



STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**

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

**BILL HASLAM**  
GOVERNOR

**KEVIN HUFFMAN**  
COMMISSIONER

**MEMORANDUM**

**To:** Special Education Supervisors  
**From:** Terry Long  
**Date:** November 23, 2011  
**Subject:** Instructions for December 1st Report Packet

Please carefully review the attached instructions for completing and submitting the December 1st Report Packet for your school district. The December 1<sup>st</sup> Report Packet includes the federal Combined Table 1 and 3 Report and state October Court Report. All school districts must print the paper reports from EasyIEP to verify, sign, and mail to this office. Do not alter counts on the reports generated in EasyIEP by writing on the printed report. These reports are derived from the individual student data in EasyIEP. Any changes to the reports must be made by correcting individual student data entered in EasyIEP by your district personnel. Run DRAFT versions of the reports prior to the deadline for mailing the FINAL signed report packet to the State. Check the DRAFT reports to verify accuracy of these data. If the DRAFT reports are not accurate, individual student records must be updated in EasyIEP prior to printing the FINAL report that will be automatically generated and made available in the Saved System Reports section on the Report Tab on your district EasyIEP site on December 15, 2011.

After the required child counts are submitted to the U.S. Department of Education Office of Special Education Programs, the individual school system/agency counts cannot be revised upward. A copy of the December 1 data file must be maintained by the school system/agency for use in monitoring and census verification. Federal funds are generated from the data you submit for December, therefore, the accuracy of this report is of utmost importance. It is your responsibility to review the generated reports and ensure they are accurate. Data used for federal reporting purposes, determination of significant disproportionality, and inclusion in the State Report Card for your district will be isolated in EasyIEP at 5:00 PM (Eastern) on Dec. 14<sup>th</sup>.

Compare your December 1, 2011 count with your December 1, 2010 count for any significant discrepancies. Please note that the October Data Report should include information from October 1, 2011 (a "snapshot" count of student status on Oct. 1).

Your December 1<sup>st</sup> Report Packet (December Census/October Court reports) must be mailed (postmarked) by **Wednesday, December 22, 2011**. Please mail the original, signed report to the following address:

Terry Long, Director of Data Services  
Office of Special Education  
Department of Education  
7<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0380

If you have questions related to December report content issues email Terry Long at [terry.long@tn.gov](mailto:terry.long@tn.gov) or call (615) 532-3262. If you have any questions concerning the operation of the EasyIEP, please post a message to the EasyIEP Message Board.

## INSTRUCTIONS FOR COMPLETING DECEMBER REPORTS USING EASYIEP OR EASYCENSUS

Step 1: Update all student information in EasyIEP.

***Ensure that student data are accurate for Dec. 1<sup>st</sup> by December 14, 2011.***

The **FINAL** version of the **Combined Table 1 & 3 Dec 1 Report (PDF)** will be automatically generated by PCG, Inc. and will be available on your district EasyIEP/ EasyCENSUS site on December 15, 2011. Run DRAFT versions of the reports prior to the deadline for mailing the FINAL report packet to the State. Check the reports to verify accuracy of the data. If the DRAFT reports are not accurate, individual student records must be revised in EasyIEP prior to December 15.

Step 2: On the Main Menu page, click on the School System tab.

Step 3: Click on the Reports tab.

The December 1<sup>st</sup> Report Packet for your district must include the following reports:

Federal Reports (shown in RED)	Report Date	Postmark Date
<b>FINAL Combined Table 1 &amp; 3 Dec 1 Report (PDF)</b>	<b>12/01/2011</b>	<b>12/15/2011 to 12/22/2011</b>

State Reports (shown in BLUE)	Report Date	Postmark Date
<b>Status of Service (Court Report)</b>	<b>10/01/2011</b>	<b>12/15/2011 to 12/22/2011</b>
<b>Inappropriately Served (Court Report)</b>	<b>10/01/2011</b>	<b>12/15/2011 to 12/22/2011</b>
<b>Students Suspected of Being Disabled (Court Report)</b> <i>(NOTE: This report section must be completed manually. You can choose to use the form from EasyIEP or the one included in this form packet below.)</i>	<b>10/01/2011</b>	<b>12/15/2011 to 12/22/2011</b>
<b>TN Cover Page</b> (One cover page for the Court Report and one cover page for the Federal Reports) <b>OR</b> You may use the report signature pages included in this packet. Select <u>one</u> type of signature page to include with your district report. <b>DO NOT</b> use both signature pages. These are the signature pages that must be signed by your district's Director of Schools/Superintendent		

Step 4: Click on the circle next to the report you would like to create.

Step 5: Click on the "Create Report (will be saved for 5 days)" Button under the Reports List.

Step 6: Enter the appropriate report date (shown in the Report Date column above) and click Generate Report. The following message will appear on your computer screen after you click Generate Report:

**Your report is number 1 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 view your report, click on the report after it appears in the Saved System Reports section on your Report page in EasyIEP. ***You must follow these same steps for all Reports except the “Students Suspected of Being Disabled” and the “TN Cover Page”. Please see Steps 7-9 for instructions for these reports.***

Step 7: Generate the DRAFT Combined Table 1 & 3 Dec 1 Report (PDF) and Combined Table 1 & 3 Dec 1 Report – Details (txt) [text format version including student level details]. Carefully review both the PDF (district summary) and the text versions of the report for your district. The text version of the report contains important error checks and lists each student included and not included in this important federal report for your district. Open the text file as a spreadsheet using Microsoft Excel. Check these report for error messages that alert you to student data errors in EasyIEP. Correct all student data errors in EasyIEP. Run the DRAFT Combined Table 1 & 3 Dec 1 Report (PDF) and/or text versions of the report again. Please be aware that some student data corrections may require the finalization of a revised IEP document. If no student data errors are found, go to Step 8.

Step 8: After the FINAL report is generated (the one to be submitted as the official report for your district), you should permanently save a copy on your computer for your district records. 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” or “Save Target 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 the report date. (Example: Combined Table 1 and 3 Report 12-15-2011)

Step 9: Print and review the FINAL Combined Table 1 & 3 Dec 1 Report (PDF)

Step 10: Print and review the Status of Service Court Report

Step 11: Print and review the Inappropriately Served Court Report

Step 12: Print (or use the form supplied in this report packet) and manually complete the Students Suspected Being Disabled (part of the October 1 Court Report)

Step 13: Print (or use the forms supplied in this report packet) and sign the Court Report Signature Sheet and the Federal Report Signature Sheet

Step 14: Use the “Keep” feature in the Save System Reports section on the Report page in EasyIEP to add a custom name and permanently store the final copies of all sections of the December 1 Report Packet for your district in EasyIEP.

Step 15: Complete a review of the final version of all sections of the December 1<sup>st</sup> Report Packet for your district with your Director of Schools. The Director of Schools must sign the report signature sheets attesting to the accuracy of both the federal and state sections of the report packet. Mail signed original report packet to the address in the memo above, postmarked between December 15 and December 22, 2011.

Date of Census: October 1, 2011

\_\_\_\_\_  
(School District Name)

Postmark Date: On or before December 22, 2011

**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	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total	
Count																								

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	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total	
Count																								

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

**December 1, 2011 CENSUS**  
**OF**  
**CHILDREN AND YOUTH WITH DISABILITIES**

**Postmark Date: Between December 15, 2011**  
**and December 22, 2011**

**Please return your district report to:**

**Terry Long**  
**Tennessee Department of Education**  
**Office of Special Education**  
**7<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0380**

**The information provided on the following forms is accurate and documentation is available for review to support this data.**

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

\_\_\_\_\_  
**Superintendent/  
Director of Schools  
Signature**

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

\_\_\_\_\_  
**School District Number**

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

**Postmark Date: Between December 15, 2011**  
**and December 22, 2011**

**Please return your district report to:**

**Terry Long**  
**Tennessee Department of Education**  
**Office of Special Education**  
**7<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0380**

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**School District Name**

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**Superintendent/  
Director of Schools  
Signature**

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**Date**

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**School District Number**