

# Special Education Data Collections & Reports

<http://wvde.state.wv.us/forms/calendar/wveis-collections/>

2020-2021

## Office of Special Education West Virginia Department of Education

Report Name	Description	Due Date
<b>Coordinated Early Intervening Services (CEIS) Student Count (CEIS Voluntary)</b>	A count of the number of students <u>without</u> disabilities who received CEIS, as defined by IDEA during the 2018-2019 school year, is due from the special education director. (Only districts that set aside CEIS funds in their LEA special education application for 2018-2019 are required to tag K-12 students receiving CEIS in the WVEIS/web intervention screen & the IDEA Fiscal & Student Tracking Tool. (The WVEIS tag & Tracking Tool aids in tracking students receiving CEIS/CCEIS and in verifying districts CEIS/CCEIS report in LEA special education application.)	September 8
<b>Significant Disproportionality: Comprehensive Coordinated Early Intervening Services (CCEIS) - (Mandatory)</b>	Based on <b>New regulations for Significant Disproportionality</b> - (CCEIS) West Virginia guidelines: <ul style="list-style-type: none"> <li>• <a href="#">WV's Guidance and Calculation Procedures</a></li> <li>• <a href="#">WV Determination Timeline</a></li> <li>• <a href="#">WV's Memorandum of CEIS Changes</a></li> </ul>	
<b>Special Education Oct. 1 Child Count</b>	A count as of October 1 <sup>st</sup> of the district's students with exceptionalities enrolled with current IEPs by teacher, including exceptionality, and placement in least restrictive environment (LRE) is due from the county superintendent.  SE Directors: Review, correction, and submission window (district-level Special Education Directors; state staff may provide assistance)  SE Directors/Superintendents: Final district review and correction/adjustment window	➤ October 1-18
	Superintendent: Final Superintendent certification deadline (no later than 11:59 p.m.)	➤ October 19
<b>WV Pre-K Child Assessment System</b>	Special education directors are responsible for ensuring that Pre-K teachers and speech therapists complete the Child Outcome Summary Form for all pre-k students with disabilities, as well as the Early Learning Scale when appropriate. Checkpoints must be completed three times per year during the designated windows. <a href="https://webtop.k12.wv.us/0/apps/elrs/">https://webtop.k12.wv.us/0/apps/elrs/</a>	<u>Three Checkpoints:</u> <ul style="list-style-type: none"> <li>• Window 1: August 3, 2020 – October 26, 2020</li> <li>• Window 2: January 8, 2021 – February 8, 2021</li> <li>• Window 3: April 16, 2021 – May 24, 2021</li> </ul>

<p><b>Annual Data Report:</b> Report of Children and Youth with Disabilities Receiving <b>Special Education (December 1 Child Count)</b> and Report of Children Receiving Free, Appropriate Public Education</p>	<p>A count of students with disabilities by age, disability, race/ethnicity and placement in the least restrictive environment (LRE) as of December 1 is due from the county superintendent.</p> <p><i>SE Director: Initial review and update/correction window (district-level Special Education Directors; state staff may provide assistance, if needed)</i></p> <p>SE Director: Data snapshot and submission window</p> <p><i>Superintendents: final review and certification window.</i></p> <p>Superintendents: final certification deadline (no later than 11:59 p.m.)</p>	<ul style="list-style-type: none"> <li>➤ November 20-30</li> <li>➤ December 1-2</li> <li>➤ December 3-10</li> <li>➤ December 10</li> </ul>
<p><b>Annual Data Report:</b> Report of Personnel Employed and Needed to Provide Special Education and Related Services for Children and Youth with Disabilities <b>as of</b> Dec. 1</p>	<p>The Full-time Equivalent (FTE) count of related services personnel, paraprofessionals and teachers (employed or contracted) as of December 1 providing services to students with disabilities is to be submitted online through WVEIS/web by the county special education director. Link to Special Collections:</p> <p><a href="https://wveis.k12.wv.us/wveiswebv2/index.cfm">https://wveis.k12.wv.us/wveiswebv2/index.cfm</a></p>	<p>January 15 <i>Special Collections WVEIS</i></p>
<p><b>Preliminary Special Education Initial Evaluation Timelines Reports &amp; Edit Checks</b></p>	<p><u>Preliminary</u> edit checks of the initial evaluation timeline file contain data on adherence to the 80-day initial evaluation timeline. Districts have access to the ongoing reports of the initial timeline status via the INI.EVAL application in WVEIS under the SPE200 link. These preliminary edit checks will be used by WVDE to 1) verify that all components are accurate and complete, 2) ensure districts correct any incorrect or incomplete data, and 2) verify correction for Indicator 11 based on updated data entry. The special education director is responsible for ensuring that the evaluation data is updated in WVEIS/WOW (not green screen) prior to each preliminary edit check.</p>	<p>December 15 March 15 June 15</p> <p><i>(Open for Edit Checks beginning the 1<sup>st</sup> of each submission month)</i></p>
<p><b>Annual Data Report**</b> Report of Dispute Resolution, Complaints, Mediations and Due Process Hearings</p>	<p>The number of dispute resolutions, complaints, mediations and due process hearings is compiled by WVDE and is submitted to The U.S. Department of Education, Office of Special Education Programs (OSEP).</p>	<p>(1<sup>st</sup> Wed. in November)</p>
<p><b>Report of Participation and Performance of Students with Disabilities on State Assessments**</b></p>	<p>The participation and performance of students with disabilities on state assessments (i.e., WV General Summative Assessment and WV Alternative Summative Assessment) is submitted by WVDE to OSEP.</p>	<p>December 13</p>
<p><b>State Performance Plan**</b></p>	<p>As required by Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004), the <b>State Performance Plan (SPP)</b> Indicators and accompanying baseline data, performance targets and activities are updated annually and submitted by WVDE to OSEP.</p>	<p>February 1</p>

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**State Performance Plan/Annual Performance Report\*\* (SPP/APR)**

**Annual Performance Report (APR)** on the **State Performance Plan (SPP)** monitoring priorities, analysis of performance on each target and public reporting on each target for **the state and, as applicable, for every school district** is submitted by the WVDE to OSEP. Graduation and dropout rates, suspension rates, disproportionality by race/ethnicity, assessment results for students with disabilities in statewide assessment, evaluation timelines and transition (early childhood and post-school) are included. Analysis and planning process include a representative stakeholder group, the West Virginia Advisory Council for the Education of Exceptional Children (WVACEEC). District performance on SPP targets will be posted for verification on the private District Self-Assessment website prior to being posted on the public website.

February 1

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**Parent Involvement Survey\***

The WVDE contracts with an independent agency to administer the parent involvement survey to all parents of SWD from selected WV school districts each year. The survey measures the percent of parents with a child receiving special education services who report that schools facilitate parent involvement to improve services and results for students with disabilities. Special education directors' responsibilities for the survey include the provision of current address information and activities aimed at achieving acceptable response rates.

Survey window opens in March 2020 for the following counties:  
Barbour  
Brooke  
Cabell  
Clay  
Greenbrier  
Hancock  
Harrison  
Jackson  
Logan  
Monongalia  
Morgan  
Monroe  
Nicholas  
Pendleton  
Putnam  
Raleigh  
Ritchie  
WVSD

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**Special Education Annual Desk Audit (ADA)**

Compliance System Procedures (CSP) and Results System Procedures (RSP) require state and district analysis of data, for which a variety of reports are generated including analysis of graduation rate, dropout rate, secondary transition IEPs, placement in least restrictive environment, suspension, reading and math proficiency and disproportionality by race/ethnicity in identification. The submission is due from the special education director.  
*\*ADA opens April 1<sup>st</sup> and the Special Education Directors must submit by April 30<sup>th</sup>.*

April 30\*

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**Annual Data Report: Maintenance of Effort Reduction and Coordinated Early Intervening Services\*\***

A district report of the dollar amount of reduction in maintenance of effort (if counties are required to or voluntarily set aside 15% of funding to be used in this manner), the amount of CEIS/CCEIS funding reserved, the number of students receiving CEIS/CCEIS in 2019-2020 and the number who received CEIS/CCEIS in the past two school years or the current school year and received special education and related services in 2019-2020. Report is collected in WVEIS/web through the LEA special education application. **Please note that district determination status is also a required reporting element and is**

July 1  
(LEA Application Deadline)

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publicly posted by OSEP on the following website:  
<https://www.ideadata.org> .

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**Enrollment/Student Information for Assessment 2021**

Assessments – A review of plans on the online IEP must be completed prior to this data pull date for the WVS.326 Accommodations forms to be correct during assessment. (Plans are viewable in the Accommodations 14 Application) *Reminder: Participation in assessment and graduation enrollment file – All data must be updated prior to schools reporting End of Year (EOY) enrollment data.*

February 8  
WVS.326 Accommodations  
Data Pull

**Annual Data Report/End of Year (EOY):**

Report of Students Exiting Special Education.

The report of students with disabilities ages 14 and older exiting special education, including return to regular education, moving, graduation, dropout, aged out and died is extracted from student records by WVEIS.

AND

Report of Children with Disabilities Subject to Disciplinary Removal from School, Unilateral Removal and Removal Based on a Hearing Officer Determination, Suspension/Expulsion.

The report of all suspensions for any number of days, in-school and out-of-school.

During the weeks between May 15 and two weeks following the end of the local school year (or June 30, whichever is earlier), as schools close for the summer break. Through the EOY certification process, data are reviewed, corrected as needed, and submitted by district directors; Superintendents then conduct a final review and certify the data as accurate representations of the local schools as of the end of the academic year.

On or Before  
June 30

**Please Note: June 30** is the last date on which EOY data may be certified. The new academic year begins on July 1, and all EOY data must be certified prior to that date. Districts that anticipate difficulties meeting that deadline (e.g., due to extreme or extenuating circumstances that extend the instructional year to the last week of June) should contact WVDE as soon as these extreme circumstances become evident. WVDE staff will address such situations on a case-by-case basis. However, all district staff should be prepared to submit and certify EOY data no later than 11:59 PM on June 30.

**Verification of Timely Correction**

OSEP requires that all instances of identified noncompliance be corrected as quickly as possible. However, correction and verification must occur no later than one year from the date when the WVDE first provided written notification to the LEA of the noncompliance.

Specific timelines for reporting corrections will be communicated to districts in writing subsequent to the identification of noncompliance.

**Exit**

Special education director or designees are required to survey students with disabilities who exit school in grades 9-12 and collect one-year follow-up information to report on transition and post-school outcomes. Survey access, instructions and online reporting will be available at the following website:  
<http://wvde.state.wv.us/osp/Transition/surveys.html>

**Exit surveys are due  
July**

**One Year Follow-up Survey\***

[One Year Follow-up Survey](#)  
By 11:59PM on August 31st.

**One-year follow-up  
survey window opens  
April 15<sup>th</sup> and closes  
August 31<sup>st</sup>**

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\*Data collections not obtained through the West Virginia Education Information System (WVEIS) or WVEIS/web

\*\*Data report is a WVDE responsibility