

**Yearend Special Education EMIS Reporting Checklist**

This checklist is not all inclusive. It is a reporting tool and its use is not mandatory; it is meant to serve as a resource that may be altered to suit your specific special education reporting needs.

Complete	Tasks	
	Review data submitted in prior reporting period for completeness and accuracy being sure to update any incorrect data for yearend	<i>Review ODE reports, (note: no changes can be made to data in a closed reporting period)</i>
	Collect/Prepare Special Education data for reporting	<i>Communicate with district Special Education Coordinator, use IEP Collection forms as suitable for your district</i>
	Communicate with district Special Education Coordinator regarding timelines and information sources over the summer	<i>Contact the district Special Education Coordinator</i>
	Ensure all Special Education events that occurred between June 1, 2007 through May 31, 2008 have been submitted	<i>Review Chapter 2 of the ODE EMIS Manual</i>
	Ensure that all appropriate Disability Conditions have been updated	<i>Review Chapter 2 of the ODE EMIS Manual</i>
	Review data on resident students being educated elsewhere (ESC ,court placed, etc.) for missing special education information	<i>Review Chapter 2 of the ODE EMIS Manual</i>
	Ensure that all preschool students have the appropriate assessments reported <i>(if applicable)</i>	<i>Review Chapter 2 of the ODE EMIS Manual</i>
	Ensure that all students participating in the Autism Scholarship Program are reported correctly	<i>Review Chapter 2 of the ODE EMIS Manual</i>
	Ensure that students with disabilities who have met graduation requirements are correctly reported as either a graduate this year or as a grade level next year of 23	<i>Review Chapter 2 of the ODE EMIS Manual</i>

Complete	Tasks	
	Ensure that special education events have a non-compliance ID if it did not occur within the federal timelines	<i>Review Chapter 2 of the ODE EMIS Manual</i>
	Ensure that all students who will be turning 16 years of age by May 31st have the appropriate transition services plan program code reported	<i>Review Chapter 2 and Appendix E of the ODE EMIS Manual</i>
	Ensure that all appropriate Least Restrictive Environments, Related Services (if IEP indicates), and/or Program Codes have been reported	<i>Review Appendix E of the ODE EMIS Manual</i>
	Review weekly ODE report (if applicable):Missing tests (ASQ,ECO,& GGG)	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE website for report explanation</i>
	Review weekly ODE report (if applicable):STU_DISAB_EXITING	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE website for report explanation</i>
	Review weekly ODE report (if applicable):General Issues and/or General Issues Details	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE website for report explanation</i>
	Review weekly ODE report (if applicable):Spec Ed Compliance	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE website for report explanation</i>
	Review weekly ODE report (if applicable):Transition Code Missing	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE website for report explanation</i>
	Review weekly ODE report (if applicable):Missing Spec Ed Event	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE website for report explanation</i>
	Review weekly ODE report (if applicable):IEP NO Fund	<i>Obtain reports, make needed modifications and resubmit data, refer to ODE website for report explanation</i>

Complete	Tasks	
	Contact special education and/or testing coordinator for information required on District Testing record.	<i>Contact the district Special Education Coordinator</i>
	Contact relevant staff (district and/or ESC special ed staff) for applicable counts on district record	<i>Contact the district staff</i>