

Special Education: sSEPA Record Reporting

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DPI Customer Services Team
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WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Today we will...

- Examine the sSEPA record in the WISEdata Portal
- Look at the Student Detail field by field
- Review parentally-placed private (PPP) reporting
- Talk about common errors
- Answer your questions



What is a sSEPA?

- The sSEPA is the “Student Special Education Program Association”
- The sSEPA is the method by which a district submits special education data to DPI
- A sSEPA is expected when the IDEA eligibility = “Y”
- A sSEPA begins and/or ends within a school year

WISEdata Portal Student Detail

Example sSEPA

Special Education


District / Agency	Submitting School	Begin Date	End Date	IEPBeginDate	IEPEndDate	Included in 3rd Fri Sept count	Included in Oct 1st Child Count
 School District	 Hi	10/17/2022	01/23/2023	10/17/2022	06/04/2023	False	False


Program Name: Special Education
Reporting Disability: LD

Program Type: Special Education
Disabilities:

- 1 : Specific Learning Disability

Ed Environment: A - School age: Regular Class at Least 80%

FAPE Responsible School:  Hi

FAPE Responsible District:  School District

Last Evaluation Date: 10/04/2022

Reason Exited: Exited district due to enrollment exit code

Effective Begin Date: 10/17/2022

Effective End Date: 01/23/2023

Create Date: 10/17/2022 3:30:21 AM

Last Modified Date: 1/23/2023 3:30:39 AM

Data Fields

- District /Agency
 - Submitting School
- Displays the district/agency and school submitting the sSEPA record

	District / Agency	Submitting School
▼	School District	El

Data Fields

- **IEPBeginDate**
- **IEPEndDate**

- Displays the individualized education program (IEP) begin or implementation date
- Displays the IEP end date or anticipated end date

IEPBeginDate	IEPEndDate
02/24/2020	02/23/2021

Data Fields

•Count Date Inclusion Fields

- Displays whether the student is included in the Third Friday of September Enrollment Count and the October 1 Child Count
- For districts with a third-party vendor, this value is sent by the district's main SIS; not the special education vendor

Included in 3rd Fri Sept count	Included in Oct 1st Child Count
True	True

Data Fields

- Program Name
- Program Type

- In a sSEPA record, both of these fields will display as “Special Education”
- Other examples of Program Association include Homeless, Student Language Instruction, Food Service

Program Name:
Special Education

Program Type: Special
Education

Data Fields

•Ed Environment ¹

Educational Environment reflects the extent to which students with disabilities attend educational programs with their peers without disabilities

For students who do not attend a program with a majority of peers without disabilities, the educational environment is the setting in which they receive special education and related services

Ed Environment: A - School age: Regular Class at
Least 80%

Data Fields

•Ed Environment ₂

Two sets of educational environment codes dependent upon a student's age or specific to 5-year-olds, age and grade

- Preschool Codes = Age 3, Age 4, and Age 5 **not in KG**
 - R1, R2, R3, R4, B1, B2, B3, B4, B5
- School Age Codes = Age 5 **in KG** through Age 21
 - A, B, C, D, E, F, G, I, J, S, T

Data Fields

•Ed Environment ₃

- Educational Environment used to complete required federal data reporting to the Office of Special Education Programs under section 618 of the Individuals with Disabilities Education Act of 2004
- Educational Environment used for target setting for Indicators 5 and 6 of the Annual Performance Report (APR) submitted to the Office of Special Education Programs
- Educational Environment publicly reported at state and local
- Educational Environment used for calculating LEA Determinations

Data Fields

Ed Environment ⁴

For more information specific to accurate coding, visit the Educational Environment Data Elements page:

<https://dpi.wi.gov/wise/data-elements/educational-environment>

Data Fields

Reporting Disability

- Indicated on the student's Evaluation Report (Form ER-1)
- Only one reporting disability can be submitted to WISEdata for a student
 - For a student with more than one disability, the district must identify the reporting disability

Reporting Disability:

SL

Data Fields

Reporting Disability ²

- Reporting Disability is used to complete required data reporting to the Office of Special Education Programs under section 618 of the Individuals with Disabilities Education Act of 2004
- Reporting Disability is used for disaggregated reporting and accountability purposes, including WISEdash, ESSA Report Card, Adequate Yearly Progress, Wisconsin School Performance Report, the IDEA Part B Annual Performance Report (APR), IDEA Part B LEA Determinations, and the Wisconsin Continuous Improvement and Focused Monitoring System
- Reporting Disability is used for the determination of significant disproportionality and disproportionate representation

Data Fields

•Disability Codes and Descriptions

Code	Description
A	Autism
DB	Deafblind
EBD	Emotional Behavioral Disability
H	Deaf and Hard of Hearing
ID	Intellectual Disability
LD	Specific Learning Disability
OHI	Other Health Impairment
OI	Orthopedic Impairment
SDD	Significant Developmental Delay
SL	Speech or Language Impairment
TBI	Traumatic Brain Injury
V	Blind and Visually Impaired

Data Fields

Disabilities

- Corresponds to the value entered in the Reporting Disability field
- For a student with more than one disability, will identify the Reporting Disability and the Other Disability(ies)

Reporting Disability:

LD

Disabilities:

- 1 : Specific Learning Disability
- 2 : Speech or Language Impairment

Data Fields

Disability

For more information, visit the Disability Data Elements page:

<https://dpi.wi.gov/wise/data-elements/disability>

Data Fields

FAPE Responsible School and District ¹

- FAPE = Free Appropriate Public Education

Required for data submission and should always be completed

FAPE District = District responsible for developing a student's IEP

FAPE Responsible School: <input type="text"/> EI	FAPE Responsible District: <input type="text"/> School District
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Data Fields

FAPE Responsible School and District ₂

- FAPE responsibility is determined as of a given date to determine accountability at that time
- Collection dates for FAPE responsibility: Third Friday of September, October 1 Child Count, Current (present day), Year End
- If at any point a different FAPE-responsible school or district is documented by the submitting district in a new sSEPA, the value for FAPE-responsible school or district active at the time will be used for the corresponding collection date

Data Fields

FAPE Accountability Scenarios

Submitting District and FAPE District = Same

- Submitting District is the Resident District
- Submitting District is the Open Enrollment District

Submitting District and FAPE District = Different

- Submitting District is not the Resident District - **IEP Team Placement**

FAPE accountability cannot be transferred within the same district

- A district cannot submit an enrollment for School A and make School B in the same district accountable

Data Fields

FAPE Responsible School And District

For more information, visit the FAPE – Responsible School/District
Data Elements page:

<https://dpi.wi.gov/wise/data-elements/faperesponsible>

OR

Visit the FAPE Responsibility Guide:

<https://dpi.wi.gov/sites/default/files/imce/sped/pdf/residency-fape.pdf>

Data Fields

Last Evaluation Date

- The date of the last special education evaluation (form ER-1)
- If the student's parents and the district agree to waive the re-evaluation, then the field reflects the date of the notice of agreement that a three-year re-evaluation is not needed (form RE-3)

Last Evaluation Date:

02/03/2020

Data Fields

Reason Exited₁

- Describes why a student's sSEPA record has an end date
- Must be submitted when a special education student's enrollment or sSEPA record ends
- An end date requires an exit reason, even if the end date is a typical end of the school year exit date
- Reason Exited is used for more accurate federal reporting of special education students who have returned to regular education

Reason Exited:

Continuing in Special
Education

Data Fields

Reason Exited₂

Code	Short Description
C	Continuing in Special Education
R	Revoked consent for special education services
T	Transferred to regular education
E	Exited district due to enrollment exit code

•If a student leaves your district, remember to use “E” (not “C”)

Data Fields

Reason Exited³

For more information, visit the Reason Exited Special Education Data Elements page:

<https://dpi.wi.gov/wise/data-elements/reason-exited>

Data Fields

Create Date & Last Modified Date

- Dates the the sSEPA record were originally created and most recently modified
- If either of these dates is different than expected, the data submission may not have been received

Create Date:
10/21/2020 9:49:48 AM

Last Modified Date: 10/21/2020 9:49:48 AM

Data Fields

sSEPA Date Fields

- Displays the **Begin Date** and the **End Date** of the sSEPA record
- Both the Begin and End Date must be within the current school year

Special Education

District / Agency	Submitting School	Begin Date	End Date	IEPBeginDate	IEPEndDate	Included in 3rd Fri Sept count	Included in Oct 1st Child Count
School District	Hi	10/17/2022	01/23/2023	10/17/2022	06/04/2023	False	False

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Last Evaluation Date: 10/04/2022 **Reason Exited:** Exited district due to enrollment exit code

Effective Begin Date: 10/17/2022 **Effective End Date:** 01/23/2023 **Create Date:** 10/17/2022 3:30:21 AM **Last Modified Date:** 1/23/2023 3:30:39 AM

Data Fields

Begin Date ₁

The sSEPA Begin Date is the latest of the following dates within the school year:

- The first day of the school year for a continuing IDEA-eligible student
- The first day of enrollment for an IDEA-eligible student transferring into the district
- The implementation date of the IEP/ISP for a student initially identified as IDEA-eligible
- The implementation date of the IEP/ISP for a continuing IDEA-eligible student when there is a change in the special education implementation date

Data Fields

Begin Date ₂

- The sSEPA Begin Date cannot be prior to a student's third birthday as Part B IDEA eligibility begins at age 3
- The IEP Begin Date, however, can be prior to the student's third birthday if the district begins providing special education services prior to age 3

Data Fields

Begin Date ³

A new sSEPA record with a new Begin Date is needed when there is a change to one of the sSEPA data elements:

- FAPE Responsible District or School
- Educational Environment
- Last Evaluation Date
- IEP Begin Date
- IEP End Date
- Disability
- Parent Placed Private Status
- School ID

Data Fields

End Date

A sSEPA End Date is required when:

- There is a change to one of the sSEPA data elements
- There is a subsequent sSEPA record in the same district for the student
- The student is no longer enrolled in the district
- The student is no longer IDEA-eligible
- The end of the school year

Data Fields

Effective Begin and End Dates

- WISEdata cannot accept sSEPA records that overlap
- WISEdata will attempt to calculate the Begin and End dates based upon the available information (similar to Enrollment records)
- Because only one sSEPA is valid on a given day, please make every effort to resolve overlap issues

For more information, visit the Effective Begin and End Dates Data Elements page:

<https://dpi.wi.gov/wise/data-elements/effectivedate>

sSEPA Record Dates

Review: How do I enter sSEPA begin & end dates vs. IEP begin & end dates?

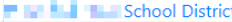

- The sSEPA dates must be within the school year, while the IEP dates may cross school years
- The sSEPA dates must correspond with the IEP dates with respect to the school year
- When an enrollment record ends, the sSEPA record must also end
- If there are multiple sSEPA records in one school year, there can be no overlaps

API View ₁

- When your SIS sends data to WISEdata, it lands in a repository database
- A validation brings the data into the WISEdata Portal after running it against business rules and other checks
- The data will not be available in the WISEdata Portal until after the validation is run
- But there is a way to get a “sneak peek”!

API View ₂

Special Education

	District / Agency	Submitting School	Begin Date	End Date	IEPBeginDate	IEPEndDate	Included in 3rd Fri Sept count	Included in Oct 1st Child Count
	 School District	 EI	09/01/2022	11/14/2022	02/01/2022	01/17/2023	True	True
	Special Education Ed-Fi API View							

API View ₃

Special Education Ed-Fi API View

This view only shows special education program associations from your agency.

Begin Date	End Date	IEP Begin Date	IEP End Date
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▼ 09/03/2019 05/08/2019 05/07/2020

Student Special Education Program Association End Point (/studentSpecialEducationProgramAssociations)

- **Submitting School** (*educationOrganizationReference*): 10 [REDACTED]
- **Program** (*programReference*):
 - **Program Name** (*name*): Special Education
 - **Program Type** (*type*): SPED - Special Education
 - **Program Education Organization Id** (*educationOrganizationId*): [REDACTED] 6
- **WISEId** (*studentUniqueid*): 102 [REDACTED]
- **Begin Date** (*beginDate*): 09/03/2019
- **End Date** (*endDate*):
- **Reason Exited** (*reasonExitedDescriptor*):
- **Ed Environment** (*specialEducationSettingDescriptor*): T - Ages 6-21: Parentally Placed in Private Schools
- **Last Evaluation Date** (*lastEvaluationDate*): 04/08/2019
- **IEP Review Date** (*iepReviewDate*):
- **IEP Begin Date** (*iepBeginDate*): 05/08/2019
- **IEP End Date** (*iepEndDate*): 05/07/2020
- **Disabilities** (*StudentSpecialEducationProgramAssociationDisabilities [disabilityDescriptor : orderOfDisability]*):
 - H - Hearing Impairment : True
- **Student Special Education Program Association Extension** (*_ext*):
 - **FAPE Responsible School** (*Wl_FapeResponsibleSchoolReference*): 10 [REDACTED]
- **Create Date**: 10/28/2019 11:44:38 AM
- **Last Modified Date**: 1/2/2020 2:32:26 PM
- **Ed-Fi Id** (*id*): fae38010-11e3-49c1-a992-95ed8d4237e5

Reporting PPP Students

Parentally-Placed Private (PPP)

- A student placed by a parent or guardian in a private school who is receiving special education services under an individual service plan (ISP) from a public school district
- The student's primary education is provided by the private school
- The responsible school district is the district in which student's private school is located
- Applies to all children with disabilities attending private elementary and secondary schools; Grade level PK is NOT permitted for PPP students

Reporting PPP Students

Enrollment Type ParentPlacedPrivate₁

- The educational environment for a PPP student age 5 in KG through age 21 is “T” – Parentally Placed in Private School
- There is no separate educational environment code for a PPP student age 3, age 4, or age 5 not in KG
 - The Preschool Educational Environment Decision Tree should be used when determining the educational environment code for a PPP student age 3, age 4, or age 5 not in KG

<https://dpi.wi.gov/sites/default/files/imce/sped/pdf/presch-decision-tree.pdf>

Reporting PPP Students

Enrollment Type ParentPlacedPrivate₂

- Submit a non-primary enrollment as Enrollment Type “ParentPlacedPrivate”
- **Do not** submit roster, attendance, etc. (DPI does not collect attendance data for PPP students, but if it's submitted it will be subject to validation rules; Send a value of zero (0), not a null value)
- **Please do** submit Demographics tab data and Completed School Term
- Check with your vendor to see how to designate a student as PPP

Reporting PPP Students

Enrollment Type ParentPlacedPrivate₃

- If the private school is in the Choice program, the Choice school will submit a primary enrollment
- If student's primary enrollment is in a Choice school, the student is included in the Third Friday of September count for the Choice school and the public school district count for the October 1 Child Count
- Check with your vendor to see how to designate a student as PPP

Some Common Errors



Your PC ran into a problem that it couldn't handle, and now it needs to restart.

You can search for the error online: `HAL_INITIALIZATION_FAILED`

Error 6725_a

The special education record does not correspond to an effective enrollment period

- Long Text: The special education record does not correspond to an effective enrollment period because (1) the corresponding enrollment has been invalidated or (2) there is no corresponding enrollment because the Begin and End Dates on the special education record fall outside an effective enrollment period.

Error 6725_b

The special education record does not correspond to an effective enrollment period

Error 6725 sometimes occurs when...

- A student switches schools within the district– the student's enrollment and sSEPA records don't match up.
- A student left your district, the enrollment record has ended but, the sSEPA record was not ended.
- A student starts at your district, and the sSEPA record begin date is before the enrollment record begin date.
- A student's sSEPA record begin or end dates have been submitted incorrectly; possibly the IEP dates were used by mistake. The sSEPA should be encompassed within the enrollment dates.
- Maybe other scenarios!

Error 6725 c

Important Reminder!

Unless the student has exited special education, the sSEPA record SHOULD NOT be ended before the enrollment record.

Error 7139_a

Ed Env Invalid for Age

Long Text: Invalid Educational Environment Setting based on student age and grade level for the effective period of the special education record. Educational Environment Setting codes are defined for two age groups: Preschool (Age 3 to 5 not in KG) and School age (Age 5 in KG to 21. If the child is age 5 and the grade is KG or higher, the school-age educational environment categories will be used. If the child is age 5 and the grade is K3, K4, or PK, the preschool educational environment categories will be used. If the child is age 3-4 then the preschool educational environment categories should be used. If the child is age 5 in KG -21 then the school age ed env categories should be used. To ensure accurate federal reporting, it is critical that the sSEPA that covers October 1 has a valid educational environment for the student age as of October 1.

Error 7139_b

Ed Env Invalid for Age

The error is thrown in the following situations:

- 1) Student is age 3 or 4 on the sSEPA end date and the ed env code is submitted as school age. To fix the error change the education env code to preschool
- 2) Student is age 5 on the sSEPA end date, grade level is < KG, and the ed env code is submitted as school age. To fix the error change the education env code to preschool
- 3) Student is greater than or equal to age 5 on the sSEPA end date, grade level is > = KG, and the ed env code is submitted as preschool. To fix the error change the education env code to school age

Error 7139

Ed Env Invalid for Age

4) Student is age 5 on begin date and grade level <KG and age 6 on the end date. In this case, separate the sSEPA record for age 5 and age 6. On the sSEPA record where the student is age 5 on sSEPA end date and grade level is < KG and the correct education env code is preschool. An error will be thrown if any other ed env code is used. On the sSEPA record where the student is age 6 on sSEPA end date irrespective of grade level, the education env code is school age

Error 7161_a

Special Education record (sSEPA) ends before enrollment

Long Text: Special Education record (sSEPA) ends before enrollment. If the Student is Continuing in Special Education (Reason Exited Special Education = C), fix the error by sending another sSEPA. If the student is exiting the district (Reason Exited Special Education = E) and sSEPA ends before enrollment, fix the error by extending the sSEPA End Date to match the Enrollment End Date. If the Reason Exited Special Education is unknown (sent as blank/null), send the appropriate Reason Exited Special Education and either send another sSEPA or extend the sSEPA End Date to match the Enrollment End Date.

Error 7161_b

Important Reminder!

Unless the student has exited special education, the sSEPA record
SHOULD NOT be ended before the enrollment record.

YE Completion Data Quality Indicator

Transfer to Reg Ed Mismatch

This indicator displays the number of students who for federal reporting purposes are included in the federal exiting reporting category of Transferred to Regular Education but do not have a Reason Exited Special Education of Transferred to Regular Education or Revoked Consent for Special Education Services. For these students, the sSEPA record has an end date prior to the student's enrollment end date. Both the sSEPA end date and Reason Exited Special Education for these students should be reviewed for accuracy.

2022-2023

Transfer to Reg Ed Mismatch
Caution

17

View in WISEdash For Districts
YE Completion Snapshot Dashboard

Some Common Errors ₁

Missing Data

- The state determination received from the Office of Special Education Programs is impacted when the state reports missing demographic or missing/invalid educational environment data
- Demographic data includes disability category, age, race/ethnicity, gender, ELL status
- The LEA determination received from DPI is also impacted when there is missing or invalid data
- LEA determination is impacted if the district needs to submit corrected data for the School Report Card.

Some Common Errors ₂

Missing Data

- How can I tell if there is missing data?
- WISEdata Portal Validation Messages - Validation Category filter
 - Warnings may throw for missing data
- Compare current data vs. prior years
 - WISEdata Portal export files
 - WISEdash For Districts

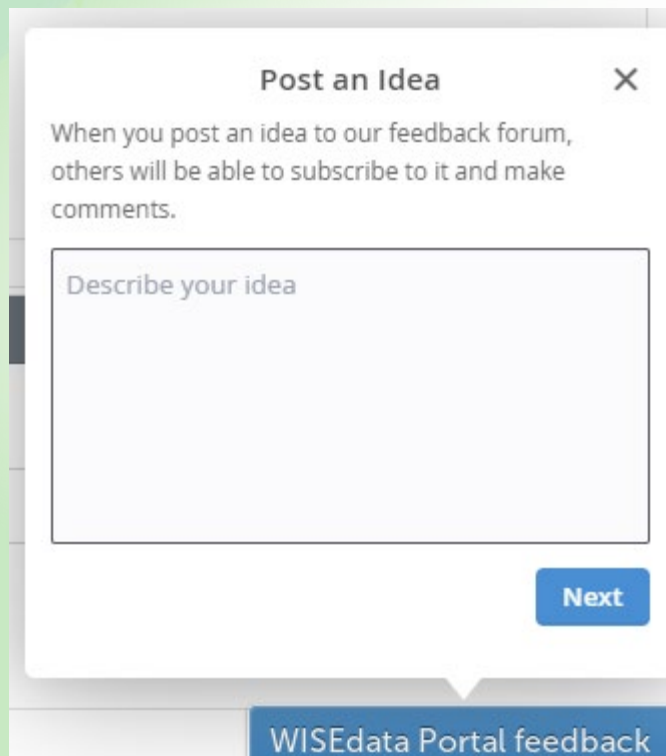
Helpful Resources ₁

- [WISEdata Special Education Data Reporting: Info, Help and Scenarios](#) page
- [DPI Special Education Team](#) home page
- [WI State Performance Plan \(SPP\) Indicators](#): definitions of the indicators in the SPP to improve outcomes for children with disabilities

Helpful Resources ₂

- [WISEdata Help](#): links to WISE help pages and useful resources
- [Data Elements](#): list of links to all WISEdata data elements and their descriptions, uses, and codes
- [Knowledge Base articles](#): useful articles on validations and other related topics
- [Info for Schools](#): basics of getting started with WISEid
- [Google+ Community](#): WISEdata community to view and post questions and comments to fellow users
- [WISEdata Events Calendar](#): View deadlines, trainings, webinars, etc.

Giving Feedback



The screenshot shows a web form titled "Post an Idea" with a close button (X) in the top right corner. Below the title is a short paragraph: "When you post an idea to our feedback forum, others will be able to subscribe to it and make comments." Underneath this is a large text input area with the placeholder text "Describe your idea". At the bottom right of the form is a blue button labeled "Next". At the bottom of the entire page, there is a blue banner with the text "WISEdata Portal feedback".

- Within most DPI applications you can provide feedback directly, enter a new suggestion, and vote on suggestions made by other people.

<https://feedback.dpi.wi.gov/>

sSEPA Record Reporting

Questions?