2024-2025 Special Education December Count

Purpose:
The purpose of the Special Education December Count Snapshot is to obtain data for the annual count of students with disabilities as of December 1st and the associated Staff members serving those students.

Dependencies:
- The student has been assigned a SASID and/or LASID.
    - All district students have been assigned a SASID and updated in RITS. The student may also be assigned a unique LASID by the district which should match the LASID reported in the Child and Participation Files.
- Special Education Students will be tracked through the Special Education IEP Interchange.
    - All special education students will have a record in a Special Education Participation file for their Admin Unit.
    - All special education students will have a record in a Special Education Child file for their Admin Unit.
- Special Education Students who are part of a district will have records in the Student Enrollment interchange.
    - All special education students who are within a district's jurisdiction will have a record in the Student Demographic file.
    - All special education students who are within a district's jurisdiction will have a record in the Student School Association file.
- Special Education staff will be tracked through the Staff Interchange by either a district or an Administrative Unit.
    - Staff Employee has been assigned an EDID and demographic data is updated in the EDIS system.
    - All special education staff will have a record in the Staff Profile File.
    - All special education staff will have a record in the Staff Assignment File.

Criteria:

1. Criteria for Special Education **STAFF** December Count snapshot.
    - Special Education Flag = 1 in the Staff Assignment File
    - Administrative Unit Field contains valid 5-digit code in both Staff Assignment and Staff Profile Files for reporting district.
    - Start date is December 1st or prior to December 1st of reporting school year.
    - End Date is either blank (not ended) or post December 1st of the reporting school year.
    - EDID is reported in both Staff Profile and Staff Assignment Files for reporting district.
    - Records with the following Employment Status Codes will be included: 11, 12, 13, 23, 25 or 26.
    - The Staff Profile and Staff Assignment File will be joined based on the school year, EDID, Sped Assignment Flag = 1, district or Admin Unit, and records being error free.

2. Criteria for Special Education **STUDENT** December Count snapshot.
    - In the Participation File, Date of Entry to Special Education is December 1st or prior to December 1st of the reporting school year OR Parentally Placed in Private School is 02. A record with a Date of Exit from Special Education prior to December 1st would not be included in the December Count Snapshot.

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o   Pull all error-free records from the Student Participation file and match them with records in the Student Profile interchange (Student Demographic file and School Association file). The Student Profile Interchange is the authoritative source for (SASID, LASID, Student's First Name, Student's Middle Name, Student's Last Name, Student's Gender, Student Date of birth, Student's Ethnicity, Student Race American Indian, Student Race Asian, Student Race Black, Student Race White, Student's Race Native Hawaiian or Other Pacific Islander, and Grade level).

o   If the student is not part of a district, these fields will be pulled from the Special Education Child and Participation Files.

o   Data from the Student Interchange will pull primarily from a DEC tagged file. If the district has not tagged a file for DEC, it will pull from the most recent student file uploaded.

o   The Special Education Child File, the Special Education Participation File, and the Student Profile and School Association Files will be joined based on the following criteria: SASID, LASID, school year, district (or Admin Unit), and error free records.

Note: The primary key for the Special Education December Count Snapshot aligns with the primary key for the IEP Interchange, Student Interchange, and Staff Interchange.

STAFF						
Name of Field	**Field Length**	**Source Interchange**	**Source File**			**Remarks**
Admin Unit/SOP Code	5	Staff Profile & Assignments Interchange	Staff Profile			
Social Security Number	9	Staff Profile & Assignments Interchange	Staff Profile			
EDID	8	Staff Profile & Assignments Interchange	Staff Profile			
School District/BOCES Code	4	Staff Profile & Assignments Interchange	Staff Assignment			4-digit code representing the district or BOCES that hired the employee and issues the paycheck.
Staff's First Name	30	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Last Name	30	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Gender	2	Staff Profile & Assignments Interchange	Staff Profile			

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STAFF						
Name of Field	Field Length	Source Interchange	Source File			Remarks
Staff's Date of Birth	8	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Ethnicity: Hispanic or Latino	1	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Race: American Indian or Alaska Native	1	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Race: Asian	1	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Race: Black or African American	1	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Race: White	1	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Race: Native Hawaiian or Other Pacific Islander	1	Staff Profile & Assignments Interchange	Staff Profile			
Staff's Federal Race	2	Internal Flag				Calculated value based on Ethnicity and Race.
Beginning (start) Date at School District	8	Staff Profile & Assignments Interchange	Staff Profile			
Years of Prior Pre/K-12 Teaching Experience	2	Staff Profile & Assignments Interchange	Staff Profile			
Years of Prior Pre/K-12 Education Experience	2	Staff Profile & Assignments Interchange	Staff Profile			
Highest Level of Education Completed	2	Staff Profile & Assignments Interchange	Staff Profile			Required if JCC is in the 100 or 200 range or JCC is 416.

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STAFF						
Name of Field	**Field Length**	**Source Interchange**	**Source File**			**Remarks**
Institution Code of Degree	4	Staff Profile & Assignments Interchange	Staff Profile			Required for Admin Units if JCC is in the 100 or 200 range. Must be a valid Colorado Institution Code if institution attended was a Colorado Institution or higher education.
State Code of Degree	2	Staff Profile & Assignments Interchange	Staff Profile			Must be a valid State Code if Institution attended was outside of Colorado.
Subject Area of Degree 1	4	Staff Profile & Assignments Interchange	Staff Profile			Required for staff teaching 7th grade or higher.
Subject Area of Degree 2	4	Staff Profile & Assignments Interchange	Staff Profile			
Subject Area of Degree 3	4	Staff Profile & Assignments Interchange	Staff Profile			
Staff's District of Residence	4	Staff Profile & Assignments Interchange	Staff Profile			
School Code	4	Staff Profile & Assignments Interchange	Staff Assignment			
Special Education Staff Program Code	4	Staff Profile & Assignments Interchange	Staff Assignment			
Job Classification Code	3	Staff Profile & Assignments Interchange	Staff Assignment			
Employment Status Code	2	Staff Profile & Assignments Interchange	Staff Assignment			
Number of Contract Days	3	Staff Profile & Assignments Interchange	Staff Assignment			Must be greater than 0 and less than or equal to 280.

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						STAFF

Name of Field	Field Length	Source Interchange	Source File			Remarks
Hours Worked per Day	4	Staff Profile & Assignments Interchange	Staff Assignment			The sum of the Hours Worked per day for each employee must be >= to 0.5 and <= to 10.
Base Salary or Wage	6	Staff Profile & Assignments Interchange	Staff Assignment			Required if Hourly Rate of Pay is zero-filled Must be > than 0 and <= to 250000.
Teaching Subject Area	4	Staff Profile & Assignments Interchange	Staff Assignment			Required if JCC is 202 or 416.
Hourly Rate of Pay	5	Staff Profile & Assignments Interchange	Staff Assignment			Required if Base Salary or Wage is zero-filled. Must be >= to 7.36 and <= to 200. Must be zero-filled if Base Salary or Wage is greater than 0.
Administration/Instructional Area	4	Staff Profile & Assignments Interchange	Staff Assignment			Required if JCC is in the 100 or 200 range.
Grant/Project Funding Source	4	Staff Profile & Assignments Interchange	Staff Assignment			Only required for teachers- 202 job codes.
Grade Level - Infant	1	Staff Profile & Assignments Interchange	Staff Assignment Association			
Grade Level - PreK	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - K	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 1st	1	Staff Profile & Assignments Interchange	Staff Assignment			

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STAFF						
Name of Field	**Field Length**	**Source Interchange**	**Source File**			**Remarks**
Grade Level - 2nd	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 3rd	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 4th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 5th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 6th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 7th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 8th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 9th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 10th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 11th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Grade Level - 12th	1	Staff Profile & Assignments Interchange	Staff Assignment			
Number of Classes Taught in Subject	2	Staff Profile & Assignments Interchange	Staff Assignment			
Active Colorado License Type	30	N/A	N/A			Pulled from Licensure Database using SSN
Demonstrates In-Field Status 1	2	Staff Profile & Assignments Interchange	Staff Assignment			Required for all teachers
FTE (Full Time Equivalency)	6	Staff Profile & Assignments Interchange	Staff Assignment			Calculated field

2024-2025 Special Education December Count

STAFF						
Name of Field	Field Length	Source Interchange	Source File			Remarks
Evaluation Waiver Indicator	1	N/A				References CDE waiver list

STUDENT						
Name of Field	File Length	Source Interchange File 1 (Data will be pulled from File 1 first)	Source File	Source Interchange File 2 (If data is not available in Source Interchange File 1 it will pull from Source Interchange File 2)	Source File	Remarks
Admin Unit/SOP Code	5	Special Education IEP	Special Education Participation			
Student's State ID (SASID)	10	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	Must be zero-filled if Parentally Placed in a Private School is 02.
Local ID (LASID)	10	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	
Student's First Name	30	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	
Student's Middle Name	30	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	

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				STUDENT			
Name of Field	File Length	Source Interchange File 1 (Data will be pulled from File 1 first)	Source File	Source Interchange File 2 (If data is not available in Source Interchange File 1 it will pull from Source Interchange File 2)	Source File	Remarks
Student's Last Name	30	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	
Student's Gender	2	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	
Student's Date of Birth	8	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	Calculated age must be less than 22 as of December 1st of the current reporting year
Student's Ethnicity: Hispanic or Latino	1	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	yes-1 or no-0
Student's Race: American Indian or Alaska Native	1	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	yes-1 or no-0
Student's Race: Asian	1	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	yes-1 or no-0
Student's Race: Black or African American	1	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	yes-1 or no-0
Student's Race: White	1	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	yes-1 or no-0
Student's Race: Native Hawaiian or Other Pacific Islander	1	Student Profile and Enrollments	Student Profile	Special Education IEP	Special Education Child	yes-1 or no-0

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				STUDENT		
Name of Field	File Length	Source Interchange File 1 (Data will be pulled from File 1 first)	Source File	Source Interchange File 2 (If data is not available in Source Interchange File 1 it will pull from Source Interchange File 2)	Source File	Remarks
Student's Federal Race	1	Internal Flag	Internal Flag			Calculated value based on Ethnicity and Race from Student Interchange.
Primary Disability	2	Special Education IEP	Special Education Participation			
School Code/Eligible Facility/Detention Code	4	Special Education IEP	Special Education Participation			Must contain a valid school, allowable eligible facility, or detention center code.
Special Education Program Code	4	Special Education IEP	Special Education Participation			
District of Attendance	4	Special Education IEP	Special Education Participation			

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				STUDENT			
Name of Field	File Length	Source Interchange File 1 (Data will be pulled from File 1 first)	Source File	Source Interchange File 2 (If data is not available in Source Interchange File 1 it will pull from Source Interchange File 2)	Source File	Remarks
State of Parent's Residence for Non-Residence Students	2	Special Education IEP	Special Education Child			Only required if District of Residence is zero-filled and PAI Code is 04 or 05. Must be zero-filled if District of Residence is not zero-filled.
Grade Level	3	Student Profile and Enrollments	Student School Association	Special Education IEP	Special Education Participation	
SPED Pupil's Attendance Information	2	Special Education IEP	Special Education Participation			
State of Attendance	2	Special Education IEP	Special Education Participation			Only required if attending an out-of-state school.
Student's District of Residence	4	Special Education IEP	Special Education Child			
ELL Status	1	Internal Flag	Internal Flag			Calculated field

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		STUDENT				
Name of Field	**File Length**	**Source Interchange File 1 (Data will be pulled from File 1 first)**	**Source File**	**Source Interchange File 2 (If data is not available in Source Interchange File 1 it will pull from Source Interchange File 2)**	**Source File**	**Remarks**
Educational Orphan	2	Special Education IEP	Special Education Participation			
Parentally Placed in a Private School	2	Special Education IEP	Special Education Participation			
Special Education Funding Status	2	Special Education IEP	Special Education Participation			Required unless Parentally Placed in Private School is 02. Must be 54 if Parentally Placed in Private School is 01.
Educational Environment	3	Special Education IEP	Special Education Participation			Required unless Parentally Placed in Private School is 02.
Primary Service Provider's EDID	8	Special Education IEP	Special Education Participation			EDID must be a job code of 202 or 238 - the student's primary provider/service coordinator.

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				STUDENT			
Name of Field	File Length	Source Interchange File 1 (Data will be pulled from File 1 first)	Source File	Source Interchange File 2 (If data is not available in Source Interchange File 1 it will pull from Source Interchange File 2)	Source File	Remarks	
Secondary Service Provider's EDID 1	8	Special Education IEP	Special Education Participation			Not required. May be zero-filled if no secondary provider to report.	
Secondary Service Provider's EDID 2	8	Special Education IEP	Special Education Participation			Not required. May be zero-filled if no secondary provider to report.	
Secondary Service Provider's EDID 3	8	Special Education IEP	Special Education Participation			Not required. May be zero-filled if no secondary provider to report.	
Secondary Service Provider's EDID 4	8	Special Education IEP	Special Education Participation			Not required. May be zero-filled if no secondary provider to report.	

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Internal Flags
Internal flags are columns in the Special Education December Count snapshot that are derived based on other values. These fields are used to simplify edit checks and the pulling of statistics.

STAFF SNAPSHOT

Active Colorado License Type: The credential type found for the SSN in the CDE licensing database. The license must be valid for the current school year to be included.

- **Interim Authorization**
- **Initial**
- **Professional**
- **Alternative**
- **5 Year Sub**
- **Charter Waiver**
- **TEE – Pathway 1**
- **No approved license type found**

FTE (Full Time Equivalency)
A calculated field based on the job class code, hours per day and contract days reported in the Staff Assignment data file. The FTE is calculated per snapshot record. Each job class code is first grouped into 22 job categories which are then used to calculate the mode hours and mode days for the district/BOCES. The mode hours and mode days for each of the job categories may be viewed in the COGNOS report "Mode Contract Days/Hours Per Day by Job Class Category" in the Human Resources data folder.

The calculation used is:

$$\frac{(Contract\ Days)\ x\ (Hours\ per\ Day)}{(Mode\ Contract\ Days)\ x\ (Mode\ Hours\ per\ Day)}$$

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Evaluation Waiver Indicator

Indicates if the school code has a current waiver from reporting educator evaluation ratings to CDE.

N	The school is not listed with an evaluation rating waiver. The evaluation rating must be reported for all teachers SSPs, principals and assistance principals for the school.
Y	The school is listed with an evaluation rating waiver. The evaluation rating can be reported as '00' (N/A) for all teachers SSPs, principals and assistant principals for the school.

STUDENT SNAPSHOT

ELL_YN

0	No
1	Yes

If Language Proficiency in ('1','2','6','7') AND <School Year> = <Current School Year> AND DISTRICT_CODE = <District Creating Snapshot>)

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Federal Race

Federal Race/Ethnicity Reporting Category - the single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.	
01	American Indian or Alaska Native
02	Asian
03	Black or African American
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races

Logic for Student Snapshot (Staff is similar):
- Default to '00'
- If ETHNICITY_STUDENT = '1' then set STUDENT_FEDERAL_RACE = '04'
- If ETHNICITY_STUDENT = '0' then set STUDENT_FEDERAL_RACE = '07' where more than one of the following fields = '1'
  - RACE_INDIAN_STUDENT
  - RACE_ASIAN_STUDENT
  - RACE_BLACK_STUDENT
  - RACE_WHITE_STUDENT
  - RACE_HAWAIIAN_STUDENT
- If ETHNICITY_STUDENT = '0' and only one of the following fields = '1', use the below logic to set STUDENT_FEDERAL_RACE
  - If RACE_INDIAN_STUDENT = '1' then STUDENT_FEDERAL_RACE = '01'
  - If RACE_ASIAN_STUDENT = '1' then STUDENT_FEDERAL_RACE = '02'
  - If RACE_BLACK_STUDENT = '1' then STUDENT_FEDERAL_RACE = '03'
  - If RACE_WHITE_STUDENT = '1' then STUDENT_FEDERAL_RACE = '05'
  - If RACE_HAWAIIAN_STUDENT = '1' then STUDENT_FEDERAL_RACE = '06'

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Document Changes				
Date	**Interchange File Affected**	**Description of change**	**Reason for change**	**Elements affected**
No changes in 2024- 2025				