

Part B Exiting Data Collection (Table 4)

Questions and Answers

Revised February 2012

The purpose of this document is to assist states with collection of data about children with disabilities served under the Individuals with Disabilities Education Act (IDEA), Part B who exited special education services. States should use this document to supplement the General Instructions provided in Table 4.

Table 4 is located on the Data Accountability Center website at www.IDEAdata.org in the Data Collection Forms, Part B Forms section. The Office of Special Education Programs (OSEP) provides instructions for Table 4 to communicate data collection requirements under the IDEA to state special education program offices. All states that receive IDEA Part B funds must submit all data elements outlined in the instructions, regardless of data submission method. The data submission method may be via the DANS system or the EDFacts file specifications. For States submitting data via EDFacts, the information in this document is relevant to file specifications N009.

- 1. Regarding the instruction for data to be entered in Row F (*Moved, known to be continuing*), my state uses the LEA as the catchment area. That is, when a student moves from one LEA to another, we report the student in the ‘moved’ category. However, at the state level we are unable to determine whether a student is continuing in special education. Are we in conflict with OSEP’s definition of catchment area?**

Defining the catchment area is a state decision. Therefore, OSEP allows you to use the LEA as your catchment area. However, since your state can track students across LEAs, OSEP encourages that you use the SEA as your catchment area. This will help you to identify students who move multiple times during a reference period and ensure that you report them only once. Because OSEP considers students who moved and are not known to continue as dropouts, using the SEA as the catchment area should also decrease your dropout rate.

- 2. Consistent with the reporting instructions, my state uses a July 1 to June 30 reporting period. What should we do about students who dropped out as of June 30, but returned to school on September 1? How should we report these students?**

The students are reported as dropouts. The exiting data should reflect the student’s status on the last day of the reporting period. It does not matter if the student’s status changes the next day. Student status for the completed reporting period does not change.

- 3. In my state, students below the age of 16 cannot drop out of school. These students are classified as truants. How should I report truants on the exiting data collection form?**

Report truants as dropouts.

4. Where do I report a student who:

- **joined the military**
- **got pregnant (and is no longer in school)**
- **got married (and is no longer in school)**
- **is a runaway**
- **is missing/unknown**
- **exited public school system and whereabouts is unknown**
- **was expelled**
- **has a serious illness/injury (and is not receiving regular or special education)**
- **left school to take a job**
- **left school prior to reaching maximum age (e.g., for religious reasons)**

If a student is no longer receiving special education services, report the student in any of the above situations in the dropout category. Any student who exits special education and does not meet the definition of any of the other exit categories should be reported as a dropout.

5. Where do I report a student who is incarcerated?

If the student continues to receive special education and related services, do not report the student on the exiting data collection form. If the student is no longer receiving special education, but is enrolled in a regular education program, then report the student in the exit category, *Returned to regular education*. If the student is no longer receiving special education and is not enrolled in a regular education program, then report the student in the dropout category.

6. Where do I report a student who left school to be home schooled?

If the student continues to receive special education and related services from the LEA, then the student should not be reported on the exiting data collection form. If the student is no longer receiving special education, then report him/her in the exit category, *Returned to regular education*.

7. How do I report a student who was not in special education at the start of the reference period, enters special education during the reference period, and then returns to regular education before the end of the reference period?

A student who was not in special education at the start of the reference period should not be reported on the exiting data collection form.

8. How should I report a student whose parents decide they no longer want their child in special education and consequently refuse special education services for the student?

Report the student in the exit category, *Returned to regular education*.

9. How should I report a student who received a certificate of attendance prior to reaching the maximum age for special education services, but did not exit special education prior to the end of the reporting period?

A student who receives a certificate, but continues to receive special education, should not be reported on the exiting data collection form because the student is still receiving special education.

10. How should I report a student who receives a GED?

Students who received a GED without dropping out of school, that is, students who were jointly enrolled in secondary education and a GED program, may be reported in the received a certificate category. In all other cases, the student should be reported as a dropout.

11. How should I report a student who left school and enrolled in a community college? The student did not receive a diploma or a certificate of completion and is not continuing in special education.

Report the student as a dropout. Any student who exits special education and does not meet the definition of any of the other exit categories should be reported as a dropout.

12. How should I report a student who moved out of state?

If you have evidence (e.g., a request for transcripts) that the student is continuing in an educational program, then report the student in the exit category, *Moved, known to be continuing*. It is not necessary for you to know whether the student is continuing in special education. You only need to have evidence that the student is continuing in an educational program. Your state decides what evidence can be used to confirm that a student is continuing in an educational program. A transcript request and the like are acceptable.

If you have no evidence that the student is enrolled in an educational program, but you know that the family is no longer at its last known residence, then you should report the student in the dropout category.

13. How do I report a student who did not finish the school year, but did not officially withdraw? For example, how should I report a student whose parent removes him/her from school 2-4 weeks before the last day, with the intent of returning for the fall term next school year? In this case, the family has not moved from its residence; essentially, they are taking an extended vacation.

If the parent did not withdraw the student from school, and the student is simply absent, then you would not report the student as having exited from special education. The student is still receiving special education services, in that the student is still enrolled in a special education program. The fact that the child is not attending that program is at the discretion of the child or parent, but does not constitute an exit.

14. How do I report the age of a student that exits on November 30, if my child count date is December 1? Do I report the age of the student on December 1 of the current or previous year?

If the student exited on November 30, but the child count date was not until December 1, the student's age would be as of the previous year's child count date. If the student exited on December 2, the student's age would be as of the current year's child count date.

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