



BILL HASLAM  
GOVERNOR

STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION  
6<sup>th</sup> FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

KEVIN S. HUFFMAN  
COMMISSIONER

## MEMORANDUM

**TO:** Special Education Supervisors

**FROM:** Terry Long, Office of Special Education, Director of Data Services

**SUBJECT:** End of Year Report (2010-2011) and February 1, 2011 Court Report for Districts **(Abbreviated Version with instructions for report production in EasyIEP/EasyCENSUS)**

**DATE:** April 4, 2011

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It's nearing the end of the school year once again, which means it is time to prepare and submit the End of Year Report and the February Court Report described in this report packet. The End of Year Report should be provided in accordance with your approved Comprehensive Plan for Providing Special Education Services for 2010-2011. This report includes the activities carried out with IDEA Part B funds and Preschool Grant funds. The information in parentheses after each report section listed below indicates how the report is to be completed – that is, by either manually completing the attached form or generating the report from the Report tab in EasyIEP.

The following are required for the February Report Court Report:

- A. Status of Service Court Report (EasyIEP)
- B. Inappropriately Served Court Report (EasyIEP)
- C. Students Suspected of Being Disabled **(COMPLETE ATTACHED FORM or form downloaded from EasyIEP)**

The following tables are required for the End of Year Report:

Table 1 – End of Year Frequency Report (EasyIEP)

Table 2 – Personnel Employed (EasyIEP)

~~Table 3 – Child Find 3 – 21 Years, Early Childhood Transition & Preschool Service Delivery~~ **(TABLE 3 has been removed from this report packet – Early Childhood Transition data will be compiled by the State)**

Table 4 – Report of Children with Disabilities Ages 14-21 Exiting Report (EasyIEP)

~~Table 5—Discipline Report~~

~~Table 6—Staff Development Activities, Parent Involvement, and Surrogate Parent Training~~

~~Table 7—End of the Year Report for Gifted~~

**(TABLES 5, 6 and 7 have been removed from this report packet – See note on page 8 of this packet)**

**What to Send:** One signed copy of the entire End of Year Report (Tables 1, 2, and 4) and the February Court Report (Sections A, B, and C). Please attach the enclosed signature sheets or the TN Cover Pages from EasyIEP.

**Where to Send:** ***MAIL THE SIGNED ORIGINAL TO:***

Terry Long, Director of Data Services  
Tennessee Department of Education  
Division of College and Career Readiness  
Andrew Johnson Tower, 7<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243-0380

**When to Send:** **Mail on or before June 30, 2011**

**For Assistance Contact:** **Questions about reports** – Tables 1, 2, and 4 or February Court Report -- Terry Long at [terry.long@tn.gov](mailto:terry.long@tn.gov) or (615) 532-3262

**ATTENTION: Please compare this year's data (2010-11) with last year's data (2009-10). If we find a large discrepancy in the data (15-20%), we will contact you for justification. It is very important that your district's completed End of Year Report packet is mailed to the State Department of Education by June 30, 2011.**

## INSTRUCTIONS FOR COMPLETING THE END OF THE YEAR REPORT USING EASYIEP

**Step 1:** All data must be up to date in EasyIEP prior to running the February Court Report and End of the Year Report. If you have questions regarding what data must be in EasyIEP prior to running any report, please refer to the EasyIEP Year-End Close Out document.

**Step 2:** Log on to your EasyIEP website. On the Main Menu page, click on the School System tab.

**Step 3:** Click on the Reports tab. All Federal, State, Local, and Miscellaneous Reports are located under the Reports Tab

The reports are color coded.

| RED – Federal Reports                                     | Report Date:  |
|---|---|
| 1. <b>Personnel Report Table 2 (PDF)<br/>New 09</b>       | <b>12/01/2010</b>   |
| 2. <b>Exited Students Report Table 4<br/>(PDF) New 09</b> | <b>Report Begin Date: 07/01/2010</b><br><br><b>Report End Date: date of the day you<br/>are generating the report (or 06/30/2011)</b><br><br><b>Student Active Date: 07/01/2010</b> |

| BLUE – State Reports  | Report Date:   |
|---|--|
| 1. <b>TN - End of Year Frequency<br/>Report (EOY Table 1)</b>   | <b>Enter the last Student Instructional Day<br/>of your school district calendar for<br/>2010-2011</b> |
| 2. <b>Status of Service Court Report<br/>(PDF)</b>  | <b>2/01/2011</b>   |
| 3. <b>Inappropriately Served Court<br/>Report (PDF)</b>   | <b>2/01/2011</b>   |
| 4. <b>Students Suspected of Being<br/>Disabled (PDF)</b>  | <b>2/01/2011</b>   |
| 5. <b>TN Cover Page (PDF)</b><br><br><b>Print these signature pages from<br/>EasyIEP <u>OR</u> use pages 5 and 7<br/>included in this packet. Print one<br/>cover page for the Court Report<br/>and one cover page for the<br/>Federal Data Report.</b> | <b>For Date of Census, enter 6/01/2011<br/>For Date Due, enter 6/30/2011</b>                           |

**Step 4:** Click on the name of the report you would like to run.

**Step 5:** Enter the required dates for state and federal reporting listed above.

**Step 6:** Click Generate Report. The following message will appear after you click Generate Report:

***Your report is number 2 in line for generation.  
An e-mail will be sent to “**your email address**” when it is complete.  
You will find your report in the Saved System Reports section at the bottom of the Reports page  
when it is completed***

To review your report, click on the Report after it appears in the Saved Reports section. Each report should then be printed.

**FOR FEDERAL TABLES 2 and 4 – TO REVIEW THE DETAILED STUDENT AND PERSONNEL INFORMATION IN THE PDF version of these federal reports, go to the Report page in EasyIEP and generate the “Details” version of both reports. Please confirm that all directly employed and contracted personnel who fit the federal Personnel Report (Table 2) definitions and were serving students in your district on December 1 are included in your federal Table 2 report. Please confirm that all exiting students with IDEA-defined primary disabilities are counted properly in the report. Students with “state-only” primary disabilities (Intellectually Gifted and Functionally Delayed) are not included in the federal Table 4 report. If you must correct any errors, re-run the report after errors have been corrected. For more detailed information about these federal reports, go to <https://www.ideadata.org/PartBForms.asp> and click on the federal data collection form for a school year. Detailed definitions for the federal reporting categories for both of these federal reports are found on the first several pages of these on-line documents.**

Note: Once the report is generated, you should permanently save a copy on your computer. To save the report to your hard drive, move your mouse over the file you wish to save and right click the on your mouse. Then click on the option of “Save As” on the menu that appears on your screen. Save the file in the desired folder on your hard drive with the Report name and date you ran the report. (Example: Personnel Report 6-01-2011)

**Step 8:** Run the **Students Suspected of Being Disabled**. Enter the Census Date (2/01/2011) and Due Date (6/30/11) then click Generate Report. Print and manually complete the **Students Suspected of Being Disabled** report.

**Step 9:** Run the TN Cover Page and enter the Date of the Census (6/01/2011) and the Due Date (6/30/2011). Run signature (cover) pages for both the **Federal Data Report** and **Court Report**.

OR

Use the Report Signature pages in this report form packet.

**Step 10:** Review and validate all reports. Have the Director of Schools review reports and sign the cover sheets attesting to the accuracy of the reports. Mail the signed copy of the End of the Year and February 1 Court Reports to the State on or before June 30, 2011.

**FEBRUARY 1, 2011 COURT REPORT**  
**OF**  
**CHILDREN AND YOUTH WITH DISABILITIES**

Submit on or before June 30, 2011

Please return the attached forms to:

**Terry Long**  
**Tennessee Department of Education**  
**Division of College and Career Readiness**  
**7<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0380**

I hereby certify that the information provided on the following forms is accurate and represents an unduplicated count of all children youth with disabilities. Documentation is available for review to support this data.

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**District Name**

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**Director of Schools Signature**

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**Date**

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**District Code #**

Date of Census: February 1, 2011

Date Due: June 30, 2011

School District

C. CERTIFICATION

STUDENTS SUSPECTED OF BEING DISABLED

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

| Age   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | Total |   |
|-------|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|-------|---|
| Count |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |       | 0 |

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

| Age   | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | Total |   |
|-------|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|-------|---|
| Count |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |       | 0 |

The above information is accurate and represents an unduplicated count of all persons in this agency who were suspected of being disabled.

**END OF THE YEAR DATA REPORT**  
**FOR**  
**CHILDREN AND YOUTH WITH DISABILITIES**

Submit on or before June 30, 2011

**Please return the attached forms to:**

**Terry Long**  
**Tennessee Department of Education**  
**Division of College and Career Readiness**  
**7<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0380**

**I hereby certify that the information provided on the following forms is accurate and represents an unduplicated count of all children youth with disabilities. Documentation is available for review to support this data.**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**District Code #**

## IMPORTANT NOTES:

1. **STUDENT AND PERSONNEL LEVEL DETAILS FOR EACH REPORT**
2. **TABLE 5 - REPORT OF CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL** has been removed from this report packet. Student discipline data for this report is entered into your district's Student Information System (SIS) by personnel in your district. The information from your district SIS package is extracted and submitted to the State via the Education Information System (EIS). The data for disciplinary actions for students with disabilities will be summarized from EIS. Any changes that need to be made to the discipline data for student with disabilities must be made in your SIS package and extracted to EIS. State Report Card (Indicator 4) and the State's federal Annual Performance Report use the discipline data from EIS for students with IDEA defined primary disabilities.
3. **TABLE 6 - REPORT ON STAFF DEVELOPMENT ACTIVITIES AND PARENT INVOLVEMENT** has been removed from this report packet. Data on staff development and parent involvement will no longer be collected by the Division of College and Career Readiness in a separate report. Please be aware that your district will continue to include data on staff development and parent involvement in your district in your TCSPP.
4. **TABLE 7 - END OF YEAR REPORT FOR GIFTED** has been removed from this report packet. The Division of College and Career Readiness, Office of Special Education will collect this data in another report format due on or before June 30th. Your school district will receive further guidance about this report from the state Director of Gifted Services, Karen Willis.