



## 2023-2024 Special Education End of Year Timeline

Due Dates	What is Due
<b>Wednesday, May 1, 2024</b>	Snapshot available (IEP Interchange opened in September 2023)
<b>Thursday, June 27, 2024</b>	Date by which IEP Interchange errors ( <b>Child/Participation Files</b> ) need to be resolved and at least one 23-24 Special Education End-of-Year Snapshot created. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Special Education Child File errors resolved</b></li> <li><input type="checkbox"/> <b>Special Education Participation File errors resolved</b></li> <li><input type="checkbox"/> <b>At least one 23-24 snapshot created</b></li> <li><input type="checkbox"/> <b>Medically Necessary Services counts entered in Data Pipeline</b></li> </ul>
<b>Thursday, Aug. 29, 2024</b>	Date by which all Exception requests should be received by CDE to allow sufficient time for processing. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All exception requests uploaded to Syncplicity folder and CDE notified by email</b></li> </ul>
<b>Thursday, Sept. 5, 2024</b>	Date by which each AU should have a complete Special Education EOY Snapshot by passing all interchange and snapshot validations in preparation for duplicate checks. If applicable, CEIS file uploaded and error free by this date. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All data records needed are included in snapshot</b></li> <li><input type="checkbox"/> <b>Special Education EOY Snapshot errors resolved</b></li> <li><input type="checkbox"/> CEIS file uploaded and errors resolved (if applicable to your AU)</li> </ul>
<b>Friday, Sept. 6 – Friday, Sept. 13, 2024</b>	<b>Initial Report Review.</b> Review reports in detail and make any data corrections necessary to ensure data is valid and reliable. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Exit information has been double-checked, verified, and data records contain up-to-date exit information to minimize duplicate reporting</b></li> <li><input type="checkbox"/> <b>By Friday the 13<sup>th</sup>, all changes made and a complete error-free Special Education EOY Snapshot created in preparation for duplicate checks</b></li> </ul>
<b>Monday, Sept. 16 - Friday, Sept. 20, 2024</b>	<b>Resolving duplicates.</b> During this time, CDE asks that AUs work together in a timely manner to facilitate resolution of duplicates.
<b>Friday, Sept. 20, 2024</b>	Date by which AUs must have resolved all duplicate and data validity issues and created a complete error-free Special Education EOY Snapshot. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All duplicates resolved</b></li> <li><input type="checkbox"/> <b>Special Education EOY Snapshot error-free</b></li> </ul>
<b>Monday, Sept. 23 – Friday, Sept. 27, 2024</b>	<b>Final Report Review.</b> Print new reports following your final EOY Snapshot to ensure the reports reflect the current data. This is a final opportunity to review reports and make any corrections. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All signature reports have been reviewed</b></li> </ul>



Due Dates	What is Due
Friday, Sept. 27, 2024	<p>Any file changes identified during report review are required by this date and a <b>complete</b> Special Education EOY Snapshot created.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All students who must be reported have been reported</li> <li><input type="checkbox"/> All interchange and snapshot errors must be resolved</li> </ul>
Friday, Sept. 27, 2024	<p><b>Final Data File Approval and Reports Submission.</b> Date by which final Special Education EOY Snapshot submission is due to CDE.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medically Necessary Services counts must be entered in Data Pipeline before final approval</li> <li><input type="checkbox"/> Approve final Special Education EOY Snapshot by clicking “Submit to CDE” green button</li> <li><input type="checkbox"/> Upload signed reports to the ESSU Data Management System</li> </ul> <p><b>The following signed reports are due today! Reports should be uploaded to the ESSU Data Management System under the Documents section and must contain all pages of the reports listed below.</b></p> <p>Note: Date of reports must be as of or after your final Snapshot.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>3: Indicator 11 Number of Students with Initial Part B Evaluation</b></li> <li><input type="checkbox"/> <b>4: Indicator 12 Number of Children Referred from Part C to Part B</b></li> <li><input type="checkbox"/> <b>5: Number of Students Exited by Disability and Discrete Age</b></li> <li><input type="checkbox"/> <b>6: Indicator 2 Dropout by Disability</b></li> <li><input type="checkbox"/> <b>7: Indicator 1 Graduation by Disability</b></li> <li><input type="checkbox"/> <b>8: Year to Year Comparison Report of Number of Students Exited</b></li> <li><input type="checkbox"/> <b>9: Year to Year Comparison Report of Students Reported by Type of Referral</b></li> <li><input type="checkbox"/> <b>10: Listing of Students Reported in Error on the Previous December Count</b></li> <li><input type="checkbox"/> <b>Flag explanation document has been uploaded to the DMS (applicable if A flags are present on reports 8 or 9)</b></li> </ul>

For more information, visit the [Special Education End of Year Snapshot webpage](#) or email [SpedEndofYear@cde.state.co.us](mailto:SpedEndofYear@cde.state.co.us).