Timeline for Initial Evaluation and Transition from Part C to Part B – Application User Guide

2024–2025 School Year

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Revision Log

Changes to this document made after August 2023 will be noted in the table below.

Section	Description of Revision	Revision Date
Various	Updated year references for the 2024-25 school year.	February 2024
Verification Tab	Added information regarding historical report downloads.	February 2024
Review and Submit Tab	Added information regarding historical report downloads.	February 2024
Revising the Initial Evaluation and Transition from Part C to Part B Report	Added instruction for adding or removing part C verification from the report.	February 2024

Table of Contents

Using the Timeline for Initial Evaluation and Transition from Part C to Part B Application

Introduction/Purpose

This application captures data required by the Office of Special Education Programs (OSEP) to be collected under the State Performance Plan for two indicators:

- Indicator 11, children with parental consent to evaluate, who were evaluated, and eligibility was determined within 35 school days and
- Indicator 12, Effective Transitions: Timely Transition from Part C to Part B by the student's third birthday.

Please note, this data is applicable to <u>initial</u> evaluations only, not three-year reevaluations for all children being evaluated for IDEA, Part B. The reporting cycle for this data collection is July 1 to June 30, annually through the LEAs CEDARS Submission of File U. Report students whose eligibility (whether the student was found eligible for special education services or not) was **determined** during the reporting cycle. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes. Report only the records of those students who completed process. If the process began in one reporting process (i.e., the 2023–24 school year) but eligibility was not determined until the 2024–25 school year, report the entire elements of File U in the 2024–25 school year.

The data in the application is pre-populated **primarily** (but not solely) from CEDARS Initial Evaluation and Eligibility Timelines File U. Updates to this data must be made through a re-submission of data to CEDARS. Students referred but not yet enrolled in the LEA (and therefore not in the LEAs CEDARS submission) will also need to be included in this data collection. They will need to be uploaded using the template provided within the application to be included.

The Timeline for Initial Evaluation and Transition from Part C to Part B application generates the verification list from CEDARS File U data. Students are included in the Verification list, if, at the end of the reporting cycle, the student completed the eligibility process. If there are students included in the Verification list that should not be counted, **simply do not check the verification box for that student's record**.

The process to add a student to Timeline for Initial Evaluation and Transition from Part C to Part B Verification list is to correct the data through a CEDARS submission. If the student was never entered into the district's student information system (and therefore cannot be uploaded to CEDARS), then the record should be added through the *Upload Function* provided on the Verification tab of the application.

The data must be verified and locked in the Timeline for Initial Evaluation and Transition from Part C to Part B EDS application no later than July 15, 2025. If an error is discovered after the deadline, please notify the special education section of OSPI as soon as possible. Districts may begin to review their data as soon as they have successfully submitted 2024–25 CEDARS files.

This application has two sections for LEAs to complete:

1. Verification
2. Review and Submit

Go to the tab labeled **Verification** to begin.

For more information about CEDARS data, please see the [CEDARS Data Manual and Appendices](#) for the reporting school year.

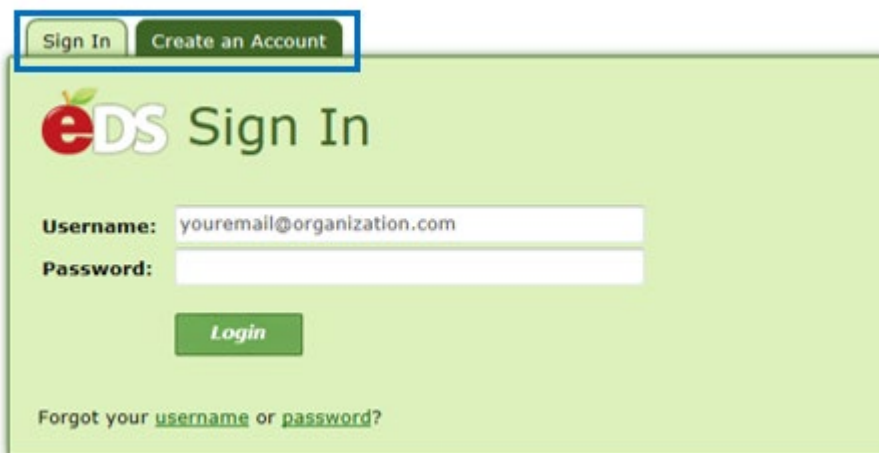# General Information about this Application

Accessing the Application

To access the Timeline for Initial Evaluation and Transition from Part C to Part B Application:

- [Log into the Education Data System (EDS).](#)
- Select 'I Agree' on the Acceptable Use window.
- Select 'View My Applications'
- Select the 'Special Education Reporting' link.

If you do not have an EDS account, you can:
- Create an account by accessing the Create an Account tab at the EDS sign-in screen; or,
- Contact your District Data Security Manager (DDSM).

If you have an EDS login, but do not see the Special Education Reporting link in your list, contact your DDSM. A listing of the district security managers can be found in [EDS](#).

The following EDS user roles give access to the Special Education Reporting applications:
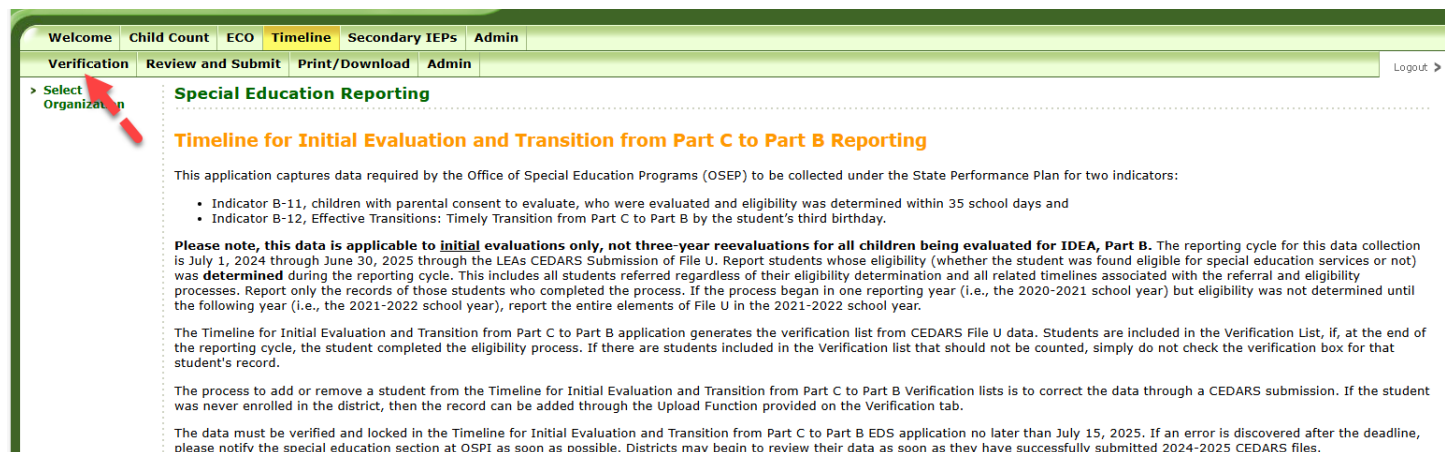
- CEDARS District Administrator
- Special Ed Report User

Please work with your CEDARS District Administrator to analyze and plan any corrections to student data.

The welcome screen below is the first screen you will see after logging into Special Education Reporting.

Welcome | Child Count | ECO | Timeline | Admin

> Select Organization

Special Education Reporting

Click on the application you want to access:

Application
Special Education Child Count and LRE Reporting
Early Childhood Outcomes
Timeline for Initial Evaluation and Transition from Part C to Part B

At this landing page, select the Timeline for Initial Evaluation and Transition from Part C to Part B application. This page explains the purpose and process for completing the reporting requirements of this application.

Welcome | Child Count | ECO | Timeline | Secondary IEPs | Admin
Verification | Review and Submit | Print/Download | Admin   Logout >

> Select Organization

Special Education Reporting

Timeline for Initial Evaluation and Transition from Part C to Part B Reporting

This application captures data required by the Office of Special Education Programs (OSEP) to be collected under the State Performance Plan for two indicators:

- Indicator B-11, children with parental consent to evaluate, who were evaluated and eligibility was determined within 35 school days and
- Indicator B-12, Effective Transitions: Timely Transition from Part C to Part B by the student's third birthday.

Please note, this data is applicable to <u>initial</u> evaluations only, not three-year reevaluations for all children being evaluated for IDEA, Part B. The reporting cycle for this data collection is July 1, 2024 through June 30, 2025 through the LEAs CEDARS Submission of File U. Report students whose eligibility (whether the student was found eligible for special education services or not) was **determined** during the reporting cycle. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes. Report only the records of those students who completed the process. If the process began in one reporting year (i.e., the 2020-2021 school year) but eligibility was not determined until the following year (i.e., the 2021-2022 school year), report the entire elements of File U in the 2021-2022 school year.

The Timeline for Initial Evaluation and Transition from Part C to Part B application generates the verification list from CEDARS File U data. Students are included in the Verification List, if, at the end of the reporting cycle, the student completed the eligibility process. If there are students included in the Verification list that should not be counted, simply do not check the verification box for that student's record.

The process to add or remove a student from the Timeline for Initial Evaluation and Transition from Part C to Part B Verification lists is to correct the data through a CEDARS submission. If the student was never enrolled in the district, then the record can be added through the Upload Function provided on the Verification tab.

The data must be verified and locked in the Timeline for Initial Evaluation and Transition from Part C to Part B EDS application no later than July 15, 2025. If an error is discovered after the deadline, please notify the special education section at OSPI as soon as possible. Districts may begin to review their data as soon as they have successfully submitted 2024-2025 CEDARS files.

Timeline for Initial Evaluation and Transition from Part C to Part B Report – Verification Tab

Step 1: Verification

Begin by choosing the *Verification* tab at the top of the screen. This is Step 1 of the Timeline for Initial Evaluation and Transition from Part C to Part B Verification Process. This page contains a list of students submitted by the district through CEDARS File U. **Do not assume that a student can be counted just because they show up on the Verification list.**

CEDARS submission exceptions **must** be reconciled for students to be included in the Timeline for Initial Evaluation and Transition from Part C to Part B report. If a student is listed as a File U submission exception in CEDARS, and you intend to count the student for the Timeline for Initial Evaluation and Transition from Part C to Part B, the exception must be reconciled. The student will not appear on the verification list until the submission exception is corrected.

To include a record for the Part C to Part B Transition report, check the box in the column named *Verify Part C Transition* Then click the green Save button. If a record's *Verify Part C Transition* box is checked and it should not be, simply click in the check box again to deselect it. Please note: Any record being verified for the Transition from Part C to Part B report, MUST also be verified for the Initial Evaluation report.

It is recommended that Users verify all the Part C Transition records first and then go back and verify the Initial Evaluation records. It is not incorrect to verify in the opposite order but note that if the record is verified for an Initial Evaluation, it must be unchecked before the application will allow the User to go back and check the Part C Transition box.

To include a record for the Timeline for Initial Evaluation report, check the box in the column named *Verify Initial Eval*. Or, to include all the students in the verification list, click the check box in the header row of the *Verify Initial Eval* column. Then click the green Save button. If a record's *Verify Initial Eval* box is checked and it should not be, simply click in the check box again to deselect it and Save again.

| Welcome | Child Count | ECO | Timeline | Secondary IEPs | Admin |

| Verification | Review and Submit | Print/Download | Admin |

> Select Organization

Special Education Reporting

Timeline for Initial Evaluation and Transition from Part C to Part B Reporting

(i) Your changes have been saved successfully!

This is Step 1 of the Timeline for Initial Evaluation and Transition from Part C to Part B Verification Process. This page contains a list of students submitted by the district thr

CEDARS submission exceptions **must** be reconciled for students to be included in the Timeline for Initial Evaluation and Transition from Part C to Part B report. If a student i submission exception in CEDARS, and you intend to count the student for the Timeline for Initial Evaluation and Transition from Part C to Part B, the exception must be reco not appear on the validation list until the submission exception is corrected.

To include verified student records in the report: Check the student's record in the *Verify Initial Eval* check box for the student. Or, to include all of the students in the verifi box the header row of the table. Then click the *Save* button.

To add one or more record: Using this File Template, populate it with the student records that could not be populated through a CEDARS Submission. These records MUST b business rules provided in the CEDARS Manual. The student import template should be saved in a .csv format. Doing so ensures that all data is saved in the intended forma

Student Data File Import Instructions:

1. Select your file to import by using the *Choose File* button: [Choose File] No file chosen
2. Once your file is selected, it will be imported.
3. To view the results of the last submission, go to the File Import Results page.
4. Verify the records imported in the grid below.

To edit a record: Individual elements of a record cannot be edited in this application. If the record in error was submitted through CEDARS, resubmit the CEDARS file with th If the record in error was imported manually, delete the record, and reload it through the file import process.

To delete student records: Check the student's record in the *Delete Student* check box for the student located in the far right column. Then click the *Save* button.

After all of your district's records are verified, click the *Review and Submit* tab to move to *Step 2*: **Review and Submit**.

Download Format: XLS PDF TXT

[Save]

Verify Initial Eval	Verify Part C Transition	SSID	Last Name	First Name	Day of Initial Referral Date (U05)	District Received Consent Date (U06)	Initial Evaluation Eligibility Determination Date (U07)	School Days to Complete Initial Evaluation (U08)	Is Initial Evaluation On-Time
☐									

FILTER AND SEARCH FEATURE

Any column in the Verification list can be filtered or searched. Enter the criteria in the cell of the column you wanted to filter or search and then click on the funnel icon ([____▼]) and select the appropriate filter option. The results will be listed below. Records can be uploaded within this application outside of traditional CEDARS Submissions using this File Template. This method should only be used if the student was never entered into the district's student information system (and therefore cannot be uploaded to CEDARS).

These records MUST be formatted using the business rules provided in the CEDARS Manual otherwise submission errors will stop the data from loading into the application. Save the student import template in a .csv format to ensure that all data is saved in the intended format prior to importing.

For more detailed information of each of the elements listed below, refer to CEDARS Manuals, Appendices and Reporting Guidance.

Formatting of Elements When Importing with Template

Element Name	Element Format Example
SchoolYear (Element U01)	Example: *2025*
DistrictCode (Element U02)	Example: *12345*
LastName (Element B06)	Example: *Smith*
FirstName (Element B07)	Example: *John*
InitialReferralDate (Element U05)	Example: *01/01/2020*
DistrictReceivedConsentDate (Element U06)	Example: *01/01/2020*
InitialEvaluationEligibilityDeterminationDate (Element U07)	Example: *01/01/2020*
SchoolDaysToCompleteInitialEvaluation (Element U08)	Example: *10*
LateInitialEvaluationReasonCode (Element U09)	Example: *1*
LateInitialEvaluationReasonOtherDescription (Description from Appendix AF)	Example: *Parent and district agreed to extend the evaluation timeline per the requirements of WAC 392-172A-03005(c).*
InitialEvaluationEligibilityOutcomeCode (Element U10)	Example: *1*
InitialIEPMeetingDate (Element U11)	Example: *01/01/2020*
ReasonForLateTransitionFromPartCCode (Element U12)	Example: *1*
BirthDate (Element B09)	Example: *01/02/2003*
GenderTypeId (Element B12)	Example: *M*
RaceTypeRollUpId*	Example: *1*
IsTransitioningFromPartC (Description from Appendix AG)	Example: *N*

*RaceTypeRollUp valid values for this application are as follows: For the purpose of underline federal race & ethnicity reporting, OSPI reports *Hispanic* if the ethnicity aggregate for the code in Element L05 from Appendix Y is *Hispanic*. If the ethnicity aggregate for the code in Element L05 from Appendix Y is *Non-Hispanic*, then OSPI reports the race category for the code in Element M05 from Appendix Z. Except when two or more race categories are selected, then OSPI reports *Two or More Races*.

Value	Description
1	American Indian/Alaskan Native
2	Asian
3	Black/African-American
4	Hispanic/Latino of any race(s)
5	White
6	Native Hawaiian/Other Pacific Islander
7	Two or More Races

Examples of formatting errors of imported data:

C	Error Message
	Required Field: InitialEvaluationEligibilityOutcomeCode must be a number and must be a valid value from the CEDARS Data Manual for this school year.
	ReasonForLateTransitionFromPartCCode must be a number and must be a valid value from the CEDARS Data Manual for this school year. ReasonForLateTransitionFromPartCCode
	Required Field: GenderTypeId must be a char with a max length of 1 and must be a valid value from the CEDARS Data Manual for this school year.
	Required Field: RaceTypeRollUpId must be a number and must be a valid value from the CEDARS Data Manual for this school year.

Student Data File Import Instructions:

1. Select your file to import by using the *Choose File* button:
2. Once your file is selected, it will be imported. You will receive the following message near the top of the screen after you import your file.

> ℹ Your file has been accepted and is being processed. To view your submission results go to the <u>File Import Results</u> page.

3. To view the results of the last submission, go to the <u>File Import Results</u> page. You may see a message similar to the one below:

This page displays the File Import results for the most recent Timeline Student List File Import.

          Submission Date: 3/14/2022
              File Name: Timeline Students Data Template.csv
    Submission Person Name: Sandy Grummick
          Import Status: Passed
      Total Records Count: 73
   Accepted Records Count: 14
     Error Records Count: 59

To download the errors to resolve listed below, click here: <u>Download File Import Errors</u>

If your submission had formatting errors, click on the link "*Download File Import Errors*". You can resubmit your file as many times as necessary to correct the data. After that is completed, navigate back to the *Verification* page.
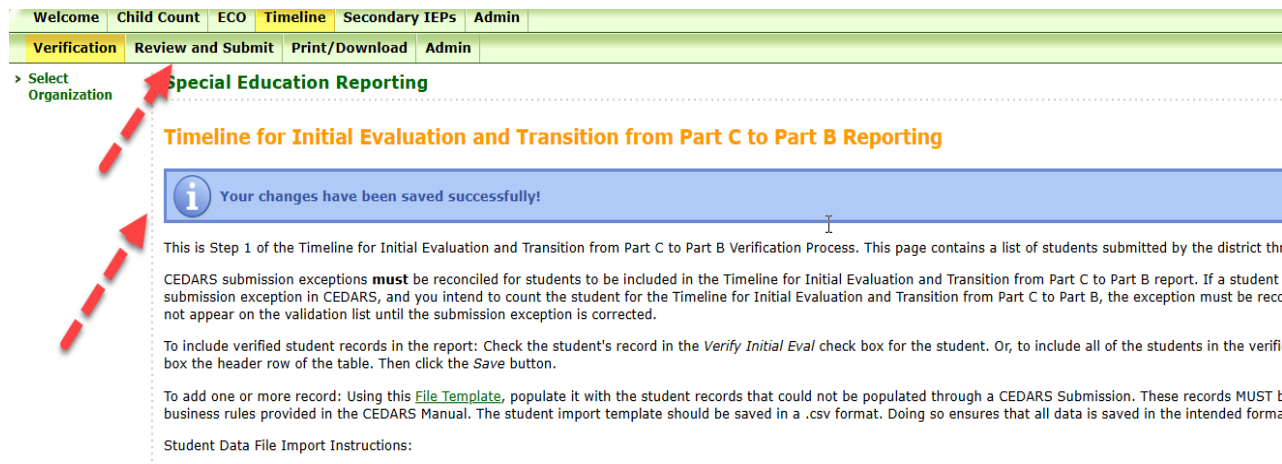
4. Navigate back to the Verification page and click the Save button only if all of the records are correct. If there are errors in the imported file, correct them and then go back through the import process described above. If you save all of the records and reimport them again, there will be duplicate records. Those can be deleted in the Verification page. Verify the records imported in the grid at the bottom of the verification page.

If you do not see the records immediately and you received a message that they were successfully loaded, navigate back to the Verification page and refresh your screen.

To edit a record: Individual elements of a record cannot be edited in this application. If the record in error was submitted through CEDARS, resubmit the CEDARS file with the corrected information. **If the record in error was imported manually, delete the record, and reload it through the file import process.**

To delete student records: Check the student's record in the *Delete Student* check box for the student located in the far-right column. Then click the *Save* button.

After all your district's records are verified, click the *Save* button and then choose the *Review and Submit* tab to move to *Step 2:* **Review and Submit**.

District staff can download both verified and not verified records on the bottom of the Review and Submit tab or from the *Print/Download* tab of the application. Historical reports are also available from the *Print/Download* tab using the Select School Year dropdown.

STUDENT VERIFICATION LIST BUSINESS RULES

How to determine why students do or do not display on the Initial Evaluation and Transition from Part C to Part B Verification list:

- Check the status of the last CEDARS submission. If the submission exceeded the logical delete threshold, the CEDARS District Administrator will need to review and either allow the submission to proceed or resubmit a new set of files.

- Check the CEDARS Exceptions Report and correct any exceptions about the student. To be able to verify a student on this report, the student's CEDARS data cannot be a submission exception.

- All elements of File U must be populated without submission exceptions to populate the verification list.

HOW CEDARS DATA UPDATES THIS APPLICATION

Only non-verified records are updated by new or corrected CEDARS data. New or different CEDARS data will not affect a record if it has been verified and saved. Records that have been verified and saved, will not be affected by any new or different CEDARS data for that student. If data about a verified student record need to be changed:

1. un-verify the student record in this application (uncheck the box and Save), and

2. correct the student record in CEDARS.

If you use a CEDARS Non-standard submission to make a data change the application will re-fresh the night of your successful CEDARS submission and would then be available the next day.*****

*Assuming the CEDARS submission does NOT trip the logical delete threshold and require LEA action before it will be loaded for use. Work with your CEDARS District Administrator if you need assistance.

Timeline for Initial Evaluation and Transition from Part C to Part B Report – Review and Submit

Step 2: Review and Submit

Once the student list has been verified and saved, navigate to the *Review and Submit* tab. This section summarizes all the student data verified on the *Verification* tab.

Welcome	Child Count	ECO	Timeline	Secondary IEPs	Admin
Verification	Review and Submit	Print/Download	Admin		

> Select
Organization

Special Education Reporting

Timeline for Initial Evaluation and Transition from Part C to Part B Reporting

Step 2 Review and Submit:

Review the data verified for your district's Timeline for Initial Evaluation and Transition from Part C to Part B in Step 1 of this application. Those verified records will populate this page:

- Timeline for Initial Evaluation
- Transition from Part C to Part B

Submit

Timeline for Initial Evaluation   Print Friendly

IDEA Part B Initial Evaluation Timeline--All Initial Evaluations regardless of Age
Reporting Period July 1 through June 30

School District Name: Issaquah School District   County-District #:   17411

100.00 %   Percent completing initial evaluation process on time (eligible and not eligible).

If there are no students to report, make sure to save the report with zero students.

Review the data verified for your district's Timeline for Initial Evaluation and Transition from Part C to Part B in Step 1 of this application. Those verified records will populate the following reports on this page:

- Timeline for Initial Evaluation
- Transition from Part C to Part B

After reviewing your district's data to make sure it is summarizing properly, finalize the data by selecting the "Submit" button. The data has not been submitted until this is done. It is highly recommended that you download and save copies of the submitted reports and the individual student data at this time. **Download the summary report and verified report as well as the not verified report and keep for your records.**

Historical and current year reports are also available from the *Print/Download* tab using the Select School Year dropdown.
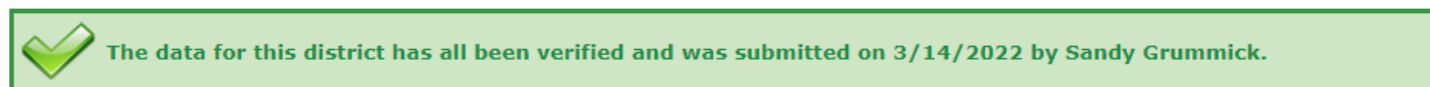
If your district has no students to report for either the Initial Evaluation or the Transition from Part C to Part B Reports, you must confirm and submit 'no students to report'.

Please remember, it is your LEAs responsibility to keep a copy of these reports available for auditing purposes.

Revising the Initial Evaluation and Transition from Part C to Part B Report

There will be instances in which the LEA will need to add/remove a student from the report or revise demographic data related to a student's record after the count has been verified and locked. Unlocking an LEAs report is requested through the Review and Submit Tab within the application. Click on the link specifying: "*If you would like to request of unlock of your data, please click here*"

Clicking the link will generate an email to OSPI Special Education staff who will either unlock the LEAs data as requested or deny the request. The person requesting the unlock will receive an email when the application has been unlocked or denied. Once the application is unlocked, the Step 1: Verification list of students will be available to edit.

To remove a student from the list:

> Uncheck the *Verify Initial Eval* box for that specific student and click the save button. If the *Verify Part C Transition* box was also checked, it will now also be unchecked. Before exiting the application, resubmit the data, otherwise the report will be considered not completed.

To edit data from a record:

>Uncheck the *Verify Initial Eval* box for that specific student and *Save* the record. Any new data submitted through CEDARS should populate the record at this time. If that does not occur, refresh your screen. If the data has been successfully submitted through CEDARS, it should now be available in this application. Save the record and resubmit the data, otherwise the report will be considered not completed.

To add Part C Verification to a student that has already been verified:

1. Uncheck the *Verify Initial Eval* box for any student that needs to be added to the part C report.
2. Click the Save button and make sure you see the blue banner at the top of the page indicating the change is successfully saved.
3. Verify the records you want to include in the part C report by clicking on the *Verify Part C Transition* box (the *Verify Initial Eval* box will automatically check at this time).
4. Click the Save button, making sure you see the blue banner at the top pf the page indicating the change is successfully saved. Resubmit the data, otherwise the report will be considered not completed.

To Remove Part C Verification for a student that has already been verified:

1. Uncheck the *Verify Initial Eval* box for any student that needs to be removed from the part C report.
2. Click the Save button and make sure you see the blue banner at the top of the page indicating the change is successfully saved.
3. Check only the *Verify Initial Eval* box for the records you don't want included in the part C report but do want included in the Timeline for Initial Evaluation report.
4. Click the Save button, making sure you see the blue banner at the top of the page indicating the change is successfully saved. Resubmit the data, otherwise the report will be considered not completed.

District staff **will not** have the opportunity to modify the data after the reporting deadline.

General Reporting Tips

Enrollment Status

Some students may not yet have an SSID when they are referred. But they may have an SSID by the time they are finished with the referral process and data can be submitted at that time. Initial evaluation referrals received for students that are still not enrolled by the time they are finished with the referral process must be reported through the Upload Process described on page 8 of this guide.

Parental Consent

Do not report instances where there is no parental consent. The evaluation and eligibility procedure will not continue without parental consent and there will be no process or outcome data to report.

Determined Ineligible

Students referred and then determined ineligible must still be reported. Including all related timelines associated with the referral and eligibility processes.

Multiple Referrals

If a student is referred multiple times, there should be a record to represent each referral process. Do not combine data on multiple referrals into a single record.

School Year Spans

If a single referral process spans multiple *school* years (not calendar years), we would expect the entire process to be reported in File U for the school year the evaluation/eligibility determination (Element U07) and subsequent steps occurred in.

Initial Evaluation, Eligibility, and Transition from Part C to Part B CEDARS Elements

File U Element	Valid Value Guidance
Element U01 – School Year	The four–digit year in which the school year ends. Business Rules: For the 2024-25 school year, report 2025.
Element U02 – Serving County District Code	The serving county district code for the district submitting the data. This is the unique 5–digit number that combines the 2– digit county code and the 3–digit district code. Business Rules: Report the code representing the district as assigned by OSPI in EDS. Must be a valid value from EDS. This will appear as a numeric value and should include leading zeros even though this is submitted as a character data type.
Element U03 – District Student ID	This is the student identifier assigned by the district to the student. This data element is used in the matching of district data with records in CEDARS. Business Rules: The value is unique within the school district. The value can be any combination of alpha and/or numeric values up to fifty characters in length. This ID should follow the student throughout their enrollment within the district and should not be reassigned to another student.
Element U04 – State Student ID (SSID)	Randomly generated number that functions as a unique student identifier for each Washington public school student. This number is assigned by OSPI. Business Rules: SSID values must be exactly 10 digits in length and only contain numeric values. SSID numbers must not begin with a zero. Uploading two or more student records from the same district with identical SSIDs, but with different District Student IDs, will trigger an exception error. Students who are home schooled and receive services through the school district (Running Start, special education, etc.) shall be issued an SSID number and reported in CEDARS.
Element U05 – Date of Initial Referral	The date the district received a referral for evaluation to special education. For students transitioning from Part C to Part B, the date of referral would be the date the district was notified by Part C that the student is potentially eligible for Part B. A parent or guardian of the student, a school district, a public agency, or other persons knowledgeable about the student may initiate a request for an initial evaluation to determine if the student is eligible for special education per

	WAC 392-172A-03005. The request will be in writing unless the person is unable to write. Refer to the CEDARS Reporting Guidance for additional information, examples, and guidance for submitting this data: CEDARS (ospi.k12.wa.us). Business Rules: Required for any student referred for initial evaluation to special education.
Element U06 – Date District Received Consent	The date the district receives consent from the parent or guardian to proceed with initial evaluation for eligibility of special education services. Prior to conducting the evaluation to determine if a student is eligible for special education services, the school district proposing to conduct the evaluation must provide written notice consistent with WAC 392-172A-05010 and must obtain consent from the parent before conducting the evaluation. This is not the date the parent signed the consent, but rather the date the district received the consent. Business Rules: Date is required. Date should be formatted as MM/DD/YYYY. Element U06 must be on or after Element U05 – Date of Initial Referral.
Element U07– Date of Initial Evaluation/ Eligibility Determination	The date the evaluation team has completed the initial evaluation and determined if the student is eligible to receive special education services. If the student is determined eligible then the team must move forward to develop an IEP. Business Rules: Date is required. Date should be formatted as MM/DD/YYYY. Element U07 must occur after Element U06 – Date District Received Consent.
Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility	Enter the number of school days from when the district received parent consent (Element U06 – Date District Received Consent) to when the Initial Evaluation/Eligibility was completed. The day the district receives parent consent is considered to be day zero. School day means any day, including a partial day that students are in attendance at school for instructional purposes, including students with and without disabilities. If Element U07 Date of Initial Evaluation/Eligibility Determination is the same date as Element U06 Date District Received Consent, then total number of school days to complete is 0 (zero). Do not count days in which the district is not in session due to inclement weather. Business Rules: May not be null. Must be zero or greater.
Element U09 – Reason for Late Initial Evaluation/Eligibility	Districts must provide a reason if the initial evaluation/eligibility was not completed within the 35 school day timeline. School day means any day, including a partial day that students are in attendance at school for instructional purposes, including students with and without disabilities. Do not count days in which the district is not in session due to inclement weather. Business Rules: Required if Element U08 – Number of School Days to Complete Initial Evaluation/Eligibility is greater than 35. Refer to valid values in Appendix AF, found in the CEDARS Appendices, located at: CEDARS (ospi.k12.wa.us)
Element U10 – Outcome of Initial Evaluation/Eligibility	The outcome determined by the evaluation team as to whether the student is found eligible for special education services. Upon completion of the initial evaluation, a determination is made as to whether a student is eligible for special education as per WAC 392-172A-03040. Business Rules: Report the outcome from the list of valid values. Report *3 – Determined Eligible for Special Education Services (Process Complete, no IEP to develop) or 6 – Determined Eligible for Special Education Services and transitioning*

	from the State Part C Program (Process Complete, no IEP to develop) if the evaluation/eligibility process was completed and the student is found eligible, but the process did not continue. For example, the student's evaluation/eligibility is complete, but the student moves out of the district before initial IEP is developed or the parent refuses to provide consent for the initial provision of special education/related services.
	Develop IEP
	1 – Determined Eligible for Special Education Services (Develop IEP)
	4 – Determined Eligible for Special Education Services and transitioning from the State Part C Program (Develop IEP)
	Process Complete, Develop IEP
	2 – Determined NOT Eligible for Special Education Services (Process Complete, no IEP to develop)
	3 – Determined Eligible for Special Education Services (Process Complete, no IEP to develop)
	5 – Determined NOT Eligible for Special Education Services (Process Complete, no IEP to develop)
	6 – Determined Eligible for Special Education Services and transitioning from the State Part C Program (Process Complete, no IEP to develop)
Element U11– Date of Initial IEP Meeting	The meeting date when the Initial IEP was completed. Business Rules: U11 is *required* if a determination is made that a student is eligible for special education and an IEP must be developed (Element U10 – Outcome of Initial Evaluation/Eligibility is *1* or *4*). U11 must be null if a determination is made that a student is eligible for special education, but there's no IEP to develop and the IEP process is complete (Element U10 is *3* or *6*). U11 must be null if a determination is made that a student is not eligible for special education (Element U10 is value *2* or *5*).
Element U12 – Reason for Late Transition from Part C	Districts must provide a reason if the initial IEP for a student transitioning from the State Part C Birth to Three program is not completed on or before the student's third birthday. If the student was found not eligible then the eligibility determination must be completed on or before the student's third birthday.
	Business Rules: U12 must be null if the student is not transitioning from Part C (Element U10 – Outcome of Initial Evaluation/Eligibility is 1, 2, or 3). U12 is required for students that are transitioning from Part C and determined eligible for special education services (Element U10 is 4 or 6), if Element U11 – Date of Initial IEP Meeting is not null and is after the student's third birthday, but before the student's fifth birthday.
	U12 is required for students that are transitioning from Part C and determined not eligible for special education services (Element U10 is 5), if Element U07 – Date of Initial Evaluation/Eligibility Determination is after the student's third birthday, but before the student's fifth birthday.
	U12 must be NULL if Element U10 is 4 - Determined Eligible for Special Education Services and transitioning from the State Part C Program (Develop IEP) and the following is true: Element U11 is before the student's third birthday or after their fifth birthday.

	U12 must be NULL if Element U10 is 6 - Determined Eligible for Special Education Services and transitioning from the State Part C Program (Process Complete, no IEP to develop) and the following is true: Element U11 is before the student's third birthday or after their fifth birthday. U12 must be NULL if Element U10 is 6 - Determined Eligible for Special Education Services and transitioning from the State Part C Program (Process Complete, no IEP to develop) and the following is true: Element U11 is before the student's third birthday or after their fifth birthday. U12 is required for students that are transitioning from Part C and determined eligible for special education services (Element U10 is 6), if Element U07 – Date of Initial Evaluation/Eligibility Determination is after the student's third birthday, but before the student's fifth birthday. **This field is only for students transitioning from the State Part C Birth to Three program. If values 1, 2 or 3 is used for Element U10 CEDARS validations will not accept a value in Element U12. Use values 4, 5, or in Element U10 when reporting students transitioning from Part C.**
Element U13 – Interpreter Services Requested for Initial IEP Meeting	Element U13 indicates if an Initial IEP Meeting was held, submitted in U11 – Date of Initial IEP Meeting, did the student's family request an interpreter and, if requested, was an interpreter provided. If Element U11 – Date of Initial IEP Meeting is not NULL, and date reported in U11 – Date of Initial IEP Meeting is during the current reporting school year, a valid value must be provided in Element U13 indicating if an interpreter was requested for the Initial IEP Meeting and, if so, was an interpreter provided. 1 – Interpreter was not requested 2 – Interpreter was requested and provided 3 – Interpreter was requested, district was unable to provide 4 – Student not enrolled in district at time of Initial IEP Meeting If the date reported in Element – U11 Date of Initial IEP Meeting is during the current reporting school year, a valid value must be provided in Element U13 indicating if an interpreter was requested for the Initial IEP Meeting and, if so, was an interpreter provided. If the Initial IEP meeting occurred prior to the student enrolling in your district, then select valid value 4 – Student not enrolled in the district at the time of the Annual IEP Meeting. If the student was not yet enrolled in your district at the time the district conducted the initial IEP meeting (student came was being home-schooled, in a private school or transitioning from the State Part C Program), if the meeting occurred during the reporting school year, the district should report a value of 1, 2, or 3.

Contact Information/Resources

Special Education

Madisen Black
Sandy Grummick
specialeddata@k12.wa.us
564-999-1421/360-522-3578

CEDARS Data

AskSI@k12.wa.us

OSPI Customer Support

eds.support@k12.wa.us
1-800-725-4311, Option 7
OSPI TTY 360-664-3631

Reporting Guidance Initial Evaluation and Transition from Part C to Part B

- Part C to B Transition - Indicator 12 web page
- CEDARS Manual and Appendices
- Child Find Technical Assistance Page

Education Data System (EDS)

- Contact your District Data Security Manager

Legal Notice

All students prepared for post-secondary pathways, careers, and civic engagement.

ESTD
1889