Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

FY2012 Student Record Data Collection

Data File Layout – Special Education Level

2012STUDENT RECORD SPECIAL EDUCATION LEVEL FILE LAYOUT

Document Revision Updates

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
09/28/2011	n/a	Annual Update
11/06/2011	n/a	Review for business rules

Special Education Level Record Layout (G01)

Special Education-level data elements - Information maintained at each school for each student having Special Education activity. For students with a Special Education Primary Area of Exceptionality in their Student record, these records will detail specific Special Education activities. A student can have multiple records for different events within the same school and fiscal year.

									Special Education Level Record Layout (G01)		
Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
SPE001	G001	FISCAL YEAR	A	yyyy	4	1	4	Fiscal year of record.	yyyy is complete year. '2012' is the value for this current **FISCAL YEAR.**.	
									FISCAL YEAR not valid; check to make sure that you have not transmitted a file from a previous cycle.	E010
SPE002	G002	PERIOD	A	x	1	5	5	Reporting period of record.	Always equal to '1'.	E021
SPE003	G003	SYSTEM CODE	A	xxx	3	6	8	School System Code.	Must be an active system code in the **Facilities Database** in the range 601-799.	E040
SPE004	G004	SCHOOL CODE	A	xxxx	4	9	12	Number that identifies a school within a system.	**SCHOOL CODE** is missing or not valid for this system. Refer to the **Facilities Database**.	E050
SPE005	G005	STUDENT ID	N	nnnnnnnnn	9	13	21	Student's Social Security Number or a state-approved Social Security-like number.	**STUDENT ID** not valid	E059
									Must be 9 digit number E.G. 999999999.	E061
									Special Education records must have a corresponding Student record in the student file.	E887
									A **PRIMARY AREA** is reported for the student, but no special education events have been reported in the current Student Record collection.	E5802

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Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
								Special Education Level Record Layout (G01)		
									Enrollment record is required if special education records reported for student.	E036
									A student level record was found for this student with a **PRIMARY AREA**. At least one Special Education Record is required for **EVENT CODE** '05' (Initial IEP Meeting) or **EVENT CODE** '07' (IEP Annual Review).	E088
SPE006	G006	RECORD TYPE	A	xxx	3	22	24	Identifies the record layout.	Equals 'G01' for Special Education Level Record Layout.	E825
SPE007	G007	EVENT CODE	A	xx	2	25	26		Must be one of the following codes: '01' = Babies Can't Wait Notification '02' = Parent Consent to Evaluation '03' = Initial Evaluation '04' = Initial Eligibility Determination '05' = Initial IEP Meeting '06' = Initial IEP Placement/Transition Service Begin '07' = IEP Annual Review '08' = Re-Eligibility Determination '09' = Special Education Exit '10' = Parent Revoked Consent	E594
									If Parent Consents to Evaluation (**EVENT CODE** '02'), then records must exist for the Initial Evaluation ('03') and the Initial Eligibility Determination ('04') if consent after April 15th of the current fiscal year.	E597
									If **EVENT CODE** = '06' thru '10', the student must have a **PRIMARY AREA** reported. EXCEPTION: If the date for events '09' or 10' is from a <u>prior</u> school year, then no **PRIMARY AREA** is reported.	E589
									New placement events (01 – 06) were reported for a student, but the **EVENT DATES** are prior to the exit event.	E5801
									Students with a **PRIMARY AREA** must report a Special	E089

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Special Education Level Record Layout (G01)

Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
									Education record for **EVENT CODE** '04' (Initial Eligibility Determination) or **EVENT CODE** '08' (Re-Eligibility Determination).	E570
									Student should not have more than one of each **EVENT CODE** reported for a school within the same school year.	E579
									New special education students must report events for Initial Eligibility Determination (04), Initial IEP Meeting (05), and Initial IEP Placement (06).	W581
									The number of days between events 02 and 04 is greater than 60.	W582
									The number of days between events 02 and 05 is greater than 90.	
SPE008	G008	EVENT DATE	A	yyyymmdd	8	27	34	Note: A history is now maintained of events reported in prior year(s) per student, regardless of what district reported the event(s). Once events '01' through '06' are reported, they will remain static. Newly uploaded events '01' through '06' will be ignored if these events have already been reported. Some	**EVENT DATE** cannot be null and must be in the yyyymmdd format.	E596
									The **EVENT DATE** for the IEP Annual Review (**EVENT CODE** '07') and/or the Re-Eligibility Determination (**EVENT CODE** '08') should be greater than the date of the IEP Placement ('06') and the Initial IEP Meeting ('05').	E598
									The **EVENT DATE** cannot be greater than the current date nor prior to the student's date of birth.	E599
									EVENT DATE for Initial Eligibility Determination (**EVENT CODE** '04') is over 3 years old, and no newer record has been reported for Re-Eligibility Determination (**EVENT CODE** '08').	E583
									EVENT DATE for Initial IEP Meeting (**EVENT CODE** '05') is over 1 year old, and no newer record has been reported	E584

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										Edit
						Special Education Level Record Layout (G01)				
Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
E585								edits compare currently accepted event records to the history records in order to properly validate current year dates.	for IEP Annual Review (**EVENT CODE** '07'). **EVENT DATE** for IEP Annual Review (**EVENT CODE** '07') is over one year old and no newer IEP Annual Review record has been reported.	E585
									EVENT DATE for Re-Eligibilty Determination (**EVENT CODE** '08') is over 3 years old, and no newer record has been reported for a Re-Eligibility Determination.	E586
									If a Special Education student withdraws and also reports a Special Education Exit event (09 or 10), the **WITHDRAWAL DATE** must be after the event date reported for exit event (09 or 10).	E578
SPE009	G009	STUDENT PRESENT AT CONFERENCE	A	x	1	35	35		Valid values are 'Y', 'N', blank or null.	E587
									STUDENT PRESENT AT CONFERENCE must = 'Y' or 'N' for Initial IEP Meeting (**EVENT CODE** '05') and for IEP Annual Review (**EVENT CODE** '07') when student is in grade 9-12 or student's age is 16 or older.	E612
SPE010	G010	PARENT PRESENT AT CONFERENCE	A	x	1	36	36		Valid values are 'Y', 'N', blank or null.	E588
									Must = 'Y' or 'N' for Initial IEP Meeting (**EVENT CODE** '05') and for IEP Annual Review (**EVENT CODE** '07').	E601

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Element ID	Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits	Edit #
— **Special Education Level Record Layout (G01)**										
SPE011	G011	GEORGIA TEST IDENTIFIER (GTID)	A	xxxxxxxxxx	10	37	46	The identification number assigned to each student to uniquely identify the student throughout his/her public education years in the Georgia public school system.	**GTID** missing or invalid number sequence. The combination of **STUDENT ID/GTID** reported for this student does not match the data reported in the Student Level file OR **STUDENT ID/GTID** is missing.	E048 E4301
Filler	Filler				50	47	96	Filler	No edits.	