SPED MASTER
21-22 School Year

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Last updated 2/26/2021

Contents

Special Ed Master

In User Management, there is a security action for allowing the service provider for a school to have RO access to Sped Master but edit

Category	C P...	Program	P P...	Action	A Perm
SpecialEd		SPED Master	RO	Service Provider A...	Insert/Update/Delete

ability to the Service tab. This would only allow the service provider to find students who have the active jurisdiction for the school selected in the setup box. Service providers would then be able to adjust and insert service records.

SPED Button

Blue - Prior/Inactive Sped Student

Green - Student with Referral/Eval in process

Yellow - Student with Active Sped with expired Eval or IEP

Red - Student with Active Sped with IEP and services

Brown - Student with Speech only services.

Purple - Student with a primary exceptionality of Gifted.

Orange - Student with a primary exceptionality of Talented.

White - (Default) Student with no special ed service history/ IEP records

FYI: State wide re-enroll does not move any SPED data. Your district has to gain Jurisdiction and then you can import the data from SER. The import should come via the nightly SPED update from the state so see your SPED coordinator.

Menu Location
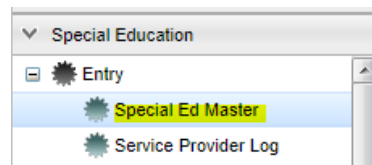
Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on your security settings. You will be limited to your district only.

School - Default value is based on your security settings. If you are assigned to a school, the school default value will be your school site code. You will not be able to change this

value. If you are a supervisor or other district office employee with access to the Student Information System, you will be able to run programs for one school, a small group of schools, or all schools in your district.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Show Inactive Students - Click in the box to show inactive students.

Show Most Recent Referral - Click in the box to show most recent referral on report. If not checked, all referrals will appear in the list.

OK - Click to continue

Main

Demographics Screen

Top part of the screen:

Student Name, State ID, Referral #, Transmission Status, Buttons for identifying SPED, 504, LEP, Health, SBLC, Search Box, and Action Button are available for useful information.

| Home | Dashboard | Special Ed Master ☒ |

ACOSTA , JEFF J(3734158335) | **Referral: 1** | **Transmission Off** | SPED | 504 | LEP | Health | SBLC | Search | Action ▼

— Student Profile

Student Name :	ACOSTA , JEFF J	Sidno :	0446590
Parent Name :	DOMINGUEZ, JOHN	SASID :	3734158335
SPED Grade :	06	Sped SASID :	3734158335
Gender :	M Male	SSN #(Student Master) :	901151123
Ethnic :	2 Hispanic	SSN #(Special Ed Master) :	901151123
Birth Date :	04/23/2008	Revised SE State Student ID# :	
Student`s Dominant Lang :	034 English		

NO IMAGE

RE Due: 05/07/2021
IEP Due: 03/19/2021

— School Entry/Leave Information

School :	009	Entry Date :	08/31/2020	Transportation :	05 Private Car
Grade :	07	Entry Code :	E1 E1 Original enrollment within same district	Special Trans Code :	
Year :	2021	Leave Date :		Special Trans Stop :	
Last Update :	01/10/2021	Leave Code :		Morning Bus/Stop :	/
Transferred From :	026001 JOHN Q. ADAMS MIDDLE SCHOOL	Transferred To :		Evening Bus/Stop :	/
Special Codes :	LU3,VIR				

The **Action Button** contains:

Action ▼

- Change Jurisdiction
- Mass Change Jurisdiction Site
- Close Active Services
- Import Student Data
- Print
- ⚙ iGear
- Doc Archive ▶
- Transmission ▶
- Clear Transmission Errors
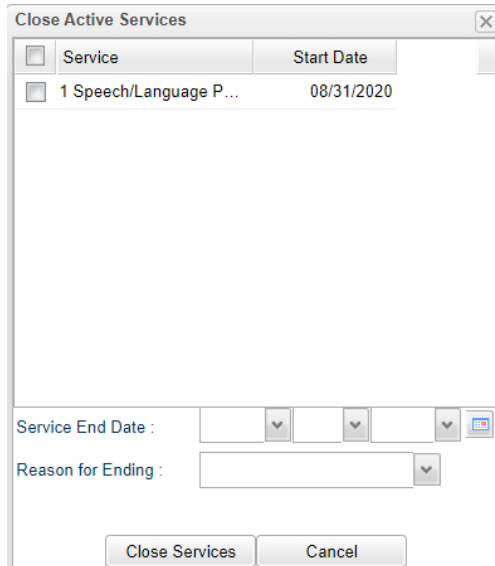
Change Jurisdiction – allows you to end jurisdiction, send a new jurisdiction Site ID and a new begin date.

Change Jurisdiction ☒

End Date :	Feb ▼ 26 ▼ 2021 ▼ 🗓
New Juris Site ID :	026009
New Begin Date :	▼ ▼ ▼ 🗓
	☐ Do Not Reopen Services
	Change Site	Cancel

Mass Change Jurisdiction Site – allows you to change jurisdiction sites for several students. Ex: All SPED students at a site in grade 8 move to another site in grade 9. You also have the option to not reopen services – services would continue.

Mass Change Jurisdiction Site ☒

Current Site ID :	009
New Termination Date :	Feb ▼ 26 ▼ 2021 ▼ 🗓
New Juris Begin Date :	▼ ▼ ▼ 🗓
	☐ Do Not Reopen Services
	Change Site	Cancel

Close Active Services – allows you to close one or all services a student may have.
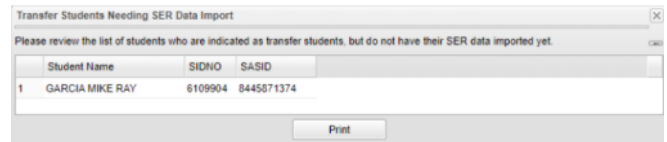
Select service(s) to close and give **Service End Date** and a **Reason for Ending**.

r

Import Student Data – allows you to import data from SER.
A box may popup and will display a list of students who are indicated as transfer students, but do not have their SER data imported yet. To correct, in Special Ed Master find the student, then go to **Action > Import Student Data**.
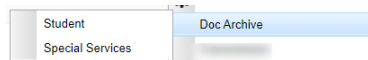
Import the **LEA student data file**. This process is used when the student is a new student to the district and is already in SER (transferred from another district in state), so the student information can be saved into the Special Ed Master as per normal operations. Go to **SER**-> **Tools** -> **LEA Export**. You will build and download a zipped file. Save the file and unzip on your computer to import into JCampus Special Ed Master. This will import a recent snapshot of the student's most recent data such as Referral, Evaluation, IEP, etc.

If there is a FULL student data file being imported overnight, that will bring in the SER data needed.
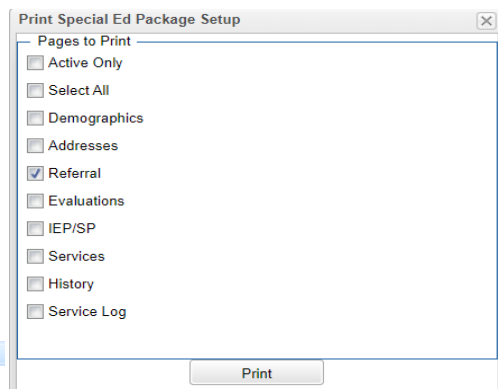
Print – allows user to Print a Special Ed Package.
Select the items to print in the package. Then click the Print button.

iGear – allows the user to use iGear to view data on selected student.

Doc Archive – allows the user, if you have permission, to upload documents for the selected student.

Transmission – allows the user to select: Live – transmit each time Save button is clicked, Testing – info sent to the SER Testing database (probably not used by most districts), or Off – nothing is transmitted to SER.

Clear Transmission Errors – clears the transmission errors on the History tab.

Bottom part of screen:

Jurisdiction Information:
LEA Code, Site ID and Local ID are pulled in from Student Master. Begin Date is entered by the user and if and when the student exits, and End Date for Jurisdiction is entered.

Jursidiction Information

LEA Code :	026
Site ID :	026009
Local ID :	0446590
Begin Date :	Aug ⌄ 31 ⌄ 2020 ⌄ 🗓
End Date :	⌄ ⌄ ⌄ 🗓

Sped Activity Information:
Sped Activity Entry Date is entered. If a student exits Sped Activity an Exit Date and Reason is entered. These are the exit reasons:

Sped Activity Information

Entry Date :	May ⌄ 17 ⌄ 2018 ⌄ 🗓
Exit Date :	⌄ ⌄ ⌄ 🗓
Exit Reason :	⌄
ReEval Decline Date :	⌄ ⌄ ⌄ 🗓

1 Transferred to Regular Education
2 Death
3 Dropped Out
4 Moved, Known To Be Continuing
5 Graduated with H.S. Diploma
6 Graduated with Cert. of Achiev.
8 Reached 22nd Birthday
11 Expired - Exited with Skills Cert.
12 Expired - Graduated with LA Equiv. Dipl.(GED)
13 Expired - Graduated with (GED) & Skills Cert.
14 Expired - Industry Based Skills Cert.
15 Expired - GED & Industry Based Skills Cert.
16 Expired - Cert. of Course/Activities Compl.
17 Revocation of Consent
20 HS Diploma (Alternate Assessment - Jumpstart)
21 Louisiana High School Equivalency Diploma (LHSD)
22 Non-Diploma LHSD & Industry Based Skills Certificate
23 Non-Diploma LHSD & State Approved Skills Certificate
24 HS Diploma (Alternate Assessment - Grandfathered)

If the student is not already in Student Master, they must be entered there.
If the student is already in Student Master, then they will have an enrollment record and a State ID from eScholar. If the student is a pre-school student, then enter them into grade -1 and use an entry code of EV – NR Sped Evaluation Only – Not Reported on SIS. This will be changed or updated once services are started for the student. Contact your SIS coordinator to have the obtain a State ID for the student.
Note: If a paperclip appears at the top next to Student Name, ID #, and School, the student has Special Education documents downloaded under Doc Archives. Click on the paper clip to view records and/or documents.

Addresses Screen

Addresses will provide the user with all contact information on the student. This is pulled from Student Master.

Student Address		Physical Address		Emergency Address	
Address : 714 ASHLEY RIDGE BLVD		Address : 714 ASHLEY RIDGE BLVD		Emergency Name :	
Address 2 : NORTH ASHLEY RIDGE LOOP		Address 2 : NORTH ASHLEY RIDGE LOOP		Address :	
City : SHREVEPORT		City : SHREVEPORT		Address 2 :	
State : LA		State : LA		City :	
Postal Code : 71106		Postal Code : 71106		State :	
Home Phone : (318) 868-8000				Postal Code :	
Cell Phone :				Home Phone :	
Email :				Cell Phone :	
				Work Phone :	
				Beeper :	

Guardian Address	Father Address	Mother Address
Guardian Name :	Father Name :	Mother Name : ACHANE TISHA
Address :	Address : 714 ASHLEY RIDGE BLVD	Address : 714 ASHLEY RIDGE BLVD
Address 2 :	Address 2 : NORTH ASHLEY RIDGE LOOP	Address 2 : NORTH ASHLEY RIDGE LOOP
City :	City : SHREVEPORT	City : SHREVEPORT
State :	State : LA	State : LA
Postal Code :	Postal Code : 71106	Postal Code : 71106
Home Phone :	Home Phone : (318) 868-8000	Home Phone : (318) 868-8000
Cell Phone :	Cell Phone :	Cell Phone :
Work Phone :	Work Phone : (318) 868-8000	Work Phone : (318) 868-8000
Beeper :	Beeper :	Beeper :
Email :	Email :	Email :

Referral Screen

Enter referral information and save.

Evaluation Screen

	D	Initial/ReEval	Date of Req.	Date Rep...	Decision Date for Init/Re...	Initial Decision	Coord. Name	Coord. Title Code	Elig. Determ....	Prime Excep. (D...	Prime Excep. Description	Sec. Excep
1												
2		1 Initial	03/27/2018	05/08/2018		04/23/2018 Y Yes, granted	MURPHY STEPHANIE K	03 Speech/Language Pathologist	04/23/2018 28(02);		28 Speech or Language Impairment(28-02 Speech or Language Impairment - Fluency);	

Sec. Excep. Description	Extension Reason	Eval Participants	ReEval Reason	Med. Impairments	Date Created	Last Modified	User Login	Recnum
		2, 11, 12, 18			05/01/2018	02/11/2021	field, field	3520528

…
To add a new evaluation record, click the blank line at the top of the screen (#1 line). A window will pop up to enter the data needed.

Evaluation Type – select Initial Evaluation or Reevaluation.
Complete all other information needed.

To add assessment information, click the **Assessment** tab at the top of the screen.

Evaluation Editor Dialog

[Evaluation] [Assessment]

Adaptive Behavior Assessments

Assessment Completed : ○ Yes ● No

Assessment Name :

Other :

Date Administered :

Standard Deviation : -

Respondent :

Optional Adaptive Behavior Assessments

Assessment Completed : ○ Yes ● No

Assessment Name :

Other :

Date Administered :

Standard Deviation : -

Respondent :

Intellectual Functioning / Cognitive Assessments

Assessment Completed : ○ Yes ● No

Assessment Name :

Other :

Date Administered :

Standard Deviation : -

IEP Screen

The IEP is entered, edited, and made official in SER. It then comes down to Special Ed Master.

	SP /IEP	Initial /ReEval /Interim	Team Meet Date	IEP Teacher	Com. Based Srv Flag	IEP/SP Grade	Enroll. Status	Assess. Program	Math Assess. Grade	Reading Assess. Grade
1										
2	IEP	3 Review	03/20/2020	OURSO ANGELA	N	06 Sixth	1 Standard Public	03 LEAP/iLEAP/GEE		
3	IEP	3 Review	03/22/2019	OURSO ANGELA	N	05 Fifth	1 Standard Public	03 LEAP/iLEAP/GEE		
4	IEP	2 Initial	05/17/2018	OURSO ANGELA	N	04 Fourth	1 Standard Public	03 LEAP/iLEAP/GEE		

Other School Attend.	Parent Sign Date	Parental Decision	Plcmnt. Determ.	Date Created	Last Modified	User Login	Recnum
			1 Regular Class ...	03/25/2020	11/21/2020	seSerIEPImport	3945866
			1 Regular Class ...	03/26/2019	11/21/2020	PELLISSIER, ...	3932968
	05/17/2018	A Approved	1 Regular Class ...	05/18/2018	11/21/2020	seSerIEPImport	3923831

From there, the user can click on the IEP data row to add in fields for the "Optional" section.

SP / IEP Editor Dialog   ✕

IEP Information

IEP Type : | 3 Review   ▾ |

Assessment

Assessment Program : | 03 LEAP/iLEAP/GEE   ▾ |

IEP Committee Meet Date : | Feb ▾ | 26 ▾ | 2021 ▾ | 📅

Reading/Lang. Assess. Grade : | ▾ |

IEP/SP Grade Placement : | 07 Seventh   ▾ |

Math Assess. Grade : | ▾ |

Enrollment Status : | 1 Standard Public   ▾ |

Testing Accommodations : | 0401, 0402, 0405, 0801, 0924, 10... |

Placement/Service Determination : | 1 Regular Class 80% or More ... ▾ |

Community Based Services : | N   ▾ |

Parent Decision

Parental Decision : | D Parent Did Not Attend   ▾ | Parent Signs Placement Date : | Feb ▾ | 26 ▾ | 2021 ▾ | 📅

School(s)

Current Home Base School : | | Other School Attending : | |

Placement School : | | Proposed Entry Date : | ▾ | ▾ | ▾ | 📅

Optional

IEP Services : | | Health Care Plan Date : | ▾ | ▾ | ▾ | 📅

IEP Participants : | | IEP/SP Authority : | DAVIS MELINDA J |

Behavior Plan Date : | ▾ | ▾ | ▾ | 📅 | Special Trans Code : | |

Classroom Setting : | ▾ |

Service Plan Information

Services Plan Date : | ▾ | ▾ | ▾ | 📅 | Services Plan Placement : | ▾ |

Services Plan Type : | ▾ |

| Save | | Close |

Services Screen

To add services, click on the insert row (blank) at the top, and enter details, then save.

To edit services, click on the row to edit, then save.

ESYP Screen

ESYP Services

Initial ESYP Service

Service Provided :	Frequency Days/Week :
Provider :	Frequency Min/Day :
Provider Type :	Service Setting :

ESYP Service 2

Service Provided :	Frequency Days/Week :
Provider :	Frequency Min/Day :
Provider Type :	Service Setting :

ESYP Service 3

Service Provided :	Frequency Days/Week :
Provider :	Frequency Min/Day :
Provider Type :	Service Setting :

ESYP Service 4

Service Provided :	Frequency Days/Week :
Provider :	Frequency Min/Day :
Provider Type :	Service Setting :

ESYP Service 5

Service Provided :	Frequency Days/Week :
Provider :	Frequency Min/Day :
Provider Type :	Service Setting :

ESYP Service 6

Service Provided :	Frequency Days/Week :
Provider :	Frequency Min/Day :
Provider Type :	Service Setting :

Demographics | Addresses | Referral | Evaluation | IEP | Services | ESYP | ESYP Services | User Fields | Post School Transition | IFSP | History | Service Log

Delete | Help | Clear | Save | Prev | Next | Setup | Find | New

User Fields Screen

User Fields

User Field 1 :	User Field 11 :
User Field 2 :	User Field 12 :
User Field 3 :	User Field 13 :
User Field 4 :	User Field 14 :
User Field 5 :	User Field 15 :
User Field 6 :	User Field 16 :
User Field 7 :	User Field 17 :
User Field 8 :	User Field 18 :
User Field 9 :	User Field 19 :
User Field 10 :	User Field 20 :

Comments

Demographics | Addresses | Referral | Evaluation | IEP | Services | ESYP | ESYP Services | User Fields | Post School Transition | IFSP | History | Service Log

Delete | Help | Clear | Save | Prev | Next | Setup | Find | New

Post School Transition Screen

IFSP Screen

To enter an IFSP, click on the insert (blank row) and enter details, then save.

History Screen

As data is entered, edited, removed, and transmissions are sent to SER, the History screen will show a running log of the events to be reviewed/

	Group	SER Field	Field	Original Value	New Value	Action	Status	Date Modified	User Login	attr1	Attr1 Value	attr2	Attr2 Value	Attr3	Attr3 Value	att R4
1	ReevaluationPri...	ExceptionalityC...	processExcepts		99	A		2018/04/04 13:06:27	Override							
2	InitialEvaluation	DecisionDate	sedecisioniedate		2018-04-04	A		2018/04/04 13:05:57	Override	OriginalPermissi...						
3	InitialEvaluation	PermissionReq...	sereqpermiedate		2018-04-04	A		2018/04/04 13:05:57	Override	OriginalPermissi...						
4			seevaltypecode		2	A		2018/04/04 13:05:57	Override							
5	Reevaluation	CoordinatorTitle...	seccordtitlecode		01	A		2018/04/04 13:05:57	Override	OriginalPermissi...						
6	Reevaluation	CoordinatorSsn	seevalcoornum		XXX-XX-0634	A		2018/04/04 13:05:57	Override							
7	Reevaluation	PermissionReq...	senoticesentred...		2018-04-04	A		2018/04/04 13:05:57	Override	OriginalPermissi...						
8	Reevaluation	ReevaluationRe...	sereevalreason...		1	A		2018/04/04 13:05:57	Override	OriginalPermissi...						
9			seevaltypecode		2	A		2018/04/04 13:05:05	Override							
10	Reevaluation	CoordinatorSsn	seevalcoornum		XXX-XX-0634	A		2018/04/04 13:05:05	Override							
11	Reevaluation	ReevaluationRe...	sereevalreason...		1	A		2018/04/04 13:05:05	Override	OriginalPermissi...						
12	Reevaluation	PermissionReq...	senoticesentred...		2018-04-04	A		2018/04/04 13:05:05	Override	OriginalPermissi...						
13	InitialEvaluation	DecisionDate	sedecisioniedate		2018-04-04	A		2018/04/04 13:05:05	Override	OriginalPermissi...						
14	InitialEvaluation	PermissionReq...	sereqpermiedate		2018-04-04	A		2018/04/04 13:05:05	Override	OriginalPermissi...						
15	Reevaluation	CoordinatorTitle...	seccordtitlecode		01	A		2018/04/04 13:05:05	Override	OriginalPermissi...						

Service Log Screen

	Service	Log Start Date	Log End Date	Service Status	Location	Note	Provider Name	Supervisor Name	Create Who	Create Date	Change Who	Change Date	D
1													

To enter a service log, click on the insert (blank) row and enter details, then save.
Note: There is a Service Log program, that with the appropriate permissions, can allow a provider to enter service log activity.

Bottom

Delete - Click to delete information.

Help - Click the **Help** button on the bottom of the page to view written instructions and/or videos.

Clear - Click to clear unwanted information.

Save - Click to save new information or changed information.

Prev - Click to go to the previous student.

Next - Click to go to the next student.

Setup - Click to go back to the setup.

Find - Click for a list of students.

New - Click to start a new record.

Reports
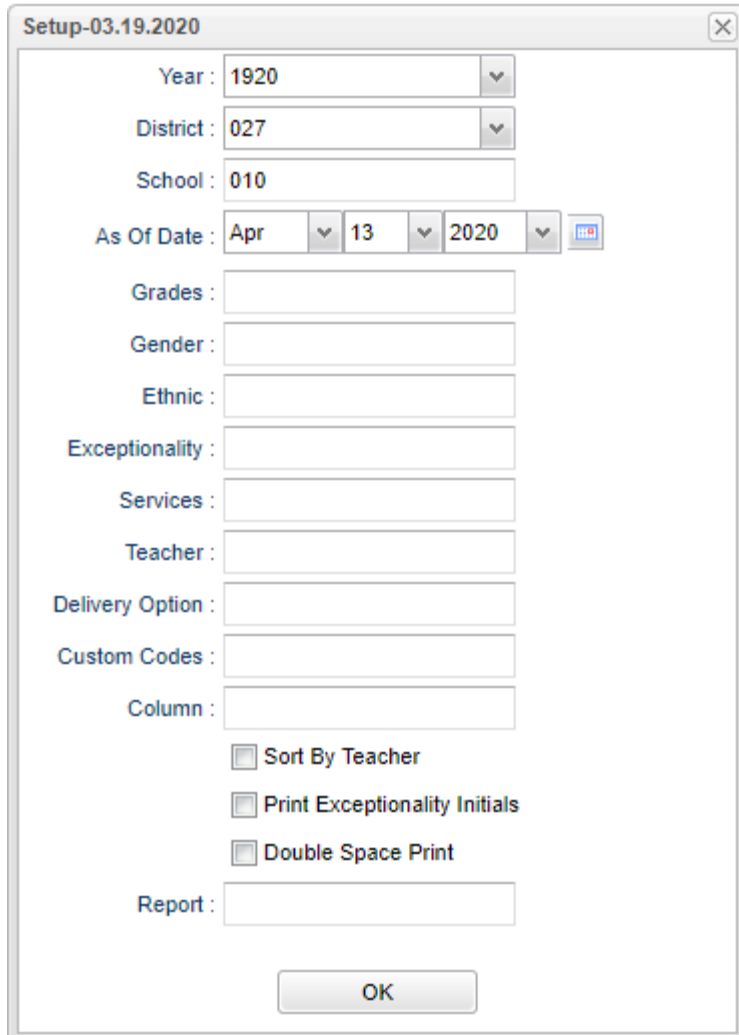
Complete Caseload

A List of students with their special education case history and IEP Teacher provider. This includes the seven (7) teacher fields on the IEP tab and supplemental providers.

Menu Location

On the left navigation panel, select **Special Education > Lists > Complete Caseload**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Grade - Grade level of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if all grade levels are to be included. Otherwise, click in the field to the right of Grade(s) to select the desired grade level(s) to be included.

Gender - Gender of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if both genders are to be included. Otherwise, click in the field to the right of Gender to select the desired gender to be included.

Ethnic - Ethnicity of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if all ethnics are to be included. Otherwise, click in the field to the right of Ethnic to select the desired ethnic(s) to be included.

Exceptionality - The area of functioning in which he or she is significantly different from an established norm.

Services - Select specific services to display.

Teacher - The staff members displayed for this option are from a collection of evaluation coordinators and special education service providers.

Delivery Option - Click in the box and another box will pop up. Select an option.

Custom Codes - Select the Custom Codes created in the Custom Code Management to filter the student list.

Sort by Teacher - This option will sort by teacher selected.

Print Exceptionality Initials - Print the abbreviation of the exceptionality instead of the state number associated

Double Space Print - This option will double space the report when printed.

Click **OK** to continue.

Main

	Student Name	SIDNO	SASID	Sch	Eth	Gen	GD	Age	Birth Date	Except	Sec. Except	IS	MIN	D	Eval	IEP DT	SP*	Serv	Provider	Delivery	L/A	RE	MA	Testing Accommodations	Address 1	Apt/Lot/Ste	City	State	Zip	Phone Number
1	ACHANE, DAVID SHAWN	5130994	2434159966	010	1	M	11	19	2000-10-05	12: MMD;		1			2019-12-18	2019-12-18		2	ARDOIN, TISHA	04					PO BOX 413		FENTON	LA	70640	318-868-8000
2	ACHANE, DAVID SHAWN	5130994	2434159966	010	1	M	11	19	2000-10-05	12: MMD;		1			2019-12-18	2019-12-18		21	XXX-XX-6185	04					PO BOX 413		FENTON	LA	70640	318-868-8000
3	ALLEN, JASON MICHAEL	3109970	4845224186	010	0	M	06	12	2008-04-03	12: MMD;		3			2019-10-17	2019-10-17		21	XXX-XX-3816	03				0401, 0402, 0403, 0405, 04...	18510 AUGUSTINE RD		WELSH	LA	70591	318-868-8000
4	ALLEN, JASON MICHAEL	3109970	4845224186	010	0	M	06	12	2008-04-03	12: MMD;		3			2019-10-17	2019-10-17		21	XXX-XX-2819	03				0401, 0402, 0403, 0405, 04...	18510 AUGUSTINE RD		WELSH	LA	70591	318-868-8000
5	ALLEN, RACHAEL GRACE	2109969	5719153446	010	0	F	07	13	2007-04-12	19: OHI;		1			2019-03-25	2019-11-05		21	XXX-XX-0283	03				0405, 0407, 0408, 0801, 09...	18500 AUGUSTINE RD		IOWA	LA	70647	318-868-8000
6	ARDOIN, CHRIS SHANE L...	2109999	8231478167	010	0	M	08	13	2005-12-18	11(01): LD(B...		1			2019-10-08	2019-10-08		21	XXX-XX-0283	03				0403, 0405, 0801, 1001, 10...	17149 HWY 101		IOWA	LA	70647	318-868-8000
7	ARDOIN, JASON LUKE	9009979	4289977619	027010						01: AUT;		1			2018-11-30	2019-10-30		21	XXX-XX-6185	03				0405, 1001, 1102, 1109						
8	BARBIER, RACHAEL MIC...	1030962	3877625797	010	0	F	08	14	2005-10-12	11(10): LD();		1			2019-11-14	2019-11-14		21	XXX-XX-0283	03				0405, 0801, 1001, 1003, 10...	13100 HWY 101		IOWA	LA	70647	318-868-8000
9	BENOIT, SHERRI ELISE	0109810	9341972744	010	0	F	08	13	2007-07-13	13: MoMD;	02,18: BLND;	3			2018-10-25	2020-05-21		1	XXX-XX-3816	04				0401, 0402, 0403, 0404, 04...	16360 CHEYENNE DR		IOWA	LA	70647	318-868-8000
10	BENOIT, SHERRI ELISE	0109810	9341972744	010	0	F	08	13	2007-07-13	13: MoMD;	02,18: BLND;	3			2018-10-25	2020-05-21		2	XXX-XX-5366	04				0401, 0402, 0403, 0404, 04...	16360 CHEYENNE DR		IOWA	LA	70647	318-868-8000
11	BENOIT, SHERRI ELISE	0109810	9341972744	010	0	F	08	13	2007-07-13	13: MoMD;	02,18: BLND;	3			2018-10-25	2020-05-21		21	XXX-XX-2819	04				0401, 0402, 0403, 0404, 04...	16360 CHEYENNE DR		IOWA	LA	70647	318-868-8000
12	BENOIT, SHERRI ELISE	0109810	9341972744	010	0	F	08	13	2007-07-13	13: MoMD;	02,18: BLND;	3			2018-10-25	2020-05-21		21	XXX-XX-9800	04				0401, 0402, 0403, 0404, 04...	16360 CHEYENNE DR		IOWA	LA	70647	318-868-8000
13	BENOIT, SHERRI ELISE	0109810	9341972744	010	0	F	08	13	2007-07-13	13: MoMD;	02,18: BLND;	3			2018-10-25	2020-05-21		6	XXX-XX-5035	04				0401, 0402, 0403, 0404, 04...	16360 CHEYENNE DR		IOWA	LA	70647	318-868-8000
14	BENOIT, SHERRI ELISE	0109810	9341972744	010	0	F	08	13	2007-07-13	13: MoMD;	02,18: BLND;	3			2018-10-25	2020-05-21		6	ARTERO, HOR...	04				0401, 0402, 0403, 0404, 04...	16360 CHEYENNE DR		IOWA	LA	70647	318-868-8000
15	BERNARD, JASON MICH...	4109918	9886246167	010	0	M	11	17	2002-10-16	19: OHI;		1			2018-03-02	2020-01-22		21	XXX-XX-6185	03				0801, 1001	18082 DEWOLF RD		IOWA	LA	70647	318-868-8000
16	BERTRAND, JAY JOSEPH	9109991	2893661586	010	0	M	11	16	2004-02-05	05: EBD;		1			2019-05-20	2020-05-18		21	XXX-XX-6185	03				1102, 1109	21351 SOUTH FRONTAGE RD		IOWA	LA	70647	318-868-8000
17	BOULLION, CATHERINE P...	2109953	3572136824	010	0	F	08	13	2007-04-02	28(01): SI(A);		1			2017-12-23	2020-05-12		1	XXX-XX-8050	03				1001, 1102, 1109	20288 PINEHILL CEMETERY ...		IOWA	LA	70647	318-868-8000
18	BOULLION, JASON ANTH...	4130130	8956783619	010	0	M	12	19	2000-10-11	01: AUT;		3			2018-06-02	2020-05-21		21	XXX-XX-2819	04				0401, 0402, 0403, 0404, 04...	25266 TATE RD		KINDER	LA	70648	318-868-8000
19	BOULLION, JASON ANTH...	4130130	8956783619	010	0	M	12	19	2000-10-11	01: AUT;		3			2018-06-02	2020-05-21		6	XXX-XX-5035	04				0401, 0402, 0403, 0404, 04...	25266 TATE RD		KINDER	LA	70648	318-868-8000
20	BOURGEOIS, DAVID DON	4109997	5833228523	010	0	M	06	11	2009-01-06	01: AUT;		1			2020-02-17	2020-03-04		21	XXX-XX-0283	03				1001, 1102, 1109	13245 POUSSON RD		IOWA	LA	70647	318-868-8000
21	BRASSELL, ANGELA EST...	3109959	8551944822	010	0	F	08	13	2006-09-29	27: GIFT;		1			2019-11-12	2019-11-12		21	XXX-XX-1075	03				7210 JEFF DAVIS RD		IOWA	LA	70647	318-868-8000
22	BROWN, RACHAEL LYNE...	0109830	1545782857	010	0	F	02	7	2013-08-26	28(01): SI(A);		1			2020-02-24	2020-05-12		1	XXX-XX-3816						PO BOX 297		LACASSINE	LA	70650	318-868-8000
23	BRUCHHAUS, STEPHANI...	4080898	1572141257	010	0	F	07	12	2007-12-19	27: GIFT;		1			2019-12-17	2019-12-17		21	XXX-XX-1075	03					PO BOX		LACASSINE	LA	70650	318-868-8000
24	CAPO-RIVERA, CATHERI...	0109788	9836524937	010	2	F	10	15	2004-11-08	11(02,03,07,0...		1			2020-01-22	2020-01-28		21	XXX-XX-6185	03					21259 S FRONTAGE RD LT 40		IOWA	LA	70647	318-868-8000
25	CARNAHAN, JAY JOSEPH	7109922	3371557154	010	0	M	03	8	2012-09-07	28(01,03): SI(...		1			2018-12-17	2019-12-06		1	XXX-XX-3816					0405, 1001, 1109	18315 ARDOIN COVE RD		WELSH	LA	70591	318-868-8000
26	CARTER, ROBERT JAMES	7109876	6342155174	010	0	M	03	8	2012-03-23	27: GIFT;		1			2020-03-04	2020-05-12		21	XXX-XX-1075	03					16550 JA ELLE DR		IOWA	LA	70647	318-868-8000
27	COFFMAN, BEVERLY GR...	8109862	1818838273	010	0	F	02	7	2013-04-29	28(01): SI(A);		1			2019-01-09	2019-12-20		1	XXX-XX-3816						16062 FLEUR DE LIS DRIVE		IOWA	LA	70647	318-868-8000
28	COOLEY, BEVERLY LYNN	3109905	1982762661	010	1	F	10	17	2003-07-28	12: MMD;		2			2020-03-05	2019-12-20		21	XXX-XX-2819	04				0403, 0404, 0405, 0406, 04...	18040 AUGUSTINE RD		IOWA	LA	70647	318-868-8000
29	CORMIER, DARRYL LEE	4009991	3925963766	010	0	M	04	10	2010-08-24	11(05,07,09);...		6			2020-03-09	2020-03-09		21	XXX-XX-7309	03				0829, 0830, 0914, 0915, 09...	PO BOX 266		LACASSINE	LA	70650	318-868-8000
30	CORMIER, JAY MICHAEL	4009987	4892544894	010	0	M	04	10	2010-08-24	11(01,02,07,0...		2			2019-05-06	2020-05-08		1	XXX-XX-3816	03				0829, 0830, 0914, 0915, 09...	PO BOX 266		LACASSINE	LA	70650	318-868-8000
31	CORMIER, JAY MICHAEL	4009987	4892544894	010	0	M	04	10	2010-08-24	11(01,02,07,0...		2			2019-05-06	2020-05-08		21	XXX-XX-7309	03				0829, 0830, 0914, 0915, 09...	PO BOX 266		LACASSINE	LA	70650	318-868-8000
32	CROSS, ROBERT JOSEPH	2109993	8595847659	010	0	M	07	13	2007-03-20	01: AUT;		1			2019-10-16	2019-10-16		21	XXX-XX-0283	03				0808, 1001, 1003, 1102, 1109	24108 NEWCOMER RD		IOWA	LA	70647	318-868-8000
33	DAIGLE, DARRYL JAMES	8109859	1647299578	010	0	M	02	7	2013-05-11	28(02): SI(F);		1			2019-02-08	2020-02-21		1	XXX-XX-3816						24385 GILLSON RD		IOWA	LA	70647	318-868-8000
34	DAUPHINET, DAVID ADAM	2089011	9964345461	010	0	M	09	14	2005-11-09	11(07,09): LD...		2			2019-10-15	2019-10-15		21	XXX-XX-4941	03				0401, 0402, 0405, 0801, 09...	819 WACADEMY AVE		JENNINGS	LA	70546	318-868-8000
35	DEMAREST, JOHN CHAR...	2109955	8736755865	010	0	M	08	13	2007-08-12	01: AUT;		1			2020-04-22	2020-05-06		1	XXX-XX-3816	03				1001, 1003, 1006, 1102, 1109	14080 HWY 101		IOWA	LA	70647	318-868-8000
36	DEMAREST, JOHN CHAR...	2109955	8736755865	010	0	M	08	13	2007-08-12	01: AUT;		1			2020-04-22	2020-05-06		21	XXX-XX-0283	03				1001, 1003, 1006, 1102, 1109	14080 HWY 101		IOWA	LA	70647	318-868-8000
37	DEROUEN, BEVERLY CL...	9109855	9873258175	010	0	F	08	13	2006-11-01	27: GIFT;		1			2018-09-18	2020-03-10		21	XXX-XX-1075	03					PO BOX 144		LACASSINE	LA	70650	318-868-8000
38	DEVILLE, MARK MCKINELY	9109947	9188199341	010	0	M	08	14	2005-03-06	11(01): LD(B...		1			2019-03-20	2020-05-08		21	XXX-XX-0283	03				0405, 1001, 1003, 1006, 11...	PO BOX 6		LACASSINE	LA	70650	318-868-8000
39	DOTY, MIKE WADE	4109909	4679793791	010	0	M	07	12	2007-10-22	11(01,02): LD...		1			2019-03-05	2020-01-10		21	XXX-XX-0283	03				1001, 1006, 1102, 1109, 1202	9235 HWY 101		IOWA	LA	70647	318-868-8000
40	DUPLANTIS, STEPHANIE ...	9109866	9881729646	010	0	F	01	6	2013-11-18	07: DD;		1			2020-02-20	2020-05-15		21	XXX-XX-7309						13381 POUSSON RD		IOWA	LA	70647	318-868-8000
41	DUPUIS, JAY JUDE	4089956	1984615342	010	0	M	08	13	2007-03-16	27: GIFT;		1			2019-04-11	2020-02-18		21	XXX-XX-1075	03					15045 GWEN RD		IOWA	LA	70647	318-868-8000
42	DUPUIS, REBECCA LYNN	5109897	1539349942	010	0	F	05	10	2009-11-10	27: GIFT;		1			2019-03-21	2020-02-18		21	XXX-XX-1075	03					15045 GWEN RD		IOWA	LA	70457	318-868-8000
43	EDWARDS, JAY LEON	0029991	9131629156	010	1	M	09	15	2004-12-24	11(02,07,09,1...		1			2019-01-25	2019-12-17		21	XXX-XX-9179	03				0404, 0405, 0801, 1001, 10...	PO BOX 226		ELTON	LA	70532	318-868-8000
44	ETIENNE, TISHA RAELL	1089947	7456679369	010	1	F	09	14	2005-08-10	11(06): LD(LC);		1			2019-12-04	2019-12-04		21	XXX-XX-4941	03				0404, 0405, 0801, 1001, 11...	822 E DIVISION ST		JENNINGS	LA	70546	318-868-8000
45	FARRAR, CATHERINE RO...	8109887	3553861576	010	0	F	01	7	2013-03-11	07: DD;		1			2019-04-04	2020-05-15		1	XXX-XX-3816					0829, 0830, 0802, 0804, 09...	16065 WINDMILL LANE		IOWA	LA	70647	318-868-8000
46	FARRAR, CATHERINE RO...	8109887	3553861576	010	0	F	01	7	2013-03-11	07: DD;		1			2019-04-04	2020-05-15		21	XXX-XX-7309					0829, 0830, 0802, 0804, 09...	16065 WINDMILL LANE		IOWA	LA	70647	318-868-8000

Setup   Print   Help   Save   Reports   Print Legend

Column Headers

Student Name - Student's name.

SIDNO - Student's identification number.

SASID - Student's state identification number.

Sch - School number offering the course.

Eth - Student's ethnicity.

Gen - Student's gender.

GD - Student's grade of enrollment.

Age - Student's age.

Birth Date - Student's date of birth.

Except - Student's primary exceptionality.

SEC EXC - Student's secondary exceptionality.

IS - Placement/Service determination.

MIN - Frequency min/day.

D - Frequency Days/Week - Days/week support received.

Eval - Student's evaluation date.

IEP DT - IEP/Service plan date. If the student has an '*' in the SP field, then this date is a Service Plan Date.

SP* Student with a service plan.

Serv - Service.

Provider - This is the service providers name. But if the provider's SSN in SER data does not match the SSN in Human Resource Master, the social security number will display. This report is purposely programmed to only show the last four digits of the SSN.

Delivery - Service Delivery Option

L/A - Statewide assessment the student will participate in.

RE - Reading/Language assessment grade.

MA - Mathematics assessment grade.

Testing Accommodations - Student's specified testing accommodations.

Address 1 - Student's mailing address line 1.

Apt/Lot/Ste - Student's mailing address line 2.

City - Student's mailing address city.

State - Student's mailing address state.

Zip - Student's mailing address zip code.

Phone Number - Student's phone number.

To find definitions of commonly used column headers, follow this link: [Common Special Education Column Headers](#).

Bottom

| Setup | Print | Help | Print Legend |

Setup - Click to go back to the Setup box.

[**Print**](#) - This will allow the user to print the report. Row count will show in the top right corner.

HELP - Click to view written instructions and/or videos.

Compliance Work Report 2

This report will list students and dates for actions of which they are coming due. This report is sorted by coordinator and lists the IEP teacher. It has the ability to page break , print or print all information together.

Menu Location
On the left navigation panel, select **Special Education** > **Lists** > **Compliance Work Report 2**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Exceptionality - Click in the box for a list of codes and descriptions.

Teacher - The staff members displayed for this option are from a collection of Evaluation Coordinators and Special Education service providers.

Print Break On - Click in the box and make your selection.

Custom Codes - Select Custom Codes created in the Custom Code Management to filter the student list.

Make the choices from the following list in the setup box by clicking in the square located to the left of the users` choice(s).

Extend Time Period

Exclude students with service termination dates

OK - Click to continue.

Main

Student Name	SASID	Sch	Birth Date	Except	Start Date	Due	Days	L M T W R F 2 3 4 5 6	7+	Action	Teacher	COORD/ST

Student Name - Name of student

SASID - State assigned identification number

Sch - School site number

Birth Date - Date of birth

Except - Primary exceptionality

Start Date - Start date

Due - Due date

Days - Days

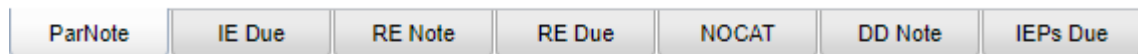**LMTWRF23456** - Lotted due dates (0-6 weeks)

7+ - Weeks til due (7+ weeks)

Action - Action taken

Teacher - Teacher name

Coord/St - Coordinator/Staff

Tabs on the Bottom

ParNote	IE Due	RE Note	RE Due	NOCAT	DD Note	IEPs Due

ParNote - Parent notification

IE Due Initial evaluation due

RE Note - Re-Eval notofication

RE Due - Re-Eval due

NOCAT

DD Note - Developmental delay notification

IEP's Due - Individual educational plan due

Bottom
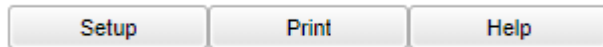
Setup	Print	Help

Setup - Click to go back to the Setup box.

Print - This will allow the user to print the report.

HELP - Click to view written instructions and/or videos.

Grade Level Report

This report will provide student's SpEd grade level and the Student Master grade level.

Menu Location

On the left navigation panel, select **Special Education** > **Lists** > **Grade Level Report**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Grade - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade level.

Gender - Leave blank or select all to include both genders. Otherwise, choose the desired gender.

Ethnic - Leave blank or select all to include all ethnicities. Otherwise, choose the desired enthnicity.

Special Codes - Leave blank if all special codes are to be included into the report. Otherwise, choose the desired special code.

Custom Codes - Select the Custom Codes created in the Custom Code Management to filter the student list.

Program - Leave blank if all program codes are to be included into the report. Otherwise, choose the desired program code.

Report - The user can click in this box to select a report that was previously created.

Show Differences Only

Only Show students with Active Services

Do not show students without a Student Master

Do Not Show Students with Service Plans

OK - Click to continue.

Main

	Student Name	SASID	SPED SIDNO	Sch	Birth Date	SPED Grd	Stu Master Grd
1	ABEL, DAVID JAMES	5224724678	7089742	999	2012-02-19	03	03
2	ACHANE, ANGELA SOMO...		1234567			11	
3	ACHANE, MARK JOSEPH ...	7171433625	1009960	004	2006-07-07	08	08
4	ADAMS, JASON SHANE		9089643			25	
5	ADAMS, MIKE ANTHONY	3618134991	3130007	999	2002-01-08	12	12
6	ADAMS, SALLY DA`NAE		8119846			02	
7	ADOLPH, TISHA SIMONE		4009996			04	
8	ALBERT, ANGELA JA`NAY		9139812			05	
9	ALFRED, MARK JAMES		5039966			05	
10	ALFRED, SALLY LYNN		6039985			03	

Setup	Print	Help	Save	Reports :

Column Headers

Student Name - Student's full name

SASID - Student's state assigned identification number

SPED SIDNO - Student's identification number from Special Ed Master

Sch - Student's school of enrollment

Birth Date - Student's date of birth

SPED GD - Student's grade from the Special Ed Master

Stu Master GD - Student's grade of enrollment

Bottom

Setup	Print	Help	Save	Reports :

Setup - Click to go back to the Setup box.

Print - This will allow the user to print the report.

Help - Click to view written instructions and/or videos.

Save - Click save first and a box will appear to name the report. Then click to save the report.

Report - The user can click in this box to select a report that was previously created.
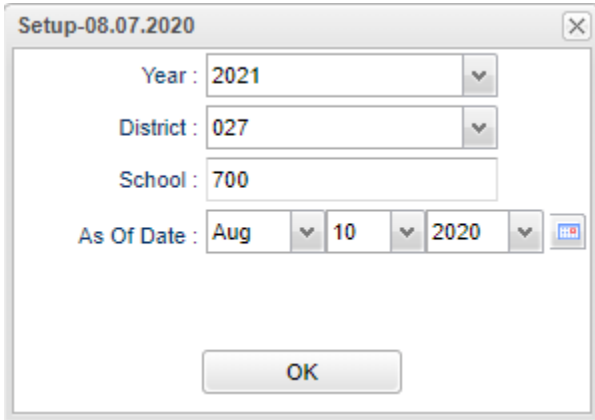
Jurisdiction Site Audit

This program provides the user a way to identify students with jurisdiction mismatches with the enrollment school and/or SIS school vs the jurisdiction school as indicated in Special Ed Master on their most recent referral.

Menu

On the left navigation panel, select **Special Education > Lists > Jurisdiction Site Audit**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Student's school of enrollment.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

OK - Click to continue.

Main

Student Name - Student's name.

Sidno - Student's school identification number.

Sch - Student's school of enrollment.

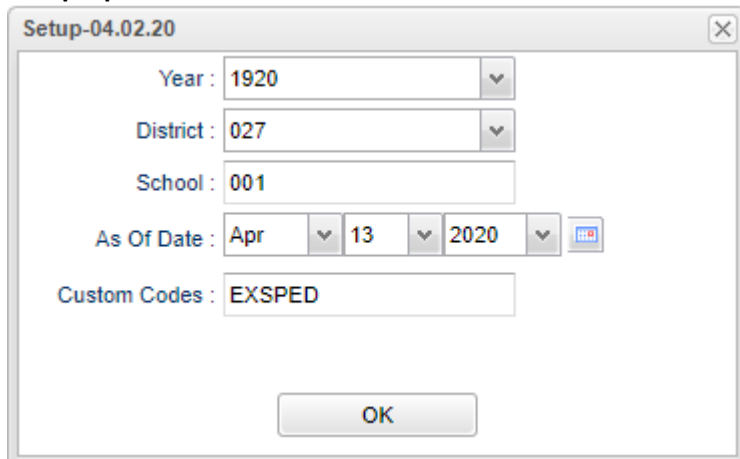**Site** - Special Ed Jurisdiction Site.

Exception Supplemental Services

This program creates an exception list of students with leave dates (program exit date) in the Sped Master but still have active services.

Menu Location
On the left navigation panel, select **Special Education > List > Exception Supplemental Services**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Custom Codes - Select the Custom Codes created in the Custom Code Management to filter the student list.

OK - Click to continue.

Main

Column Headers
Student Name - Name of student

Sidno - Student's identification number

SASID - Student's state assigned identification number

Sch - Student's school of enrollment

SE Exit Date - Special Education program exit date

Serv Start - Service start date

Serv Term Date - Service Termination date

Serv - Type of service

Serv Det Code - Service Detail Code

IEP/Evaluation List

This program will produce a student list with the most recent evaluation date.

Menu Location

On the left navigation panel, select **Special Education > Lists > IEPEvaluation List** .

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.

As-of-date - Limits the list to those students who are actively enrolled as of the date selected.

Grades - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade level.

Custom Codes - Select Custom Codes created in the Custom Code Management to filter the student list.

Gender - Leave blank or select all to include both genders. Otherwise, choose the desired gender.

Ethnic - Leave blank or select all to include all ethnicities. Otherwise, choose the desired enthnicity.

Exceptionality - The area of functioning in which he or she is significantly different from an established norm.

Placement - Placement/determination as found in the IEP.

Teacher - Staff member who is a Special Ed Service Provider.

Sort by IEP Teacher

Sort by IEP Teacher & School

Sort by IEP Teacher & List all Supplemental

Don't show students without IEP Teacher

Exclude students with no exceptionality

Show Gifted/Talented Only (Primary & Secondary)

Exclude Gifted/Talented students

Do not show students without a Student Master

Show LEAP/IOWA Tested only students

Exclude Speech only students

Students who will turn 17

Show students who are a certain age or older

Double Space Print

Print break by Teacher

OK - Click to continue.

Main

	Student Name	SASID	Sch	Eth	Gen	GD	Age	Birth Date	Except	Sec. Except	IS	MIN	D	Eval Start	Eval	Eval Due	Other Services ...	IEP DT	IEP Due	IEP Teacher	IEP Type	L/A	Serv	Age Span
1	ARNOTH, DARRYL JAMES	2155138377	004	5	M	05	13	2006-10-25	19: OHI;		1			2018-11-27	2018-11-27	2021-11-27	3,8,11	2019-10-23	2020-10-23	Unknown	3	03	1	
2	BAGWELL, DARRYL ANT...	5535872539	004	5	M	07	13	2007-02-06	27: GIFT;		1			2019-12-17	2019-12-17	2022-12-17		2019-12-17	2020-12-17	AA NO, STEPHANIE	3	03		
3	BAGWELL, DARRYL	6598115124	004	5	M	02	8	2012-04-16	28(01): SI(A);		1			2019-09-05	2019-11-01	2022-11-01		2019-11-01	2020-11-01	Unknown	3		1	
4	BEARD, JEFF DOUGLAS	3632551529	004	5	M	07	13	2007-03-15	11(09): LD();		1			2017-11-06	2017-11-06	2020-11-06		2020-04-28	2021-04-28	Unknown	3	03		
5	BELLARD, SALLY KATE	4925798642	004	5	F	01	6	2013-09-23	28(01): SI(A);		1			2017-04-25	2017-07-19	2020-07-19		2020-04-28	2021-04-28	Unknown	3		1	
6	BOULEY, JAY DALE	1882949722	004	5	M	10	16	2003-05-30	11(02,05,07,0...		1			2019-11-05	2019-11-05	2022-11-05		2019-11-05	2020-11-05	Unknown	3	03		
7	BROUSSARD, DAVID JACE	8643461997	004	5	M	01	6	2013-07-24	07: DD;		1			2019-09-05	2019-09-05	2022-09-05		2019-09-05	2020-09-05	Unknown	3		1	
8	BROUSSARD, JOHN MIC...	2791232818	004	5	M	07	13	2006-12-01	11(05,06): LD...		1			2017-11-06	2017-11-06	2020-11-06		2019-09-05	2020-09-05	Unknown	3	03	1	
9	BUNDY, ANGELA GAIL	6578224181	004	5	F	06	12	2007-09-10	28(01): SI(A);		1			2018-01-25	2018-01-25	2021-01-25		2019-11-08	2020-11-08	Unknown	3	03	1	
10	CASTANEDA, DARRYL M...	2147866563	004	1	M	11	18	2001-12-26	28(03): SI(L);		1			2019-09-18	2019-11-14	2022-11-14		2019-11-14	2020-11-14	Unknown	3	03	1	
11	CASTRO, RACHAEL LEE	5985883299	004	4	F	10	16	2004-01-20	11(01,09): LD...		1			2018-12-16	2018-12-16	2021-12-16		2019-09-17	2020-09-17	Unknown	3	03		
12	CLEMENT, DAVID	3549724349	004	5	M	03	9	2011-01-14	28(02): SI(F);		1			2020-04-30	2020-04-30	2023-04-30		2020-04-30	2021-04-30	Unknown	3	03	1	
13	COLEMAN, RACHAEL LYNN	2543117768	004	5	F	01	8	2012-02-21	11(01,02,09): ...		1			2019-02-15	2019-05-13	2022-05-13		2020-05-04	2021-05-04	Unknown	3		1	
14	COMEAUX, MARK SCOTT	6525962811	004	5	M	06	13	2007-03-13	11(09,10): LD();		1			2019-01-25	2019-01-25	2022-01-25		2019-12-04	2020-12-04	Unknown	3	03	1, 6	
15	COMPTON, CHRIS TURNER	1321553943	004	5	M	-1	5	2015-03-18	28(01,03): SI(...		22			2018-05-08	2018-08-01	2021-08-01		2020-04-30	2021-04-30	Unknown	3		1	
16	CORMIER, JAY KEITH	8474922879	004	5	M	02	8	2012-02-14	11(01,09): LD...		1			2019-09-05	2019-11-13	2022-11-13		2019-11-13	2020-11-13	Unknown	3		1	
17	COUCH, JOHN RIDGE	2441245775	004	5	M	00	5	2014-06-04	28(01): SI(A);		22			2020-03-02	2020-03-02	2023-03-02		2020-03-02	2021-03-02	Unknown	3		1	
18	CRADER, ROBERT JAMES	4948774995	004	5	M	09	15	2004-09-30	11(02,06): LD...		1			2019-04-17	2019-04-17	2022-04-17		2019-09-18	2020-09-18	Unknown	3	03		
19	CROCHET, ROBERT RAY	6496937559	004	5	M	06	12	2007-11-05	27: GIFT;		1			2019-12-17	2019-12-17	2022-12-17		2019-12-17	2020-12-17	Unknown	3	03		
20	DARTEZ, ANGELA MCKE...	4143838923	004	5	F	09	15	2005-04-12	28(02): SI(F);		1			2018-10-01	2018-10-01	2021-10-01		2020-04-30	2021-04-30	Unknown	3	03	1	
21	DEMARY, BEVERLY LYNN...	4189486574	004	5	F	04	9	2010-07-27	27: GIFT;		1			2019-03-22	2019-05-30	2022-05-30		2020-04-23	2021-04-23	Unknown	3	03		
22	DURIO, ROBERT DIVEN	7878713758	004	5	M	08	14	2005-10-05	27: GIFT;		1			2018-12-14	2018-12-14	2021-12-14		2019-11-05	2020-11-05	Unknown	3	03		
23	FONTENOT, JEFF CLARE...	8282564923	004	5	M	04	10	2009-11-19	28(01): SI(A);		1			2018-07-24	2018-10-09	2021-10-09		2019-09-12	2020-09-12	Unknown	3	03	2, 1	
24	FONTENOT, REBECCA	4372181841	004	5	F	02	8	2011-12-02	07: DD;		1			2017-09-14	2017-09-14	2020-09-14		2019-12-05	2020-12-05	Unknown	3		1	
25	FRANCIS, DARRYL SHAFT	5923471469	004	3	M	03	9	2011-03-12	28(01): SI(A);		1			2018-11-16	2018-11-16	2021-11-16		2019-10-16	2020-10-16	Unknown	3	03	1	
26	GALLAGHER, DARRYL	5228291717	004	5	M	03	10	2010-02-12	11(02,10): LD...		1			2018-11-19	2019-02-07	2022-02-07		2019-12-12	2020-12-12	Unknown	3	03	1	
27	GARY, MARK TAD	6835432764	004	5	M	06	11	2008-09-17	27: GIFT;		1			2017-12-11	2017-12-11	2020-12-11		2019-10-02	2020-10-02	Unknown	3	03		
28	GASKIN, JAY DEWITT	4688296975	004	5	M	07	13	2006-12-29	27: GIFT;		1			2017-12-01	2017-12-01	2020-12-01		2019-09-05	2020-09-05	Unknown	3	03		
29	GUIDRY, JEFF LEE	7148719747	004	5	M	03	9	2011-03-23	27: GIFT;		1			2018-12-13	2019-02-27	2022-02-27		2020-02-19	2021-02-19	Unknown	3	03		
30	GUIDRY, SALLY SUE	5981388544	004	5	F	06	12	2007-06-22	11(09,10): LD();		1			2019-01-25	2019-01-25	2022-01-25		2019-12-04	2020-12-04	Unknown	3	03	1	
31	GUILLORY, MIKE DAVID	2352141419	004	5	M	09	15	2004-12-20	11(09): LD();		1			2018-09-14	2018-11-27	2021-11-27		2019-09-19	2020-09-19	Unknown	3	03		
32	GUINN, ANGELA ELIZABE...	2164161254	004	5	F	01	7	2012-10-08	27: GIFT;		1			2019-11-21	2020-02-11	2023-02-11		2020-02-20	2021-02-20	Unknown	2	03		
33	GUINN, DARRYL JUDE	8756797117	004	5	M	00	6	2014-01-16	19: OHI;		22			2019-09-12	2019-12-03	2022-12-03		2019-12-03	2020-12-03	Unknown	3		1, 6	
34	GUINN, DARRYL	1526328488	004	5	M	04	10	2009-11-05	28(01): SI(A);		1			2018-07-20	2018-10-09	2021-10-09		2019-09-10	2020-09-10	Unknown	3	03	1	
35	GUINN, SALLY ELLE	9434935792	004	5	F	00	6	2014-01-09	28(01): SI(A);		22			2017-09-26	2017-10-04	2020-10-04		2019-09-05	2020-09-05	Unknown	3		1	
36	HABETZ, MIKE ANTHONY	9445624149	004	5	M	08	14	2005-09-03	11(10): LD();		1			2019-10-25	2020-01-15	2023-01-15		2020-01-15	2021-01-15	Unknown	3	03	1, 6	

Setup	Print	Communicate	Help	Save	Pivot	Report :

Column Headers

Student Name - Student's name

SASID - State Assigned Student Identification Number

School - Student's school of enrollment

Eth - Student's ethnicity

Gen - Student's gender

GD - Student's grade of enrollment

Age - Student's age

Birth Date - Student's date of birth

Except - Primary exceptionality

SEC EXC - Secondary exceptionality

IS - Placement or service determination

MIN - Frequency MIN/DAY

D - Frequency Days/Week - Days/Week support received

Eval Start - Last evaluation start date.

Eval - Last evaluation date

Eval Due - Next evaluation date.

Other Services - Services that are needed that are not instructional services, and are other areas of concern identified as needing services.

IEP DT - Last IEP date

IEP Due - Next IEP due date.

IEP Teacher - IEP Teacher

IEP Type - IEP Type

L/A - Statewide Assessment the student will participate in.

Serv - Supplemental services

Age Span - Class Age Span

Yearly Re-Eval Report

List when Re-evals should start and are due for the year. The start date is the date due for the notice.

Menu Location
On the left navigation panel, select **Special Education > Lists > Yearly Re-Eval Report**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.

As Of Date - Limits the list to those students who are active as of the date selected.

Exceptionality - The area of functioning in which he or she is significantly different from an established norm.

Teacher - The staff members displayed for this option are from a collection of Evaluation Coordinators and Special Education Service Providers.

Custom Codes - Select Custom Codes in the Custom Codes Management to filter the student list.

Change Begin Date - Change begin date of the report.

Change End Date - Change end date of the report.

Exclude students with service termination dates - Exclude students whose service(s) have been terminated.

Exclude exceptionalities 24 and 99

Group by School - Order the list by school instead of coordinating evaluator.

OK - Click to continue.

Main

	Student Name	SASID	SIDNO	Sch	Birth Date	Except	Note	Eval	Re-Eval Start Date	Re-Eval Due Date	Teacher	Supplemental
⊟	XXX-XX-1839											
1	...	7445432345	7009925	010	2011-08-10	: ;	2020-01-15			RE Due: 2020/04/03	XXX-XX-7309	
2		1737958228	0109786	010	2009-05-29	: ;	2020-02-04			RE Due: 2020/04/29	XXX-XX-2819	XXX-XX-0788
3		1737958228	0109786	010	2009-05-29	: ;	2020-02-04			RE Due: 2020/04/29	XXX-XX-2819	XXX-XX-3602
⊟	-n											
4		7313396848	7109882	010	2006-04-29	19: OHI;	2016-12-07	2016-12-07	RE Note Due: 2019/09/12	RE Due: 2019/12/06	KINGREY, DARRYL	MATT, HORSEY

| Setup | Print | Help | Save | Report : |

Column Headers

Student Name - Student's name

SASID - The State Assigned Student ID number

SIDNO - Student identification number

Sch - School site number.

Birth Date - Student's date of birth

Except - Primary and Secondary Exceptionalities

Note - Date of last Re-eval notice

Eval - Last evaluation date

Re-Eval Start Date - Start date of the re-evaluation

Re-Eval Due Date - Date the re-evaluation should be finished

Teacher - IEP Teacher

Supplemental - Supplemental service providers

Eval Coordinator - administer of the evaluation

Bottom

Setup - Click to go back to the Setup box.

Print - This will allow the user to print the report.

Help - Click to view written instructions and/or videos.

Save - Save the report with the setup values and report in place. When a report is saved, you will give it a name and a brief description. The report can be generated from the setup box using the "Report" tab.

Report - Report name given after generating the report. Click "save" to name the report. All setup options will be saved with the name of the report.