

Special Education Data Standards

Enrolling a Student

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Nevada Department of Education Contact (Data Steward)

Nick Easter

Description

The purpose of the Special Education Data Standards document is to give Nevada schools and districts a set of guidelines for entering data into the student information system. This document provides a series of screen shots and an explanation of the data elements required for state and federal reporting needs. Data standardization is important to ensure consistency in the data across schools in districts and across districts throughout the state

Data Standard

(Reg sites, data use, etc.)

NAC & NRS for Special Educational Programs

- [387.400-387.400](tel:387400387400)

- [388.001-388.655](#)
- [Ch. 395](#)
- [AB 280-56](#)
- [NRS CH 427A \(AB316\)](#)

How is data used

Data is use to meets Federal Reporting Requirements under Sec. 618 of the IDEA

- IDEA Child Count
- IDEA Exit Report
- IDEA Behavior Report
- IAES End of Year Reporting

Noted Changes for Current Year

Blank

Available ad-Hoc & Reports

Blank

Available Training

[Preschool Educational Environments](#)

- Presentation how to calculate EC Educational Environments.

[IEP Guidelines](#)

- TA document designed to assist IEP teams in developing IEPs.

[IEP Modifications, Accommodations, and Supports](#)

- TA document on Modifications, Accommodations, and Supports.

[IEP and 504 Accommodations 14-15](#)

- IEP and 504 Accommodations Form.

[Extended School Year and Special Education](#)

- TA document on Extended School Year and Special Education.

[2014-2015 NAA Administration Manual \(pdf\)](#)

- Contains NAA Participation Guidelines

SpEd 1

Enrolling a Student

Campus Path: Student Information > Student Locator

Student Locator should always be used to enroll a student

Nevada Department of Education

Last Name	<input type="text" value="Doe"/>	Name	State ID	Gender	Birth Date	%
First Name	<input type="text" value="Jack"/>	No matches found				
Gender	<input type="button" value="M"/>					
Birth Date	<input type="text" value=""/>					
Middle Name	<input type="text" value=""/>					
SSN #	<input type="text" value=""/>					
State ID	<input type="text" value=""/>					
<input type="button" value="Search -->"/>						
<input type="button" value="Create New Student >"/>						

If student is not found, 'Create a New Student'

Person Info

Person Info		
Student Number	<input type="text" value=""/>	<input type="checkbox"/> Generate Number
State ID	<input type="text" value=""/>	

Identity Info Section

Identity Info

*Last Name: *First Name: Middle Name: Suffix:

*Gender: *Birth Date:

Soc Sec Number:

Race/Ethnicity: No Image Available

*Is the individual Hispanic/Latino?

*Is the individual from one or more of these races? (check all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Race Ethnicity:

Race/Ethnicity Determination:

Birth Country:

Date Entered US: Date Entered US School:

Date Entered State School:

*First Language:

*Home Language:

Language with Friends:

Nickname:

Comments:

Upload Picture

Birth City:

Birth State:

Last Name

The last name given to a student at birth or legal court documents, as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.

First Name

The first name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name should contain the proper first name of the student, please do not use nicknames here.

Middle Name

The middle name given to a student as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a student does not have a middle name, it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter. If a female student is married, it is acceptable to put the maiden name in the middle name field. If a student has more than one middle name, please place both names in the middle name field.

Gender: Select student’s gender from drop down menu - Male or Female

Birth Date

Enter month, day, year (##/##/##) on which the student was born. Age on all special education state reports will be calculated on the student's data of birth.

Race/Ethnicity

Is the student Hispanic/Latino? Select from the drop list yes or no based on the federal definition - Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic/Latino or Latino."

Is the individual of one or more of these races?

Select one or more races based on the federal definitions listed below:

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Race Ethnicity

This box is auto populated based on the above boxes checked selected.

Race/Ethnicity Determination: Select from the drop list the option that identifies how the race/ethnicity was determined.

01: Parent Identified

02: Self Identified

03: Observer Determined

04: Unknown

Birth Country

- Select the country where the student was born from the drop down.
- If Birth Country is unknown select ZZ: Unknown Or Unspecified Country

Date Entered US

- Enter the Date the student first entered the United States.

Date Entered US School

- Enter the Date the student first enrolled in any K-12 school.

Date Entered State School

- Enter the Date the student first enrolled in any Nevada K-12 school in any state or Puerto Rico.

First Language

- Select the first or primary Language that the child learns.
- In the case where a child is raised bilingual, learning two or more languages simultaneously, indicate the language other than English.

Home Language

- Auto populates as English
- Select the primary Language used in the home environment, whether or not it is the child's primary Language used.

Language with Friends

- Select the Language the child primarily uses when speaking with peers.

Nickname

- If the child goes by a nickname type the preferred name in the space provided.

Birth City

- Type in the city where the child was born.

Birth State

- Select the state where the child was born.

Enrollment Detail

The screenshot shows a form titled "Enrollment Detail" with the following fields and options:

- *Calendar:** Alpine Academy 14-15 (dropdown)
- *Schedule:** Main (dropdown)
- *Grade:** (dropdown)
- Class Rank Exclude:**
- *Start Date:** (calendar icon) No Show
- End Date:** (calendar icon)
- End Action:** (dropdown)
- *Service Type:** P: Primary (dropdown)
- *Start Status:** (dropdown)
- End Status:** (dropdown)
- Dropout:**
- Start Comments:** (text area)
- End Comments:** (text area)

Calendar

- Select the name of the school and school year into which the student is enrolled.

Schedule

- Select the schedule structure of the calendar into which the student is enrolled.

Grade

- Select the grade level of the enrollment record.
- KG – Kindergarten, 01, 02, 03,04, 05, 06, 07,0 8, 09, 10, 11, 12

Start Date

- Enter the first day of instruction for the enrollment record.

No Show

- Select the box if the student did not ever attend the school during the allotted time period determined by the district.

End Date

- Enter the last day of instruction for this enrollment record.

End Action

- Enter the selection of promoting, retaining or demoting a student to the next, previous or same grade level for the next school year.
 - D: Demote
 - P: Promote
 - R: Retain

Service Type: Indicates the type of enrollment and the intended service the student receives.

P: Primary – Select at school of accountability for student

S: Partial – Students who attend multiple schools in NV, the school of accountability should select P: Primary and the second school should choose S: Partial.

N: Special Ed Services Only - Students who attend school less than a full day due to the requirements of the student's IEP or who attend just for special education services/related services, i.e., Private School or home school students who attend the district for special education/related services only.

- If a student has multiple concurrent enrollments (an 8th grade student enrolled in the Middle School who is taking High School classes for part of the time), the Middle School enrollment would be marked as Primary and the High School enrollment would be marked as Partial.

Start Status

- Enter the type of enrollment and the intended service the student receives.
 - 01: Original entry
 - 02: Reentry
 - 03: Enrolled not eligible for funding
 - 04: Home School
 - 05: Private School

SpEd2

General Enrollment Information Fields

Campus Path: Student Information > General > Enrollment Tab

General Enrollment Information Fields:

General Enrollment Information			
Calendar Learning Bridge 15-16	Schedule (read only) Main	*Grade 06	Class Rank Exclude <input type="checkbox"/>
*Start Date 08/24/2015	No Show <input type="checkbox"/>	End Date	*Service Type P: Primary
*Start Status 01: Original Entry		End Action	
		End Status	
Start Comments		Dropout <input type="checkbox"/>	End Comments

Grade: Use drop down menu to select grade level of student, KG – Kindergarten, 01, 02, 03,04, 05, 06, 07,0 8, 09, 10, 11, 12

Start Date

Enter the first day of instruction for the enrollment record.

Start Status

Enter the type of enrollment and the intended service the student receives.

- 01: Original entry
- 02: Reentry
- 03: Enrolled not eligible for funding
- 04: Home School
- 05: Private School

No Show

Select the box if the student did not ever attend the school during the allotted time period determined by the district.

End Date

The date of the first day after the date of an individual's last attendance in school (if known), the day on which an individual was graduated, or the date on which it becomes known officially that an individual left school.

***Note:** Each End Date requires an End Status.

End Status:

The reason a student left school. According to NAC 387.215 (NRS 385.080 and 387.123), the reason listed in the master register of enrollment and attendance for the withdrawal of a pupil must be stated as one of the codes noted here. According to NAC 387.117, withdrawal means the

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removal of a pupil from the instructional program of a school before the completion of the program so that the pupil is no longer considered enrolled at that school.

Dropout

A dropout is defined as a former student who is no longer enrolled who meets this state definition as in the accountability system

Note: An individual who was:

- a. enrolled in school at some time during the previous school year (or was expected to return to school during the previous school year from summer.
- b. not enrolled by December 1 of the current school year
- c. not a graduate from high school or completed a state- or district-approved instructional program
- d. not categorized into any one of the exclusionary conditions
 - i. transfer to another public school district, private school, or state- or district-approved education program
 - ii. temporary absence due to suspension or school-approved illness
 - iii. death
- e. exclusionary conditions
 - i. transfer to another public school district, private school, or state- or district-approved education program

State Reporting Fields

State Reporting Fields

State Exclude Excluded Enrollment

CIT Primary Nighttime Residence

Migratory Status Date

Foreign Exchange Student

Variance Date

1st Grade Config

21st Century *Resident District

Attending School

Opt Out

State Equivalent Grade Level

Foster

Displaced Homemaker

Unaccompanied Youth

Refugee Status Date

Gifted and Talented Date

Variance Code

2nd Grade Config

3rd Grade Config

Resident School

School Choice

CTE

Single Parent

Homeless Served by Subgrants

Gifted Status

FTE

Class Sized Reduction

Attending District

Title 1

Nevada Alternate Assessment

State Exclude

Check this box if student is being tracked in the SIS for special education reporting only; therefore, attendance is not tracked for student. This will allow users to exclude students on monthly attendance reports and applicable state reports.

Resident District

- If student is receiving services in the district but resides in another district, then select district of residence.

Attending District

- If student is receiving services in the district but resides in another district, then select the district where the student is receiving services.

Special Ed Fields:

The screenshot shows a form titled "Special Ed Fields" with the following fields:

- Special Ed Status:** A dropdown menu with "1: Yes" selected.
- Primary Disability:** A text field containing "HI: Health Impairment".
- Secondary Disability:** An empty text field.
- Student Placement:** A dropdown menu with "B9: Regular class 80-100%" selected.
- Special Ed Exit Date:** A date picker field.
- Special Ed Exit Reason:** A dropdown menu.

Special Ed Status

This is a read only field that shows the student's status within the special education process at a specific school location.

Primary Disability:

This field is read only in this area and is populated when the user follows the below steps:

1. Select the Primary Disability on the student's IEP
2. Lock and Save the IEP
3. Primary Disability will write to the Enrollment Tab > Special Ed Section

Secondary Disability:

The Secondary Disability should only be used for the reporting requirements of AB 316 to designate students with ASD who has a Primary Disability that is not recorded as Autism.

This field is read only in this area and is populated when the user follows the below steps:

1. Select the Secondary Disability on the student's IEP
2. Lock and Save the IEP
3. Secondary Disability will write to the Enrollment Tab > Special Ed Section

*** Note the Secondary Disability should only be recorded as Autism**

Setting:

This is a read only field that shows the student’s placement and is populated by the student’s IEP.

Special Ed Exit Date

Enter month, day and year in which the student was released or exits from special education services

Further instructions for releasing/exiting a special education student can be found [HERE](#).

Note: Please verify that the special education exit date corresponds with the appropriate general enrollment end date, if applicable.

Special Ed Exit Reason

From the drop list, select the reason the student is no longer receiving Special Education and Related services

Code	Description
B18	Standard Diploma
B19	Advanced Diploma
B21	Adjusted Diploma
B23	Advanced Honors Diploma
B52	Dropped Out
D24	Transferred to Regular Education
D25	Parent Refused Services
D40	Moved known to be continuing
D41	Moved not known to be continuing
D40	Moved known to be continuing
D43	Reached Max Age
EB1	Died

SpEd3

Enrolling Private School/ Home School Students

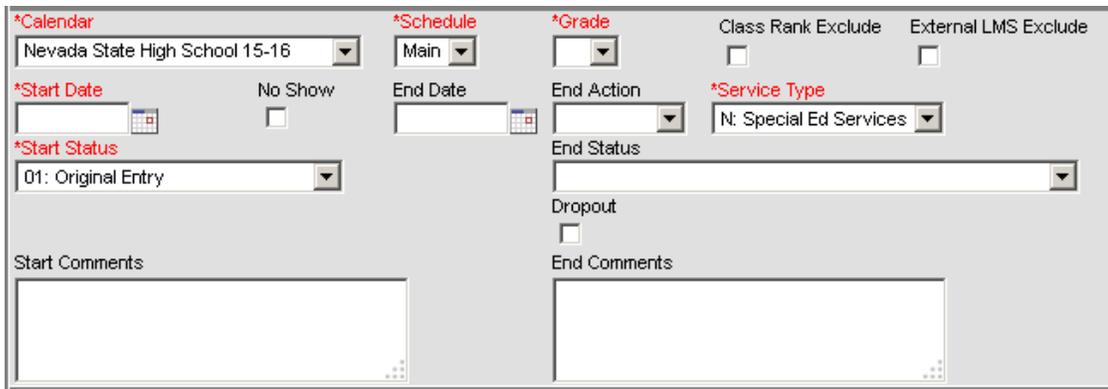
If the district is providing special education services to a private school or home school student then that student should have an active enrollment in their resident school with a service type of “N:Special Ed Services.” Follow the steps below for creating an enrollment for these types of students.

- 1) Follow the steps in SpEd1 for finding the student using the student locator tool.
- 2) If you have found the student using student locator then double click on the student and skip down to the Enrollment detail section.

OR

- 3) If you have not found the student using student locator then follow the steps for enrolling the student.

Enrollment Detail



The screenshot shows the 'Enrollment Detail' form with the following fields and values:

- *Calendar:** Nevada State High School 15-16
- *Schedule:** Main
- *Grade:** (empty)
- Class Rank Exclude:**
- External LMS Exclude:**
- *Start Date:** (calendar icon)
- No Show:**
- End Date:** (calendar icon)
- End Action:** (dropdown)
- *Service Type:** N: Special Ed Services
- *Start Status:** 01: Original Entry
- End Status:** (dropdown)
- Dropout:**
- Start Comments:** (text area)
- End Comments:** (text area)

- 4) In the Enrollment Editor select the Calendar drop list for the students home school.
- 5) In the Service Type drop list select the option for “N:Special Ed Services”.
- 6) Continue with the Enrollment process as described above.