



Using Special Education (SPED) Lite

Last Updated: 3/17/2009

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Robert Logan, Associate State Superintendent
Office of Innovation and School Transformation
6301 Mail Service Center, Raleigh, NC 27699-6301
Telephone: (919) 807-3200; Fax: (919) 807-4065

Introduction

This document outlines the Best Practices for handling student information in eSIS through the SPED Lite Module.

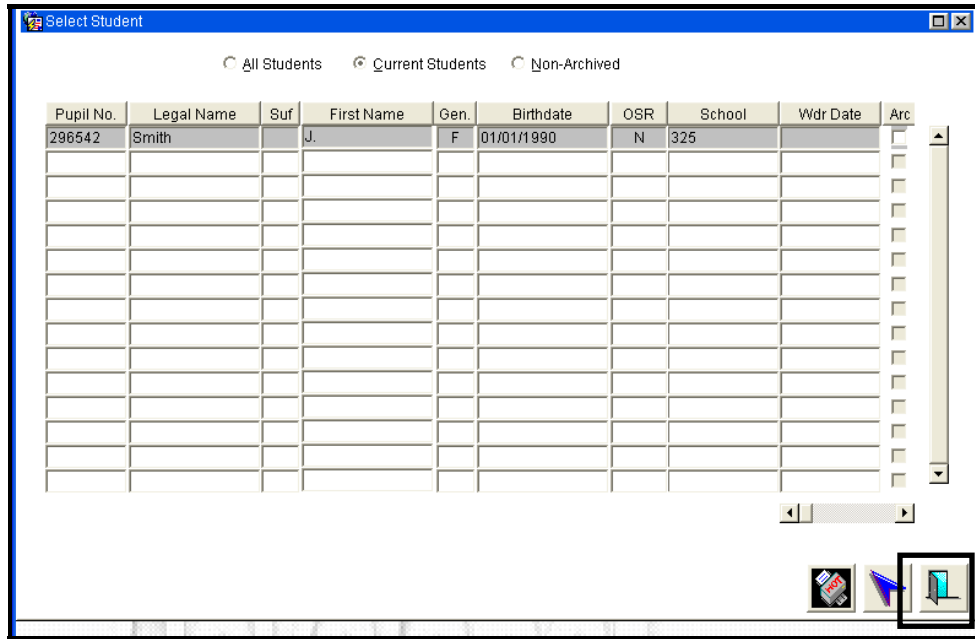
Entering Exceptional Children Information in eSIS

Getting Started

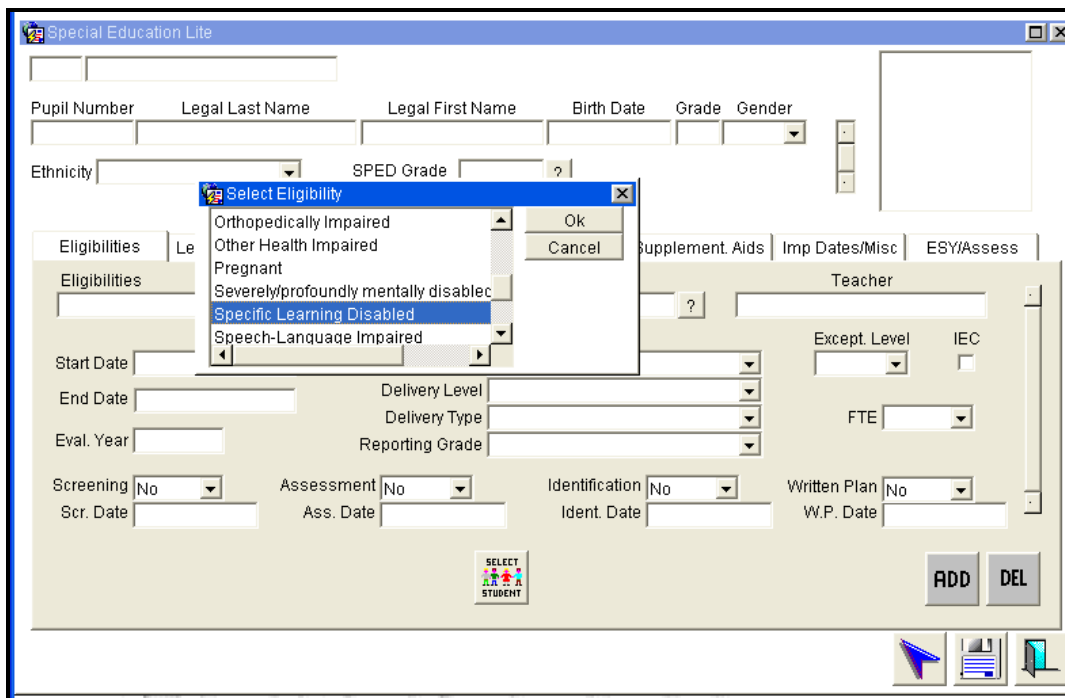
To enter a special education record, follow these steps:

1. Click the Special Education button in the **eSIS Main Start** screen.
This opens the **Special Education Lite** screen.
2. To add a new student, choose the **Select Student** button at the bottom of the **Special Education Lite** screen.
The **Select Student** screen appears.

3. After querying for the specific student, highlight the student's name.



4. Click **Exit**.
The **Special Education Lite** screen appears and the **Select Eligibility** window opens.
5. Choose the eligibility of the student and click **OK**.



Using the Tabs

Eligibilities Tab

The **Special Education Lite** screen will appear with the student's demographic information and the eligibility chosen.

Once a special education record has been created, students must have the following data populated on the Eligibilities tab:

- **Eligibilities** – The student's current eligibility (exceptionality). A student may have more than one eligibility and a record may be created for each one by selecting the **Add** button.

Note: The scroll bar on the right will be activated when the student has multiple eligibilities.

- **School** – The school automatically populates with the student's current school. Note that the school will not change if a student is transferred to another school, so these records should be reviewed when transferring students.
- **Start Date** – The start date is the first date a student is eligible for services for this eligibility. This will default to the current date, but can be changed.
- **Exceptionality Level** – The primary exceptionality should be flagged as 1st. The first eligibility is the one for which funding will be received.

Note: Academically and Intellectually Gifted (AIG Reading and Math, AIG Reading Only, AIG Math Only) can not be flagged as 1st if the student has more than one eligibility.

Other fields on this tab are optional.

Least Restrictive Environment Tab

The following information on the **Least Restrict. Env. tab** should be populated:

- **Least Restrictive Environment (LRE)** – The setting in which the student is served.
- **Start Date** – The first date on which the student is served in this setting.
- **End Date** – The last date on which the student is served on this setting.

When a student moves:

- From one setting to another, an **End Date** should be added for the closing LRE and a new line added for the new LRE.
- From one school to another, an **LRE End Date** will be automatically populated based on the school withdrawal date. A new line should be added at the admitting school.

Other Tabs

The **Related Services**, **Teacher Assigned**, **Supplement Aids**, **Imp Dates/Misc**, and **ESY/Assess** tabs are not required. These tabs may be used if the LEA or individual school chooses to track this information.

Changes to Tracking AIG Students

In order to better serve AIG students, monitor student growth and effectively use identification data, the process for tracking AIG students has been revised. These revisions will:

- Indicate whether a student is identified specifically as AIG Math-only, AIG Reading-only or AIG Both (math and reading). There are three different codes now.
- Show all students who have been entered in NC WISE previously as AG Both. If a student is only identified in one area, the student's identification will need to be changed to more accurately reflect needs.
- Indicate twice-exceptional students in NC WISE with both the AIG and the EC identifiers.
- Provide LEAs with three new Reporting Hub reports to assist with this transition, including an error-check report of students who may have been entered in more than one area.

Adding a New AIG Student

Use the following steps to add or update an AIG student in SPED Lite.

1. To add a new student on the **Special Education Lite** screen, click **Select Student**.

The **Select Student** screen appears.

2. Query for the specific student.
3. Highlight the student's name and click **Exit**.

The **Special Education Lite** screen appears and the **Select Eligibility** window opens.

4. Click one of the three AIG codes.
5. Click **OK**.
6. Fill in the remaining fields as denoted in *Eligibilities Tab* section of this document.
7. Click **Save**.
8. Update the LRE tab as appropriate (see the *Least Restrictive Environment Tab* section of this document).

Updating an Existing AIG Student

If a student is determined to be AIG Reading Only or AIG Math Only, the student's eligibility will need to be updated in **SPED Lite**. Follow the steps below to update the student's record:

1. On the **Special Education Lite** screen, query for the appropriate student.
2. Note the student's **Start Date** (it will need to be corrected in a subsequent step).
3. Click the **Eligibilities** drop-down box.

4. Select **AIG Math Only** or **AIG Reading Only**.
5. Click **Save**.
6. Update the **Start Date** using the information from step #2.
7. Repeat all steps for each student that needs to be updated.

AIG Reporting Hub Reports

Three new Reporting Hub reports (<https://reportinghub.ncwise.org>) were created to assist schools with updating AIG students. The three reports are:

- AG Report - This report list students with academically gifted (AG) exceptionality. This report can be used as a starting point to identify all AG students and to determine which ones may or may not need their eligibility updated to reflect the new codes.
- Multi-AG/AR/AM Error Report - This report will list students with multiple selections of AIG codes. For example if
 - If AG and AR are selected for the student then the error message will be 'ERROR - AG AND AR Exceptionalities are selected'
 - If AG and AM are selected for the student then the error message will be 'ERROR - AG AND AM Exceptionalities are selected'
 - If AM and AR are selected for the student then the error message will be 'ERROR - AR AND AM Exceptionalities are selected'
 - If AG, AM and AR are selected for the student then the error message will be 'ERROR - AG, AR AND AM Exceptionalities are selected'

- Multiple Primary Exceptionalities - This report provides a list of students with more than one primary exceptionalities.

Note: Academically and Intellectually Gifted (AIG Reading and Math, AIG Reading Only, AIG Math Only) can not be flagged as the primary eligibility if the student has more than one eligibility.

Using the 000 School for Tracking SPED Pre-K Students

If the 000 school is used to track SPED students, use the following guidelines when entering information.

SPED students should be registered at the 000 school.

If a student is receiving services at a particular school within the LEA, the student should be cross enrolled to the school at which he/she is receiving services.

The eligibility tab should list the name of the school at which the student receives services.

If the student receives services within the county but not at a school, he/she can be listed in the 000 school only (does not have to be cross enrolled). The 000 school should be listed as the school at which the student receives services.

Inactivating a SPED Student

If a student is no longer considered to be a special education student or is no longer eligible for EC services, the following fields should be populated.

- **Eligibility End Date** and **Withdrawal Code** on the **Eligibilities** tab – Students who are no longer eligible for the exceptionality must have the end date populated and a withdrawal code entered for the primary (1st) exceptionality.
- **LRE End Date** on the **Least Restrict. Env.** tab – Students who are no longer being served at your school must have a LRE End Date. This end date should be the same date that the student withdrew from your school or the date that the student is no longer eligible to receive special education services. Multiple LRE records may exist if the student has been changed from one setting to another. The **End Date** must be entered for any settings that are no longer valid for your school.

Exceptional Children Common Terms

Term	Definition
Eligibility	The student's exceptionality.
Eligibility Start Date	First date the student was placed in the exceptionality.
Eligibility End Date	The date the student is no longer receiving EC services for that exceptionality and/or is withdrawn from the EC program.
Exceptionality Level	The student's primary exceptionality that receives funding.
Withdrawal Code	The reason the student is no longer receiving EC services for that exceptionality and/or is withdrawn from the EC program.
Least Restrictive Environment (LRE)	The setting for the student's primary exceptionality.
LRE Start Date	The date the student first received services in this setting in your school.
LRE End Date	The date the student was no longer receiving services in this setting in your school.