

NEW JERSEY DEPARTMENT OF EDUCATION

SPECIAL EDUCATION SUBMISSION

STUDENT DATA HANDBOOK

VERSION 3.2



State of New Jersey
Department of Education

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FOREWORD

The New Jersey Department of Education is pleased to publish the *2011 Special Education Student Data Handbook v3.2*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *Special Education Student Data Handbook* is intended to support the October 15th NJ SMART data submission, which reports on 1) students classified as eligible for special education and related services; as well as 2) students who have been referred for a special education evaluation during the previous school year, whether or not they were determined eligible for special education. Students served by Part C who were referred to Part B for evaluation are included in this submission set.

Several of the student data elements required for the October 15th snapshot data submission are consistent with the SID Management data set requirements for NJ SMART. This supports the linking of student data across time and submissions, and also ensures accurate validation of Statewide Student Identifiers (SIDs).

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2011 Special Education Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJ DOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Special Education Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJ DOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJ DOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Special Education Student Data Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each student (e.g., a student who has not been determined eligible for special services will not have an Initial IEP Meeting Date). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Special Education Student Data Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE Number	The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition of Data Element	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Is This Data Element Required?	Indication of whether the data element is required for file submission.
Acceptable Values	Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
Validation Checks	Specific data validation that will occur with respect to each data element.
Additional Notes	Additional relevant notes about the data element.

Privacy and Security

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA)*. *FERPA* requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of *FERPA*. Absent written consent from the parent or student, or a valid court order, *FERPA* prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJ DOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

Local Identification Number

NJ DOE Number

1

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district (LID) and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJ DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
 - For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
 - It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.
-

State Identification Number

NJ DOE Number

2

Definition of Data Element

A unique number (SID) assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description

In order to track students within and across districts over time, NJ DOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Is this Data Element Required?

Field is mandatory for all students. Leave this field blank for students that have not been issued a SID. When submitted, a new unique SID will be generated and issued for this student.

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.

FirstName

NJ DOE Number

3

Definition of Data Element

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
 - First name and last name must be reported as separate fields.
-

LastName

NJ DOE Number

5

Definition of Data Element

The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes

- First name and last name must be reported as separate fields.
 - Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth". First name and last name must be reported as separate fields.
-

DateOfBirth

NJ DOE Number

8

Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
-

ReferralDate

NJ DOE Number

49

Definition of Data Element

The date on which a New Jersey school district receives the written request for a child study team evaluation of a student.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have been referred for special education services after June 30, 2010.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if ReferralDate is a date after the snapshot date.
- An error will occur if ReferralDate is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2010.
- An error will occur if the required dates do not follow the sequence specified below:

Date of Birth + 2 years ≤ **Referral Date** < Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Additional Notes

- If a student has been referred for Speech only services and determination is made that the student is eligible for other services, a new Referral Date and Eligibility Determination Date should take place.

ParentalConsentToEvaluateDate

NJ DOE Number

50

Definition of Data Element

The date on which the parent provides **written** consent for an **initial** evaluation to determine eligibility for special education and related services or eligibility for speech-language services.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have an Eligibility Determination Date after June 30, 2010.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur, if ParentalConsentToEvaluateDate is NULL, or blank, when EligibilityDeterminationDate is after June 30, 2010.
- An error will occur if the required dates do not follow the sequence specified below.

Date of Birth + 2 years ≤ Referral Date < **Parental Consent To Evaluate Date** < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Additional Notes

- N/A
-

EligibilityDeterminationDate

NJ DOE Number

51

Definition of Data Element

The date on which initial eligibility or ineligibility for special education services or speech-language services is determined.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students whose eligibility determination occurred after June 30, 2010.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if EligibilityDeterminationDate is after the snapshot date.
- Either an EligibilityDeterminationDate **OR** a ReevaluationDate is required when **any** of the following occurs:
 - An InitialIEPMeetingDate is listed; or
 - A SpecialEducationClassification is listed; or
 - An AnnualIEPReviewMeetingDate is listed; or
 - A SpecialEducationPlacement is listed.
- An error will occur if the required dates do not follow the sequence specified below:

Date of Birth + 2 years ≤ Referral Date < Parental Consent To Evaluate Date < **Eligibility Determination Date** ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Additional Notes

- If initial eligibility determination has not yet been made, leave as NULL, or blank.
- If initial eligibility determination is for speech language services only, but the student is thereafter determined eligible for other services, a new EligibilityDeterminationDate should take place.

EarlyIntervention

NJ DOE Number

71

Definition of Data Element

Any preschool student that was receiving Part C Early Intervention Services at the time of referral.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have turned age 3 between July 1, 2010 and June 30, 2011

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, student is receiving Part C Early Intervention Services

N = No, student was not receiving Part C Early Intervention Services

Validation Checks

- An error will occur if student has turned age 3 between July 1, 2010 and June 30, 2011 and EarlyIntervention is left NULL or blank.

Additional Notes

- N/A
-

InitialIEPMeetingDate

NJ DOE Number

52

Definition of Data Element

The date of the student's **initial** IEP meeting. This date refers to the first, initial IEP meeting for the student, even if that meeting occurred in a district that the student is no longer attending.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have an InitialIEPMeetingDate after June 30, 2010.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if InitialIEPMeetingDate is a date after the snapshot date.
- If an InitialIEPMeetingDate is listed, an EligibilityDeterminationDate is required.
- An error will occur if the required dates do not follow the sequence specified below:

Date of Birth + 2 years ≤ Referral Date < Parental Consent To Evaluate Date < Eligibility Determination Date ≤ **Initial IEP Meeting Date** ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

Additional Notes

- If eligibility determination has not yet been made, leave InitialIEPMeetingDate as NULL, or blank.

ParentalConsentObtained

NJ DOE Number

73

Definition of Data Element

The **written** parental decision regarding the implementation of the Initial IEP.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have an Eligibility Determination Date after June 30, 2010.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, Parental Consent was obtained to implement the initial IEP.

N = No, Parental Consent was NOT obtained prior to the snapshot date to implement the initial IEP.

R = Refused, Parent refused implementation of the initial IEP.

Validation Checks

- If ParentalConsentObtained is N, R or is blank, ParentalConsentToImplementInitialIEP must be left blank.

Additional Notes

- Leave NULL, or blank, if a student has not yet received an eligibility determination.
-

ParentalConsentToImplementInitialIEP

NJ DOE Number
72

Definition of Data Element

The date on which the parent provides **written** consent to implement the student's initial IEP.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students for whom Parental Consent has been obtained.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if ParentalConsentToImplementInitialIEP is a date after the snapshot date.
- An error will occur if ParentalConsentToImplementIEP is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2010 and ParentalConsentObtained = Y.
- If the child has transitioned from Early Intervention Services (EarlyIntervention = Y) and the ParentalConsentToImplementInitialIEP date occurs after the student's 3rd birthday, then InitialProcessDelayReason must have a value.
- An error will occur if ParentalConsentObtained = N, R or is blank, and ParentalConsentToImplementInitialIEP is filled in.
- An error will occur if the required dates do not follow the sequence specified below:

Date of Birth + 2 years ≤ Referral Date < Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ **Parental Consent to Implement Initial IEP** < Annual IEP Review Meeting Date

Additional Notes

- N/A

AnnualIEPReviewMeetingDate

NJ DOE Number

53

Definition of Data Element

The date of the student's **last** Annual IEP Review meeting.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have a valid IEP as of the snapshot date.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if AnnualIEPReviewMeetingDate is a date after the snapshot date.
- If InitialIEPMeetingDate is the only meeting date, then leave AnnualIEPReviewMeetingDate NULL, or blank.
- If an AnnualIEPReviewMeetingDate is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.
- An error will occur if the required dates do not follow the sequence specified below:

Date of Birth + 2 years ≤ Referral Date < Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < **Annual IEP Review Meeting Date**

Additional Notes

- If eligibility determination has not yet been made, leave as NULL, or blank.

Special Education Classification

NJ DOE Number

Modified Element

47

Definition of Data Element

The outcome of eligibility assessment for special education and related services.

Functional, Policy or Legal Description

NJ DOE, Office of School Funding, Office of Special Education Programs, Administrative Code 6A:14-3.5 and 6A:14-3.

Is this Data Element Required?

Field is mandatory for all students evaluated for special education eligibility.

Acceptable Values

Choose a two-digit code in the left column that corresponds to the classification category for the student:

Code	State Category	Federal Category
99	Declassified	N/A
00	Determined Ineligible	N/A
01	Auditorily Impaired	Hearing Impairments
02	Autistic	Autism
03	Cognitively Impaired – Mild Cognitive Impairment	Intellectual Disability (formerly Mental Retardation)
04	Cognitively Impaired – Moderate Cognitive	Intellectual Disability (formerly Mental Retardation)
05	Cognitively Impaired – Severe Cognitive Impairment	Intellectual Disability (formerly Mental Retardation)
06	Communication Impaired	Speech or Language Impairments
07	Emotionally Disturbed	Emotional Disturbance
08	Multiply Disabled	Multiple Disabilities
09	Deaf-Blindness	Deaf-Blindness
10	Orthopedically Impaired	Orthopedic Impairments
11	Other Health Impaired	Other Health Impairments
12	Preschool Child with a Disability	Developmental Delay
14	Specific Learning Disability	Specific Learning Disabilities
15	Traumatic Brain Injury	Traumatic Brain Injury
16	Visually Impaired	Visual Impairments
17	Eligible for Speech-Language Services	Speech or Language Impairments

Validation Checks

- Students determined ineligible for special services must have a value for ReferralDate, ParentalConsentToEvaluateDate, and EligibilityDeterminationDate. Code 00 should only be entered for students whose initial eligibility outcome was determined ineligible.
- If SpecialEducationPlacement has a value, then field cannot be blank.
- If any of the related services elements (data elements 59-63) has a value, then field cannot be blank.
- If student is age 3 and 4, then field must be code 12 (Preschool Child with a Disability).
- If student is age 6 and above, then field cannot be code 12 (Preschool Child with a Disability).
- SpecialEducationClassification code 13 (Social Maladjustment) is no longer a valid value.
- If SpecialEducationClassification has a value, then either EligibilityDeterminationDate OR ReevaluationDate must also have a value.

Special Education Classification

NJ DOE Number

47

Modified Element

Additional Notes

- If student has been evaluated and determined ineligible for special services, then field must be code 00 (Determined Ineligible).
 - Students that were previously in special education, but have since been declassified as of the submission snapshot date, should be submitted with code 99. All other fields should remain filled in for the student.
 - If eligibility of student has not yet been determined as of the submission snapshot date, then field must be blank.
-

ReevaluationDate

NJ DOE Number

56

Definition of Data Element

The date on which a student's continued eligibility for special education services was determined.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have been reevaluated.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- An error will occur if ReevaluationDate is a date after the snapshot date.
- Either an EligibilityDeterminationDate **OR** a ReevaluationDate are required when any of the following occurs:
 - An InitialEPMeetingDate is listed; or
 - A SpecialEducationClassification is listed; or
 - An AnnualEPReviewMeetingDate is listed; or
 - A SpecialEducationPlacement is listed.

Additional Notes

- Leave NULL if student has an Initial Eligibility Determination Date and has not yet been reevaluated.
-

InitialProcessDelayReason

NJ DOE Number

57

Definition of Data Element

(1) The primary reason for delay when the consent to implement the initial IEP is beyond the child's third birthday for children transitioning from Early Intervention Programs (Part C) to preschool. (2) The primary reason for delay when the eligibility determination for students 6-21 is beyond 90 days from the date of written parental consent to evaluate.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students who have an EligibilityDeterminationDate after the required due date. Yes, **Mandatory** for all children who transitioned from Early Intervention (Part C) and have a Consent to Implement the IEP Date after the child's 3rd birthday.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

01 = Incomplete Residency/Enrollment Information: Parent failed to complete the residency/enrollment information in a timely manner (more than 15 days) after receipt of the forms

02 = Additional Evaluations Needed (After Initial Evaluation Plan): After the initial evaluation plan, it was determined that additional assessments were needed.

03 = Specialized Evaluations Needed: Evaluations by specialists not employed by the district were not completed within required timelines.

04 = Delays in Scheduling Evaluation/Assessments: The child or parent was unavailable due to illness, vacation, etc.

05 = Missed Appointments by the Child or Parent: The parent repeatedly missed or cancelled scheduled appointments for assessments/interviews/meetings

06 = Vacancies of Child Study Team or Related Services Personnel: The school district had child study team or related services personnel vacancies that delayed the completion of the assessments within required timelines

07 = Child Study Team or Related Services Personnel were Unavailable: Child study team or related services personnel were not able to complete assessments within the required timelines due to vacation, illness, or large numbers of evaluations to be completed.

12 = Student transferred into the district after a consent for the initial evaluation was obtained but before the initial evaluation was completed. The parents and district signed off on an extended timeline.

The following code applies only to students with disabilities ages 6-21:

08 = Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received consent to evaluate but before the 90th day.

The following four additional codes apply ONLY for children served in Early Intervention Programs (Part C), reasons for delays beyond 3rd birthday in implementation of the initial IEP:

09 = Late Referral: if the written referral for the initial evaluation was made fewer than 120 days prior to age 3

10 = Delay in Receipt of Consent to Evaluate: Parent failed to attend the identification/evaluation planning meeting and/or did not provide consent in a timely manner (more than 15 days) after the meeting.

11 = Mediation or a Due Process Hearing: A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received the referral but before the child's 3rd birthday.

13 = Delay in Receipt of Consent to Implement the Initial IEP: The referral and evaluation process were completed prior to the child's 3rd birthday, but the parent failed to provide consent by the child's 3rd birthday.

Validation Checks

- An error will occur when a student is 6-21 years of age, the EligibilityDeterminationDate is more than 90 days from the ParentalConsentToEvaluateDate, the ParentalConsentToEvaluateDate has occurred after June 30, 2010, and InitialProcessDelayReason is NULL, or blank.
- When the ReferralDate is after June 30, 2010 and before the student's third birthday, an error will occur if the ParentalConsentToImplementDate is after the student's third birthday and the InitialProcessDelayReason is NULL, or blank
- If a student is younger than three years of age as of the ParentalConsentToImplementInitialIEP date, then the InitialProcessDelayReason must be left NULL, or blank.
- If student is younger than three years of age as of the ReferralDate, the ParentalConsentToImplementInitialIEP date is NULL, and student is three years of age or older as of the snapshot date, then InitialProcessDelayReason must be filled in.
- For students age 6-21, if EligibilityDeterminationDate is 90 days or less from the ParentalConsentToEvaluateDate, InitialProcessDelayReason must be left blank.
- For students age 6-21, if the ParentalConsentToEvaluateDate is more than 90 days from the snapshot date, InitialProcessDelayReason must be filled in.
- If a student is four years of age or older, InitialProcessDelayReason codes 09, 10, 11, and 13 are invalid and will result in an error.
- If a student is younger than six years of age and older than 21 years of age, InitialProcessDelayReason code 08 is invalid and will result in an error.
-

Additional Notes

- Do not report a delay reason for students who moved out of the school district prior to completion of the evaluation.

Definition of Data Element

The placement group in which the student with the disability is currently receiving special education and related services.

Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

Is this Data Element Required?

Field is mandatory for all students with a valid IEP as of the snapshot date.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

04 = Separate class (students who attend a special education program in a class with less than 50% nondisabled children. Does not include children who also attend a regular early childhood program)

05 = Separate school (students receiving special education and related services for greater than 50% of the school day in public or private separate schools)

06 = Residential facility (students who receive education programs and live in public or private residential facilities during the school week. Includes children receiving special education and related services for greater than 50% of the school day in public or private residential facilities)

07 = Home (students who receive special education and related services in the principal residence of the child's family or caregivers/babysitters, and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. Includes children who receive special education both at home and in a service provider location)

08 = Service Provider Location (students who receive all of their special education and related services from a service provider and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: a private clinician's office, in clinicians; offices located in school buildings, hospital facilities on an outpatient basis, or libraries or other public locations. Do not include children who also receive special education at home. Children who receive special education both in a service provider location and at home should be reported in the home category)

18 = At least 50% of the school week is spent in a regular education early childhood program or Kindergarten

19 = Less than 50% of the school week is spent in a regular education early childhood program or Kindergarten

For Age 6-21:

09 = 80% or more of the school day in the presence of regular education students (students included in the regular education setting at least 80% of the school day)

10 = Between 40-79% of the school day in the presence of regular education students (students included in the regular education setting from 40% to 79% percent of the school day)

11 = Less than 40% of the school day in the presence of regular education students (students who are included in the regular education setting up to 39% of the school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades)

- 12 = Public Separate School** (students who receive special education and related services for more than 50% of the school day in a public school building without regular education students. These settings may include the following receiving schools: educational services commission, regional day school, special services school district, jointure commission, public college operated program)
- 13 = Private Day School** (students who receive special education and related services at public expense for more than 50% of the school day in a separate private school for the disabled. In addition to reporting students who attend a separate private day program, districts should report students in residential programs for whom the district pays only the educational costs and not the residential costs)
- 14 = Private Residential** (students who receive special education and related services in a private residential facility for greater than 50% of the school day and lived in the facility during the school week. The district of residence reports the student in this placement group when the district pays both the educational and residential costs. Districts should not report students in residential programs whose residential costs are paid by the Department of Children and Families as these students are reported by the Department of Children and Families.)
- 15 = Public Residential** (students in this placement group that are attending Katzenbach School for the Deaf are reported by the district of residence. Students that are placed by the Department of Children and Families in a state facility are reported by the Department of Children and Families.)
- 16 = Home Instruction** (students receiving special education and related services in the home, hospital, or other setting)
- 17 = Correctional Facility** (students receiving special education and related services in short term detention facilities (community-based or residential) or longer term correctional facilities. Students receiving special education and related services in county detention facilities are reported in this category by the district of residence. Students receiving special education and related services in state facilities operated or contracted by the Juvenile Justice Commission or by the Department of Corrections are reported in this category by those state agencies, respectively.)

Validation Checks

- SpecialEducationPlacement must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If a SpecialEducationPlacement is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.
- An error will occur if student is under 6 years old or over 22 years old and SpecialEducationPlacement codes 09-17 are listed.
- An error will occur if student is over 6 years old and SpecialEducationPlacement codes 04-08, 18, and 19 are listed.

Additional Notes

- Leave NULL or blank if student is not classified as special education eligible.

Determining time in presence of regular education students:

For Age 3-5:

- When determining the percentage of time a child spends in a regular education early childhood program or Kindergarten, you must calculate the percentage of time the child spends in a program **in which at least 50% of the students are not disabled**.
- To determine which data value is appropriate for those students, divide the number of hours per week the child spends in a regular education early childhood program by the number of hours per week the child spends in a regular education early childhood program + the number of hours the child spends receiving special education and/or related services in another location (e.g., separate class, therapy room). Multiply the result by 100. If the result is 50% or higher, data value = 18 is appropriate. If the result is less than 50%, data value = 19 is appropriate.

For Age 6-21:

- To calculate the percentage of time in the presence of general education students: Divide the number of minutes per day in the presence of general education students by the total number of minutes in the entire school day (between the first and last bell) and multiply times 100.
 - If a student's schedule varies from day to day, calculate the percentage on a weekly basis: Divide the number of hours per week in the presence of general education students by the total number of hours in the entire school week and multiply times 100.
 - Special education and related services provided in the regular education classroom should be counted as time spent in the presence of regular education students.
-

TimeInRegularProgram

NJ DOE Number
109

Definition of Data Element

The number of hours, or a portion thereof, that the student is attending regular Early Childhood education/Kindergarten classes per week.

Functional, Policy or Legal Description

NJ DOE, Division of Finance, Office of Special Education Programs

Is this Data Element Required?

Field is mandatory for all students have a SpecialEducationPlacement code of 18 or 19.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 4

Whole or half values (e.g. 6 or 6.5)

Validation Checks

- An error will occur if SpecialEducationPlacement has a value of 18 or 19 and TimeInRegularProgram is left blank.
- If TimeInRegularProgram has a value, SpecialEducationPlacement must have a value of 18 or 19.

Additional Notes

- The hours spent in a regular early childhood education/kindergarten program should be calculated for each child and should not include time spent away from the regular classroom receiving special education services.
-

Definition of Data Element

Indication of whether or not the student receives counseling services *as of October 15th* according to their IEP. Counseling refers to regular counseling (at least monthly) provided by a school psychologist, school social worker, or guidance counselor received by the student, parent or guardian.

Functional, Policy or Legal Description

NJ DOE, Division of Finance, Office of Special Education Programs

Is this Data Element Required?

Field is mandatory for all students who have a valid IEP as of the snapshot date.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, student receives counseling services according to their IEP

N = No, student does not receive counseling services according to their IEP

Validation Checks

- CounselingServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
 - EligibilityDeterminationDate **OR** ReevaluationDate
 - SpecialEducationClassification
 - SpecialEducationPlacement

Additional Notes

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

Occupational Therapy Services

NJ DOE Number
60

Definition of Data Element

Indication of whether or not the student receives occupational therapy services **as of October 15th** according to their IEP. Occupational Therapy services refers to services specified in the student's IEP for: improving, developing or restoring functions impaired or lost through illness, injury or deprivation; improving ability to perform tasks for independent functions when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.

Functional, Policy or Legal Description

NJ DOE, Division of Finance, Office of Special Education Programs

Is this Data Element Required?

Field is mandatory for all students who have a valid IEP as of the snapshot date.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, student receives occupational therapy services according to their IEP

N = No, student does not receive occupational therapy services according to their IEP

Validation Checks

- OccupationalTherapyServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
 - EligibilityDeterminationDate **OR** ReevaluationDate
 - SpecialEducationClassification
 - SpecialEducationPlacement

Additional Notes

- Leave NULL, or blank, if a student is not classified as special education eligible.
 - Leave NULL, or blank, if a student has not yet received an eligibility determination.
-

PhysicalTherapyServices

NJ DOE Number

61

Definition of Data Element

Indication of whether or not the student receives physical therapy services *as of October 15th* according to their IEP. Physical Therapy refers to services and treatments as specified in the student's IEP provided by a qualified physical therapist.

Functional, Policy or Legal Description

NJ DOE, Division of Finance, Office of Special Education Programs

Is this Data Element Required?

Field is mandatory for all students who have a valid IEP as of the snapshot date.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, student receives physical therapy services according to their IEP

N = No, student does not receive physical therapy services according to their IEP

Validation Checks

- PhysicalTherapyServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
 - EligibilityDeterminationDate **OR** ReevaluationDate
 - SpecialEducationClassification
 - SpecialEducationPlacement

Additional Notes

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

SpeechLanguageTherapyServices

NJ DOE Number

62

Definition of Data Element

Indication of whether or not the student receives speech language therapy services *as of October 15th* according to their IEP. Speech Language Therapy refers to services for the habilitation or prevention of communicative disorders as specified in the student's IEP in addition to another special education program.

Functional, Policy or Legal Description

NJ DOE, Division of Finance, Office of Special Education Programs

Is this Data Element Required?

Field is mandatory for all students who have a valid IEP as of the snapshot date.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, student receives speech language services according to their IEP

N = No, student does not receive speech language services according to their IEP

Validation Checks

- SpeechLanguageServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
 - EligibilityDeterminationDate **OR** ReevaluationDate
 - SpecialEducationClassification
 - SpecialEducationPlacement

Additional Notes

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

Definition of Data Element

Indication of whether or not the student receives other related services *as of October 15th* according to their IEP. This category represents other related services which include, but are not limited to, such developmental, corrective, and other supportive services as are required to assist a student with a disability to benefit from special education as specified in the student's IEP. They include, but are not limited to, audiology services, psychological services, recreation, rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes, school nursing services, and parent counseling or training that is related to the education of the student. Transportation is NOT included in other related services.

Functional, Policy or Legal Description

NJ DOE, Division of Finance, Office of Special Education Programs

Is this Data Element Required?

Field is mandatory for all students who have a valid IEP as of the snapshot date.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, student receives other related services according to their IEP

N = No, student does not receive other related services according to their IEP

Validation Checks

- OtherRelatedServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
 - EligibilityDeterminationDate **OR** ReevaluationDate
 - SpecialEducationClassification
 - SpecialEducationPlacement

Additional Notes

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.