**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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