**Annual Checklist & Report Listing for Special Education Administrators**

Date of Review: \_\_\_\_\_\_\_\_\_\_\_

Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| List of supports: | Notes: |
| € BSE Adviser contact information |  |
| € BSE Technical Assistance & Supports |  |
| € Office for Dispute Resolution:  ConsultLine, Call Resolution Process (CRP) and Complaint Process  (formal/informal) |  |
| € Trainings [Restraint Information  System of Collection (RISC), Special Education Comprehensive Plan,  Cyclical Compliance Monitoring, etc.] |  |
| € Location of Penn\*Links, Basic  Education Circulars (BECs), FAQs,  and Special Education Data Reports (SEDRs) |  |
| € Special Education Future Ready Comprehensive Planning Portal  (FRCPP): SEPRN information  [Entering into system, 30 days  BEFORE change; transfer of entity  March 31] |  |
| € Educational Programming for 1306 Facilities or State Correctional  Facilities within host  district. |  |
| € Other [PIMS Manuals, PaTTAN  Publications, Special Education  Community Resources: HUNE,  State/Local Task Force] |  |

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| **REPORT** | **REQUIREMENT** | **PURPOSE** | **LOCATION** |
| Homebound/ Instruction  Conducted in the Home  (ICITH) | Year-round reporting HB/ICITH: Enter data upon each occurrence  ICITH: Report to BSE within 5 days of placement | Monitor  homebound and ICITH student  enrollment | Submitted via:  https://apps.leaderservices .com/seshomenet/index.as px  Email contact:  seshome@leaderservi ces.com |
| Suspension  Request | Upon occurrence, LEA may suspend on a limited basis a student with an Intellectual Disability (ID) *who presents a danger to himself or others* upon application and approval by the BSE and only to the extent that a student with a disability other than an intellectual disability could be suspended | LEA must  receive  specific  PDE/BSE  permission to suspend a student  with ID  whenever  the parent  disapproves , and the  LEA needs to remove  the student *for even*  *one day* | Exclusion even for one school day must utilize Manifestation Determination (MD) Process with  review/revision of  Functional Behavior Assessment (FBA) and Positive Behavior Support Plan (PBSP) 22 PA Code §14.143 22 PA Code §711.61 34 CFR 300.533  Contact BSE Adviser for support |
| Restraint  Information  System  Collection  (RISC) | **Every time a student is restrained** *and*  \*Quarterly Reporting:  1st Quarter: JULY-SEPT  2nd Quarter: OCT-DEC  3rd Quarter: JAN-MAR  4th Quarter: APR-JUNE  Zero Window Reporting (2-week window after quarterly reporting): OCT, JAN, APR, JULY  \*Penn\*Link issued quarterly | Monitor  timely  reporting & application of restraints | 22 Pa. Code §10.25 22 PA. Code §14.133 22 PA. Code §711.46  Submitted via  LeaderServices:  https://www.leaderservic es.com/\_risc/index.aspx  LeaderServices:  1-877-456-8777  BSE Contact: Keith Focht 717-783-6921 |

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| **REPORT** | **REQUIREMENT** | **PURPOSE** | **LOCATION** |
| Approved  Private  School  Electronic  Management System  (APSEM) | Each occurrence to create a 4010 request for funding & 4011 program change to an approved private school (APS) and  Chartered Schools for Deaf Blind (CSDB). 24 P.S. §§ 13-1302; 13-1372 | To obtain  funding and document  program  placements of students entering  and exiting APS/CSDB | Access My PDE  Suite:  www.education.pa.gov  Directory Listing of Schools:  https://www.education.pa. gov/Documents/K  12/Special%20Education/ APS%20Directory.pdf  BSE Contact: Holly Fan 717-346-9644 |
| ACT 16  Reporting of Expenditures Relating to  Exceptional  Students | Annual PIMS Collection opens October 01 and closes October 15  Correction Window: October 16-30  \*Refer to PIMS Manuals & calendar | Report to  PA  Legislature | Submitted via PIMS (C1) October:  Email contact: ra  edseact16@pa.gov |
| Graduate and Dropout  Counts Cohort Rates | Annual PIMS Collection opens October 01 and closes October 15  Correction Window: October 16-30  \*Refer to PIMS Manuals & calendar | Report to  PA  Legislature | Submitted via PIMS (C1) October:  Email contact: RA  DDQDataCollection@ pa.gov |
| Contingency Funds for  Extraordinary Expense | Annual report opens November to January | Opportunity for LEA to  receive  additional  funding for high-cost  placements and  services | P.S. §25-2509.8  Submitted via  LeaderServices:  https://apps.leaderservices .com/cfunds  Email contact:  cfunds@leaderservice s.com |

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| **REPORT** | **REQUIREMENT** | **PURPOSE** | **LOCATION** |
| ***Voluntary***  Coordinated  Early  Intervening  Services  (CEIS)  Maintenance of Effort (MoE) | LEA reported fiscal data on the AFR, submitted by the business manager, reported to PDE in November of each year | Federal  requirements;  enables PDE to determine  whether an LEA has met its MoE requirements | PDE notifies LEAs, only when a  clarification in MoE is needed. This  notification typically occurs in April of  each year |
| Child Count | Annual Special Education Snapshot opens December 01-17  Correction window opens January \*Refer to PIMS Manuals & calendar | Annual PIMS  Special  Education  enrollment and census for IDEA funds | Submitted via PIMS (C2); SD/CS Data Management  System.  Email contact: IU Data Quality Manager |
| Deaf Blind  Census | Annual report opens February 01 and closes February 28 | OSEP requires annual reporting for students who are receiving  services from  birth through  school age | PDE/BSE Notification via PENN\*LINK  Submitted via  LeaderServices:  http://www.leaderservices. com/\_DBcensus  For more information: https://www.pattan.net/Pub lications/The  Pennsylvania-Deaf-Blind Project |
| Early  Intervention  (EI) | Annually by February 01, Preschool EI programs must inform families of the transition process for students who are entering Kindergarten (K) or First (1st) grade. Meetings are to occur no later than February 28  LEA must inform the parent of the Notice of Options for the Child’s Transition no later than April 15 | Provides  procedural  protections for students who are transitioning from preschool to  school age  programming to ensure FAPE is provided during the transition | Basic Education  Curricular (BEC) Early Intervention Transition Preschool Programs to School-Aged  Programs  Act 212 of 1990 IDEA 20 U.S.C. §1419  22 Pa Code §14.101 |

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| **REPORT** | **REQUIREMENT** | **PURPOSE** | **LOCATION** |
| Extended  School Year  (ESY) | Reviewed annually through the IEP process for all students  IEP team review of ESY eligibility for the Armstrong Target Group no later than February 28 of each school year, with a Notice of Recommended Educational Placement (NOREP) issued no later than March 31 of the school year | Armstrong  Target Group: students with  severe  disabilities such as Autism,  Serious  Emotional  Disturbance,  Severe  Intellectual  Disability,  Degenerative  Impairments with Mental  Involvement,  Severe Multiple Disabilities | Basic Education  Curricular (BEC) ESY Eligibility  22 Pa. Code §14.132 22 Pa. Code §711.44  For Guidance &  Teachers’ Desk  Reference:  https://www.pattan.net/P ublications/Teachers  Desk-Reference-Extended School-Year-ESY |
| Special  Education  Transition /  Exits | Annual PIMS Collection window opens June 06 and closes June 24  PDE Review window opens July  Correction window opens August \*Refer to PIMS Manuals & calendar | IDEA reporting requirement  (All special  education  students that  exited during  school year) | Submitted through PIMs (C4) collection Contact: IU Data  Manager |
| Cyclical  Compliance  Monitoring for Continuous  Improvement (CMCI)  Target &  Focused  Compliance  Monitoring | Every six (6) years (November - May)  BSE monitors all school districts and charter schools | Each state must collect and report data annually in meeting the  established SPP targets tied to the federally  mandated State Performance Plan and Annual  Performance  Report (SPP/APR) indicators of  performance and compliance | IDEA Federal  Regulations at 34  CFR Part 300.600  22 PA. Code Chapter 14 22 PA. Code  Chapter 711  Annual Determination Results Driven  Accountability (RDA) and Differentiated  Monitoring System SSIP (Indicator 17) |

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| **REPORT** | **REQUIREMENT** | **PURPOSE** | **LOCATION** |
| Special  Education Plan | Every three (3) years by May 01  **\*Not applicable to Charter Schools** | LEA Plan for  operation of  special  education | PDE/BSE Notification via PENN\*LINK  Future Ready  Comprehensive  Planning Portal  (FRCPP)  Comp Plan Log onto My PDE Suite:  https://www.education.pa .gov/Pages/MyPDESuite.a spx  Training provided by BSE/PaTTAN |
| Special  Education Plan Revision Notice (SEPRN) | Upon occurrence of each change/move  \*Addition, Deletion, or change/move to SEPRN requires BSE Adviser’s review prior to implementation  \*Must submit to the FRCPP system at least 30 days prior to proposed changes  \*Transfer of entity after March 31 requires signatures from the IU  executive director prior to BSE approval **\*Not applicable to Charter Schools** | Submitted by  LEA / IU when adding or  deleting a  program, or  when moving a classroom to a new location, or for transfer of entity | Comp Plan Log onto My PDE Suite:  https://www.education.pa .gov/Pages/MyPDESuite.a spx  Contact your Special Education Adviser for support |

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| **REPORT** | **REQUIREMENT** | **PURPOSE** | **LOCATION** |
| Charter School Annual Report | Report submitted by charter school LEA that provides information on finances, enrollment, student achievement, and compliance with applicable state regulations  **\*Applicable to Charter Schools ONLY** | Plan for  operation of  special  education in  the  Charter/LEA | § 711.6. Annual report required under section 1728-A(b) of the act (24 P. S. § 17-1728- A(b)) must include:  The number of children with disabilities in  special education  The services,  programs and  resources being  implemented by the charter school or cyber charter school staff.  The services and  programs utilized by the charter school or the cyber charter  school through  contracting with  another public agency, other organizations or individuals  The services and  programs utilized by the charter school or the cyber charter  school through the assistance of an  intermediate unit as prescribed under  sections 1725-A(a)(4) and 1744-A(3) of the act (24 P. S. §§ 17- 1725-A(a)(4) and  1744-A(3)) |

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