TN Department of
Education

TO: Special Education Supervisors

FROM: Zachary Stone, Senior Director of Data Reporting

DATE: October 16, 2023

RE: End of Year Data Reports for Students with Disabilities

This memo provides instructions on completing the **End of Year Data Reports for Students with Disabilities**. These reports are required for both federal and state reporting/compliance and must be submitted to the Tennessee Department of Education via ePlan by the deadline of **October 31, 2023**. Please carefully review the instructions to ensure that all data contained in TN PULSE reports are accurate and final.

PLEASE NOTE: Districts will use the ePlan **Data Reports for Students with Disabilities Data and Information Tool** to submit and certify data. A technical application guide for this tool is available [here](#). Districts must complete and verify the accuracy of the following TN PULSE reports as part of the **End of Year Data Reports for Students with Disabilities**:

- *Exit Report*
- *Initial Eligibility 60 Day Report*
- *TN-End of Year Frequency Report (XLS)*
- *Restraint and Isolation Report*

The department recommends that districts maintain copies of all reports generated by using the "Keep" feature in TN PULSE and by saving digital and/or printed copies of the reports. Please do not alter counts on the reports generated in TN PULSE before saving. These reports are derived from the individual student data in TN PULSE. Any changes to the reports must be made by correcting individual student data that was entered in TN PULSE by your district personnel.

UPDATED! PCG will generate the final versions of the *Exit Report* and the *Initial Eligibility 60 Day Report,* which will be made available in the *Recently Run Report(s)* section of TN PULSE on November 1, 2023. **The data from the *Exit Report* and the *Initial Eligibility 60 Day Report* that will run on November 1, 2023 will be used to calculate your district's Annual Performance Report (APR) Indicators 1, 2, and 11 performance for the school year, regardless of when your End of Year Data Reports for Students with Disabilities (2022-23) are submitted and certified.** Use the reports listed in the table below to verify accuracy of these data. If these reports are not accurate, individual student records must be updated in TN PULSE. **It is critical that you make necessary updates to individual student records prior to the October 31, 2023 deadline.**

In addition, due to changes in federal reporting requirements, districts WILL NOT be required to run, review, or certify the *Personnel Report* for the 2022-2023 End of Year Data Reports for Students with Disabilities. However, districts should review the information at the bottom of the TN PULSE user profile for any special education teachers, paraprofessionals, or related service providers to verify the employment begin date, employment end date, and license type; select an employment type from the dropdown list; and add FTE .

<h1 style="text-align:center"><u>INSTRUCTIONS FOR COMPLETING REPORTS</u></h1>

Step One: **All data must be up to date in TN PULSE prior to running the End of the Year Data Reports for Students with Disabilities.**

Step Two: Log in to your TN PULSE website. On the *HOME / DASHBOARD* page, click on the *ADMIN/SCHOOL SYSTEM* tab.

Step Three: Click on *EasyIEP Everyday* box in the *REPORTS* tab. All federal, state, and other reports are broken out into folders under the *REPORTS* tab.

Step Four: Using the table below as a guide, click on the name of the report you would like to run.

Step Five: Enter the required state and federal reporting dates from the table below.

Step Six: Click *GENERATE REPORT*. The following message will appear after you click *GENERATE REPORT*:

         We are working on building your report! You will be notified via email as soon as your report is available.

         Please note that any notifications will be sent to the email address listed in the *E-Mail Address* field in the TN PULSE user profile.

RED – Federal Reports	Report Date:
1. *Exit Report*	**Report Begin Date: July 1, 2022** **Report End Date: June 30, 2023** **Student Active Date: July 1, 2022**
2. *Initial Eligibility 60 Day Report*	**Date Range: July 1, 2022 through June 30, 2023** **Select the option that says, "Only show students with Initial Consent for Eligibility Determination Dates within the above date range."**

BLUE – State Reports	Report Date:
1. *TN-End of Year Frequency Report (XLS)* **NOTE: This report is located in the *EOY Reports (Prior to July 1, 2023)* folder.**	**June 30, 2023**
2. *Restraint and Isolation Report*	**Date Range: July 1, 2022 through June 30, 2023**

Step Seven: <u>**Repeat steps four, five, and six for each of the reports listed in the tables above**</u>.

Step Eight: To view your report, click on the report after it appears in the *Recently Run Report(s)* section. Brief instructions for how to review each report are included below. <u>**If you must update individual student records based on your initial review, rerun and rereview the report(s) to ensure any errors have been corrected and your reports are accurate.**</u>

For the *Exit Report*: The *Exit Report* lists students who were included and excluded from the report. Please confirm that all exiting students with IDEA-defined primary disabilities are appropriately counted in the report. Students with state primary disabilities (Intellectually Gifted and Functionally Delayed) are not included in the *Exit Report*.

For the *Initial Eligibility 60 Day Report*: Please confirm that all information included in the report is correct. To identify students who did **not** meet the 60-day timeline and are out of compliance, download the *Initial Eligibility 60 Day Report* and follow these steps:

1. Create filters for each column in the header row, starting with "State ID".
2. Filter column P for "N" to identify students who are **not** compliant.

To identify students who did **not** meet the 60-day timeline and still have open evaluations:

1. Filter column P for "N" to identify students who are **not** compliant.
2. Also filter column N for any value other than "(Blanks)."

To identify students who have open evaluations and are still within the 60-day timeline:

1. Filter column P for "Y" to identify students who are compliant.
2. Also filter column N for any value other than "(Blanks)."

For the *End of Year Frequency Report*: The report provides total counts of students served by your district at any point during the school year, including state primary disabilities (Intellectually Gifted and Functionally Delayed). The report also provides a list of students included in the report. Please confirm that all students are appropriately counted in the report.

For the *Restraint and Isolation Report*: The *Restraint and Isolation Report* provides the total counts of isolation/restraint events and the demographics of students receiving isolation/restraint. The report also provides specific information for each incident, including student demographics, schools where incidents took place, etc. Please confirm that all incidents are correctly entered in EasyIEP.

Note: Once a report is generated, you should permanently save a copy on your computer. To save the report to your hard drive, move your mouse over the file you wish to save and click on the name of the report. The report will be saved to your web browser's Downloads folder. Move the file to the folder of your choice with the report name and date you ran the report

(example: Exit Report August 2023). You can also select the *Keep* checkbox in the *Recently Run Report(s)* section of TN PULSE.

Step Nine: After reviewing and validating all reports, the district must complete the **Data Reports for Students with Disabilities Data and Information Tool** in ePlan.

Note: The data from the *Exit Report* and the *Initial Eligibility 60 Day Report* that will run on November 1, 2023 will be used to calculate your district's Annual Performance Report (APR) Indicator 1, 2, and 11 performance for the school year, regardless of when your Data Reports for Students with Disabilities (2022-23) are submitted and certified. **By submitting and certifying the End of Year Data Reports for Students with Disabilities in ePlan, your district acknowledges that the *Exit Report* and the *Initial Eligibility 60 Day Report* that will run on November 1, 2023 will be final and accurate; therefore, it is critical that you make necessary updates to individual student records prior to the October 31, 2023 deadline.**