November 2023

TO: BOCES District Superintendents
            School District Superintendents
            Superintendents of Schools
            Public School Administrators
            Special Education Directors
            Chairpersons of Committees on Special Education
            Chairpersons of Committees on Preschool Special Education
            Organizations, Parents, and Individuals Interested in Special Education

FROM: Yufan Huang

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SUBJECT: Notification to School Districts of the New Requirements for the Submission and Certification of Special Education Events Data for State Performance Plan (SPP) Indicators 11 (Child Find) and 12 (Early Childhood Transition)

To foster continuous improvement in New York State's efforts to meet the requirements and purposes of the Individuals with Disabilities Education Act (IDEA) and to more effectively monitor and support school districts in compliance with federal and state regulations under the SPP Indicator 11 (Child Find) and SPP Indicator 12 (Early Childhood Transition), the New York State Education Department ("Department") has developed new requirements for the submission and certification of Special Education Events Data. These new requirements include:

- Effective with the 2023-2024 school year, all public school districts ("districts") are required to submit special education events data for all preschool and school-age students referred between July 1 and June 30 for evaluation of eligibility for special education services.

- Submission due dates correspond to four distinct time periods of the special education events data.

Special Education Events Data Submission Periods	Submission Due Date
Special Education Events Data for Students Referred **July 1 - September 30**	January 12, 2024
Special Education Events Data for Students Referred **July 1 - December 31**	April 12, 2024
Special Education Events Data for Students Referred **July 1 - March 31**	July 12, 2024
Special Education Events Data for Students Referred **July 1 - June 30**	September 6, 2024

- Depending on which category your district belongs to, there are different data submission due dates and verification requirements:
  - Districts that have identified noncompliance from 2022-2023 or 2021-2022 school years are required to have Special Education Events Data submitted for at least the first and last submission for NYSED to verify correction of noncompliance. This noncompliance also includes districts that were required to but did not previously submit and/or certify these data. Your district will be notified by the Department directly if it is in the identified noncompliance category.

  - Districts that are on the planned 2023-2024 sampling schedule are required to have Special Education Events Data submitted by September 6, 2024. These districts are encouraged to submit these data in other submission due dates prior to September 6, 2024 to evaluate its compliance with Child Find and Early Childhood Transition requirements and ensure any noncompliance is resolved as soon as possible and in advance of the close of the school year. Please see the planned sampling schedule to determine if this applies to your district.

  - Districts in the 2022-2023 sampling schedule that submitted and/or certified data as inaccurate or submitted as accurate that no student met the measurement criteria for Indicator 11 (e.g., no students were referred for initial evaluation) and/or Indicator 12 (e.g., no students was referred from Early Intervention) must also submit data by September 6, 2024.

  - All districts that have not been identified for noncompliance and are not on the sampling schedules are required to have Special Education Events Data submitted by September 6, 2024. These districts are encouraged to submit these data in other submission due dates and use the PD data system to verify these data.

- The table below summarizes these submission requirements:

Submission Due Date	School Districts		
	With noncompliance (includes districts that did not submit and/or certify data)	On sampling schedule	School districts not in the other groups
January 12, 2024	Required	Encouraged	Encouraged
April 12, 2024	Required [1]	Encouraged	Encouraged
July 12, 2024	Required [2]	Encouraged	Encouraged
September 6, 2024	Required	Required	Required
Verification of VR11, VR12 in PD Data System	Required	Required	Encouraged
All Data Must be Certified in the PD Data System by September 9, 2024 for Districts with Noncompliance or on Sampling Schedule			

[1] If noncompliance found in the first submission.
[2] If noncompliance found in the first and second submission.

The Department is working with the Special Education Management System vendors (ClearTrack and Frontline) to implement changes to ensure each district will have the capacity to submit data according to the four periods. NYSED will be available to provide technical assistance to districts experiencing difficulties with meeting timelines.

This initial implementation year will allow districts to adjust to the yearly submission of data at prescribed dates. All districts will be required to submit Special Education Events Data four times a year and use the PD system to very these data in the 2024-2025 school year.

Contact Information

For questions related to data and data submission, please contact the Office of Information and Reporting Services at Datasupport with subject line "Yearly Submission of SE Events Data."

For questions related to the verification of compliance and/or regulatory requirements, please contact the Special Education Quality Assurance (SEQA) office located in your region of the state or email seqa@nysed.gov.