

Special Education Data Standards

Special Education

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Nevada Department of Education Contact (Data Steward)

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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](#)
- [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

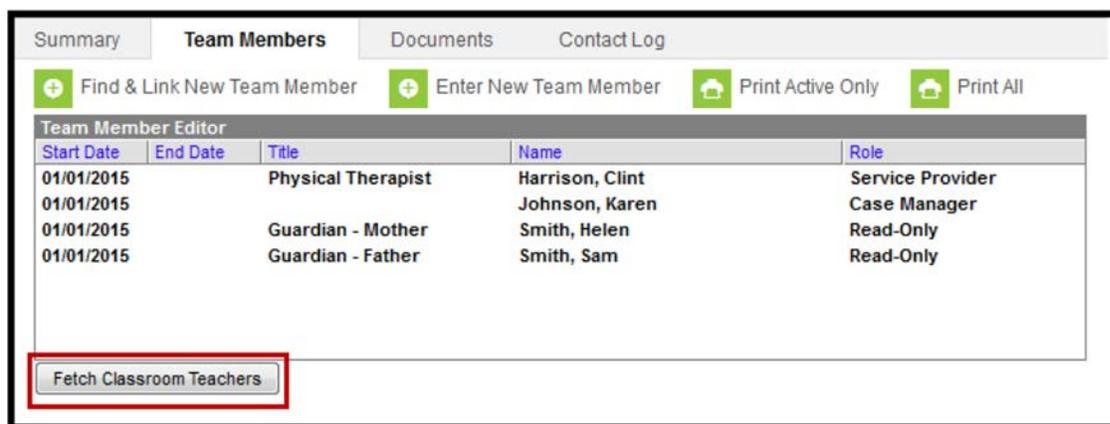
SpEd 2

Team Members

Campus Path: Student Information > Special Education > General > Team Members

The Team Members tab lists the individuals who are part of a student's special education team, including counselors, case managers, family and service providers. The Role assigned to team members determines whether the student appears in the team member's Caseload. Members can be added through finding an existing person and linking them or by entering a person without consulting Census.

1. Add all Teachers as Team Members
 - Click the Fetch Classroom Teachers button. The page refreshes and the teachers are added.



- Select each teacher to modify the details of the assignment.
 - Click the Save icon when finished.
2. Find and Link New Team Members
 1. Click on the Find & Link New Team Member Button



2. One new team member can be added at a time. For example, if a selection is made in the Census dropdown, no other selections can be made.

Field Description

Census This dropdown list is made up of individuals who have a connection to the student through Census, such as members of the student's household, other guardians and emergency contacts. Individuals are listed with their Name (last, first), their status as a guardian of the student (Guard/Non-guard) and their relationship with the student (Mother, Father, etc).

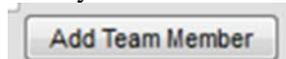
Role The Role field describes the access this individual will have to the student.

- **View-only** – This is selected for Students or Parents/Guardians
- **Read-only** – This is selected for Classroom Teachers
- **Write** – Can be given to LEAs or Counselors
- **Advisor** – Can be given to LEAs or Counselors

Write and Advisor are designations for what that person's role might be on the team. However, it doesn't assign them anything extra in terms of tool rights.

- **Service Provider** – This is for all Special Education Related Services Personnel.
 - **Note - Student will appear in the Service Provider section of the team member's Caseload.*
 - **Note – For Speech only students the SLP should be marked as the Case Manager*
- **Case Manager**
 - **Note - Student will appear in the Case Manager section of the team member's Caseload*
- **Classroom Teachers** - This field pulls a list of the student's current teachers, based on the student's schedule.
- **Special Ed Staff**
- This field includes staff members who have a [District Assignment](#) of **Special Ed**. Individuals are listed with their Name (last, first) and Title.
- **Advisor Staff** This field includes staff members who have a [District Assignment](#) of **Advisor**.

3. Once you are finished click the “Add Team Member” button



SpEd 3

Contact Log

Campus Path: Student Information > Special Education > General > Documents Tab

The Contact Log records all instances of communication by school personnel regarding a particular student. This communication can be with the student, their guardians, or others, and could include letters or email, phone calls, and face-to-face meetings.

1. Create a Contact Log Entry (Special Ed)

Date/Time	Contact	Contact Type	Contacted By	Details
12/17/2013 9:32 AM	Guardians	Final IEP/IIIIP Sent	System Administrator	
12/10/2013 9:30 AM	Guardians	In person conversation	System Administrator	Met to discuss proposed IEP.

Contact Log Detail

*Date: 12/11/2015 *Time: 04:58 PM
 Contacted By: System Administrator
 Contact Type: [Dropdown]
 Contact: [Text Field]
 Details: [Text Area]

Field Discriptions

- **Date/Time** - The date and time contact was made. Auto-populates to the current date and time.
- **Contact** - Who was contacted. Could be used to record the name of the individual or their relationship to the student, such as Parent/Guardian.
- **Contact Type** - How the person was contacted This list varies by school/district and is set in the *Attribute/Dictionary*.
- **Contacted By** - The staff person who initiated the contact.
- When creating a record from the Contact Log, this field auto-populates as the current user. Otherwise displays the name of the user who created the contact record.

Details - Additional information regarding the content or purpose of the communication. Limited to 500 characters. Only 65 characters show in the log list, but additional text is available upon hover.

- a. Click **New** in the action bar to open a new log entry.
- b. Change the **Date** and **Time** of the communication if desired. The current date and time will auto-populate.
- c. auto-populate.
- d. Select the means used to communicate as the **Contact Type**.
- e. Enter the person contacted as the **Contact**.
- f. Enter any **Details** regarding the log entry, such as what was communicated, whether the contact was successful, etc.
- g. Click **Save** in the action bar to save the entry and add it to the log above.