2024-2025 Special Education IEP Interchange – Coordinated Early Intervening Services File (CEIS)

Changes from 2023-2024 are highlighted in <mark>yellow.</mark>

Purpose:

The purpose of the Coordinated Early Intervening Services File is to represent those students whom you provided CEIS to at some point during the school year.

Important:

Completion of this Interchange file is not required unless your AU funded CEIS or CCEIS using federal dollars. This data is not included in the Special Education EOY or December Count Snapshots, nor does it impact December Count funding.

Early Intervening Services refers to school age (K-12) students and is not the same as Early Intervention Services (related to Part C). Students should be reported in this file if your Administrative Unit/State Operated Program chose to use or were required to use up to 15 percent (CEIS) or (CCEIS) of its IDEA: Part B funds for Early Intervening Services and had an approved Federal Application Narrative for the use of those funds.

Dependencies:

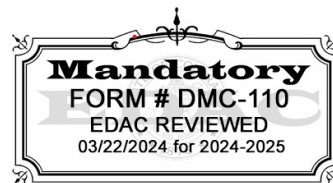Student has been assigned a SASID obtained from the RITS system.

Student has a record in the Student Interchange for:

- Demographics
- Student School Association

Record Expectation:

Include 1 record for each student within your Administrative Unit who received Coordinated Early Intervening Services at any point during the reporting period. This file may include students that are receiving Special Education services as well as those that are not in Special Education.

🔑 indicates primary key

Mandatory
FORM # DMC-110
EDAC REVIEWED
03/22/2024 for 2024-2025

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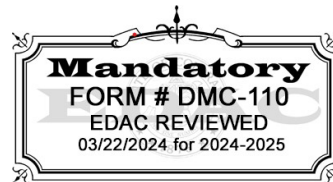## Field List:

*Indicates required field.
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS
A header row is required

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Administrative Unit/SOP Code* 🔑	5	1	5	1	A2	00000	
Student's State ID (SASID)* 🔑	10	6	15	2	B2	0000000000	Validated against RITS
Student's First Name*	30	16	45	3	C2	Valid name	Validated against RITS
Student's Last Name*	30	46	75	4	D2	Valid name	Validated against RITS
Student's Gender*	2	76	77	5	E2	01	Validated against RITS
Student's Date of Birth*	8	78	85	6	F2	MMDDYYYY	Validated against RITS
School Code*	4	86	89	7	G2	0000	
District of Attendance*	4	90	93	8	H2	0000	
Start Date of CEIS*	8	94	101	9	I2	00000000	Date within current school year student began receiving CEIS
End Date of CEIS*	8	102	109	10	J2	00000000	Date within current school year student stopped receiving CEIS
CEIS Type*	1	110	111	11	K2	0	

DO NOT INCLUDE THE NEXT TWO ELEMENTS IN YOUR FILE- THESE ARE VALUES DERIVED FROM THE STUDENT INTERCHANGE

Grade Level							
Student's Federal Race							

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Last Updated: March 2024

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Field Descriptions:

Admin Unit/SOP Code - A unique code assigned to an Administrative Unit/State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes posted on Data Pipeline at [Frequently Requested Codes link](#).
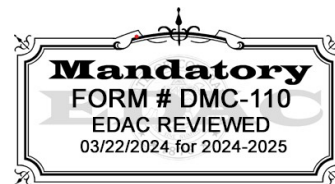
Student's State ID (SASID) – A **unique** ten-digit number assigned to each student by CDE's Record Integration Tracking System (RITS).

Student's First Name – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Student's Last Name – The name borne in common by members of a family.

Student's Gender - An individual's sex.

Code	Description
01	**Female-** identifies as female (including a transgender student who identifies exclusively as female).
02	**Male -** identifies as male (including a transgender student who identifies exclusively as male).
03	**Nonbinary -** does not identify exclusively as male or female. Nonbinary does not refer to a transgender student who identifies exclusively as either male or female.

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Student's Date of Birth – The month, day, and year on which an individual was born (i.e. 09151989).

School Code – A unique number assigned to a school, approved facility, or detention center by CDE. Refer to the Data Pipeline [Frequently Requested Codes link](#) for school code lists.
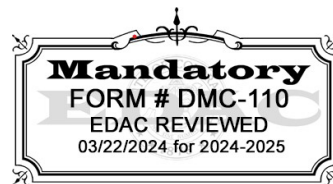
District of Attendance – Enter the appropriate district of attendance for each student. Refer to the Data Pipeline [Frequently Requested Codes link](#) for tables listing the School District Codes.

Start Date of CEIS – The month, day, year (mmddyyyy) the student began receiving coordinated early intervening services in your Administrative Unit in the current school year.

End Date of CEIS – The month, day, year (mmddyyyy) the student stopped receiving coordinated early intervening services in your Administrative Unit in the current school year, or last day of school.

CEIS Type - Please indicate whether the student was served under CEIS (voluntary use of funds) or CCEIS (mandatory use of funds). If you are uncertain, please check with your Special Education Director to determine whether the funds used to serve the student were voluntary or mandatory.

Code	Description
1	CEIS – voluntary use of funds
2	CCEIS – mandatory use of funds

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Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected

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