



# **SPEDPro**

## **Special Education Data Project**

# **User's Guide**

<https://www.ksde.org/Default.aspx?tabid=519>

*Kansas leads the world in the success of each student.*



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# Related Documents

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Date	Document Title	Location
FY 2024	MIS Data Dictionary	<a href="http://www.ksde.org">www.ksde.org</a> / MIS and student data
All Year	NPE Contract Forms	<a href="http://www.ksde.org">www.ksde.org</a> / Special education / Fiscal resources
All Year	Catastrophic Aid Application	<a href="http://www.ksde.org">www.ksde.org</a> / Special education / Fiscal resources

## Revision History

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Date	Reason for Changes	Version
08/01/2015	New Application Release.	1.0
03/22/2016	Catastrophic Aid and NPE guidance updated	1.1
10/06/2016	Updates to Discipline data and Reports	2.0
06/12/2017	Data Entry - Students moving within Coop / Interlocal Member districts	3.0
07/31/2017	Section XIV - Using SPEDPro to verify student level data	3.1
09/01/2017	Added Using Report to Verify Data section	4.0
04/01/2018	Part XVI; Security and PII	4.0
06/05/2018	Service Minutes clarified	4.0
06/20/2018	Provider Profile redesign	4.0
06/25/2018	Non-Accredited Private School Organization	4.0
03/30/2019	Building Information Guidance	5.0
03/30/2019	Neighborhood School for Private / Parochial students	5.0
03/30/2019	Modifying Service End Dates	5.0
11/25/2019	Edit Student Profile Guidance	5.0
02/20/2020	Promote Provider Function	6.0
07/01/2022	Update Provider Role title	8.0
07/01/2022	Discipline Report title revision	8.0

## Part I: Introduction

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The SPEDPro application is designed to collect data on Kansas special education students submitted by Local educational agencies, to KSDE to meet state and federal data reporting requirements. SPEDPro also incorporates data from other KSDE applications for calculations of state and federal data categories. SPEDPro also utilizes a data verification process and a report tool for generating current year data quality reports, projected and final state and federal reports. SPEDPro also stores history of these reports.

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## Part II: About this Manual

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This User's Guide begins with an overview of KSDE Authentication and logging into SPEDPro. You will then be introduced to the system itself.

Also included in this guide are some notes and tips that highlight important topics.

**NOTE:** The "Notes" box will mention items that require special attention.

**TIP:** The "Tip" box will contain recommendations and/or "shortcuts" as the user works through SPEDPRO.

## Part III: Important Terms

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Below is a glossary of terms that are associated with SPEDPro.

Term	Meaning
Actions Menu	Menu on student record to view, edit, delete or to access student data pages
Directory / Directory Updates	The KSDE web application that contains a database of all building data. SPEDPro displays the building schedules and program types on the Building Information page
KIDS Collection	The KSDE data collection system for all students in Kansas. Student records in SPEDPro are populated with data from KIDS Collection by the corresponding student ID and organization. Student name, date of birth, gender, ELL status and responsible school are sourced from the KIDS Collection records.
Organization	The Local Educational Agency (LEA) associated to students, providers, buildings, calendars, etc. in SPEDPro
Student Profile	The student' demographic page in SPEDPro
User type	Also known as Access level or the permissions an individual would have when accessing the application, such as read only, edit capabilities etc.

# Part IV: Registering for Access to SPEDPro and the Special Education MIS Collection System

## New User Registration

Individuals who do not have access to KSDE web applications need to register to establish an account. Individuals who currently have access to KSDE applications will need to request access to SPEDPro. To register for a new user account, use the following web address: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the **Register** button, as shown below:

**NOTE:** You may want to skip this section if you have already registered for access to SPEDPro, under the same organization.

SPED Coop staff members, who need access to all districts in the coop, would create an account under their 700-range organization ID to gain access to all member districts collectively. Interlocals staff register under their 600-range organization ID to gain access to all districts collectively.

If the user has an account under an individual district, a new account is needed associating the user to the Coop or Interlocal level. This will require a new registration under the 600 / 700 ID. A new User name is needed to associate the user to this new level of access.

**User Login for KSDE Web Applications**

Common Authentication Login

User Name:

Password:

[Login](#) [Forgot password?](#)

**Need Assistance?**

<b>General Help</b> <a href="mailto:helpdesk@ksde.org">helpdesk@ksde.org</a> (785) 296-7935	<b>KN-CLAIM Support</b> <a href="mailto:cnwapplications@ksde.org">cnwapplications@ksde.org</a> (785) 296-2276	<b>KCCMS or Pathway Support</b> <a href="mailto:pathwayshelpde@ksde.org">pathwayshelpde@ksde.org</a> (785) 296-2276
<b>KESA Support</b> <a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo <a href="mailto:mmelton@ksde.org">mmelton@ksde.org</a> - Myron Milton (785) 296-4948 - Jeannette Nobo (785) 296-4941 - Myron Milton		<b>KEEP Support</b> <a href="mailto:ayates@ksde.org">ayates@ksde.org</a> - Ann Yates <a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo (785) 296-5140 - Ann Yates (785) 296-4948 - Jeannette Nobo

**New User Registration**

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

[Register](#)

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On the Registration page, enter the required information as indicated by the red asterisk. Under the Organization section, select the organization name and all buildings.

**Please enter your business contact information:**

<b>First Name:*</b>	<b>Last Name:*</b>
<input type="text" value="Pink"/>	<input type="text" value="Floyd"/>
<b>Phone #:*</b>	<b>Email Address:*</b>
<input type="text" value="785-296-4945"/>	<input type="text" value="Pfloyd@USD123.com"/>

---

**Please select the organization and building that you belong to:\***

**Organization:**  **Building:**

Mark the application "SPEDPro" and select the application access level from the list.

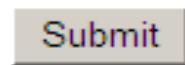
<input checked="" type="checkbox"/> SPEDPro	<input type="text" value="District Read Only"/> <input type="text" value="District Update"/>
<input type="checkbox"/> State Forms	

## Access Levels

- MIS Clerk - "District Update" - Full rights to enter, edit, delete, export, run reports.
- SPED Director - Full rights to enter, edit, delete, export, run reports
- SPED Teachers - Read only,
- Other SPED Staff - Read only

**TIP:** Do not use spaces when defining your login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

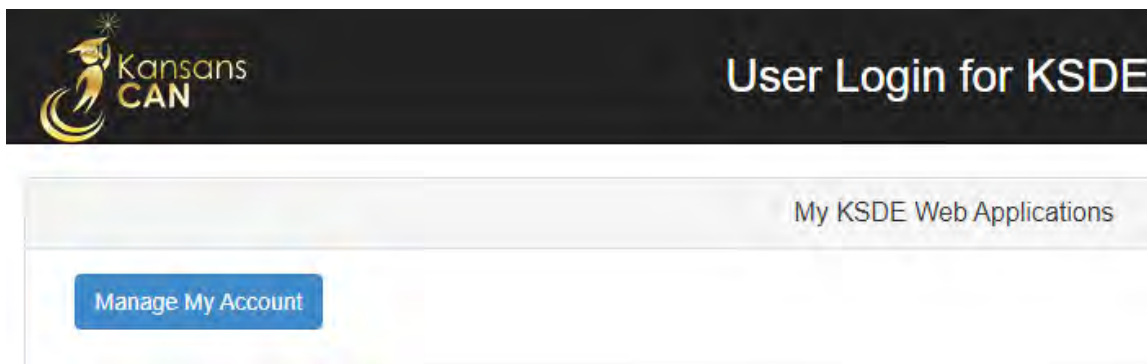
Fill in the birth date, security question and answer. When you have completed all required information on the registration form, click the **Submit** button at the bottom of the screen.



If all data on the registration form is valid, you will see a message reading "Thank You for Registering". The registration request will be routed for approval. Once approved, you will receive an email confirming your access request is approved, and your username and password are ready for use.

## Existing Users Requesting SPEDPro Access

Individuals that currently have access to KSDE web applications will need to request access to SPEDPro. Use the **Manage My Account** option to add SPEDPro to the list of approved applications.



Follow these steps to add SPEDPro to your list of available KSDE web application:

1. Login on the KSDE Web Applications page
2. Click the **Manage My Account** link (shown above)
3. Check the box in front of SPEDPro
4. Select your access level
5. Click **Submit**

For other application such as the Special Education MIS Collection System, follow the same steps.

Your request will be routed for approval. Please alert the KSDE MIS Data Manager to the names of new staff applying for access permissions. Once approved, you will receive an email confirming your access request is approved.

**TIP:**

If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (the question entered when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Remember; KSDE does not store your password, so you are responsible for managing and remembering it.

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## Part V: Logging into SPEDPro

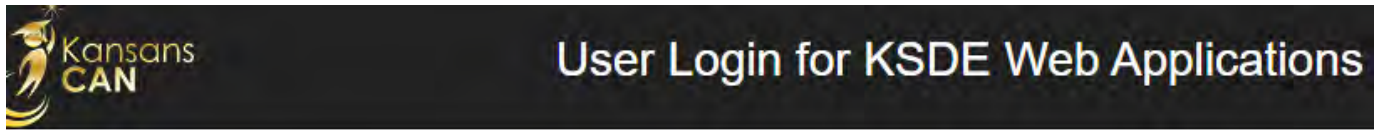
---

SPEDPRO, like the other KSDE web applications, is available on the KSDE Authentication page. To access SPEDPRO, enter your KSDE username and password to the KSDE Web Applications page

<https://apps.ksde.org/authentication/login.aspx> .

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Next Acceptance of the KSDE Legal Notice is required.



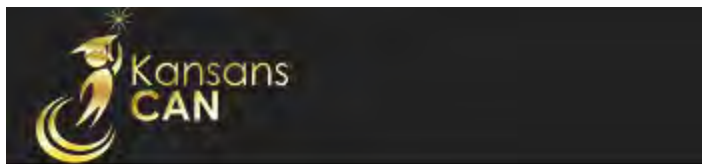
## KSDE Web Applications - Legal Notice

Applications provided by the Kansas State Department of Education through this authentication web protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6312 through thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. 1232g. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with the relevant provisions.

Accept

Decline

Locate SPEDPro in the list of approved KSDE applications (example list shown below) and click on the application to open it.



Manage My Account

1. Directory Updates

2. SPEDPro

**NOTE:** Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.



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The Select Organization is the first page displayed after opening the application.

## Select Organization

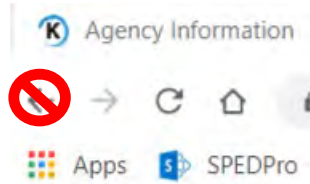
Default School Year

District:

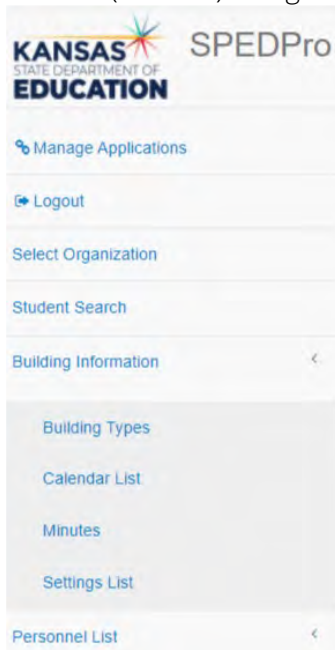
Go button - Sets the application to the selected organization and default school year. Selecting the Default school year and District sets these defaults on each page of the application. Clicking "Go" sets these defaults. Other school years and districts may be selected on different pages, but the application will return to the default values after the page refreshes or different values are selected on the Select Organization page.

Coop and Interlocal users - Set the District default to the Coop (700) or Interlocal (600) number to manage data for all member districts collectively.

First Alert - Do not use the back button on your web browser when navigating in SPEDPro

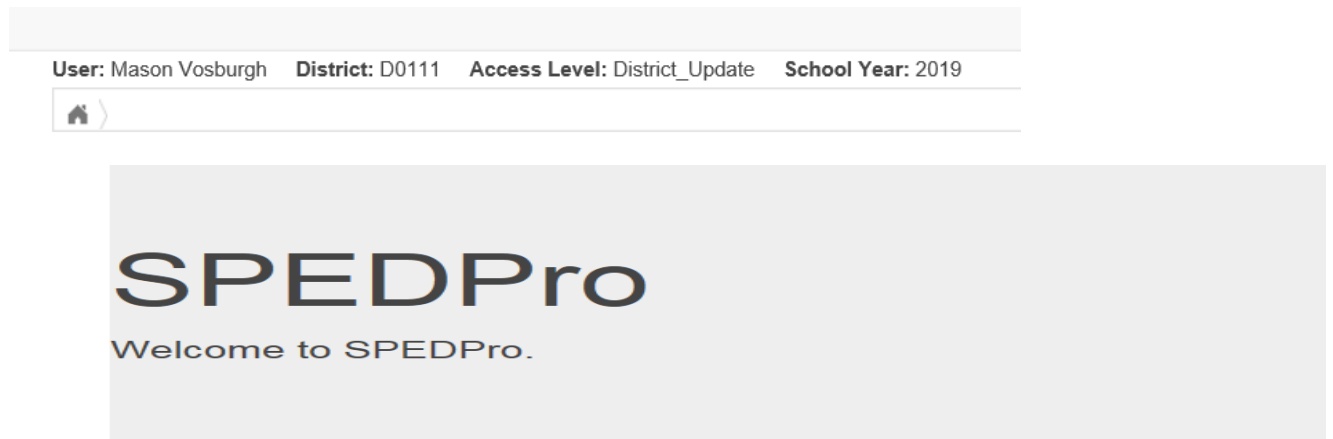


Use the (left side) Navigation Pane and Links to navigate to and from pages within SPEDPro



## Part VI: Welcome Page

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### Welcome to SPEDPro

Please remember, before entering student information complete these steps

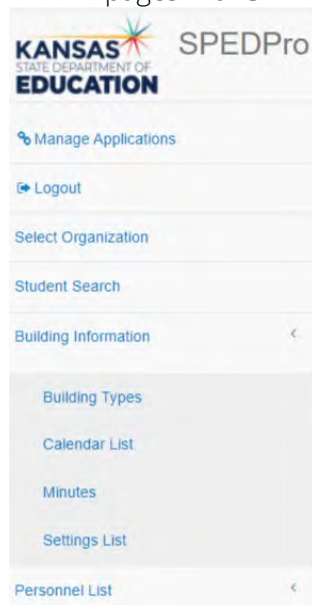
1. Set up your buildings with the correct setting codes for the school year.
2. Submit the building and program settings for approval and Contact the KSDE SPED data manager.
3. Check the minutes in the building for accuracy.
4. Set up calendars and associate them with the buildings and programs for the school year.
5. Enter current year providers in the Personnel list

Now you are ready to enter students associated with the buildings you have set up and have been approved.

Welcome page confirms the user's level of access and school year

The main section is where you will find the welcome screen. It will contain any special messages and will change as updates occur.

- ❖ The left section provides the user with a list of available menu items. These links take the user to different pages with SPEDPro to complete different tasks.



## Part VII: Getting Started – Begin Year set up

Prior to entering students, the following steps must be completed first. – Timeline: July – August completion.

Create calendars for the school year

Mark and submit current year setting codes for building and programs.

Enter current year providers in the Personnel List

### Calendars List Page

#### New Calendar

To create a new Calendar, click on **New** in the upper right corner of the Calendar List screen. Select the current school year and District.

Start with a universal default district calendar, apply to all grades for D0 & S0 organizations

Create a separate calendar for buildings and programs that do not follow the default district calendar.

Schools in X0 and Z0 organizations require a building level calendar only.

The screenshot shows the 'Calendar List' interface. At the top, it says 'This is the Calendar List screen, click Search to view your Calendars.' There is a 'New' button in the top right corner. Below this, there are three dropdown menus: 'School Year' set to '2015 - 2016', 'District' set to 'USD 107 - Rock Hills', and 'Building' set to 'District Level'. A 'Search' button is located at the bottom left of the filter section.

Follow these steps in sequence

1. On the calendar list page, click the new button
2. On the calendar form page,
3. Required fields as indicated by the Red \* asterisk
  - a. School year - Select the current school year
  - b. District – Select the USD
  - c. Building – Select the District level for the default calendar
    - i. Select individual building if the program does not follow the default calendar
  - d. Calendar type – Select all grades for the default calendar
    - i. Select All Kindergarten / All preschool for grades not following the default calendar
  - e. Select the Enter the first and last day of school.
4. Click the date for all day's school is not in session, students are NOT in attendance.
  - a. The days not in session will grayed when selected. Weekends are also in grey. The remaining "white" days will apply to the total days of service on service lines.
5. Save the calendar

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School Year:

District:

Building:

Calendar Type:

Start Date\*:

End Date\*:



**NOTE:** Calendars need to align with the building / program sessions reported in the Directory. A 4 day a week preschool session in the Directory will need a corresponding 4 day a week calendar to assure the calculation of total days of service is accurate.

## Private / Parochial School Calendars

Permissions to create Private / Parochial school calendars is based on the USD that bounds the Private / parochial school. This indicator is marked by building in the Directory Updates application.

Within which district boundaries is the private/parochial school located?

The process for creating Private / Parochial school calendars is the same.  
Create a building specific level calendar for all Private / Parochial schools

- Step 1 - Click the "New" button
- Step 2 - Select the school year.
- Step 3 - Change the district to the Z0 or X0 Private / Parochial organization
- Step 4 - Select the individual building
- Step 5 - Select applicable grade levels
- Step 6 - Enter first and last day of school
- Step 7 - Mark the school days not in session
- Step 8 - Save

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**School Year:** 2018 - 2019 ▼

**District:** Z0031 - Wichita Catholic Diocese ▼

**Building:** 1885 - St Elizabeth Ann Seton Catholic Elem ▼

**Calendar Type:** All Pre-K

**Start Date\*:** 08/16/2018

**End Date\*:** 05/25/2019

## Calendar Search:

In the Calendar List screen, the top portion of the screen displays the calendar list for all buildings you have access to view. If you need to narrow the results, use the drop-down arrows to display a specific School Year, District, or Building. Click on **Search**. Once you find the building, you have several options. The actions you have available are to Edit, Copy, Delete and create New.

## Calendar List

This is the Calendar List screen, click Search to view your Ca

**School Year:** 2015 - 2016 ▼

**District:** USD 207 - Ft Leavenworth

**Building:** District Level

**Search**

## Edit Calendar

When you select Edit Calendar from the drop-down menu to the left of the building, the original calendar now becomes editable. Changes can be made and saved.

**NOTE:** Changing a calendar after current year data has been submitted may result in numerous verifications on existing service lines. If in-session school days are removed from an original calendar, this may result if fewer school days available within the range of service dates. Resulting total days of service on existing service lines may be more than the original days, triggering the verification because school days were removed.

Contact KSDE if a calendar edit is being considered after the original submission of student records.

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## Calendar List

This is the Calendar List screen, click Search to view your Calendars.

**School Year:** 2015 - 2016 ▾  
**District:** USD 207 - Ft Leavenworth  
**Building:** District Level

**Search**

18 result(s)

Actions	District	School	Type
Choose View Edit Delete	USD 113 - Prairie Hills	District Level	All Grades
Choose ▾	USD 230 - Spring Hill	District Level	All Grades
Choose ▾	USD 259 - Wichita	District Level	All Grades
Choose ▾	USD 287 - West Franklin	District Level	All Grades
Choose ▾	USD 322 - Onaga-Havensville-Wheaton	District Level	All Grades
Choose ▾	USD 336 - Holton	District Level	All Grades
Choose ▾	USD 420 - Osage City	District Level	All Grades
Choose ▾	USD 421 - Lyndon	District Level	All Grades
Choose ▾	USD 434 - Santa Fe Trail	District Level	All Grades
Choose ▾	USD 454 - Burlingame Public School	District Level	All Grades

To make changes to the Calendar, click on an individual day to either select that day or deselect that day, whichever is the case. Once you have made all the necessary changes, click on **Save**. You will be brought back to the Calendar List screen.

## Delete Calendar

To delete a Calendar, click on Delete from the drop-down arrow to the left of the building that has the calendar that needs to be deleted. A box that requires you to verify that this calendar should be deleted is displayed. Click on OK to delete or Cancel to return to the Calendar List screen without taking action.

Actions	District	School	Type
Choose View Edit Delete	USD 113 - Prairie Hills	District Level	All Grades
Choose ▾	USD 230 - Spring Hill	District Level	All Grades
Choose ▾	USD 259 - Wichita	District Level	All Grades

## Settings List Page

Each school building and program has a defined set of setting codes that represent the type of educational programs offered in that building by classroom. The Special Education report preparation and Data Dictionary defines each setting and the related setting code. Prior to the initial submission of student level data for the school year, a discovery process is completed to determine what specific program types are offered in each building in the current school year. This information is shared with the local board clerk who completes the KSDE Directory updates. Preschool program types are listed individually in the Directory and are visible on the SPEDPro Building information page. Enter the SPEDPro settings codes to equal / align with the program types listed in the Directory. Incorrect Directory updates can be fixed by the local board clerk.

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## New Settings

After the Discovery process is complete, begin the process of entering the set of setting codes for each school building and program.

1. From the navigation pane, click Settings list to open the Settings List page
2. Click the New button to open a settings list form for each building
  - a. The building settings now have a status of "**In Progress**". Meaning "being worked on" but not yet complete.

Select Organization  
Student Search  
Building Information <  
Calendar List  
Minutes  
Settings List ←

### Settings List

School Year: 2015 - 2016  
District: USD 111 - Doniphan West Schools  
Building: 0199 - Doniphan West Elementary School  
Status: All

Search

New

3. Select the current school year
4. Select the District
5. Select the Building (allow the page to refresh), the form is now ready for entry
6. Mark the check box to the right of the setting description.
  - a. Note: Extracurricular (T) and Indirect (X) settings are defaulted / pre-marked
7. When all settings have been marked, four options are available on the building form
  - a. Save. This keeps the settings list at In Progress status to add or remove additional settings.
  - b. Save and Submit. This confirms the setting list is complete and moves the status to "**Submitted**".
  - c. Delete and Cancel. Returns the user to the settings list page with no actions taken

Settings	Setting Name
<input type="checkbox"/>	A - Home-Based
<input type="checkbox"/>	B - Early Childhood Setting
<input checked="" type="checkbox"/>	C - Special Ed Direct Services in a General Ed Classroom
<input type="checkbox"/>	D - Non-School Settings
<input type="checkbox"/>	E - Community Based Direct Instruction
<input checked="" type="checkbox"/>	G - Special Ed Direct Services in a Special Ed Classroom
<input type="checkbox"/>	H - Alternative School
<input type="checkbox"/>	I - Incarceration
<input type="checkbox"/>	J - Special Day School
<input type="checkbox"/>	K - Early Childhood Program Time with out Services (for ages 3, 4, 5)
<input type="checkbox"/>	L - Hospital
<input type="checkbox"/>	M - Residential Setting
<input type="checkbox"/>	O - Home School
<input type="checkbox"/>	P - Homebound
<input checked="" type="checkbox"/>	R - Integrated Special Education Setting (age 3, 4, 5)
<input checked="" type="checkbox"/>	T - Extracurricular
<input type="checkbox"/>	U - Under Suspension / Under Expulsion
<input type="checkbox"/>	W - Reverse Mainstream ECSE Classroom Setting
<input checked="" type="checkbox"/>	X - Indirect Services
<input type="checkbox"/>	Y - Juvenile Correction Facility

Setting has been marked

Save Save & Submit Cancel

Settings in "**Submitted**" status go to KSDE for review and approval. If settings are found to be inaccurate, KSDE may decline the setting list submitted or unsubmit the setting list.

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A settings list in "**Declined**" status can be revised by deleting the current settings, creating a new list and resubmitting the new list to KSDE.

An unsubmitted settings list returns to "**In Progress**" status can be revised by choosing Edit from the Action drop down or by deleting the current settings, creating a new list and resubmitting the new list to KSDE. Buildings with KSDE approved settings are listed with "**Approved**" status on the settings list page.

Settings list for process for Private / parochial schools in the catchment works the same a public school.

1. Go to the settings list page
2. Click the new button on the top right
3. Select the parochial organization and building
4. Mark the settings
5. Click save and submit

Status: **In Progress**  
School Year: **2022 - 2023** ▼  
Organization: **Z0031 - Wichita Catholic Diocese**  
Building: **3154 - Trinity Catholic High**

Settings	Setting Name
<input type="checkbox"/>	<b>A - Home-Based</b>
<input type="checkbox"/>	<b>B - Early Childhood Setting</b>
<input checked="" type="checkbox"/>	<b>C - Special Ed Direct Services in a General Ed Classroom</b>
<input type="checkbox"/>	<b>D - Non-School Settings</b>
<input type="checkbox"/>	<b>E - Community Based Direct Instruction</b>
<input checked="" type="checkbox"/>	<b>G - Special Ed Direct Services in a Special Ed Classroom</b>

## Correcting, changing or removing existing settings

Settings cannot be edited directly. Changing settings is completed on the Settings list page by building. To edit or make corrections, the setting form must be un-submitted or deleted first.

Follow the steps above to create a new form, make changes and re-submit for approval.

Deleting a current form and entering new settings and re-submitting completes the same task.

### Settings List page – selecting Actions

**In Progress** status allows the user to **View, Edit, Submit** or **Delete** the settings listed.

**Declined** status allows the user to **View, Edit,** or **Delete** the settings listed.

**Submitted** status allows the user to **View,** or **Unsubmit** the settings listed.

**Approved** status allows the user to **View,** or **Unsubmit** the settings listed.

**View** action allows the user to only view / read the settings listed.

**Edit** action returns the setting list to **In Progress**, settings can be modified and resubmitted.

**Unsubmit** action returns the setting list to **In Progress**, settings can be modified and resubmitted.

**Delete** action removes all settings, if settings are needed, then creating a new list of settings is required.



## Settings List

**School Year:** 2017 - 2018   
**District:** USD 111 - Doniphan West Schools  
**Building:** 0200 - Doniphan West JR/SR High School  
**Status:** All

1 result(s)

Actions	Building
(Choose) View Unsubmit	USD 111 - Doniphan West Schools 0200 - Doniphan West JR/SR High School

Actions	Building	Status
(Choose) View Edit Submit Delete	USD 265 - Goddard 2025 - Clark Davidson Elem USD 265 - Goddard 2030 - Goddard High 70024 - Wichita Catholic Diocese	In Progress B, C, G, K, T, X Approved C, G, T, X Approved

Note: Only approved settings are available for selection on service lines. If student records are imported listing an unapproved setting for the service location / attendance building, verification 0004 will trigger.

## Building Information Page

Building information page is found by selecting the Building Information link on the Navigation pane

Select Organization

---

Student Search

---

Building Information <

---

Building Types

---

Calendar List

---

Minutes

---

Settings List

## Building Information

**School Year:** 2018 - 2019   
**District:** USD 357 - Belle Plaine  
**Building:** All Buildings

8 result(s)

Building Name
---------------

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The Building information page displays all data related to each specific building from the data source. The building information is displayed by school year, organization and building selected.

Building Name and number – populate from the KSDE Directory Updates application.

Building type – populate from the KSDE Directory Updates application.

Setting code – populate from the SPEDPro settings list

Calendar - populate from the SPEDPro Calendar list

Minutes - Grade 1 -12 populate from the building's Daily schedule in the KSDE Directory Updates application.

Minutes – Grade KG populate from the building's KG schedule in the KSDE Directory Updates application.

Minutes – Grade Pre-K populate from the building's Pre-K session in the KSDE Directory Updates application.

Days per week - populate from the building's session in the KSDE Directory Updates application.

Pre – K program type – populate from the building's Pre-K session in the KSDE Directory Updates application.

Note: Inaccurate class minutes, total minutes, days per week and preschool session types can only be fixed in the KSDE Directory Updates application. The Superintendent, Board clerk and KSDE MIS Data Manager all have permissions to make Directory Updates.

## Building Information

School Year: 2014 - 2015

District: USD 111 - Doniphan West Schools

Building: All Buildings

**Search**

8 result(s)

Building Name	Building Type	Setting Codes	Calendar	Minutes																				
0198 - Doniphan West Schools Dist Doniphan Co	Central Office		Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	There are no minutes in the directory for this building.																				
0199 - Doniphan West Elementary School	Elementary	B, C, G, K, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	<table border="1"> <thead> <tr> <th>Grades 1-12</th> <th>Class</th> <th>Total</th> <th>Days/Week</th> </tr> </thead> <tbody> <tr> <td></td> <td>430</td> <td>455</td> <td>5</td> </tr> </tbody> </table>	Grades 1-12	Class	Total	Days/Week		430	455	5												
Grades 1-12	Class	Total	Days/Week																					
	430	455	5																					
0200 - Doniphan West High School	High School	C, G, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	<table border="1"> <thead> <tr> <th>Grades 1-12</th> <th>Class</th> <th>Total</th> <th>Days/Week</th> </tr> </thead> <tbody> <tr> <td></td> <td>420</td> <td>445</td> <td>5</td> </tr> </tbody> </table>	Grades 1-12	Class	Total	Days/Week		420	445	5												
Grades 1-12	Class	Total	Days/Week																					
	420	445	5																					
0201 - Doniphan West Middle School	Middle School	C, G, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	<table border="1"> <thead> <tr> <th>Grades 1-12</th> <th>Class</th> <th>Total</th> <th>Days/Week</th> </tr> </thead> <tbody> <tr> <td></td> <td>420</td> <td>450</td> <td>5</td> </tr> </tbody> </table>	Grades 1-12	Class	Total	Days/Week		420	450	5												
Grades 1-12	Class	Total	Days/Week																					
	420	450	5																					
0202 - Doniphan West Primary	Elementary	C, G, R, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	<table border="1"> <thead> <tr> <th>Grades 1-12</th> <th>Class</th> <th>Total</th> <th>Days/Week</th> </tr> </thead> <tbody> <tr> <td></td> <td>430</td> <td>455</td> <td>5</td> </tr> <tr> <td>Kindergarten - Full-day, every day</td> <td>430</td> <td>455</td> <td>5</td> </tr> <tr> <td>Pre-K 4 year old at risk</td> <td>210</td> <td>210</td> <td>5</td> </tr> <tr> <td>Pre-K All other district sponsored preschool</td> <td>200</td> <td>240</td> <td>5</td> </tr> </tbody> </table>	Grades 1-12	Class	Total	Days/Week		430	455	5	Kindergarten - Full-day, every day	430	455	5	Pre-K 4 year old at risk	210	210	5	Pre-K All other district sponsored preschool	200	240	5
Grades 1-12	Class	Total	Days/Week																					
	430	455	5																					
Kindergarten - Full-day, every day	430	455	5																					
Pre-K 4 year old at risk	210	210	5																					
Pre-K All other district sponsored preschool	200	240	5																					
0203 - Home Building	Home	I, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015	<table border="1"> <thead> <tr> <th>Grades 1-12</th> <th>Class</th> <th>Total</th> <th>Days/Week</th> </tr> </thead> <tbody> <tr> <td></td> <td>430</td> <td>455</td> <td>5</td> </tr> <tr> <td>Kindergarten - Full-day, every day</td> <td>430</td> <td>455</td> <td>5</td> </tr> <tr> <td>Pre-K 4 year old at risk</td> <td>210</td> <td>210</td> <td>5</td> </tr> </tbody> </table>	Grades 1-12	Class	Total	Days/Week		430	455	5	Kindergarten - Full-day, every day	430	455	5	Pre-K 4 year old at risk	210	210	5				
Grades 1-12	Class	Total	Days/Week																					
	430	455	5																					
Kindergarten - Full-day, every day	430	455	5																					
Pre-K 4 year old at risk	210	210	5																					

Note: Settings and program types are reviewed by KSDE for consistency before settings are approved.

## Private / Parochial Schools - Accredited

Schedule's and session minutes for Private / Parochial schools also populate pull from the KSDE Directory Updates application. If a Private / Parochial School does not complete the directory updates, contact the KSDE Data Manager with the correct current year sessions and schedules. The clock time for starting bell, dismissal bell and minutes per lunch period are needed for each program type - preschool, Kindergarten and grades 1-12. KSDE will update these in the directory and save them to the application.

Organization:	Z0031 - Wichita Catholic Diocese	Minute Type:	N/A
Building:	5580 - St James Catholic Elem	Total Minutes:	N/A
Days/Week:	N/A	Calendar Days Open:	178
Building Setting Codes:	C, G, K, T, X	Class Minutes:	N/A
<b>Calendar Information:</b>			
Z0031 - Wichita Catholic Diocese, 5580 - St James Catholic Elem, All Grades			

Note: Clicking the "building info" button on a service line displays in a new browser tab, the minute and days value present in the Directory (above). Values of N/A (behind the (Red Circles) indicates the directory updates are not entered for the students grade level at this building

## Private / Parochial Schools – Non-Accredited

Schedule's and session minutes for non-accredited private / parochial schools pull from the KSDE Directory Updates application, under a single Organization - X0440. The KSDE Special Education Data Manager updates the current year Directory sessions and schedules for Non-Accredited private / parochial schools. To complete the Directory Updates, the following details are needed.

Clock time for starting bell, dismissal bell and minutes per lunch period.

Each program type - preschool, Kindergarten and grades 1-12 must be sent to KSDE to update these in the directory and save them to the application.

## Personnel List Page

The Personnel list page can be accessed from the link on the Navigation n page in SPEDPro. The Personnel List is a table containing all of the licensed special education service providers and NPE contract providers in your agency. The screen below displays a sample list.

# SPEDPro User's Guide

## New Providers

A **New** person can be added to the Personnel List by clicking on the **New** button located in the top right of the screen. A new blank form will be displayed and is ready to create a provider profile.

The screenshot shows the 'Personnel List' header with a 'Help' link and a 'New' button. Below the header is a 'School Year' dropdown menu currently set to '2010 - 2011'.

New button for entering new providers

The form allows data entry for all providers in your agency. Complete these steps

1. Select the current school year
2. Enter the Provider ID.
  - a. Provider ID is generated and found in the Personnel Categorical Aid (PCA) application
3. Enter the First and Last name
4. Choose the organization of the service location where the provider works
  - a. Click Add New Organization
5. Mark the provider role for the organization chosen
6. Repeat the process if the provider serves students in multiple organizations
7. Save the provider profile.

Note: The role of Non-Public Equivalency (NPE) provider only applies to organizations claimed for NPE reimbursement

The screenshot shows the 'Personnel Form' with a 'Save' button highlighted by a red arrow. Below the form is a table of provider roles for the organization 'D0111 - Doniphan West Schools'. A red arrow points from a text box to the 'Add New Org' dropdown menu, which is open to show a list of organizations. Another red arrow points from a text box to the 'Service Line Provider' checkbox in the table.

Organization Name	Case Manager	School Psychologist	Speech Language Pathologist	NPE Provider	Service Line Provider
D0111 - Doniphan West Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Annotations:

- Only mark the organizations of buildings where the provider serves students. Remove organizations where the provider does not serve students.
- Service line provider roles is required for all providers listed
- Provider roles are assigned by individual service organization.

## Inactivating Providers – Fixing providers with incorrect ID numbers

# SPEDPro User's Guide

1. Remove your districts from the marked organizations at the bottom of the profile by removing all roles associated to the provider.
2. Save the record
3. Recreate the provider profile anew with the correct ID, roles, and assignments then save the record

Click on **Edit** from the drop-down arrow to the left of the person you wish to make changes in the information to. Once the changes have been made, click on **Save**.

1 result(s)

Actions	Provider ID	First Name
(Choose) View Edit	1122334455	Sylvester

## Promote Providers – to the next school year

This task moves selected providers from the prior school year to the current school year.

1. At the select organization page, select the target organization click GO
2. Navigate to the Promote Personnel link in SPEDPro

The screenshot shows the SPEDPro interface. On the left is a sidebar menu with the following items: Student List, Student Form, IEP List, Catastrophic Aid Form, NPE Contract, Building Information (with a chevron), Calendar List, Minutes, Settings List, Personnel List (with a chevron), and Promote Personnel (highlighted in yellow). The main content area features the SPEDPro logo and a 'Welcome to SPEDPro.' message. Below this, it says 'Please remember, before entering student information complete these' followed by a list of five tasks: 1. Set up your buildings with the correct settings for the school year, 2. Submit the buildings for approval and Contact the KSDE SPED c, 3. Check the minutes in the building for accuracy, 4. Set up calendars and associate them with the buildings for the s, 5. Enter you providers and assign roles and organizations. At the bottom of the main content area, it says 'Now you are ready to enter students associated with the buildings yo'.

3. Click – Get Personnel

## Promote Personnel

Promote To School Year: 2019 - 2020  
District: USD 111 - Doniphan West Schools

3

Get Personnel

(gets personnel from the previous year for the selected Organization)

Select All

Unselect All

12 result(s)

Promote	Provider ID	First Name	Last Name	Org No
<input type="checkbox"/>	3535353511	Bugs	Bunry	D0111
<input checked="" type="checkbox"/>	8989898925	Oswald	Cobblepot	D0111
<input type="checkbox"/>	2356653223	Larry	David	D0111
<input checked="" type="checkbox"/>	3535353512	Daffy	Duck	D0111
<input checked="" type="checkbox"/>	8989898917	Humpty	Dumpty	D0111
<input checked="" type="checkbox"/>	4545454512	Freddy	Flintstone	D0111
<input checked="" type="checkbox"/>	4545454514	Elmer	Fudd	D0111
<input type="checkbox"/>	4545454515	Speedy	Gonzales	D0111
<input checked="" type="checkbox"/>	8989898940	James	Gordon	D0111
<input checked="" type="checkbox"/>	1002003004	Patrick	Mahomes	D0111
<input checked="" type="checkbox"/>	8989898920	Kings	Men	D0111
<input checked="" type="checkbox"/>	4545454513	Porky	Pig	D0111

4

Promote Selected

4. Mark individual providers to promote
5. Click Promote selected

5

## Part VIII: Data Entry

### Student Search

The Student Search link is found on the navigation pane.

Search Criteria: Search results can be narrowed by filtering the search criteria to specific values. The results returned will only display students meeting the search criteria. Click the Search button for desired results.

- The default search is preset by the school year and organization chosen on the [Select Organization](#) page.

Select Organization

Student Search

Building Information

# SPEDPro User's Guide

## Student Search

The screenshot shows the Student Search interface with the following fields and values:

- School Year:** 2015 - 2016
- District:** USD 111 - Doniphan West Schools
- Responsible Building:** All Buildings
- Personnel:** All Staff
- Search:** In SPEDPro
- KIDS ID:** [Empty field]
- First Name:** [Empty field]
- Last Name:** [Empty field]
- Local Student ID:** [Empty field]
- Date of Birth:** [Empty field]
- Active/Inactive:** [Empty field]

A callout box on the right explains: "Users with district-level access will have the option of selecting the building to help narrow the search criteria for a student. School-level users will not have this option and will only be able to search for students associated with their school."

A blue "Search" button is located at the bottom left of the form.

- Default search, no additional criteria entered: Returns all students in SPEDPro for the school year chosen.
- School Year: Keep default school year or chose a different school year using the drop down value list.
- Disitrc: Keep default organization or chose a different organizaton using the drop down value list.
- Responsible building: Keep default All buildings or chose a specific building using the drop down value list.
- Personnel: Keep default All staff or chose a specific provider using the drop down value list.
- Search Database: Keep default search for SPEDPro records or choose search for KIDS collection records.
- KIDS ID: Search by the student's 10-digit KIDS ID number
- First Name: Search by the student's First name
- Last Name: Search by the student's Last name
- Local ID: Search by the student's local ID, if a local ID is present in the KIDS Collection records
- Date of Birth: Search by the student's date of birth present in the KIDS Collection records
- Active / inactive status: Search by All student profile status code or chose active / inactive.

Note: For every different search value entered, each value must be an exact match for a successful result to be found. If any of the search values are not found, the search result will be zero records found. For example, if search on KIDS ID, last name & data of birth is entered but last name is misspelled, no results are found.

New students - If the student is accounted for in KIDS system by the responsible agency, then the student can be entered into SPEDPro, if not then a KIDS record must be submitted by the responsible agency to the KIDS collection system before the student can be entered into SPEDPro.

The number of search results displayed can be expanded by increasing the page size. For example, a page size of 100 will display up to 100 records per page.

1103 result(s)

	First Name	Last Name	KIDS ID	Local ID	DOB	Age
Select	Samantha	Brague	5477989297	4100946	3/15/1998	17
Select	Sherwin	Brailsford	5526574342	4101154	5/1/2004	11
Select	Eddy	Brame	4783619506	4100689	11/30/2006	8
Select	Declan	Brandle	6364341357	4100499	6/3/2006	9
Select	Jamie	Brebes	7376421289	4100072	6/9/2000	15
Select	Hollie	Breneman	1054751048	4100438	11/15/2003	11

# SPEDPro User's Guide

4100402	1/10/2009	6
4100439	11/14/2010	4

Page Size: 50

The Page Size will return the number of rows of data listed on the page as selected.

## Student "Profile" List

Once the student search is complete, then results display the students meeting the search criteria. Selecting the student takes the user to the profile list.

Click on the blue *Select* link once you find the correct student.

	Last Name	KIDS ID	Local ID	DOB	Age
Select	Brague	5477989297	4100946	3/15/1998	17
Select	Sherwin Brailsford	5526574342	4101154	5/1/2004	11
Select	Eddy Brame	4783619506	4100689	11/30/2006	8
Select	Declan Brandle	6364341357	4100499	6/3/2006	9
Select	Jamie Brebes	7376421289	4100072	6/9/2000	15
Select	Hollie Breneman	1054751048	4100438	11/15/2003	11

## New Profile

To create a new profile for a student, find the student first and navigate to the *Student Profile List* screen. Click on **New**, located in the upper right area of the screen to create a new profile.

### Student List

Student Search New

KIDS ID: 4530909298      Name: **Gostomski, Colin Coy**  
Local Record ID: ??      Date of Birth: 08/06/2001  
KIDS Gender: M

0 result(s)  
School Year: 2015 - 2016

There is not any student data to display for this student for the selected school year. ←

Complete the form utilizing the dropdown arrows where provided and entering the rest of the data. Click on **Save** when you have finished entering all the information for this profile.



# Student Form

[Student Search](#) [Profile List](#)

KIDS ID: 4530909298      Name: **Gostomski, Colin Coy**  
Local Record ID: ??      Date of Birth: 08/06/2001  
KIDS Gender: M

### LEA/Schools/Student Information

School Year:	2015 - 2016	▼
LEA:	D0616 - Doniphan Co Education Coop	▼
Assign Child:	USD 111 - Doniphan West Schools	▼
Neighborhood:	(Choose)	▼
Sped Grade Indicator:	(Choose)	▼

**Status**      Annual:  
**Annual Status Reason For Change:**

**Code:**      Active ▼ (Choose) ▼

**Agency Start Date:**       **Agency Exit Date:**

**Providers** School Psych: [Find](#) [Remove](#)  
SLP: [Find](#) [Remove](#)  
Case Manager: [Find](#) [Remove](#)

### Indicators

No ▼ ESY	<b>Claiming:</b> Yes ▼
No ▼ Transportation	<b>Placed By:</b> L - LEA ▼
No ▼ All Day PR/KG	<b>Residence County:</b> (Choose) ▼
No ▼ Behavior Improvement Plan	

**LanguageParent:**

[Save and Back](#) [Save](#) [Cancel](#)

Once you have created a new profile and saved it, you will return the Student Profile screen.

The following are the Actions available with a profile: View Profile, Edit Profile, View IEPs, Cat Aid, and Delete Profile.

## Profile Function

It is the student profile that links the student to a given organization for a given school year. The profile acts as the header record for which all other data associated to the student is connected to. This includes the IEP and service lines, NPE contracts, catastrophic aid applications. If a student profile is deleted for a school year, then all other data related to the profile is also deleted. The action of deleting a student profile will completely remove the student and all data from the organization for the school year.

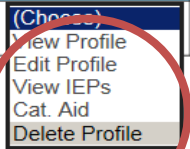
## Profile Actions

### Student List

**Student Search**

KIDS ID: 4944286155      Name: **Girgis, Kenneth Sanford**  
Local Record ID: ??      Date of Birth: 05/27/1999  
KIDS Gender: M

1 result(s)  
School Year: 2015 - 2016

Actions	ID	Status
	7717	Active E - Entering

## View Profile

Choosing **View Profile** action will display the student Profile data. The page is view only, the data can not be edited. If the information needs updating, click on the **Edit** button located at the lower right corner of the screen. You will be directed to a screen with editable fields.

## Editing Profile – changing existing profile data

Choosing **Edit Profile** action allows the profile data fields to be editable using the drop-down arrows to select new values. Permitted values will be available for selection. After updates are complete, click **Save** or click on **Cancel** to return to the Profile List screen without saving changes to the profile.

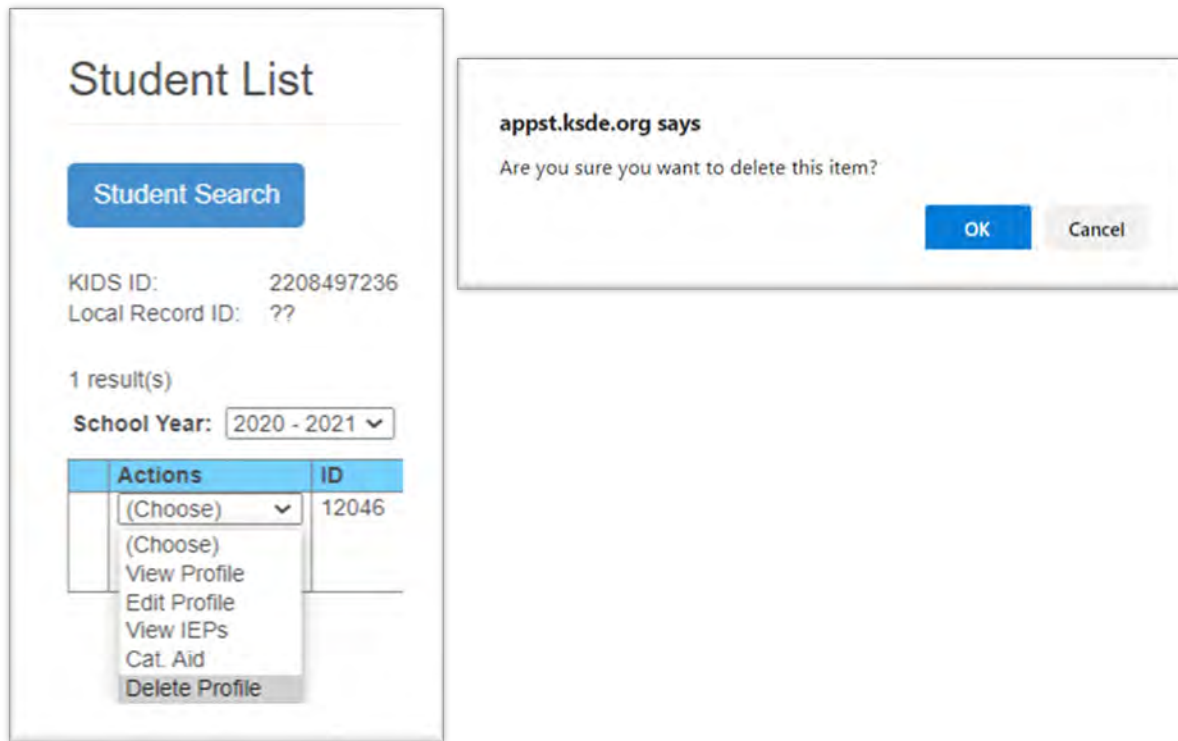
# SPEDPro User's Guide

KIDS ID:	1997279207	Name:	Aamot, Uriel Deacon
Local Record ID:	1010550	Date of Birth:	02/02/2006
School Year:	2019 - 2020	Sped Grade Indicator:	8
		Hispanic:	Yes
		KIDS Race:	Hispanic
		KIDS Gender:	M
Table 1 (12/1):		OSEP Race/Ethnicity:	H
Table 4 (exit):		OSEP Disability:	
Table 5 (discipline):		OSEP Environment (12/1):	
<b>LEA/Schools/Student Information</b>			
School Year:	2019 - 2020 <span style="float: right;">▼</span>		
LEA:	D0616 - Doniphan Co Education Coop <span style="float: right;">▼</span>		
Assign Child:	USD 111 - Doniphan West Schools <span style="float: right;">▼</span>		
Neighborhood:	0200 - Doniphan West JR/SR High School <span style="float: right;">▼</span>		
Sped Grade Indicator:	8 <span style="float: right;">▼</span>		
<b>Status</b>			
Code:	<div style="border: 1px solid black; padding: 5px;"> <span style="border: 1px solid black; padding: 2px;">Inactive ▼</span> <div style="background-color: #e0e0e0; padding: 2px;">(Choose)</div> <div style="padding: 2px;">A - Action Initiated Withdrawal</div> <div style="padding: 2px;">D - Dropped Out of School</div> <div style="padding: 2px;">G - Graduated w/ Diploma</div> <div style="padding: 2px;">H - GED</div> <div style="background-color: #e0e0e0; padding: 2px;">L - Left State</div> <div style="padding: 2px;">M - Maximum Age</div> <div style="padding: 2px;">O - Objectives Met</div> <div style="padding: 2px;">S - Gifted only under suspension or expulsion</div> <div style="padding: 2px;">T - Moved - Continuing</div> <div style="padding: 2px;">W - Withdrawn</div> </div>		
Agency Exit:			
<b>Providers</b>			
School Psych:		<span style="border: 1px solid gray; padding: 2px;">Find</span>	<span style="border: 1px solid gray; padding: 2px;">Remove</span>
SLP:		<span style="border: 1px solid gray; padding: 2px;">Find</span>	<span style="border: 1px solid gray; padding: 2px;">Remove</span>
Case Manager:		<span style="border: 1px solid gray; padding: 2px;">Find</span>	<span style="border: 1px solid gray; padding: 2px;">Remove</span>
<b>Indicators</b>			
	<span style="border: 1px solid gray; padding: 2px;">No ▼</span> ESY	Claiming:	<span style="border: 1px solid gray; padding: 2px;">Yes ▼</span>
	<span style="border: 1px solid gray; padding: 2px;">No ▼</span> Transportation	Placed By:	<span style="border: 1px solid gray; padding: 2px;">L - LEA ▼</span>
	<span style="border: 1px solid gray; padding: 2px;">No ▼</span> All Day PR/KG	Residence County:	<span style="border: 1px solid gray; padding: 2px;">Doniphan ▼</span>
	<span style="border: 1px solid gray; padding: 2px;">No ▼</span> Behavior Improvement Plan		

# SPEDPro User's Guide

## Delete Profile

Choosing **Delete Profile** action option will permanently remove the student profile, IEP, services and all record of the student for the school year. If selected you will see a pop-up window that verifies that you really want to delete the profile. Click on **OK** to delete the Profile permanently or **Cancel** to stop the deletion and return to the Profile List screen. Deleting the profile will totally remove all other pages of information associated with the student for the school year, including IEP and services.



Warning: Be sure you are deleting the correct profile in the correct school year. If a profile from one school year appears in a different school and it is deleted, it will be removed from the school year list on the profile and the target school year. Be sure the target school year and the profile are the same

# Student Form

- Student Search
- Profile List
- IEP List

**KIDS ID:** 1023223597      **Name:** **Asuncion, Bama Nona**  
**Local Record ID:** 2481968      **Date of Birth:** 06/01/2015  
**School Year:** 2022 - 2023      **Sped Grade Indicator:** 2  
    **Hispanic:** Yes  
    **KIDS Race:** Hispanic  
    **KIDS Gender:** F  
**Table 1 (12/1):**      **OSEP Race/Ethnicity:** H  
**Table 4 (exit):**      **OSEP Disability:**  
**Table 5 (discipline):**      **OSEP Environment (12/1):**

**LEA/Schools/Student Information**

**School Year:**  ▼  
**LEA:**  ▼  
**Assign Child:**  ▼  
**Neighborhood:**  ▼  
**Sped Grade Indicator:**  ▼

**Status**

**Code:**   ▼  
**Agency Exit Date:**

**Providers**

**School Psych:**    
**SLP:**    
**Case Manager:**

**Indicators**

     **Claiming:**  ▼  
       **Placed By:**  ▼  
       **Residence County:**  ▼

**Language**

**Parent:**

- Save and Back
- Save
- Cancel

Audit Log		
User	Org	Date
Mason Vosburgh	D0111	8/20/2015 1:34:09 PM



At the bottom of the student's profile, there is an audit log for this profile. Showing the history of changes to the record by User, Organization and date stamp.

Private / Parochial students

Private / Parochial students are identified by the Organization and building listed. Select the Neighborhood (X0 or Z0) Organization from the drop down. Next select the appropriate school under the organization where the student is enrolled for General education.

## Student Form

Student Search
Profile List
IEP List

KIDS ID:	5678488708	Name:	Alvero, Barrie Britt
Local Record ID:	2192 - Sacred Heart Elem [Pittsburg]		
School Year:	2208 - Tipton High		
	2244 - St John Elem [Beloit]		
	2246 - St John High		
	2276 - St Joseph Elem [Oakley]		
	3038 - Sacred Heart High [Salina]		
Table 1 (12/1):	3044 - St Marys Elem [Salina]		
Table 4 (exit):	3308 - Sacred Heart Elem		
Table 5 (discipline)	5152 - Manhattan Catholic Schools		
LEA/Schools/State:	5252 - St Marys Elem [Ellis]		
School Year:	6486 - St Andrews Elem		
LEA:	7980 - Holy Family Elementary [Hays]		
Assign Child:	7984 - Thomas More Prep-Marian		
Neighborhood:	<b>Z0031 - Wichita Catholic Diocese</b>		
Sped Grade Indicator:	0940 - St Mary Elem [Fort Scott]		
Status	<b>1334 - St Mary's Colgan High</b>		
	1338 - St Mary's Elem [Pittsburg]		
	1856 - All Saints Catholic Elem		
	1860 - Blessed Sacrament Catholic		
	1864 - Christ The King Catholic Elem		
	1868 - Holy Savior Catholic Academy		
	1882 - St Anne Catholic Elementary		
	1886 - St Francis Of Assisi Elem		
	1887 - Resurrection Catholic School		
	1888 - St Joseph Catholic (Wichita)		
	1890 - St Jude Catholic Elem		
	1892 - St Margaret Mary Elem		

## IEP List

---

Choose the **View IEPs** action from the dropdown list on the Profile List screen to navigate to the student's IEP page.

### Student List

---

**Student Search**

KIDS ID: 1482275627  
Local Record ID: ??

1 result(s)

School Year: 2015 - 2016 ▼

Actions	ID
(Choose) View Profile Edit Profile <b>View IEPs</b> Get Aid Delete Profile	8838

On the student profile click on the **IEP List** button at that top to navigate to the student's IEP page.

### Student Form

---

**Student Search** **Profile List** **IEP List**

KIDS ID:	2208497236	Name:	<b>Abaunza, Hezekiah Henrik</b>
Local Record ID:	??	Date of Birth:	03/27/2002
School Year:	2020 - 2021	Sped Grade Indicator:	12
		Hispanic:	No
		KIDS Race:	Multi-Ethnic

Either method will take you to the same location which is the View IEP List screen that should be similar to the one shown below. The Actions available for each IEP are: View SLs, New SL, New Comment, Edit IEP, Copy IEP, and Delete IEP.

## IEP List

[Student Search](#)
[Profile List](#)
[Student Profile](#)
[Catastrophic Aid](#)

KIDS ID: 2208497236      Name: **Abaunza, Hezekiah I**  
 Local Record ID: ??      Date of Birth: 03/2  
 School Year: 2020 - 2021      Sped Grade Indicator:  
 Hispanic:  
 KIDS Race: Multi-  
 KIDS Gender:  
 OSEP Race/Ethnicity:  
 Table 1 (12/1):      OSEP Disability:  
 Table 4 (exit):      OSEP Environment (12/1):  
 Table 5 (discipline):

**IEPs**

Actions	ID	IEP Date	Allow Gaps	# SLs
(Choose) ▼	17456	3/5/2020	False	4

(Choose)  
 View SLs  
 New SL  
 Edit IEP  
 Copy IEP  
 Delete IEP

**Service Lines**      **Extend Serv**

T      Service Line End Dat

## New IEP

To create a new IEP, click on **New IEP** button in the top right of the IEP List screen.

## IEP List

[Student Search](#)
[Profile List](#)
[Student Profile](#)
[Catastrophic Aid](#)
[New IEP](#)

KIDS ID: 1482275627      Name: **Valk, Jorge Garfield**  
 Local Record ID: 11100331      Date of Birth: 03/01/1993  
 School Year: 2015 - 2016      Sped Grade Indicator: 11  
 Dates:      ELL: No  
 Building:      Student First Language: 0  
 Hispanic: No  
 KIDS Race:  
 KIDS Gender: M  
 OSEP Race/Ethnicity:  
 Table 1 (12/1):      OSEP Disability:  
 Table 4 (exit):      OSEP Environment (12/1):  
 Table 5 (discipline):

**IEPs**

There are not any IEPs for this student.

**Truncate Service Lines**      **Extend Service Lines**

Service Line End Date:

Last Day of Service:  [Truncate](#)

Last Day of Service:

[Extend](#)

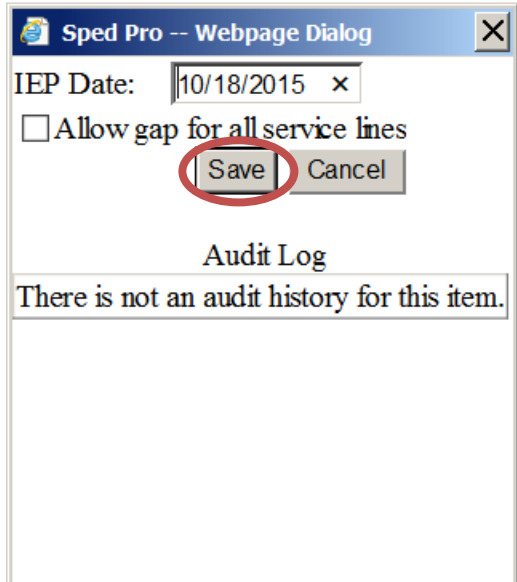
**IEP Service Lines**

There are not any Service Lines for this IEP.



# SPEDPro User's Guide

A new box will be displayed that will provide a space to enter the IEP date. A drop-down calendar will appear when you click on the date. Enter or select the day and then click on **Save**.

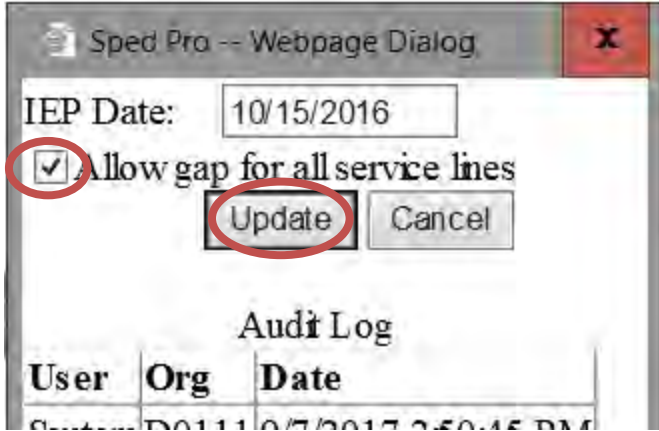


## Edit IEP

IEPs				
Actions	ID	IEP Date	Allow Gaps	# SLs
(Choose)	17164	10/11/2016	False	1

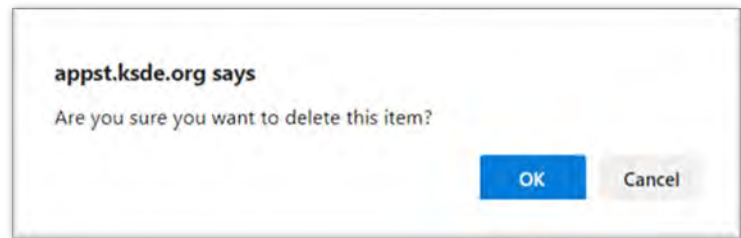
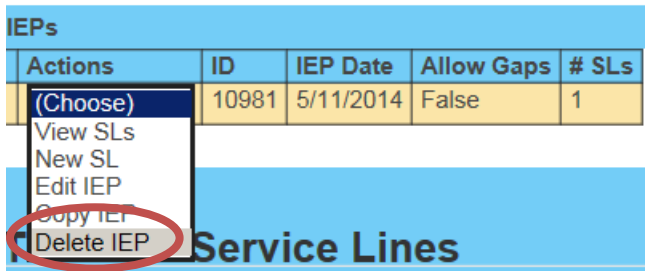
Service Lines

Edit IEP means to change the IEP date or the Allow Gap status. From the IEP Action menu, you have the option of modifying the IEP. Click on the down arrow to the left of the IEP that needs editing and click on **Edit IEP**. A pop-up Dialog box will appear displaying the Audit Log and the option of changing the IEP Date or marking Allow Gap. Enter or select the new values and then click "Update".



## Delete IEP

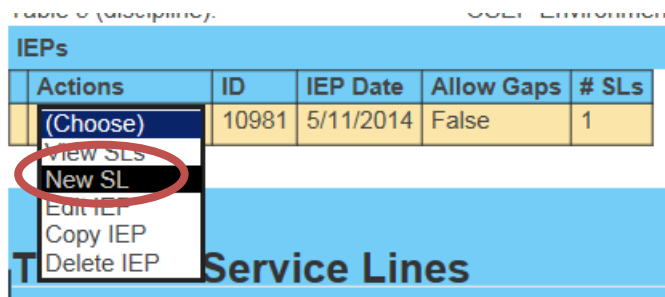
To delete an IEP, click on the down-arrow to the left of the IEP to be deleted and then click on **Delete IEP**. Next a prompt box will require you to verify that this IEP should be deleted. Click on **OK** to delete or **Cancel** to return to the IEP List screen without acting.



## Service Lines

### New Service Line

From the IEP List, select New SL from the dropdown list of the IEP. A screen similar to the one below is displayed. Fill in the Anticipated Services section and then click on **Save**.



# SPEDPro User's Guide

Some students will have multiple IEPs. When the View IEP List screen is accessed, the IEP list is displayed below the Student Information section. Below the IEP list is service line information. When there are multiple IEPs, the service line displayed initially will be the service line(s) for the first IEP. To view a list of service lines for a different IEP, click on the down arrow on the IEP line and select **View SLs**.

Actions	ID	IEP Date	Allow Gaps	# SLs
(Choose) View SLs New SL Edit IEP Copy IEP Delete IEP	10981	5/11/2014	False	1

## Service line detail

Service Organization – enter the LEA of attendance building / service location.

Service building – enter the attendance building or service location

Primary building – (optional), - select YES for use on reports such as rosters etc.

Responsible building – Student's Accountability school

Primary Disability – as designated by the IEP team

Secondary Disability - as designated by the IEP team

Gifted Indicator – Status of participation in a Gifted Program

Setting – the code representing the program or environment present in the service location

Service – the code for the type of service the student receives in the service building

Start date – the first day the service becomes effective in the school year

End date – the last day the service is delivered in the school year

Frequency – how often is the service delivered, weekly, bi-weekly, monthly, etc.

Total days – the total number of school days the service is delivered between the start and end dates.

Use only 1 of 2 options to arrive at total days

Report only total days from the IEP.

Report Days per week and frequency and SPEDPro will calculate total days from the calendar

## View Service Line

From the list of IEP Service Lines, the Actions are to View, Edit or Delete the line.

The Student Information is listed at the top followed by the Anticipated Services section. Below that will be a list of errors on the Service Line, if any. The final section displays the Audit Log if there has been any activity on this Service Line.

Choose service line to View

Actions	ID	Start	End	Frequency	Settings
(Choose) View Copy Delete	106	8/18/2014	10/1/2014	88 minutes / day 5 day(s) / week Every 1 weeks week(s) 1 total day(s)	USD 111 - Doniphan West Schools 0199 - Doniphan West Elementary School G - Special Ed Direct Services in a Special Ed Classroom SE - Special Educations
(Choose) ▾	105	10/18/2014	5/20/2015	55 minutes / day 5 day(s) / week Every 1 weeks week(s) 0 total day(s)	USD 111 - Doniphan West Schools 0199 - Doniphan West Elementary School C - Special Ed Direct Services in a General Ed Classroom SE - Special Educations

# SPEDPro User's Guide

## Edit Service Line

Text is not editable from the View screen. Click on Edit in the lower right corner to access the Edit Service Line screen. OR from the IEP List, choose Edit from the Service Line dropdown arrow. The text is now editable to make any necessary changes to the Anticipated Services section and then click on **Save**.

### Service Line

Student Search
Profile List
Student Profile
IEP List

KIDS ID: 7115614989      Name: **Jubyna, Carli Abbie**

Local Record ID: SPD011104      Date of Birth: 05/16/2004

School Year: 2015 - 2016      Sped Grade Indicator: 7

Dates:      ELL: No

Responsible Building:      Student First Language: English

Hispanic: No

KIDS Race: White

KIDS Gender: F

OSEP Race/Ethnicity: W

OSEP Disability: MD

OSEP Environment (12/1): NP

Table 1 (12/1):

Table 4 (exit):

Table 5 (discipline):

IEP: 05/11/2014 (#10981)

Student Information from KIDS

OSEP Categories

**Anticipated Services**

Service Organization: USD 111 - Doniphan West Schools

Service Building: 0201 - Doniphan West Middle School

Primary Building: No

Responsible Building: 0199 - Doniphan West Elementary School

Primary Disability: AM - Autism

Secondary Disability: ED - Emotional Disturbance

Giftedness: No

Setting: C - Special Ed Direct Services in a General Ed Classroom

Service: SE - Special Educations

Provider: Find Remove

Primary Provider: No

Svc. Start Date: 08/13/2015

Svc. End Date: 05/28/2016

Minutes / Day: 80

Frequency and Days/Week: Every Week

Days / Week: 5

Total Days: 172

Building Info
Save and Back
Save
Cancel

Area of Disability

Gifted status

Service location Responsible school

Service Frequency Total Days of Service

Audit Log		
User	Org	Date
Mason Vosburgh	D0111	8/21/2015 1:30:48 PM
Mason Vosburgh	D0111	8/12/2015 12:45:54 PM
Mason Vosburgh	D0111	8/12/2015 12:43:39 PM
Test111	D0111	6/30/2015 10:58:25 AM
Test111	D0111	6/30/2015 10:57:45 AM

Audit Log

## Delete Service Line

To delete a service line, from the IEP List choose **Delete** from the Service Line dropdown arrow. You will see a screen that verifies that you really want to delete the service line. Click on **OK** to permanently delete the service line or **Cancel** to stop the deletion and return to the IEP List screen.

IEP Service Lines	
Actions	ID
(Choose) (Choose) View Edit Copy Delete	56125
	56124

**appst.ksde.org says**

Are you sure you want to delete this item?

OK
Cancel

## Service location data

Calendars and Directory data can be viewed for service locations by selecting the building info button for the target service line

Anticipated Services	
Service Organization:	USD 111 - Doniphan West Schools
Service Building:	0199 - Doniphan West Elementary School
Primary Building:	No <input type="button" value="v"/>
Responsible Building:	0199 - Doniphan West Elementary School
Primary Disability:	AM - Autism
Secondary Disability:	
Giftedness:	No <input type="button" value="v"/>
Setting:	C - Special Ed Direct Services in a General
Service:	SE - Special Educations
Provider:	<input type="button" value="Find"/> <input type="button" value="Remove"/>
Primary Provider:	No <input type="button" value="v"/>
Svc. Start Date:	10/18/2014
Svc. End Date:	05/20/2015
Minutes / Day:	55



Calendars and building schedules open in a new tab in your browser

Organization: USD 111 - Doniphan West Schools      Minute Type: Grades 1-12  
Building: 0199 - Doniphan West Elementary School      Total Minutes: 450  
Days/Week: 5      Calendar Days Open: 190  
Building Setting Codes: B, C, G, K, T, X      Class Minutes: 420

Calendar Information:  
USD 111 - Doniphan West Schools, District Level, All Grades

July 2014							August 2014							September 2014							October 2014							
S	M	T	W	U	F	S	S	M	T	W	U	F	S	S	M	T	W	U	F	S	S	M	T	W	U	F	S	
		1	2	3	4	5						1	2			1	2	3	4	5	6				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31			
							31																					

## Service Minutes

Service minutes are established in the KSDE Directory Updates application. The minutes have a maximum value equal to the Class minutes of the session as listed in the Directory. For example, A grade KG student is limited to the amount of Class minutes of the KG session for the service location.

Note: If the student receives IEP support during the lunch period, then a separate service line is required to account for the lunch period minutes. This is reported separately because the lunch period is not included as part of the accredited school day, thus not counted as class time minutes in the State Directory.

## Modifying Service line End Dates

Service line end dates can be modified on the student's IEP page by an individual service line or several at a time by truncating (shortening the number of days of service) or extending (lengthening the number of service days) by using the Truncate or Extend Service Line tools.

Truncate Service Lines – Service lines can be truncated when services actually end before the anticipated end date. Such as a student exited or their IEP has been amended and some services cease. The user selects the new Last Day of Service. This date is applied to every date after the new Last Day of Service. Total days of service are recalculated based on this new date.

See example below

Truncate Service Lines will only change the 05/20/2015 date to 11/25/2015.

The date of 10/01/2014 will not change

Extend Service Lines - a service line or group of service lines can be extended when services actually continued beyond the anticipated end date. Such as a gap in services occurred because the next IEP of the school year was more than 365 days from the prior IEP. A student continued to receive services to the end of the school year on an IEP that was more than 365 days old.

Enter the service line end date to extend. This is the Target date

Enter the new end date for those with the targeted dates to be extended.

Click the Extend button

See example below

Extend Service Lines will only change the 10/01/2014 date to 10/17/2014.

The date of 05/20/2015 will not change

Verification 0169 – Gap in service

The Extend Service Lines tool can be used to resolve verification 0169 in cases when a student did not exit and return to the same service organization

# SPEDPro User's Guide

The screenshot displays the SPEDPro interface for managing IEPs. At the top, an 'IEPs' table shows a single record with ID 112, IEP Date 8/1/2014, Allow Gaps set to False, and 2 service lines. Below this are two forms: 'Truncate Service Lines' and 'Extend Service Lines'. The 'Truncate' form has a 'Last Day of Service' field set to 11/25/2015 and a 'Truncate' button. The 'Extend' form has a 'Service Line End Date' field set to 10/01/2014 and a 'Last Day of Service' field set to 10/17/2014, with an 'Extend' button. At the bottom is the 'IEP Service Lines' table, which contains two rows. The first row (ID 106) has an end date of 10/1/2014. The second row (ID 105) has a start date of 10/18/2014 and an end date of 5/20/2015. Red arrows indicate the flow of data: from the 'IEPs' table to the 'Truncate' form, from the 'Truncate' form to the 'IEP Service Lines' table, from the 'IEP Service Lines' table to the 'Extend' form, and from the 'Extend' form back to the 'IEP Service Lines' table.

Actions	ID	IEP Date	Allow Gaps	# SLs
(Choose) ▼	112	8/1/2014	False	2

### Truncate Service Lines

Last Day of Service:

### Extend Service Lines

Service Line End Date:

Last Day of Service:

Actions	ID	Start	End	Frequency	Settings
(Choose) ▼	106		10/1/2014	88 minutes / day 5 day(s) / week Every 1 weeks week(s) 1 total day(s)	USD 111 - 0199 - Dor G - Specia SE - Speci
(Choose) ▼	105	10/18/2014	5/20/2015	55 minutes / day 5 day(s) / week Every 1 weeks week(s) 146 total day(s)	USD 111 - 0199 - Dor C - Special SE - Speci

## Students who move between Coop / Interlocal member districts during the school year

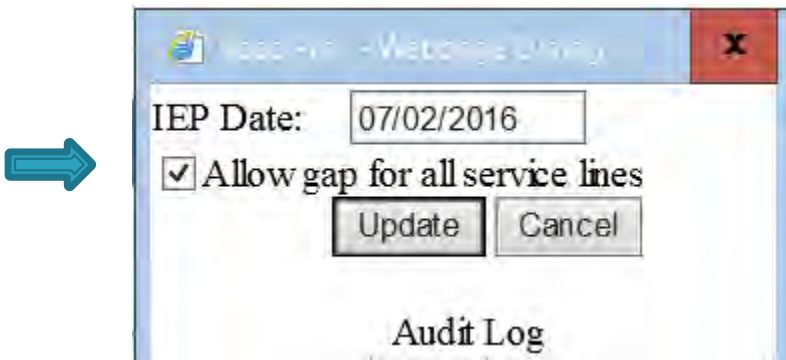
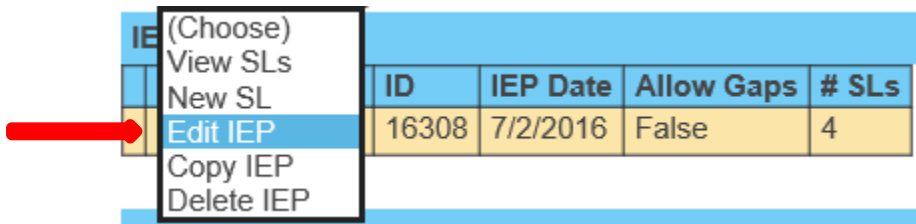
Because students who move between member districts never leave the organizations catchment, these students are not considered exits. All that is required is updated service line data and an updated student profile.

1. End the first set of services lines as of the last day of IEP services in the first organization
2. Create new service lines starting at the new service location and responsible school.

# SPEDPro User's Guide

IEP Service Lines						
Actions	ID	Start	End	Frequency	Settings	
(Choose) v	54175	8/15/2016	12/30/2016	30 minutes / day 5 day(s) / week Every 1 weeks week(s) 89 total day(s)	USD 266 - Maize 2050 - Maize Sr High G - Special Ed Direct Services in a Special Ed Classroom OT - Occupation Therapy 7887887887 - Wayne, John	
(Choose) v	54176	8/15/2016	12/30/2016	200 minutes / day 5 day(s) / week Every 1 weeks week(s) 89 total day(s)	USD 266 - Maize 2050 - Maize Sr High C - Special Ed Direct Services in a General Ed Classroom SE - Special Educations 7887887887 - Wayne, John	
(Choose) v	54177	1/6/2017	5/17/2017	30 minutes / day 5 day(s) / week Every 1 weeks week(s) 89 total day(s)	USD 265 - Goddard 2030 - Goddard High G - Special Ed Direct Services in a Special Ed Classroom OT - Occupation Therapy 9969969969 - Sevrensen, Doc	
(Choose) v	54131	1/6/2017	5/17/2017	200 minutes / day 5 day(s) / week Every 1 weeks week(s) 89 total day(s)	USD 265 - Goddard 2030 - Goddard High C - Special Ed Direct Services in a General Ed Classroom SE - Special Educations 9969969969 - Sevrensen, Doc	

1. If the move between schools creates a gap between calendar days, next edit the IEP, then mark Allow Gap, click "Update" to save.



2. Go to the Student profile and change the Assign Child Count district and neighborhood school to the current district and building and save it.

## LEA/Schools/Student Information

School Year:	2016 - 2017
LEA:	D0618 - Sedgwick Co Area Educational Servs
Assign Child:	USD 265 - Goddard
Neighborhood:	2030 - Goddard High
Sped Grade Indicator:	11



## Gifted students exiting IDEA / Part B services

This scenario would be a case of an IDEA student who had a disability at some point during the school year, exited IEP services then continued with or, began to receive only "Gifted" services. Because the student exited IDEA, the student is no longer considered a student with a disability and may qualify for the IDEA Table 4 Exit report.

### LEA/Schools/Student Information

School Year:	2015 - 2016	▼
LEA:	D0616 - Doniphan Co Education Coop	▼
Assign Child:	USD 111 - Doniphan West Schools	▼
Neighborhood:	(Choose)	▼
Sped Grade Indicator:	11	▼

### Status

Code:	Inactive	▼	O - Objectives Met	▼
Agency Exit Date:	11/18/2015			

### Providers

School Psych:	Find	Remove
SLP:	Find	Remove
Case Manager:	Find	Remove

### Indicators

No	▼	ESY	Claiming:	Yes	▼
No	▼	Transportation	Placed By:	L - LEA	▼
No	▼	All Day PR/KG	Residence County:	Cherokee	▼
No	▼	Behavior Improvement Plan			

On the student profile, enter the last day IDEA services were delivered as the exit date, then make the status inactive with the actual basis of exit.

On the service lines with an area of disability present, enter an end on these service lines. Align the service end date to equal the exit date from the profile. See example, service line 1 below

On service lines after the exit date, list only Gifted services for the remainder of the school year. See example, service line 2 below

Note: Verification 0072, Service start date is after the student's exit date, has been turned off and should not display in this scenario.

# SPEDPro User's Guide

IEP: 04/21/2015 (#13240) Service line 1

**Anticipated Services**

School Year:	2015 - 2016
Service Organization:	All Organizations
Service Building:	0199 - Doniphan West Elementary School
Primary Building:	No
Responsible Building:	All Buildings
Primary Disability:	LD - Specific Learning Disability
Secondary Disability:	
Giftedness:	Yes
Setting:	C - Special Ed Direct Services in a General Ed Classroom
Service:	SE - Special Educations
Provider:	<input type="button" value="Find"/> <input type="button" value="Remove"/>
Primary Provider:	No
Svc. Start Date:	08/19/2015
Svc. End Date:	11/18/2015 x
Minutes / Day:	60

IEP: 04/21/2015 (#13240) Service line 2

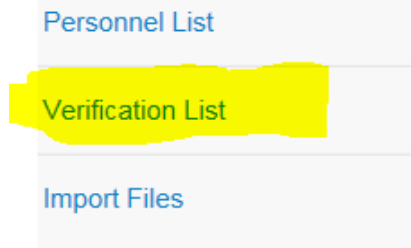
**Anticipated Services**

School Year:	2015 - 2016
Service Organization:	All Organizations
Service Building:	0199 - Doniphan West Elementary School
Primary Building:	No
Responsible Building:	All Buildings
Primary Disability:	
Secondary Disability:	
Giftedness:	Yes
Setting:	C - Special Ed Direct Services in a General Ed Classroom
Service:	GI - Gifted Education
Provider:	<input type="button" value="Find"/> <input type="button" value="Remove"/>
Primary Provider:	No
Svc. Start Date:	11/19/2015
Svc. End Date:	05/24/2016
Minutes / Day:	90

## Part IX - Verification Overview

### Running the verification routine:

The Verifications page is found by clicking the Verification List link on the navigation page.



SPEDPro runs verifications by the search criteria selected.

Clicking the search button with default settings listed will return every student with every unresolved verification for the default school year. Depending on the number of students with verifications, the default search may take longer to return results than a search by specific criteria such as ID number or flag.

### Verification List

KIDS ID:

School Year:

District:

Responsible Building:

Flag:

Personnel:

Status:

16 result(s)

Actions	Flag	Details
<ul style="list-style-type: none"> <li>• Notes (0)</li> <li><input type="text" value="(Choose)"/></li> </ul>	<ul style="list-style-type: none"> <li>• 0007</li> <li>• <span style="color: red;">Open/Unresolved</span></li> <li>• Error</li> <li>• Calendar not found for service location</li> </ul>	<ul style="list-style-type: none"> <li>KIDS ID: 7115614989</li> <li>Student: Jubyna, Carli</li> <li>IEP: 05/11/2014</li> <li>IEP SL: 08/13/2015 - 05/28/2016</li> <li>District: USD 111 - Doniphan West Schools</li> <li>Building:</li> </ul>
<ul style="list-style-type: none"> <li>• Notes (0)</li> <li><input type="text" value="(Choose)"/></li> <li><input type="text" value="View Profile"/></li> <li><input type="text" value="View IEP"/></li> <li><input type="text" value="View Service Line"/></li> </ul>	<ul style="list-style-type: none"> <li>• 0096</li> <li>• <span style="color: red;">Open/Unresolved</span></li> <li>• Error</li> <li>• Service line provider not found by ID and service location in provider list</li> </ul>	<ul style="list-style-type: none"> <li>KIDS ID: 7115614989</li> <li>Student: Jubyna, Carli</li> <li>IEP: 05/11/2014</li> <li>IEP SL: 08/13/2015 - 05/28/2016</li> <li>District: USD 111 - Doniphan West Schools</li> <li>Building:</li> </ul>
<ul style="list-style-type: none"> <li>• Notes (0)</li> <li><input type="text" value="(Choose)"/></li> </ul>	<ul style="list-style-type: none"> <li>• 0004</li> <li>• <span style="color: red;">Open/Unresolved</span></li> <li>• Error</li> <li>• Service Line Setting is missing or not Approved for the Service Location.</li> </ul>	<ul style="list-style-type: none"> <li>KIDS ID: 4944286155</li> <li>Student: Girgis, Kenneth</li> <li>IEP: 04/11/2015</li> <li>District: USD 111 - Doniphan West Schools</li> <li>Building:</li> </ul>

excel(xlsx)  excel(xls) [Export to Excel](#)

# SPEDPro User's Guide

Selection of search criteria will return different results. Verifications can be filtered by selecting the subset criteria

- 1 Search by KIDS ID number. Search results will only return verifications triggered by this student.
- 2 Search by District. Search results will only return students with verifications and the selected district is found on the student's profile as the Assign Child Count (ACC) organization.
- 3 Search by Responsible school. Search results will only return students with verifications and the selected responsible school is found on the student's service lines.

Note: verification results may be skewed if the student has multiple responsible schools in the school year. The verification logic will apply only to the school selected and display results based on that building.

- 4 Search by Verification Flag. Search results will only return students with the selected verifications flag.
- 5 Search by Provider. Search results will only return students with verifications and the selected provider is found on the student's service lines.
- 6 Search by Open / Unresolved verifications. Search results will only return students with verifications that have not been resolved or corrected in SPEDPro.
- 6 Search by Closed / resolved verifications. Search results will only return students with verifications that have resolved or overridden by KSDE. Verifications that have been corrected and pass the verification test are moved to the resolved category
- 7 Export verification list to Excel. Verification results can be listed by student by the default search (all verifications) or by the resulting subset of students by selected criteria. Excel files can be sent to providers for guidance for data correction or notification of inaccuracies present in the local IEP system.
- 8 Verification action. Use the Action options to see specifically what is triggering the verification flag.
  - View Profile - navigate to the student profile triggering the verification
  - View IEP - navigate to the IEP triggering the verification
  - View service line - navigate to the service line triggering the verification

## Verification Strategy

When investigating verification, it is important to follow the logic in the verification description know what is being flagged. Then you go from the verification page to the corresponding data fields in SPEDPro, note how the values reported relates to the verification description.

For example, verification 0144 descriptions reads -

- Student did not receive services on his/her **exit date**. Please align **service end date** and **exit date** to be equal

Check the 2 things in the alert description

**Service end date** – on the service lines

**Exit date** - on the student profile

Use the navigation drop downs to view the values triggering the verification.

Actions	Flag
<ul style="list-style-type: none"> <li>• Notes (0)</li> </ul> <div style="border: 1px solid black; padding: 2px;"> <p>(Choose)</p> <p>View Profile</p> <p>View IEP</p> <p>View Service Line</p> </div>	<ul style="list-style-type: none"> <li>• 0144</li> <li>• <b>Open/Unresolved</b></li> <li>• Error</li> <li>• Student didn't recieve services on his/her exit date. Please align end and exit dates</li> </ul>

The last day of services reported is 3/20/2017,

Relevant question: Why do services stop on 03/20 and not on the exit date?

IEP Service Lines						
Actions	ID	Start	End	Frequency	Settings	
(Choose) ▼	3388319	12/12/2016	3/20/2017	100 minutes / day 5 day(s) / week Every 1 weeks week(s) 60 total day(s)	USD 428 - Grez 6284 - Great Be C - Special Ed I SE - Special Ed 7654617291 - S Primary Prov	
(Choose) ▼	3388320	12/12/2016	3/20/2017	50 minutes / day	USD 428 - Grez	

Use the navigation drop downs to view the values triggering the verification.

Actions	Flag
<ul style="list-style-type: none"> <li>• Notes (0)</li> </ul> <div style="border: 1px solid black; padding: 2px;"> <p>(Choose)</p> <p>View Profile</p> <p>View IEP</p> <p>View Service Line</p> </div>	<ul style="list-style-type: none"> <li>• 0144</li> <li>• <b>Open/Unresolved</b></li> <li>• Error</li> <li>• Student didn't recieve services on his/her exit date. Please align end and exit dates</li> </ul>

# SPEDPro User's Guide

The Exit date you are reporting is 5/18/2017

Code: Inactive T - Moved - Known to be Continuing  
Agency Exit Date: 05/18/2017

Note the values triggering the verification and proceed with a fix

## Verification List

List addressing errors and exceptions are displayed via the Verification List. To access the list, use the navigation pane on the left side and click on **Verification List**. The Verification list will display a list that, by default, displays all open or unresolved issues. A screen similar to the one below will be displayed.

Logged in as: Test111 District User [Help](#)

Logout  
Select District  
Return To Application List

Welcome Page

Student Search  
Comment List  
Indicator 11 Non-Eligible  
Indicator 11 Random Sample  
Indicator 12

Catastrophic Aid List

Building Information  
Calendar List  
Minutes List  
Edit Minutes  
Settings List

Personnel List  
Reassign  
Copy Year

**Verification List**  
Note List  
Verification Descriptions  
Run All Verifications  
Verification History

Upload Files  
History

**Verification List**

KIDS ID:

School Year: 2014 - 2015

District: USD 111 - Doniphan West Schools

Building: All Buildings

Provider:

Flag: All

Status: Open/Unresolved

Order By: Student Name

85 result(s) Verification Report: [Excel](#) [PDF](#)

View/Actions	ID	Flag	Details
<ul style="list-style-type: none"><li><a href="#">Notes (0)</a></li><li><a href="#">Student</a></li><li><a href="#">IEP</a></li></ul>	130545232	<ul style="list-style-type: none"><li>0083 (VGla)</li><li>Open/Unresolved</li><li>Error</li><li>Student is gifted and no IEP Service Line services are gifted</li></ul>	KIDS ID: 7 Student: 0 District: U Schools Building: 0200 - Doniphan West High School
<ul style="list-style-type: none"><li><a href="#">Notes (0)</a></li><li><a href="#">Student</a></li></ul>	130545238	<ul style="list-style-type: none"><li>0019 (EX5)</li><li>Open/Unresolved</li><li>Error</li><li>Exit date on Student profile is blank and student has an exit</li></ul>	KIDS ID: 7560582524 Student: Brusseau, Albin District: USD 111 - Doniphan West Schools Building: 0200 - Doniphan West High School

The top portion of the screen provides various fields to enter search criteria to narrow the number of verifications listed. Once the criteria have been entered or selected, click on **Search**.

Verifications can be exported to Excel as a report for provider input or respond to KSDE

# SPEDPro User's Guide

## Using Reports for Verification and Data Quality Checks

Several SPEDPro reports are to be used for Verification of Data and Data Quality. Monthly reminders (FAQ) from KSDE list reports that are to be analyzed for verification with a specific data quality focus.

These reports include:

Projected End of Year Report	Projected December 1 report	Projected Discipline report
Overlap report	Projected Table 4 Exit report	Projected Table 5 Discipline reports
Exit status report	Unknown Exit report	Unresolved Exit report
Incidents omitted from the OSEP Table 5 Discipline Reports		Unclaimed student report

### Projected reports

Use crosschecks between corresponding data points. Look for unexpected or illogical comparisons.

Illogical Exit date, Example 1 – Using the Projected End of Year report. Search for students with unequal Agency Exit date and Latest Service end date. This may indicate services actually ceased before the service line end dates.

Incomplete data, Example 2 – Using the Projected End of Year report. Search for students with No / blank Agency Exit Date and Latest Service end date is before the last day of school. This indicates that the current IEP covering the remainder of the school year is missing or the Exit Date and Basis of Exit need to be entered.

**Projected - End of Year**  
Report for fiscal year 2017

KIDS ID	Student First Name	Student Last Name	Date of Birth	Agency Exit Date	LEA	ACC	Responsible Building	Neighborhood Org	Neighborhood Building	Earliest Service Start Date	Latest Service End Date	Current IEP Date
2933438585	Daryl	1	12/05/2005	11/27/2016	D0259	D0259	1623	D0259	1614	08/01/2016	3/15/2017	7/02/2016
5330863198	Masao		02/22/1998		D0617	D0410	5814	D0410	5812	07/15/2016	12/30/2016	06/01/2015
6734970493	Stephanie		01/11/2010		D0617	D0410	5812	D0410	5812	07/15/2016	12/12/2016	06/01/2015
1617093912	Parker	2	05/04/1995	10/01/2016	D0259	D0259	1838	D0259	1844	08/01/2016	10/01/2016	08/01/2016

### Validation Crosschecks

Projected December 1 report – run from beginning of school to February 28.

1. OSEP Disability = DD and December 1 Age is age 10 or greater
2. All settings contain "B", "R", "W" for students grade 1 or higher
3. December 1 age and grade level are extremely distant. Grade level + 5 should be equal to or + / - 1 of each other. Grade 3 + 5 = 8-year-old. Ages 6 and less or 9 and greater may indicate an incorrect birthdate in KIDS or incorrect grade level.

Projected End of Year report – run throughout the school year.

1. Exit Date is blank and latest service end date is before the last day of school

## SPEDPro User's Guide

2. Exit Date and Latest end date are not equal for IDEA students.
3. OSEP Disability = DD and December 1 Age is age 10 or greater
4. Current Status = "M" and December 1 age is 19 or less
5. Current Status = "S" and Primary and OSEP Disability is present.
6. All settings contain a "Z" value in the student record
7. All Services has blank values
8. Grade level has blank value
9. Neighborhood school has blank value
10. Assign child count lists a X0 or Z0 organization (invalid responsible school)
11. Values indicate inaccurate demographics in KIDS data
  - a. Student age is less than 2 or greater than 21 (Inaccurate birthday)
  - b. Missing race / ethnicity

## Part X: Importing Files

---

SPEDPro provides an import process to submit student data without keyboard / manual entry. Records can be imported by individual record or as a batch file containing multiple records. The KSDE Special Education Individual student data report preparation and Data Dictionary contains the import file specifications. Records intended for import must be formatted according to the import specifications. The Data Dictionary will be your guide to ensure the file is in the correct format.

To Import records into SPEDPro, follow these steps

- a. Export the file from the local data source.
- b. Name the exported file with a recognizable title.

Once you have a file ready to upload, click on the **Import Files** link in the left navigation pane.

1. Select the file type to be imported

**Import Files**

Type of File:

File:

Students and IEPs  
NPE Contracts  
Personnel

2. Select Choose file and use the pop-up window to browse to locate the file to be imported.
3. Highlight the file to import and select open. Once selected the pop-up window will close

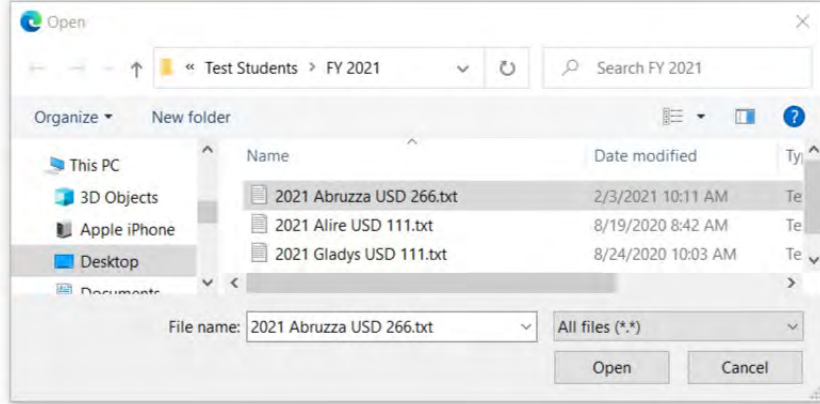


# SPEDPro User's Guide

## Import Files

Type of File:

File:  No file chosen  
(.txt file)



- Once the file is chosen, the file name appears next to the choose file button
- Click Upload to import the selected file into SPEDPro.

## Import Files

Type of File:

File:  2021 Abruzzza USD 266.txt  
(.txt file)

## Import History

The history page displays a list of files that have been imported to SPEDPRO. The user that imported the file, the date and time, the file name, the total record count, successful records and import alerts.

## Import Alerts

### Import File History

From Date:  To Date:  User:

137 result(s)

ID	User	Date	File Name	Total	Successful	Alert
854	Mason Vosburgh	7/14/2017 9:52:41 AM		1	1	0
853	Mason Vosburgh	7/14/2017 9:49:44 AM	Knabe USD 499 - 2017.txt	1	1	0
852	Mason Vosburgh	7/14/2017 9:45:16 AM	Knabe USD 499 - 2017.txt	1	0	1
851	Mason Vosburgh	7/14/2017 9:43:51 AM	Knabe USD 499 - 2017.txt	1	0	1
850	Mason Vosburgh	5/18/2017 3:32:35 PM	2018 test import.txt	9	7	2
849	Mason Vosburgh	5/18/2017 3:23:52 PM	2018 test import.txt	9	1	8

If imported files have an issue, you will see the number of alerted records in the "Alert" column.

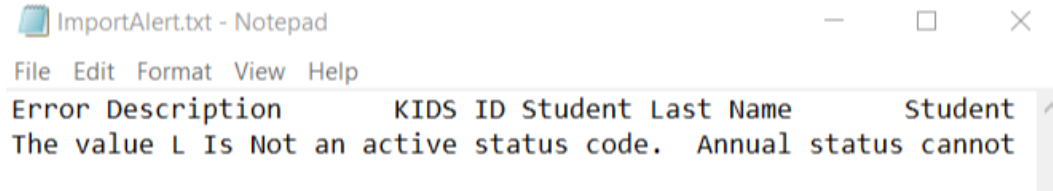
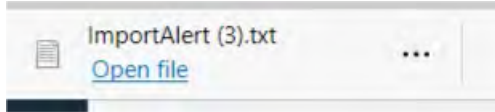
Clicking on the alert number, a command to open text file will display.

The text file will open in notepad.

# SPEDPro User's Guide

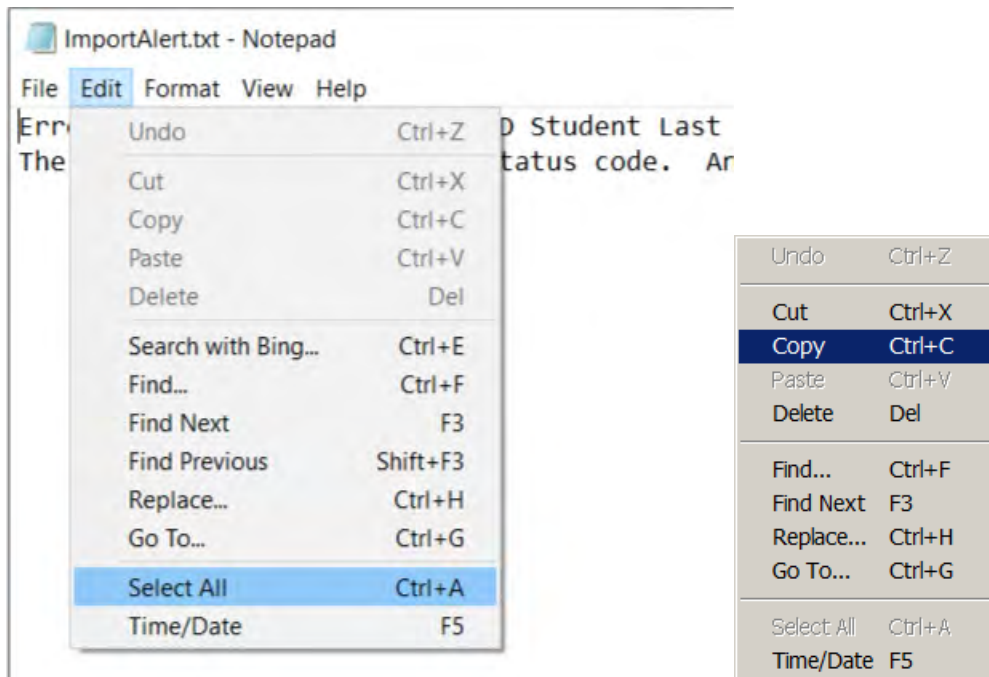
The reason for the Alert is listed in the error description column, followed by the data submitted

Note: An Alert is not an indication that the record failed to Import. The "Error Description" provides the reason why the Alert was triggered.



To easily read the details and see the any discrepancy in the fields, copy the Text from notepad and paste into Excel. Excel will align the data in rows and columns. A SPEDPro Import template is available to paste Import alerts. This will allow you to see the alert description and the record values to discover the value triggering the verification alert

[@www.ksde.org](http://www.ksde.org) - on the MIS and student data page



An Alert may simply be a warning such as values in the file do not match to KIDS records. There may be 1 or more reasons causing the alert.

Check the student record after Import to see if the Import was successful and if the Import created duplicate records.

# SPEDPro User's Guide

# Part XI: Non-public Equivalency Contracts (NPE Contracts)

Some students will have services provided by external agencies and their providers under a non-public equivalency contract. To enter / view those NPE contracts, go to the student's Profile. The link to the NPE form is found on the navigation pane to the left. Select the NPE contract link to open the form.

**SPEDPro**

User: Mason Vosburgh   District: D0111   Access Level: District\_Update   School Year: 2016

IEP List

Student Search   Profile List   Student Profile   Catastrophic Aid

KIDS ID:	5597288466	Name:	<b>Jue, Lucas Conrad</b>
Local Record ID:	11100273	Date of Birth:	10/17/1994
School Year:	2015 - 2016	Sped Grade Indicator:	7
Dates:		ELL:	No
Responsible Building:		Student First Language:	English
		Hispanic:	No
		KIDS Race:	White
		KIDS Gender:	M
		OSEP Race/Ethnicity:	W

Table 1 (12/1):

Click the New button, the form appears on screen, click new for each contracted service and enter each contracted service individually and save

IEP: 05/01/2015 (#13246)

Payment LEA:	D0616 - Doniphan Co Education Coop
Agency:	Shady Acres
Provider:	Find Remove 1231231231 - Johnson, Randy
License Code:	IR - Interrelated Program
Service:	HI - Hearing Impaired
Hours:	950
Start Date:	07/01/2015
End Date:	06/30/2016

**NPE Contracts**   Save and Back   Save   Cancel

No NPE Contracts found.

Completed contracts appear below the blank service form, with additional actions under drop down menu.

NPE Contracted Services						
Actions	ID	Start	End	Agency	Service Details	
(Choose) View Service Edit Service Delete Service	31	7/1/2015	6/30/2016	Agency: Shady Acres LEA: D0616	Hours: 950 Service: HI - Hearing Impaired License: IR - Interrelated Program 1231231231 - Johnson, Randy	

## View NPE Contract

View an existing contract. Under NPE Actions, select **View** Service. The form appears for viewing.

## Edit NPE Contract

To edit a contract, select **Edit** service under NPE Actions. The original form appears with the data fields open for editing. You are able to make changes by filling in the form utilizing the drop-down arrows and open text fields. When the form is complete, click on **Save** to keep the changes made to the contract. **Cancel** will keep you on the service form page without saving changes.

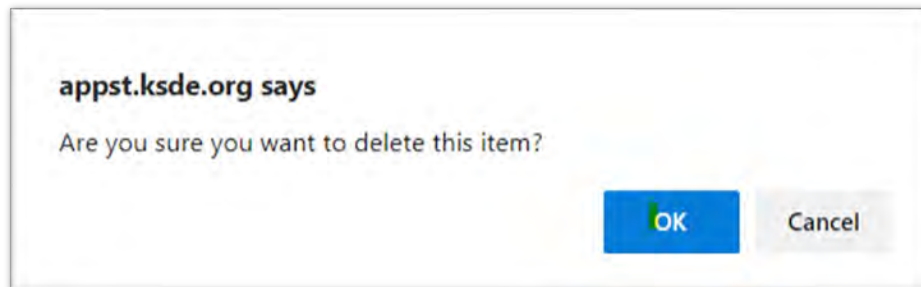
## NPE Providers

Note: the only providers available for selection are those marked in personnel are those with NPE provider roles.

## Delete NPE Contract

You are able to delete a NPE service. You will see a screen that verifies that you really want to delete the service. Click on **OK** to permanently delete the service or **Cancel** to stop the deletion and return to the NPE form page.

To delete an entire contract, each service must be deleted individually.



# SPEDPro User's Guide

## Kansas State School for the Deaf and School for the Blind Summer session.

If a student is participating in the KS State School for the Blind or School for the Deaf summer session and your USD, Coop or Interlocal is billed for participation in the program, then the student can qualify for NPE reimbursement. Additional steps, such as creating a student profile for your organization, may be needed to make the claim

1. If the student is not claimed in KIDS collection by the student's home / neighborhood USD, then a KIDS record will be required before the USD, Coop or Interlocal can access the student in the MIS to enter the NPE data in the MIS.
  - a. Request the KIDS administrator at KSSB or KSSB to submit a KIDS record (ASGT type) with the Neighborhood school listed as the students funding school. This will give permissions to the student record.
2. Once a KIDS record is present, search for the student using the "In KIDS" filter
3. Select the student, create a new student profile as instructed above (Part IX).
  - a. Mark the claiming status as "Not Claimed"
  - b. Assign child count, neighborhood school, grade and status are required.
  - c. Save the profile
    - i. Optional - Click new IEP and save an IEP with the student's current IEP date
      1. Do not enter service lines.
4. Complete the NPE application as instructed above.
5. Do not create an IEP or Service lines on the IEP page. Only a student profile needs to be created.

Students claiming NPE for the KSSB or KSSB summer programs do not have IEP data. The NPE contract can be accessed from the student profile

**Student Search** <

Student List

Student Form

IEP List

Catastrophic Aid Form

**NPE Contract** ←

Building Information <

Calendar List

Minutes

Settings List

### Student Form

Student Search Profile List IEP List

KIDS ID: 2535946963 Name: **Clarke, Larissa Kendall**  
Local Record ID: ?? Date of Birth: 04/02/1993  
School Year: 2017 - 2018 Sped Grade Indicator: 12  
Hispanic: No  
KIDS Race: White  
KIDS Gender: F  
Table 1 (12/1): OSEP Race/Ethnicity: W  
Table 4 (exit): OSEP Disability:  
Table 5 (discipline): OSEP Environment (12/1):

**LEA/Schools/Student Information**

School Year: 2017 - 2018  
LEA: D0616 - Doniphan Co Education Coop  
Assign Child: USD 111 - Doniphan West Schools  
Neighborhood: 0200 - Doniphan West JR/SR High School  
Sped Grade: 12  
Indicator:

A NPE form can be created by clicking the new button to start a blank form

# SPEDPro User's Guide

## NPE Contract

[Student Search](#) [Profile List](#) [Student Profile](#)



KIDS ID: 1851985689      Name: **Won, Isabella Alecia**  
Local Record ID: 2481615      Date of Birth: 04/13/2006  
School Year: 2021 - 2022      Sped Grade Indicator: 10  
Hispanic: No  
KIDS Race: White  
KIDS Gender: F

Enter the Payment LEA, contracted agency, provider & license code, service code

Enter the hours of service for the school year and the service start and end dates

KIDS ID: 1851985689      Name: **Won, Isabella Alecia**  
Local Record ID: 2481615      Date of Birth: 04/13/2006  
School Year: 2021 - 2022      10  
Hispanic: No  
KIDS Race: White  
KIDS Gender: F  
OSEP Race/Ethnicity: W  
OSEP Disability:  
OSEP Environment (12/1):  
Table 1 (12/1):  
Table 4 (exit):  
Table 5 (discipline):  
IEP: 05/22/2021 (#17519)

<b>Payment LEA:</b>	D0616 - Doniphan Co Education Coop
<b>Agency:</b>	Gillis Center
<b>Provider:</b>	<a href="#">Find</a> <a href="#">Remove</a> 9876543141 - Cricket, Jimmy
<b>License Code:</b>	IR - Interrelated Program
<b>Service:</b>	AM - Autism
<b>Hours:</b>	1022
<b>Start Date:</b>	07/01/2021
<b>End Date:</b>	06/30/2022

**NPE Contracted Services**

[Save and Back](#) [Save](#) [Cancel](#)

## Calculating NPE reimbursement

Step 1 - run the NPE Contract Student level report

Export Type

excel(xlsx)

pdf

excel(xls)

Reports

School Year

District:

Step 2 - Filter the report by individual student

Step 3 - Sum the student's total FTE for all services

Step 4 - Multiply the total FTE by the current per teacher (categorical aid) entitlement

Hours	Service Code	FTE	Pro
284	AM	0.042316	
159	AM	0.023691	
201	AM	0.029949	
1051	AM	0.156599	
Sum FTE		0.252555	

Multiply FTE x per teacher entitlement =  $0.252555 * 30085$

The resulting dollar amount can be reported on the catastrophic aid application on line D2 or D6

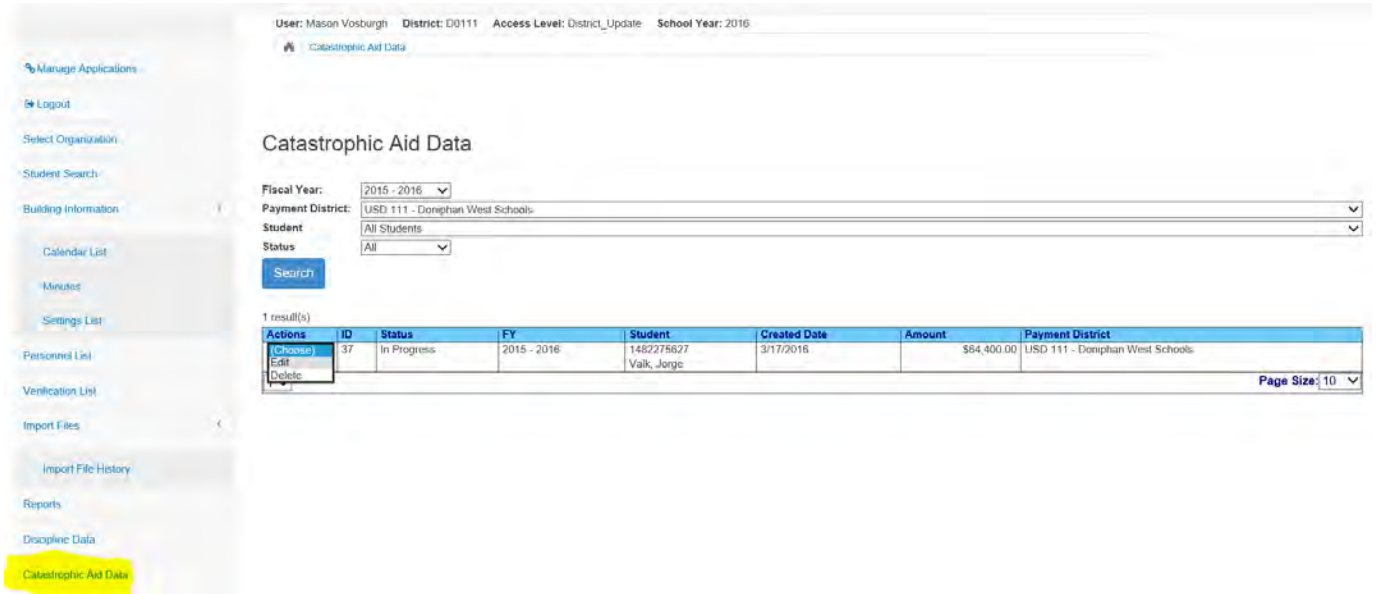
## Part XII: Catastrophic Aid

The navigation link in the left pane allows you to access the **Catastrophic Aid List**. A list of existing submissions is displayed. You will note that the submission Status varies depending on where the submission is in the process. The status list may display one of the following: In Progress, Submitted, Reviewed, Approved, or Declined. The Action you will be able to take depends on the Status of the



# SPEDPro User's Guide

submission.

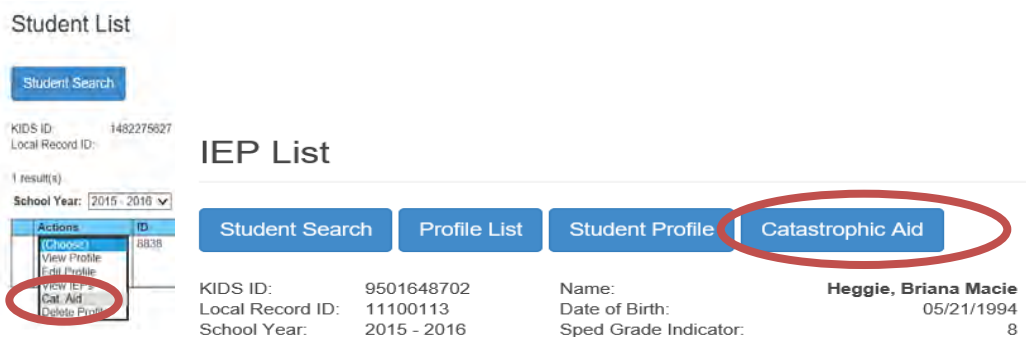


This same screen may also be accessed by clicking on Catastrophic Aid from a student Profile screen. Either way you access the screen, your options will be the same.

## New Catastrophic Aid – Accessing the form

A new Catastrophic Aid application is created by completing the application form and submitting the form to KSDE. Accessing the form can be done 2 ways. First do a student search and find and select the student who qualifies for Catastrophic Aid.

- A. From the Student List page, choose action “Cat Aid” to navigate to the Catastrophic Aid form.
- B. From the student’s IEP List page, click the Catastrophic Aid button to navigate to the Catastrophic Aid form.



A blank form is displayed.

Fill in the form completing each section, the justifications and expenditures and deductions.

# SPEDPro User's Guide

## Catastrophic Aid Form

Student Search Profile List Student Profile

KIDS ID: 3964080136 Name: Harken, Mya Alyson  
Local Record ID: 11100119 Date of Birth: 01/07/1991  
School Year: 2015 - 2016  
Dates: 6  
Responsible Building: ELL: No  
Student First Language: English  
Hispanic: Yes  
KIDS Race: Hispanic  
KIDS Gender: F  
OSEP Race/Ethnicity: H  
Table 1 (12/1):  
Table 4 (exit):  
Table 5 (discipline):  
IEP: 05/11/2015 (#13281)  
OSEP Disability:  
OSEP Environment (12/1):  
Status: In Progress  
Payment District: USD 111 - Doniphan West Schools

**IEP Service Lines**  
There are not any IEP Service Lines for this student.

**Hide Questions**

1. Justify the cost of the services/placement, as specified in all of the students IEPs in effect during student's current up-to-date MIS record which lists all services provided, including the anticipated services for the next year.
2. Describe the student's unique or severe physical, mental, social, emotional or educational characteristics.
3. If your district is contracting with another school district or private agency for provision of the services, please list the agency name and contact information.

When you have completed the form, you have several options available. **Save** will allow further editing before submitting for approval. **Save & Submit** will send the form on for approval. You will not be able to make changes once you click on this button. **Cancel** will clear the contents of the form and return the form as blank.

Per Student Minimum: 56900 Net Cost: 150000

Save Save & Submit Delete Cancel

A submission that is still "In Progress" will have the options to Edit, Submit, or Delete.

## Edit Catastrophic Aid

From the Catastrophic Aid Data screen, link found on the Navigation Pane on the left.

[Catastrophic Aid Data](#)

# SPEDPro User's Guide

Click on the down-arrow on the student you wish to edit. (Remember you are only able to edit a submission that is *In Progress*.) The complete Catastrophic Aid form is now displayed allowing you to enter the information. The form does have several different sections. The various sections are displayed below.

6 result(s)

Actions	ID	Status	FY	Student	Created Date	Amount	Payment District
(Choose) Edit Delete	37	In Progress	2015 - 2016	1482275627	3/17/2016	\$64,400.00	USD 111 - Doniphan West Schools
	41	In Progress	2015 - 2016	3964080136 Harken, Mya	3/23/2016	\$134,020.00	USD 111 - Doniphan West Schools

## Payment District and Justification Questions

Status: **In Progress**  
 Payment District: **USD 111 - Doniphan West Schools**

IEP Date	Setting	Service	Start Date	End Date	Service Location
8/11/2015	C	SE	8/13/2015	9/25/2015	8268 - Spring Grove Primary Center
8/11/2015	C	SE	8/13/2015	9/25/2015	8268 - Spring Grove Primary Center
8/11/2015	C	OM	8/18/2015	4/20/2016	8268 - Spring Grove Primary Center
8/11/2015	C	OM	8/18/2015	4/20/2016	8268 - Spring Grove Primary Center

**Hide Questions**

- Justify the cost of the services/placement, as specified in all of the students IEPs in effect during the current school year, explaining why the student needed the services/placement. Submit to KSDE the student's current up-to-date MIS record which lists all services provided, including the anticipated frequency, location, and duration of each service for those expenditures itemized on page 2.
- Describe the student's unique or severe physical, mental, social, emotional or educational characteristics that require additional costs.
- If your district is contracting with another school district or private agency for provision of the services/placement as specified in all IEPs addressing services in the current school year, justify the cost of contracting with the other school district or private agency. List the name of all contracted agencies, hospitals, schools, mental health centers etc.

Three  
Justification  
Questions

## Special Education Expenditures

Use Whole Dollars

1000	Instruction		
100	Personnel Services - Salaries		0
200	Employee Benefits		0
300	Purchased Professional and Technical Services		0
320	Include contract services provided by an agency other than your school district		92225
400	Purchased Property Services		0
500	Other Purchased Services		0
600	Supplies and Materials		0
700	Equipment (Retain List for Auditing)		0
800	Debt Service and Miscellaneous		0
			92225

2000	Support Services		
2100	Support Services - Student		
100	Personnel Services - Salaries		0
200	Employee Benefits		0
300	Purchased Professional and Technical Services		0
320	Include contract services provided by an agency other than your school district		23105
400	Purchased Property Services		0
500	Other Purchased Services		0
600	Supplies and Materials		0
700	Equipment (Retain List for Auditing)		0
800	Debt Service and Miscellaneous		0
			23105

# SPEDPro User's Guide

2200 Support Services - Instructional Staff		
100	Personnel Services - Salaries	0
200	Employee Benefits	0
300	Purchased Professional and Technical Services	0
320	Include contract services provided by an agency other than your school district	0
400	Purchased Property Services	0
500	Other Purchased Services	0
600	Supplies and Materials	0
700	Equipment (Retain List for Auditing)	0
800	Debt Service and Miscellaneous	0
		0

2700 Transportation Services - Student		
2710	Vehicle Operation	0
2720	Monitoring Services	0
2730	Vehicle Service and Maintenance	0
2790	Other Transportation Services	0
513	Trans services purchased by outside company	42504
519	Mileage Paid in lieu of transportation	0
520	Insurance Services	0
		42504

2900 Other Support services		
2900	Other Support services	0
		0

<b>Total Expenditures:</b>	265320
----------------------------	--------

Deductions from Special Education Expenditures		
D.1	Special Education Transportation	88000
D.2	Categorical Aid - Students proportionate	6800
D.3	Federal VI-B funds - Students proportionate	440
D.4	Federal Medicaid Funds received for this student	725
D.5	State Medicaid Replacement Funds received for this student	0
D.6	All other State or Federal aid	0

<b>Total Deductions:</b>	95965
--------------------------	-------

<b>Per Student Minimum:</b>	56900	<b>Net Cost:</b>	169355
-----------------------------	-------	------------------	--------

When you have completed the form, you have several options available. **Save** will allow further editing before submitting for approval. **Save & Submit** will send the form on for approval. Once submitted the application is locked for editing. **Delete** will clear this Catastrophic Aid form. **Cancel** will undo any changes made in the form without saving.

## Submit Catastrophic Aid

Completed Catastrophic Aid applications can be submitted to KSDE by clicking the Save and Submit button. The form will be automatically submitted for review.



# SPEDPro User's Guide

The application process will not be approved if the required sections of the form are incomplete. Including the justifications, expenditures, expense deductions sections. Students must also qualify by meeting the minimum cost threshold. An alert will display if these conditions are not met.

- The net cost must exceed the per student minimum claim to submit Catastrophic Aid.
- Please enter an answer for question 1.
- Please enter an answer for question 2.
- Please enter an answer for question 3.

## Delete Catastrophic Aid

Using the button or action item delete, all of the justifications, expenditures and deductions will be cleared and a blank form will return.

## Status of Catastrophic Aid applications

### Catastrophic Aid Data

Follow the Catastrophic Aid Data link on the Navigation page. A list of students with catastrophic data entered will be listed by their status

Actions	ID	Status	FY	Student	Created Date	Amount	Payment District
(Choose) ▼	23	In Progress	2015 - 2016	1711073067 Ahlo, Ariel	3/11/2016	\$1,167,177.00	USD 398 - Peabody-Burns
(Choose) ▼	33	Approved	2015 - 2016	9811571422 Breuninger, David	3/17/2016	\$1,033,430.00	USD 410 - Durham-Hillsboro-Lehigh
(Choose) ▼	36	Reviewed	2015 - 2016	2527327729 Brun, Yvonne	3/17/2016	\$850,000.00	USD 408 - Marion-Florence
(Choose) ▼	25	Declined	2015 - 2016	2933438585 Aarhus, Daryl	3/16/2016	\$406,454.00	USD 259 - Wichita
(Choose) ▼	44	Submitted	2015 - 2016	3769169565 Haxton, Gabriela	3/23/2016	\$234,655.00	USD 111 - Doniphan West Schools

In Progress – Application is open for editing and data entry. Application **Not submitted** to KSDE

Submitted – Application is completed, submitted to KSDE. Application has **not been reviewed**.

Reviewed – Submitted to KSDE, under review. **Approval is pending**

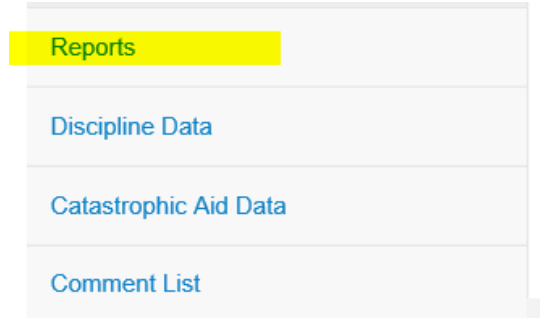
Declined - Application is completed, submitted to KSDE. Approval was declined. Application may be un-submitted, return to "In Progress" status for editing and resubmission.

Approved - Application is completed, submitted to KSDE. Approved, sent to School Finance for payment

## Part XIII: Reports

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Reports are accessed on the navigation pane.



Select the desired report from the drop-down list.

**Export Type**

- excel(xlsx)
- pdf
- excel(xls)

**Reports:** Select Report

**School Year:** Select Report

**District:** Exit Status Report  
Final December 1st Report  
Final End of Year Report  
Final Gifted Summary Report  
Final OSEP Table 4 Exit Report  
Final OSEP Table 5 Discipline Incident Report  
Final OSEP Table 5 Discipline Summary Report  
Gained Students  
Incidents Omitted From The OSEP Table 5 Discipline Reports  
NPE Contract Report Summary  
NPE Contract Student Level Report  
Overlap Report  
Personnel List (By Year)  
Personnel List for Private/Parochial Orgs with Buildings in District (By Year)  
Projected December 1st Report  
Projected End of Year  
Projected Gifted Summary Report  
Projected OSEP Table 4 Exit Report

**Go**

Select the target school year, the organization and export file type. Click the Go button to run the report

# SPEDPro User's Guide

**Export Type**

excel(xlsx)

pdf

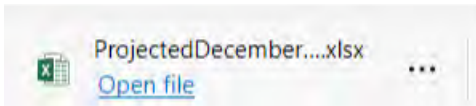
excel(xls)

**Reports**

**School Year**

**District:**

After a report is run, a download prompt is displayed. Download the report in the desired format, either as a PDF file or in Excel format



## Discipline Data – Projected Incident report.

1. Student with long term out of school Suspension / Expulsion (greater than 11 days) and service line data does not list services in the "U" setting for the same period of time

### **Projected - OSEP Table 5 Discipline Incident Report**

2016 - 2017 School Year

Generated by Mason Vosburgh on 7/28/2017 11:08:09 AM

KIDS ID	ACC	Incident Date	Basis of Removal	In-School Suspension	Out-of-School Suspension	Expelled	Days of Removal
3427450104	D0111	10/05/2016	D	0	0	80	80
53942	9/3/2016 1	4/29/2017	66 minutes / day day(s) / week Every weeks week(s) 80 total day(s)	USD 111 - Doniphan West Schools 0200 - Doniphan West JR/SR High School G - Special Ed Direct Services in a Special Ed Classroom SE - Special Educations 1234567890 - Hermanson, Wallace			
53943	10/6/2016 2	4/29/2017	33 minutes / day day(s) / week Every weeks week(s) 80 total day(s)	USD 111 - Doniphan West Schools 0217 - Off Site non-public Building U - Under Suspension / Under Expulsion PS - Pscycological Services 9999999999 - Nines, All			

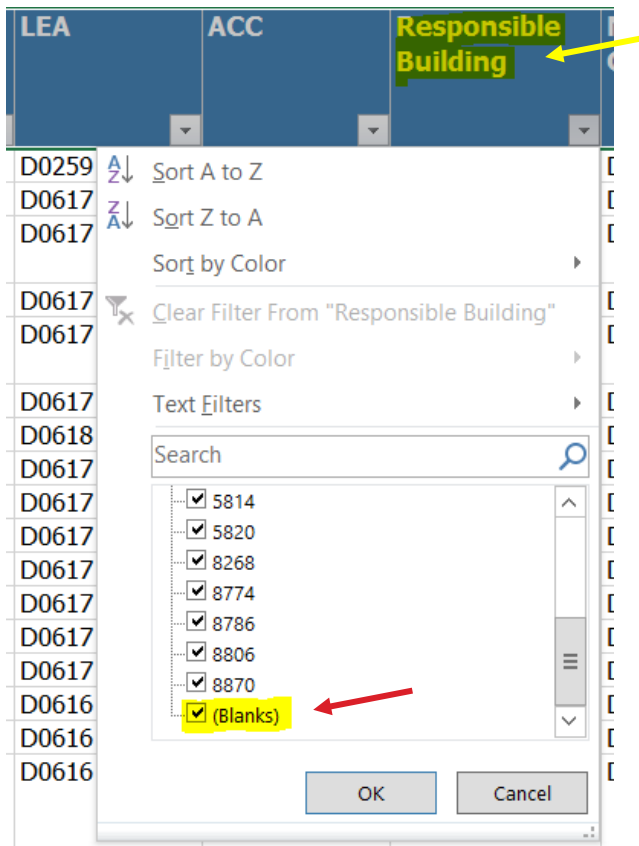
Service line 1 is in error –

- a) Service end date not changed to 10/5/2016. Student was expelled on 10/5/16

## Service line 2 is correct –

- a) Service start and end dates match date of incident
- b) Service location changed to off-site non-public building because student is not allowed on campus. Services are delivered in a community center
- c) Service setting changed to "U" because the student is under suspension / expulsion.

Use filter tools in Excel to find missing or inaccurate values that should not be present.



Responsible building should not have blank or null values.

## Validation Filters

Projected December 1 report – run from beginning of school to February 28.

1. Count and number of students are verified
2. Blank / null values should not be found in the following data fields
  - a. Date of Birth, Gender, OSEP race / ethnicity, ELL status, student language
  - b. LEA, ACC, Neighborhood & responsible school.
  - c. OSEP Environment, OSEP Race / Ethnicity, OSEP Disability



## SPEDPro User's Guide

2. X0 and Z0 values should not be present
  - a. ACC – Assign Child Count

Projected End of Year report – run from beginning of school to last day of school

1. Count and number of students are verified
2. Blank / null values should not be found in the following data fields
  - a. Date of Birth, Gender, OSEP race / ethnicity, ELL status, student language
  - b. Grade level, All services, All settings, Most Prevalent Service Location, status codes
  - c. LEA, ACC, Neighborhood & responsible school.
3. X0 and Z0 values should not be present in the ACC (assign child count) column
4. June 30 age should not be greater than 21
5. Students with June 30 age of 21 must have an exit date & inactive status by July 1

### Overlap report – Across service start and end dates

#### Overlap Report

ACC	Overlap ACC	Kids ID	First Name	Last Name	Birth Date	Status	Exit Date	Start Date	Overlap Starts	Overlap Ends
D0101	D0101,D0259	3739683929	Blaine	Thompson	11/13/1989	Moved - Continuing	10/19/2016	8/17/2016	10/10/2016	10/19/2016
A	B					D		F	G	I
D0501	D0501	4902503212	Stanley	Lofty	05/21/2013	New Referral		11/23/2016	04/11/2017	05/20/2017
A	C					E		F	H	J

Key indicators to check on overlap reports.

A – Organization of the User is the agency is under the ACC Column. This is your data row.

B – All Overlapping organizations, the User organization and the outside agencies

C – Note: The User organization alone means the overlap is within the IEP services reported by the lone organization. For example; 4/11/17 to 5/20/17 are listed on 2 different IEPs for the student.

D – Status can indicate which organization is causing the overlap. Note: Overlap starts (G) before the student Exit date. This indicates the student entered the new organization before the prior organization exited the student. To correct this example USD 111 changes the exit date and the latest service end date to 10/09/2016

E – Status indicator

F – The earliest start date of service for the student in the ACC organization (A)

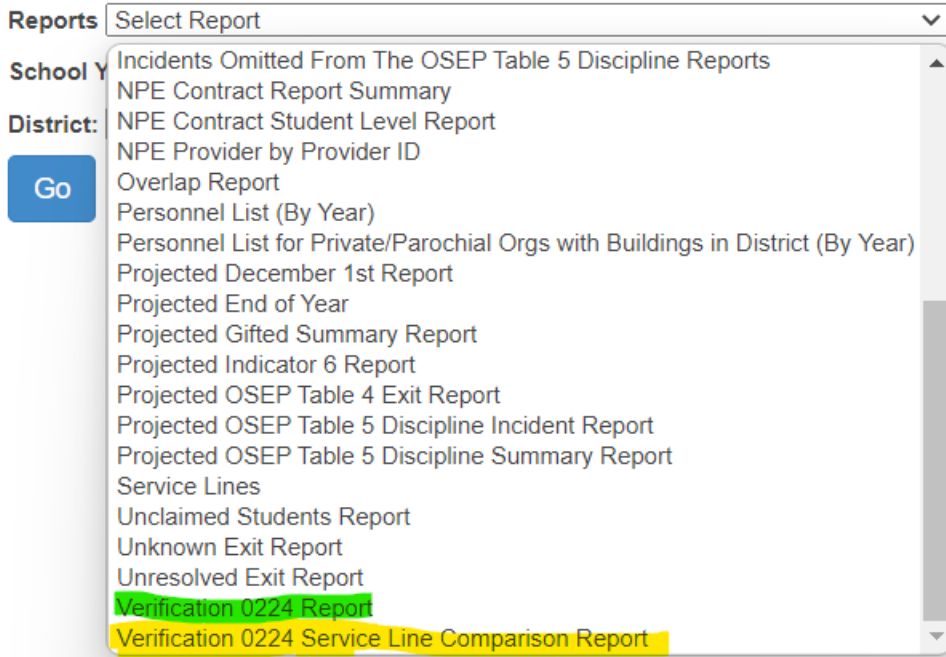
G, H – Earliest date of overlapping services.

I, J – Latest end date of overlapping services.

### Verification 0224 reports -

Report displaying December 1 OSEP categories that have change in the current year data.

# SPEDPro User's Guide



## Verification 0224 report

Report displays categorical changes between final December 1 value to Current value.

<b>Verification 0224 Report</b>					
<b>Responsible</b>		<b>OSEP Disability</b>		<b>OSEP Environment</b>	
<b>Dec 1st</b>	<b>Current</b>	<b>Dec 1st</b>	<b>Current</b>	<b>Dec 1st</b>	<b>Current</b>
0786	0937	DD	DD	RC	RC
7790	7790	SL	AM	RR	RR
9013	9013	SL	SL	PP	SS

## Verification 0224 service line comparison report

Report displays changes frequency, duration, and location between final December 1 value to Current value. These changes show why the OSEP Environment category of currently different.

<b>Dec 1st Final Service Lines</b>										
<b>IEP Date</b>	<b>Service Line Id</b>	<b>Service Start Date</b>	<b>Service End Date</b>	<b>Service Code</b>	<b>Setting Code</b>	<b>Minutes per Day</b>	<b>Days per Week</b>	<b>Frequency Every x Weeks</b>	<b>Total days</b>	<b>Total Minutes</b>
10/30/2022	56275	10/30/2022	05/25/2023	OT	G	60	5	1	132	7920
10/30/2022	56276	10/30/2022	05/25/2023	SE	C	150	5	1	132	19800

<b>Current Service Lines</b>										
<b>IEP Date</b>	<b>Service Line Id</b>	<b>Service Start Date</b>	<b>Service End Date</b>	<b>Service Code</b>	<b>Setting Code</b>	<b>Minutes per Day</b>	<b>Days per Week</b>	<b>Frequency Every x Weeks</b>	<b>Total days</b>	<b>Total Minutes</b>
10/30/2022	61209	10/30/2022	05/25/2023	OT	G	195	5	1	132	25740
10/30/2022	61210	10/30/2022	05/25/2023	SE	C	150	5	1	132	19800

## Part XIV: Discipline Data

Discipline Data is found following the link on the navigation pane. Review the individual incidences. Report any incident that did not happen during the student's range of IDEA services to the local building administrator for correction. You may also discover other discrepancies such as incorrect basis of removal, incorrect removal types or incorrect number of days of removal. This data will be updated monthly for your review. All discrepant data would be reported back to the building's data entry person for correction. Check again to see if corrections have been made. If inaccurate data is not corrected, then it will be reported to OSEP and will factor for Indicator 4.

### Discipline Data

School Year: 2016 - 2017

Actions	In Report	KIDS ID	Student	Date	Org	Bldg	Basis	ISS	OSS	Expelled	Services
(Choose) v	Y	9767735224	Grossberg, Jared	10/01/2016	D0111	0201	V	3	0	0	N
(Choose) v	Y	3427450104	Aron, Geoffrey	10/05/2016	D0111	0201	D	0	0	80	Y

1 v Page Size: 10 v

KanDis - Discipline Data last updated 10/11/2016 1:58:44 PM

## Discipline Cross Check

Look for mis-classification in KIAS as IDEA student or missing IEP services.


**Incidents omitted from the OSEP Table 5 Discipline Reports**

2019 - 2020 School Year  
Generated by Stuart Lillie on 5/19/2022 3:01:51 PM

This report shows the user which students and incidents do not have a corresponding match for IEP service lines (gifted service lines are excluded) in the SPEDPro application on the date of the incident. If this report has alerted you to data that does not match data in the SPEDPro application, before editing the Discipline Data Collection, please check with the person who enters special education data for your district into the SPEDPro application to ensure changes are made in the correct application.

Some of the main reasons incidents don't have a match in SpedPro and appear on this report are

1. Student not claimed in SpedPro
2. No IEP service line intersecting Incident date
3. No disability on Incident date



KIDS ID	Reporting Organization	Reporting Building	Incident Date	Last Name	First Name	No Service Line	Disability Not Matched
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
1003229123	D0101	0111	02/01/2020	Rasberry	Ciera	X	
8918180179	D0338	3936	02/16/2020	Muske	Brooke	X	

## SPEDPro User's Guide

Student reported in KIAS as IDEA, but not found with IEP services on the date of the incident. Notify KIAS user that a correction is needed in the KIAS Discipline record if the student was not IDEA on the date of the incident. Update the SPEDPro record if the student was served on the incident date, thus IEP services need to be added.

## **Part XV: Security and Personally Identifiable Information (PII)**

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The special education status of students is confidential and may not be divulged to individuals who have no legitimate reason to know. Disclosure of personally, identifiable information (PII) is a violation of the KSDE security policy. Student name and demographics are considered PII. Attaching to or embedding PII in E-mail correspondences to KSDE, is a violation of the KSDE security policy. Infractions of this policy will result in a point deduction from the LEA Timely and Accurate report. Q4 as non-compliant for failing to follow the reporting standards and guidance.

**Security** – In cases when confidential student data needs to be exchanged with KSDE, the Special Education MIS Collection System was developed. This allows for the transmission of record through a secure file wall. The Special Education MIS Collection System is a KSDE web application for which registration and approval to access is required.

### 17. Principal's Building Report (PBR)

### 18. Special Education MIS Collection System

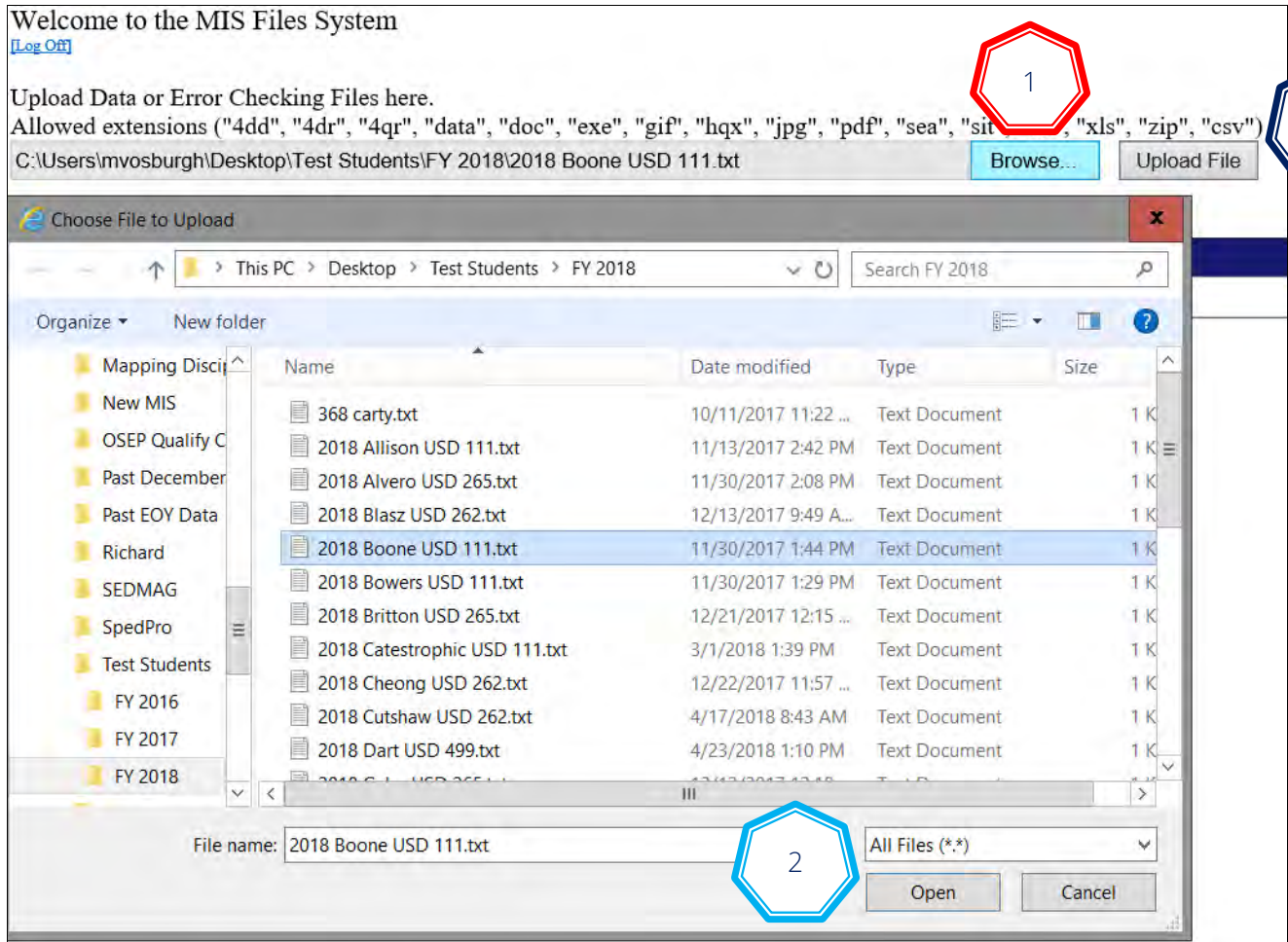
### 19. SPEDPro

See Part IV: above - Registering for Access to SPEDPro and the Special Education MIS Collection System

To send a file to the MIS Collection system, access the MIS Collection system through the Common Authentication Login and open the application.

1. Click the browse button and find the file to be uploaded
2. Select the file
3. Upload the file to the application
4. Notify KSDE that a file is present

# SPEDPro User's Guide



## Part XVI: Help Resources

If you have difficulty working with SPEDPRO, please contact: - SPEDPro Help Desk

Mason Vosburgh  
Special Education Data Manager  
Special Education Services  
Phone: 785-296-4945  
[mvosburgh@ksde.org](mailto:mvosburgh@ksde.org)

# SPEDPro User's Guide

## General Guidelines:

- ❖ Focus on the current school year and services delivered during the current school year.
- ❖ Rely on KIDS data for student demographics and work closely with your local KIDS coordinator.
- ❖ Follow the data dictionary definitions for all data fields.

Support Documents are found at on the MIS and student information page at [www.ksde.org](http://www.ksde.org)

MIS workshops and presentation materials are found at <https://ksdetasn.org/gstad>

## General Navigation Tips

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- ❖ **Back buttons - Use the back buttons on the SPEDPro application. Avoid using the back buttons on your web browser. SPEDPro cannot load pages completely if the browser back button is used.**