

How-To: SPED Only Report



INTRODUCTION: This document provides detailed instructions for using the “All Student Export – SPED Only” report in OK EdPlan.

1. To run the All Student Export- SPED Only report:
 - a. Access “School System” from the Administrator drop-down menu.
 - b. Select the “Reports” page.
 - c. Select the “End of Year” tab under Scheduled Reports.
 - d. Click on the “All Student Export- SPED Only” option. You will receive a notice that the report is being generated. Return to your dashboard or the Reports page. The report will soon show under Saved System Reports and/or My Reports.
2. Open the file.
3. Add filters to Row 1.
4. Proceed through the following instructions to check your student data.

Complete the following steps in the order described to find active students in your district who are eligible for special education services.

1. Filter Column AO “Status” for “A” only. (“A” means student is active in district, “I” means student is inactive in district).
2. Filter Column AI “Eligible” for “Y” only. (“Y” means student has an eligibility determination, “N” means student either returned to regular education or has not been found eligible).
3. Filter Column Y “Private” for “N” only. (“N” means Student enrollment status is not Private School Enrollment, “Y” means student’s enrollment status is Private School Enrollment).

How to check for Upcoming/Expired IEPs:

4. To look at students with IEPs ending in certain time periods: Filter Column X “IEPEndDate” for all dates prior to today, the current month, and, if you choose, the upcoming month.
 - a. **Tip:** You can expand each year by clicking the “+” next to the year you choose; you can then expand each month by clicking the “+” by the month you choose.
5. Sort your students as you choose. If you want, you may also filter across the following columns to only look at certain students.
 - a. Use Sort on Column E “SchoolCode” to order students by building.
 - b. Use Sort on Column Z “TeacherofRecord” to order students by Teacher.
 - c. Use Sort on Column X “IEPEndDate” to order students by IEP due date.

How to check for Upcoming/Expired Eligibility:

4. Column V “EligibilityDate” is the date reflected in EdPlan as the eligibility determination meeting date (*some meeting dates are incorrect due to the SEAS import).
5. Filter Column V “EligibilityDate” for all eligibility determinations that have expired or will expire in the current month. For example, if today’s date is 09/01/2016, then filter for any “EligibilityDate” prior to and including September 2013 because those events are due to expire in or before September 2016.

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- a. *If you find an incorrect meeting date ("EligibilityDate") in EdPlan while the eligibility determination "begin date" and "end date" are correct, correct the meeting date to reflect what is on the signed documentation.*
- b. *Tip: You can expand each year by clicking the "+" next to the year you choose; you can then expand each month by clicking the "+" by the month you choose.*
6. Sort your students as you choose. If you want, you may also filter across the following columns to only look at certain students.
 - a. Use Sort on Column E "SchoolCode" to order students by building.
 - b. Use Sort on Column Z "TeacherofRecord" to order students by Teacher.
 - c. Use Sort on Column X "IEPEndDate" to order students by IEP due date.

Check exit reasons for students leaving the district & Check return to Reg. Ed.:

1. Filter Column AC "DateExited" for current month (EdPlan retains all students that are made inactive, even past years).
2. Verify that all students have the correct "ExitReason" in Column AD.
 - a. *If you find errors in exit dates and/or reasons, you must correct those errors in the "Inactive Students" in the "Administrator" > "School System" area of EdPlan.*