USER MANUAL

Special Education

Exiting Data Verification

School Year

2023-2024

April 2024

TABLE OF CONTENTS

Contents

FOR SPECIAL EDUCAITON REPORTING QUESTIONS OR ASSISTANCE CONTACT (406) 444-4430
· **OPI SPECIAL EDUCATION WEBPAGE** ·

Exiting Data Verification

Purpose of the Exiting Data Verification

Each year the U.S. Department of Education requires states to report a count of students ages 14-21 with disabilities (IDEA) who were receiving special education services on July 1 and will not be receiving special education services in your district as of June 30.

Methods of Exiting

- Return to regular education
- Move or transfer out of district
- Age out
- Drop out
- Graduate – with a regular diploma
- Graduate – completed IEP Goals and do not need new goals
- Death

Special Education Criteria and Criteria for Students to be Included on Exiting

To be identified as a special education student for the purposes of the Exiting Data Verification a student must have a completed Evaluation Report with an eligible disability dated prior to July 1, 2023 and be receiving services through an IEP that is active on July 1, 2023.

To be included in the Exiting data verification, a student must have:

- A locked IEP, current as of July 1, 2023
- A locked Evaluation Report (ER), dated prior to July 1, 2023
- In receipt of special education services
- An enrollment on the first day of school
- An Exit Date and Exit Reason on the State Reported Data Tab

Student Age Range

The Exiting Data Verification collects information on students ages 14-21. Students who exited on or after October 2, 2023 (Child Count day), had to be at least age 14 on that day. Students who exited prior to October 2, 2023, had to be at least 14 on the previous Child Count day (October 3, 2022).

Districts Who Must Report Exiting Data

Except for residential treatment facilities and correctional facilities, every school district with students ages 14-21 must submit exiting data. For schools with no students in this age range, your school will be submitted for you. If there are no schools in your district in the age range, both the school and district will be submitted.

Timeline

July 1, 2023 - June 30, 2024	In AIM/Infinite Campus, for students who exit during the year, enter/maintain the State Reported Data exiting record and end the Setting of Service.
May 6, 2024	OPI SpEd Applications Portal opens for data review
May 13, 2024	Submission of data begins
June 30, 2024	Final submission due - OPI SpEd Applications Portal reporting window closes

OPI Secure Portal | SPED Applications Portal

Logging In

1. Exiting reporting is conducted within the Special Education application that can be found in the OPI Secure Portal. To access the OPI Secure Portal, select the link below or use the link in the e-mail you receive.

    OPI Secure Portal login page: https://apps.opi.mt.gov/osp/

2. From the log in screen-

    a. If you are already an assigned user for the Secure Portal, your username and password will be the same.

    b. For login issues, please contact the OPI HelpDesk, (406) 444-0087 (Reset Password option and contact link available on the OPI Secure Portal login page).

OPI Secure Portal

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

👤 username

🔒 password

Login

✉ Contact the Helpdesk
🔓 Reset Password
📄 How to Reset Your Password and Other Frequently Asked Questions

3. Once you have successfully logged into the Secure Portal, select the Special Education Applications icon.

Special Education
Applications

The Home Page

1. When you open the Special Education Application, the Home Page will appear.
2. To read a general overview of the Exiting Data Verification select on the Exiting tab. This does not allow you to do any data verification, it is just a description of the verification.

| General | Child Count | Exiting | Post School Survey |

The Special Education Exiting Data Verification is a count of students, aged 14-21, who were enrolled as Special Education students in your district on July 1 and exited on or before June 30. Methods of exiting include: a return to regular education, death, a move out of district, graduation or age-out.

This application allows you to verify and validate the information for your district/coop that is imported from AIM. If changes need to be made to the data, please do this in a way that updates both your source student information system (e.g., PowerSchool, SchoolMaster, etc.) and AIM and then reimport your data.

Verifying and Submitting Data

1. On the navigation bar near the top of the page, find the Exiting button and select "Exiting – Submit Process (Data Entry)" found in the drop-down.

Exiting	Post School Survey	SPEDMc
Exiting - Submit Process (Data Entry)		
All imported and submitted students (Excel)		

2. Select a district and school from the drop-down lists (only necessary if you have access to more than one school or district).

Select the District: Absarokee Elem - 0861 ▼   **Show school progress**

Select the School: Absarokee 6-8 - 1775 ▼   **Submit School**

Verifying the Exiting Student List

1. Select the button "Students currently included on Exiting."

The number of students at this school currently included on Exiting is: 39

To view a list of these students click the button: **Students currently included on Exiting**

Check the list carefully. If you identify a student who should not be included on Exiting, go to AIM, make appropriate changes and then click "Import Students" again. The student will drop off the list.

2. A spreadsheet opens that contains a list of students for whom appropriate Exiting information exists in AIM/Infinite Campus.

LE	SC	State ID	Name	Birthdate	Gender	Race	End Status	Enrollment End Date	SPED Exit Reason	SPED Exit Date
XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	12/14/1995	M	AM7	330	09/10/2012	04	09/11/2012
XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	08/08/1995	M	HI7	300	02/06/2013	04	02/07/2013
XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	02/20/1997	M	WH7	300	03/04/2013	04	03/05/2013

Review the list for the following:

- Identify students who are on the list but should not be.
- Identify students who are not on the list but should be.
  - If a student's AIM/Infinite Campus information is not complete or correct the student will not appear on the list.
- Verify demographic information, such as disability and race.
- Exiting is a count of age-appropriate students who were Special Education students on July 1, 2023 and who will exit on or before June 30, 2024.

Fix identified errors in AIM/Infinite Campus. Changes will sync/refresh to the Special Education Application within 30 minutes intervals. The 'Resync State Data' process may be required for some data elements to update to the State system. Repeat steps until the Exiting Student data is accurate.
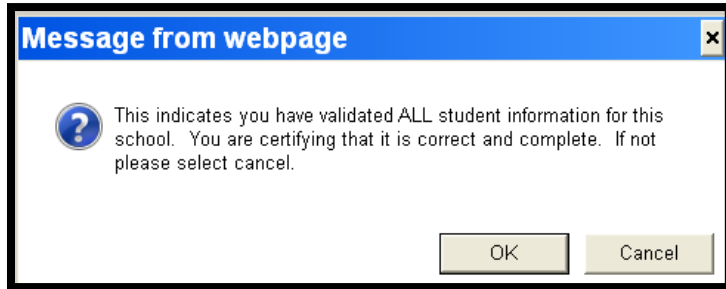
Submitting the Exiting Student List

1. When you have verified that the Exiting Student List for a school is correct, select "Submit School."
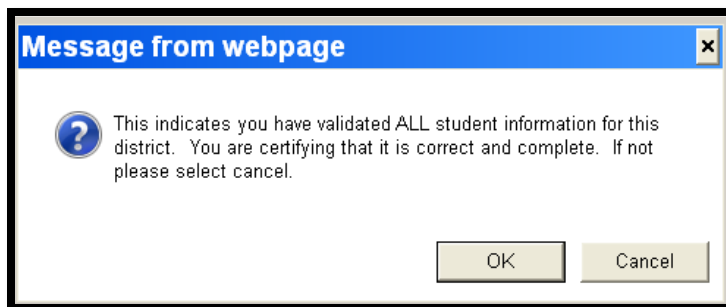

2. This message will show on screen:

3. Select "OK," unless you need to make a change. In that case, select "Cancel."
4. When you have verified that the Exiting Student List is correct for all schools in the district, select "Submit District." You will receive the following message:

5. Select "OK," unless you need to make a change. In that case, select "Cancel."
6. After submission if you need to make a change, contact the OPI to unsubmit your Special Exiting data.

Note: The OPI will __not__ consider data to be complete until it has been submitted at both the school and district levels.

SPED AIM/Infinite Campus

State Reported Data Tab
PATH (NEW LOOK): Menu > Student Information > Special Ed > State Reported Data
PATH (OLD LOOK): Index > Student Information > Special Ed > General > State Reported Data tab
1. A State Reported Data Exit record is required for students who exit during the year.
   a. Enter an exit date and exit reason for all students no longer being served (exit codes listed below)
   b. End date the Setting of Service
2. For information, refer to the State Reported Data guide.

Appendix | Exiting Methods and Definitions

01   Returned to regular education. These students were served in special education at the start of the reporting period, but at some point, during that 12-month period, returned to general (regular) education. These students no longer have an IEP and are receiving all their educational services from a general (regular) education program. If the parent of a student with a disability revokes consent for special education and related services, the student would be reported in this category.

02   Moved, known to be continuing. These are students who have moved out of the catchment area (see definition below) or transferred to another district and are <u>KNOWN</u> to be continuing in an educational program. There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in an education program.   This includes students in residential drug/alcohol rehabilitation centers, correctional facilities or registered home schools.

> <u>CATCHMENT AREA</u> This is the area a high school district is responsible to serve. In other words, the high school district to which an 8th grade student living within certain boundaries will naturally progress. Whether the student is part of a K-12 system or a K-8 system, this is the designated high school district for the area.

Examples of "**Moved, known to be continuing:**"
- Student has moved or transferred out of the catchment area within or outside the state and records have been requested by another school district.
- Student no longer attends public school, but the school is aware that the student is being educated in a registered home school or in a private school. (A registered home school means the home school is registered with the county superintendent in the county where the home school is located.)

04   **Dropped out.** These are students who were enrolled at the start of the reporting period, were not enrolled at the end of the reporting period and did not exit special education through any of the other codes described.
     Examples of "Dropped out":
- Left school to take a job.
- Joined the military.
- Is a runaway.
- Expelled
- GED recipients (in Montana, a student cannot be enrolled in a school and take the GED)
- Moved and is not known to be continuing in another educational program.
- Missing/unknown
- Status unknown
- A Hutterite community member leaves school after the 8th grade, and the family is not registered as a home school.

15   **Reached maximum age.** These are students who have exited special education because they have reached the maximum age for receipt of special education services and includes students with disabilities who reached maximum age and <u>did not</u> receive a diploma.

22   **Died.** These are students who died during the reporting year.

23   **Graduated with a diploma- regular requirements.** These are students who complete district/state graduation requirements and receive a high school diploma identical to that for which students without disabilities are eligible. A regular diploma does not include a recognized equivalent of a diploma, such as a general equivalency diploma, certificate of completion, certificate of attendance, or similar lesser credential. These students should have an enrollment End Status code of '400: Graduated' with Diploma Type code of '01: Regular Diploma' or '05: State Minimum'.   The High School Graduation editor in the IEP should be designated as 'The student is expected to graduate with a regular diploma…'.

32   **Graduated with a diploma – modified requirements.** These are students who received a diploma by completing their IEP goals and no longer need new ones (who did not also complete district graduation requirements). These students should have an enrollment End Status code of '400: Graduated' with Diploma Type code of '04: Completed IEP Goals' or an enrollment End Status code of '410: Graduation Alt Authorized by MCA' with <u>no</u> diploma type.

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· OPI SPECIAL EDUCATION WEBPAGE ·

April 2024   10