**Part B Special Education State Performance Plan (SPP) and   
Annual Performance Report (APR)   
Reporting Period: July 1-June 30**

# Instructions for Reporting Indicator 11

Revised March 2022

**Note: It is acceptable to conduct an electronic student file review for this data reporting period (July1-June 30). The director of special education’s and superintendent’s electronic signatures in the application will also serve as assurance that the division has secured all required signatures on documents under review for this indicator.**

Pursuant to Sections 616(d) and 642 of the *Individuals with Disabilities Education Act* (IDEA), the United States Department of Education (USED) requires each state to collect Part B Special Education Annual Performance Report (APR) data. The Virginia Department of Education (VDOE) is required to report to the USED all identified noncompliance and verification of corrections each year in the State’s APR for Special Education. Data submitted by school divisions to the VDOE is used to develop their Report to the Public and Local Determination Accountability Matrix.

The Single Sign-on for Web Systems (SSWS) Special Education Indicators Application was designed to streamline the submission process and reduce the paperwork burden of school division staff. This application includes a system for school division personnel to review, verify, and approve data submitted to the VDOE. Indicator 11 must be submitted through the SSWS Application by August 15. If this date falls on a weekend, it is due the following Monday.

Percent of children for whom referral for initial evaluation was received, who were evaluated and eligibility determined within 65 business days.

All data must be entered through the Single Sign-on for Web Systems (SSWS**)** application “**Special Education Indicators**.” Request access to the application from your local SSWS administrator.

* Report only on initial eligibility determinations, including children transitioning from Part C to Part B.
* The 65 business day timeline starts from the date of the receipt of the referral by the special education administrator or designee [8 VAC 20-80-54].
* A business day means Monday through Friday, 12 months a year, exclusive of federal and state holidays (unless holidays are specifically included in the designation of business days) [8 VAC 20-80-66 B 4 a].

## Data Entry

**Section 1: Report on evaluations and eligibility determinations completed within 65 business days**

**A.** Enter the number of all children for whom referral for evaluation was received (including preschool age children).

* Include children for whom eligibility was determined or due to be determined on or before June 30.

**B.** Enter the number of children for whom eligibility was not determined due to the withdrawal from the school division (e.g., child transferred to another school division, child dropped out of school, or parent rescinded his/her consent). This number is not included in the calculation.

**C.** Enter the number of eligibility determinations that did not meet timeline because parent repeatedly failed or refused to make the child available. This number is not included in the calculation.

**D.** Enter the number of eligibility determinations that did not meet the timeline because the child enrolled after the 65 business day timeline had started and 1) prior to an eligibility determination being made by the previous public agency, 2) the receiving local educational agency (LEA) made sufficient progress to complete evaluation, and 3) the parent and LEA agreed to a specific time to complete the evaluation (all conditions must be met). This number is not included in the calculation.

**E.** Enter the number of eligibility determinations that did not meet the timeline because the parent and eligibility group agreed in writing to extend the 65 day timeline to obtain additional data that cannot be obtained within the 65 business days. This number is not included in the calculation.

Notes:

* If the eligibility process is completed after June 30, the student will need to be reported in next year’s data submission.
* A sufficient agreement must include evidence the parent agreed with the extension. This can be a parent’s signature, an email stating agreement, or other evidence. A notification from the division to the parent stating an extension is needed is not sufficient.

**F.** Automatically populated.

**G.** Automatically population. This number is the denominator in the calculation.

**H.** Enter the number of eligibility determinations completed within 65 business days. This number is the numerator in the calculation.

**J.** Automatically populated. This number must be explained in Section 2.

**K.** Automatically calculated to show the percent of children with parent consent to evaluate and eligibility determined within 65 business days. This is the percentage that will be reported to the public.

**Section 2: Account for children in J. from Section 1**

**L.** Enter the number of eligibility determinations completed beyond 65 business days for each range of days. Use the exact number of business days, not an average, in determining the range.

**M.** Enter the number of eligibility determinations completed beyond 65 business days for each listed applicable reason. Specify other reason not listed and the number of determinations beyond the timeline. No box can be left empty. Place a “0” in any box that has no students.

Note: Parts J., L., and M. must be the same or the application will not let you save the data. An error message in red will appear at the top of the page after hitting the save button.

* For all missed timelines, enter each student’s STI or ID number in the box provided.
* When all data has been entered, click on the “Finalized” box. This will lock Indicator 11, and no additional data can be entered without first contacting your division director.