



THE STATE EDUCATION DEPARTMENT

THE UNIVERSITY OF THE STATE OF NEW YORK / 89 WASHINGTON AVENUE, ALBANY, NY 12234

Christopher Suriano, Assistant Commissioner
Office of Special Education

Yufan Huang, Executive Coordinator
Information and Reporting Services

TO: BOCES District Superintendents
School District Superintendents
Superintendents of Schools
Public School Administrators
Special Education Directors
Chairpersons of Committees on Special Education
Chairpersons of Committees on Preschool Special Education
Organizations, Parents, and Individuals Interested in Special Education

FROM: Yufan Huang
Christopher Suriano

SUBJECT: Notification to School Districts of the New Requirements for the Submission and Certification of Special Education Events Data for State Performance Plan (SPP) Indicators 11 (Child Find) and 12 (Early Childhood Transition)

DATE: November, 2023

To foster continuous improvement in New York State’s efforts to meet the requirements and purposes of the Individuals with Disabilities Education Act (IDEA) and to more effectively monitor and support school districts in compliance with federal and state regulations under the SPP Indicator 11 (Child Find) and SPP Indicator 12 (Early Childhood Transition), the New York State Education Department (“Department”) has developed new requirements for the submission and certification of Special Education Events Data. These new requirements include:

- Effective with the 2023-2024 school year, all public school districts (“districts”) are required to submit special education events data for all preschool and school-age students referred between July 1 and June 30 for evaluation of eligibility for special education services.
- Submission due dates correspond to four distinct time periods of the special education events data:

Special Education Events Data Submission Periods and Due Dates

Special Education Events Data Submission Periods	Submission Due Date
Special Education Events Data for Students Referred July 1 - September 30	January 12, 2024
Special Education Events Data for Students Referred July 1 - December 31	April 12, 2024
Special Education Events Data for Students Referred July 1 - March 31	July 12, 2024
Special Education Events Data for Students Referred July 1 - June 30	September 6, 2024

- Depending on which category your district belongs to, there are different data submission due dates and verification requirements:
 - Districts that have identified noncompliance from 2022-2023 or 2021-2022 school years are required to have Special Education Events Data submitted for at least the first and last submission for NYSED to verify correction of noncompliance. This noncompliance also includes districts that were required to but did not previously submit and/or certify these data. Your district will be notified by the Department directly if it is in the identified noncompliance category.
 - Districts that are on the planned [2023-2024 sampling schedule](#) are required to have Special Education Events Data submitted by September 6, 2024. These districts are encouraged to submit these data in other submission due dates prior to September 6, 2024, to evaluate its compliance with Child Find and Early Childhood Transition requirements and ensure any noncompliance is resolved as soon as possible and in advance of the close of the school year. Please see the planned [sampling schedule](#) to determine if this applies to your district.
 - Districts in the 2022-2023 sampling schedule that submitted and/or certified data as inaccurate or submitted as accurate that no student met the measurement criteria for Indicator 11 (e.g., no students were referred for initial evaluation) and/or Indicator 12 (e.g., no students was referred from Early Intervention) must also submit data by September 6, 2024.
 - All districts that have not been identified for noncompliance and are not on sampling schedules are required to have Special Education Events Data submitted by September 6, 2024. These districts are encouraged to submit these data in other submission due dates and use the PD data system to verify these data:

Special Education Events Data Submission Requirements Summary Table

Submission Due Date	School Districts with noncompliance (includes districts that did not submit and/or certify data)	School Districts on sampling schedule	School districts not in the other groups
January 12, 2024	Required	Encouraged	Encouraged
April 12, 2024	Required if noncompliance found in the first submission	Encouraged	Encouraged
July 12, 2024	if noncompliance found in the first and second submission	Encouraged	Encouraged
September 6, 2024	Required	Required	Required
Verification of VR11, VR12 in PD System	Required	Required	Encouraged

*All Data Must be Certified in the PD Data System **by September 9, 2024**, for Districts with Noncompliance or on Sampling Schedule.*

The Department is working with the Special Education Management System vendors (ClearTrack and Frontline) to implement changes to ensure each district will have the capacity to submit data according to the four periods. NYSED will be available to provide technical assistance to districts experiencing difficulties with meeting timelines.

This initial implementation year will allow districts to adjust to the yearly submission of data at prescribed dates. All districts will be required to submit Special Education Events Data four times a year and use the PD system to verify these data in the 2024-2025 school year.

Contact Information

For questions related to data and data submission, please contact the Office of Information and Reporting Services at [DataSupport](#) with subject line “Yearly Submission of SE Events Data”.

For questions related to the verification of compliance and/or regulatory requirements, please contact the [Special Education Quality Assurance \(SEQA\) office](#) located in your region of the state or email seqa@nysed.gov.