TO: Special Education Directors

FROM: IDEA Data Team (IDEA.Data.Support@tn.gov)

DATE: August 5, 2026

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 **August 31, 2026**. Please carefully review the instructions to ensure that all data contained in TN PULSE 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 as part of the **End of Year Data Reports for Students with Disabilities**:

- *Exit Report*
- *Initial Eligibility 60 Day Report*
- *Personnel Report (Staff Details)*
- *ECO Performance Report (Exit Dates)*
- *EOY Unduplicated Count of Students Receiving IEP/ISP Services*
- *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.

PCG will generate the final versions of the *Exit Report*, *Initial Eligibility 60 Day Report, Personnel Report (Staff Details), ECO Performance Report (Exit Dates), EOY Unduplicated Count of Students Receiving IEP/ISP Services,* and *Restraint and Isolation Report* will be made available in the *Recently Run Report(s)* section of TN PULSE on September 1, 2026. **The data from the *Exit Report, Initial Eligibility 60 Day Report,* and *ECO Performance Report (Exit Dates)* that will run on September 1, 2026 will be used to calculate your district's Annual Performance Report (APR) Indicators 1, 2, 7, and 11 performance for FFY 2025 (2025-26 school year), regardless of when your End of Year Data Reports for Students with Disabilities (2025-26) 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 August 31, 2026 deadline.**

INSTRUCTIONS FOR COMPLETING TN PULSE REPORTS

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* and then *SCHOOL SYSTEM* tab.

Step Three: Click on *TN PULSE 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 federal and state 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, 2025** **Report End Date: June 30, 2026** **Student Active Date: July 1, 2025**
2. Initial Eligibility 60 Day Report	**Date Range: July 1, 2025 through June 30, 2026** **Select the 2nd option that says, "Only show students with Initial Consent for Eligibility Determination Dates within the above date range."**
3. Personnel Report (Staff Details)	**Report Date: Dec. 1, 2025 (Federal reporting requirements state that this report must be run for the same date as Tennessee's IDEA Child Count, Dec. 1)**
4. ECO Performance Report (Exit Dates)	**Date Range: July 1, 2025 through June 30, 2026**

BLUE – State Reports	Report Date:
1. ***EOY Unduplicated Count of Students Receiving IEP/ISP Services***	**Date of Report: June 30, 2026**
2. ***Restraint and Isolation Report***	**Date Range: July 1, 2025 through June 30, 2026** **Select School(s) to be included or click the "CHECK ALL" button.**

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

Step Eight: To view your report, click on the report after it appears in the *Recently Run Report(s)* section. If you do not see a report you have run in the *Recently Run Report(s)* section, you may need to access it in the *MY REPORTS* section. Go to *MY ACCOUNT* and *MY REPORTS* and click on the "Date Created" column heading TWICE or scroll to the bottom of the *MY REPORTS* page. Brief instructions for how to review each report are included below. **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.**

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 "Compliant?" (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 "Compliant?" (column P) for "N" to identify students who are **not** compliant.
2. Also filter "Open Evaluation - Days from Initial Consent" (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 "Compliant?" (column P) for "Y" to identify students who are compliant.
2. Also filter "Open Evaluation - Days from Initial Consent" (column N) for any value other than "(Blanks)."

For the *Personnel Report (Staff Details)*: This report provides staff details, including individual personnel names, employment dates, and report errors. Please confirm that all directly employed and contracted personnel who fit the Personnel Report definitions and were serving students in your district on Dec. 1, 2025 are included in this report.

For the *ECO Performance Report (Exit Dates)*: This report provides the number and percentage of children within each ECO process category, Summary Statement percentages for each of the three Outcomes, and a list of all children included in the report with their assigned entrance and exit ratings. Please confirm that all children are appropriately included in this report and that all assigned entrance and exit ratings and process categories are accurate. **Note: The *ECO Performance Report (Exit Dates)* currently does not exclude students with less than 6 months of service. This may impact the percentages shown in the report.**

In addition to reviewing the *ECO Performance Report (Exit Dates)*, it is also recommended that you review your ECO data by running the *ECO Data Report (Entrance Dates)*.To check your data using this report, download the *ECO Data Check Template – 2024* and *ECO Data Check Template Instructions* from the Early Childhood tab of your TN PULSE Resource Library. Follow the instructions to check your ECO data for accuracy and other issues (see sections 5 and 6 in *ECO Data Check Template Instructions*). **Note: use of the template is optional, but it may help you identify common ECO data quality issues that you may or may not be able to resolve.** Contact Colleen.Vandyke@tn.gov or Dolly.Gerregano@tn.gov with questions regarding ECO data.

For the *EOY Unduplicated Count of Students Receiving IEP/ISP Services*: 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 TN PULSE. **Note: If you fail the select schools on the report creation page, the resulting report will say "You must select at least one school to run this report". You must rerun the report with schools selected.**

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 2026). You can also select the *Keep* checkbox in the *Recently Run Report(s)* section of TN PULSE.

Final Step: 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 *FINAL Exit Report, FINAL Initial Eligibility 60 Day Report,* and *FINAL ECO Performance Report (Exit Dates)* that will run on September 1, 2026 will be used to calculate your district's Annual Performance Report (APR) Indicators 1, 2, 7, and 11 performance for FFY 2025 (2025-26 school year), regardless of when your End of Year Data Reports for Students with Disabilities (2025-26) 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, Initial Eligibility 60 Day Report*, and *ECO Performance Report (Exit Dates)* that will run on September 1, 2026 will be final and accurate; therefore, it is critical that you make necessary updates to individual student records prior to the August 31, 2026 deadline.**