "No Address Found" prints on the label, and the student is included on the error report.
- If a student does not have a guardian selected on [Registration > Maintenance > Student Enrollment > Contact](#), a label is not printed for the student, and the student is included on the error report.

Run the report:

Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Print To The Parent of (Y, N, Blank=N)	Y - Include "To The Parent of" on the labels. N or blank - Do not include "To The Parent of" on the labels.
Print Campus ID (Y, N, Blank=N)	Y - Print the student's campus ID on the label in the top-right corner. N or blank - Do not print the campus ID.
Print Parent/Guardian Address (Y, N, Blank=Student)	Y - Print the parent/guardian address on the label. N or blank - Print the student's address on the label.
Sort by Grade, Campus, and Alpha (Y, N, Blank=N)	Y - Sort the labels by grade level, campus, then alphabetically. N or blank - Do not use this sort option.






Parameter	Description
Sort by Campus and Alpha (Y, N, Blank=N)	Y - Sort the labels by grade level, campus, then alphabetically. N or blank - Do not use this sort option.
Sort by District and Alpha (Y, N, Blank=N)	Y - Sort the labels by district then alphabetically. N or blank - Do not use this sort option.
Sort by Zip Code (Y, N, Blank=N)	Y - Sort the labels by zip code. N or blank - Do not use this sort option.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.

SEM1100 - Student Special Ed Restraint List

Special Education > Reports > Special Ed > Student > SEM1100 - Student Special Ed Restraint List

This report provides information on special ed students with disabilities who are restrained for emergency purposes. All campuses at which a student was restrained are included.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Active Code (1=Active, 2=Both, 3=Inactive)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
Begin Date (MMDDYYYY) Blank for All	Type the date, or click  to select the date from a calendar. If blank, the earliest restraint instance date is used.
End Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. If blank, the last day of school is used.
Student ID (Blank for All)	Type the six-digit student ID number, including all leading zeros. Or, click  to select the student . Leave blank to select all students.

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies' with Program ID 'SDS1700'. The window has a 'Sort/Filter' button and a 'Reset' button. The 'Sort Criteria' section is expanded, showing a list of columns available for sorting on the left and a list of sort columns on the right. The 'Filter Criteria' section is collapsed. The 'Sort Columns' section shows 'Attendance Date (YYYYMMDD)' and 'Campus ID' both set to 'Ascending' order. The 'Sort Criteria' section is checked, and the 'Filter Criteria' section is unchecked. The 'OK' and 'Cancel' buttons are at the bottom.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SEM1200 - Special Ed Instructional Setting Counts

Special Education > Reports > Special Ed > Program > SEM1200 - Special Ed Instructional Setting Counts

This report provides counts for each instructional setting code by campus and grade level. The counts include only active students who have not exited special ed. The grade level counts include students who have an instructional setting and receive speech services.

A district summary can also be printed when the report is run for all campuses.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
District Count (Y=Yes, Blank=No)	Y - Print the district count. This option can only be used if Campus ID is blank. Blank - Do not use this option.

SEM7000 - 3rd Party Special Education Import Errors

Special Education > Reports > Special Ed > Student > SEM7000 - 3rd Party Special Education Import Errors

This report provides the following for the selected school year:

- ASCENDER Special Education Delete Report
- Special Ed Validation Errors Report
- Special Ed Errors Report
- Prior Period Report (If this report lists errors, you must run the attendance reports since the numbers for the previous period have changed.)
- ASCENDER Discrepancy Report

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.

Special Ed Reports - Student

Special Education > Reports > Special Ed > Student

This page allows you to select the report you want to generate.

You may select prior year records or change campuses by clicking on **Change** and selecting from the drop-down menus.

Preview

PDF

CSV

Clear Options

Program Report Group

- [SRG0100 - Campus Information](#)
- [SRG0600 - Student Special Program Listing](#)
- [SRG0650 - PK/Elem Student Special Program Listing](#)
- [SRG1100 - Student Status Changes](#)
- [SRG1200 - Student Status Changes by Program](#)
- [SRG1400 - Student Exemptions](#)
- [SRG1500 - Student At Risk Listing](#)
- [SRG1600 - Student At Risk Profile](#)
- [SRG1900 - Local Program Enrollment Count](#)

Student Report Group

- [SRG0200 - Student Name Listing](#)
- [SRG0300 - Student Address Listing](#)
- [SRG0400 - Student Information Sheets](#)
- [SRG0500 - Student Birthday Listing](#)
- [SRG0700 - Student Missing Forms](#)
- [SRG0710 - Standard Forms Printing](#)
- [SRG0720 - Online Registration Forms Related Reports](#)
- [SRG0730 - Percentage of Forms Submitted per Campus](#)
- [SRG0800 - Student Registration Forms](#)
- [SRG0810 - Blank Registration Forms](#)
- [SRG1001 - Student Address Labels](#)
- [SRG1002 - Student Name Labels](#)
- [SRG1300 - Student Bus Information](#)
- [SRG1800 - Enrollment by District of Residence](#)
- [SRG2000 - Student Contact Information](#)
- [SRG2400 - Students Without a ParentPortal Account Report](#)
- [SRG2600 - Attendance Zones Invalid Addresses](#)
- [SRG3014 - State Performance Plan14 Information](#)
- [SRG4000 - Charter School Waitlist Roster Report](#)
- [SRG5000 - Special Education Language Acquisition \(SELA\) Roster Report](#)
- [SRG5010 - Child Find SPPI-11 Student Roster Report](#)
- [SRG5020 - Child Find SPPI-12 Student Roster Report](#)
- [SRG6010 - Pandemic Electronic Benefit Transfer \(P-EBT\)](#)

Withdrawal Report Group

- [SRG0900 - Withdrawal Transfer Form](#)
- [SRG1700 - Leaver Tracking Report](#)
- [SRG2100 - Student Withdrawal Report](#)
- [SRG2200 - Student No Show Report](#)
- [SRG2300 - Student Information Request](#)
- [SRG2500 - Student First Day Counts No Show Report](#)

Non-Enrolled Student Report Group

- [SRG9000 - UIL Activity Participation](#)

SRG9000 - UIL Activity Participation

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2023"/>	
Campus ID (Blank for All)	<input type="text"/>	⋮
Grade Level (Blank for All)	<input type="text"/>	⋮
UIL Activity (Blank for All)	<input type="text"/>	
Print Student SSN (Y,N,M)	<input type="text"/>	
Include Non-Reported Students (Y,N)	<input type="text"/>	

Select a report:

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

☐ Click a report name to select it. The parameters for the selected report are displayed on the right side of the page.

☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

- **Preview** - Click to generate the HTML view of the report. [Review, save and/or print the report.](#)
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - This option is not available for this report.
- **Clear Options** - Click to clear data from all parameter fields.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria .	
	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.
	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.		

Filter	Filter report data: When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section. If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available. Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.	
	Field	Description
	Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.
	Other functions and features:	
	Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.
	Click OK to apply the selected filter criteria to the report. Click Cancel to close the dialog box without applying a filter.	
	Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

Utilities

Use the Table of Contents to access a page.

Delete Existing Goals/Objectives

Special Education > Utilities > Delete Existing Goals/Objectives

This utility deletes all existing district Individualized Education Program (IEP) goals and objectives.

WARNING: If existing student IEPs reference these goals and objectives, deleting the district tables can cause serious problems. **Use this utility cautiously.**

Delete data:

☐ Click **Execute**.

☐ You are prompted to confirm that you want to delete the records. Click **Yes**.

When the process is completed, the message "Completed" is displayed.

Delete Next Year Data

Special Education > Utilities > Delete Next Year Data

This utility deletes next year special ed information for the campus to which you are logged on.

WARNING: Any deletions made using this utility are permanent.

It is recommended that you back up your database before running this utility.

Delete data:

☐ Click **Execute**.

☐ You are prompted to confirm that you want to delete the records. Click **Yes**.

When the process is completed, the message “Successfully deleted next year data” is displayed.

Import Default Goals/Objectives

Special Education > Utilities > Import Default Goals/Objectives

This utility loads the default Individualized Education Program (IEP) goals and objectives that come with the system to your district tables.

WARNING: If goals and objectives already exist in your district tables, errors can occur when loading the default records.

Import data:

☐ Click **Execute**.

☐ You are prompted to confirm that you want to load the records. Click **Yes**.

When the process is completed, the message "Completed" is displayed.



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