



Technical Information and Data-Preload Guide

For technical staff

June 2016
v 3.7



www.iepwriter.com/pa



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Overview

This guide is designed to assist district technical staff in:

- preparing data for loading into IEPWriter and the Children Count module (see the *Data Preloading* section). This includes your school's student, guardian, staff, building, roster, district bank and IEP/ER data. Formatted data samples are included in this guide for further assistance in preparing data for import. Penn Data Exceptionality Codes are also included for reference.

The *Data Preloading* section directs you to one of the following appendices:

- IEPWriter Users
- Children Count Module/Dual User (School Age)
- Children Count Module
- submitting prepared data to Leader Services through Leader's secure Uploads website (see the *Client File Upload* section).
- ensuring proper browser settings for district users, which should be done before they use IEPWriter (see the *System Requirements* section).

The IEPWriter.com administrator or technical staff responsible for setting up your school's IEPWriter system retains the option of manual setup of IEPWriter and Children Count data. Please refer to the *IEPWriter.com User Guide* for more information on manual setup.

System Requirements

For a complete list of system requirements, as well as recommended browsers, settings, and free plug-ins, visit the IEPWriter.com System Requirements page at:

<https://www.iepwriter.com/pa/SystemRequirements.aspx>

IP Addresses and Ports

You must allow HTTP and HTTPS traffic for ports 80 and 443 on your school's proxy server/firewall. The following IP addresses should be allowed through your proxy server/firewall:

- 12.44.224.16
- 74.43.14.144

Data Preloading

Leader provides your district with the option of preloading data into IEPWriter and Children Count. Of course, you can load data manually using the pages within IEPWriter and Children Count.

If your LEA purchased:

- Only **IEPWriter**: please see the IEPWriter Users Only section.
- The **Children Count Module** only or both **IEPWriter** and the **Children Count Module**: please see the Children Count or Dual Users section.
- Only **Early Intervention**: see the Early Intervention Students section.

IEPWriter Only

To preload your district's data into IEPWriter:

1. See **Appendix A** for a list of acceptable IEPWriter files.
2. Format your district's data for one or more of these files (see Figures A and B).
3. Save your district's data in an acceptable file format (see the **File Format** section).
4. Upload the file(s) using Leader's Client File Upload Site (see the **Client Files Upload Site** section).

Note: School-age and gifted student files do not have to be submitted in separate student files. Student type is determined by grade and exceptional-ity. If a student's exceptional-ity is specified as gifted without disability, then the student is loaded as a gifted student.

Children Count or Dual Users

If your district is using Children Count only or both Children Count and IEPWriter, you need only to prepare data for Children Count. Leader will then take that data and preload it into IEPWriter, if applicable. This procedure is followed since the Children Count module gathers more data types than IEPWriter, including all IEPWriter data types.

Note: School-age students must be submitted in separate student files. Please include gifted students in the school-age student file.

To preload your district's data into IEPWriter:

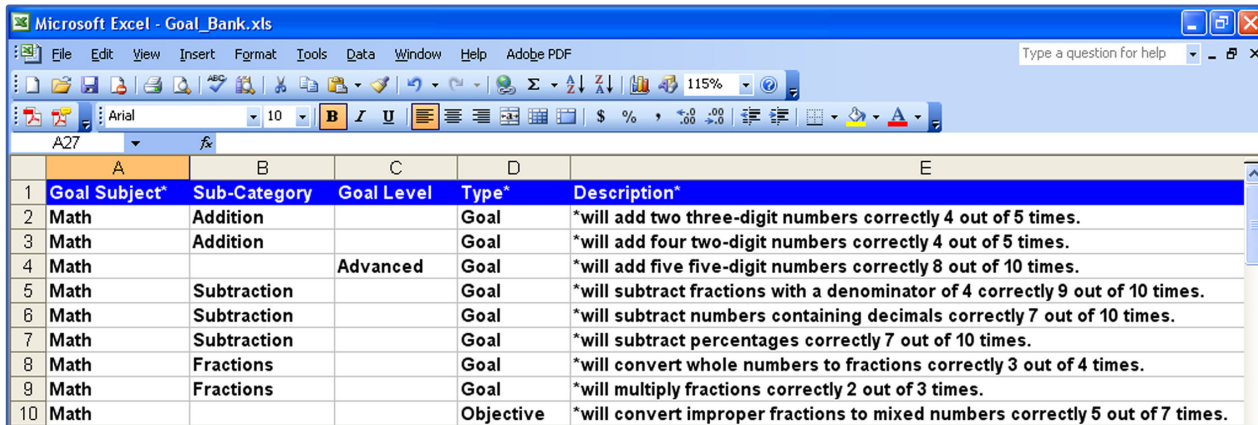
1. See **Appendix B** for a list of acceptable Children Count files.
2. Format your district's data for one or more of these files (see Figures A and B).
3. Save your LEA's data in an acceptable file format (see the **File Format** section).
4. Upload the file(s) using Leader's Client File Upload Site (see the **Client Files Upload Site** section).

Note: Student type is determined by exceptional-ity. If a student's exceptional-ity is specified as *Gifted without Disability*, then the student is loaded as a gifted student.

Formatted Samples

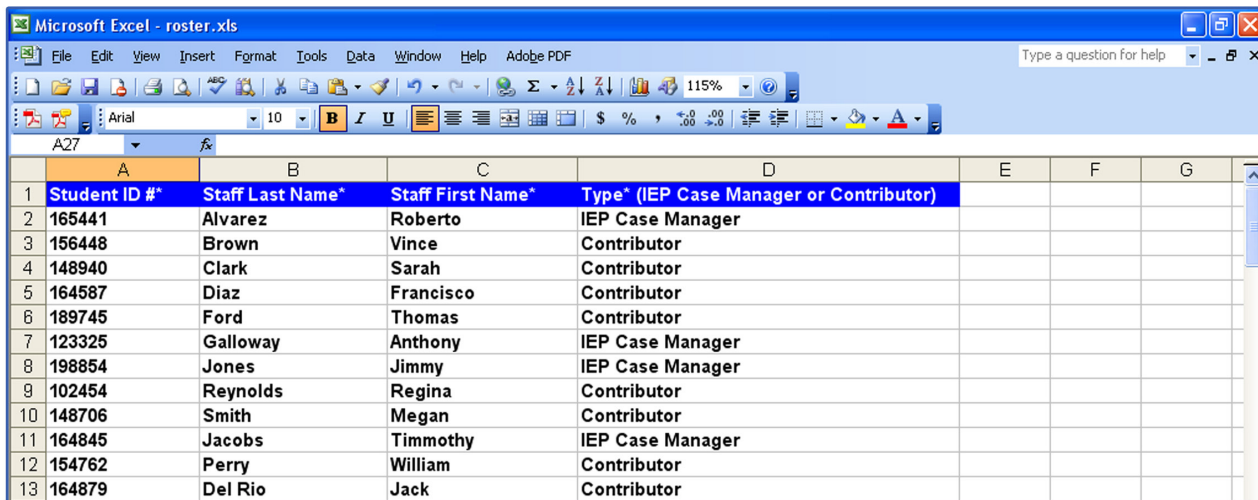
Submit all data to Leader in the comma-separated value (CSV) format, created by saving and exporting files from most spreadsheet and database programs.

Figure A was formatted in Microsoft Excel, a comma-separated value (CSV) format. The information in this example follows the order as described in **Appendix A** for the **District Goal/Objective Bank File**.



	A	B	C	D	E
1	Goal Subject*	Sub-Category	Goal Level	Type*	Description*
2	Math	Addition		Goal	*will add two three-digit numbers correctly 4 out of 5 times.
3	Math	Addition		Goal	*will add four two-digit numbers correctly 4 out of 5 times.
4	Math		Advanced	Goal	*will add five five-digit numbers correctly 8 out of 10 times.
5	Math	Subtraction		Goal	*will subtract fractions with a denominator of 4 correctly 9 out of 10 times.
6	Math	Subtraction		Goal	*will subtract numbers containing decimals correctly 7 out of 10 times.
7	Math	Subtraction		Goal	*will subtract percentages correctly 7 out of 10 times.
8	Math	Fractions		Goal	*will convert whole numbers to fractions correctly 3 out of 4 times.
9	Math	Fractions		Goal	*will multiply fractions correctly 2 out of 3 times.
10	Math			Objective	*will convert improper fractions to mixed numbers correctly 5 out of 7 times.

Figure A: District Goal/Objective Bank file



	A	B	C	D	E	F	G
1	Student ID #*	Staff Last Name*	Staff First Name*	Type* (IEP Case Manager or Contributor)			
2	165441	Alvarez	Roberto	IEP Case Manager			
3	156448	Brown	Vince	Contributor			
4	148940	Clark	Sarah	Contributor			
5	164587	Diaz	Francisco	Contributor			
6	189745	Ford	Thomas	Contributor			
7	123325	Galloway	Anthony	IEP Case Manager			
8	198854	Jones	Jimmy	IEP Case Manager			
9	102454	Reynolds	Regina	Contributor			
10	148706	Smith	Megan	Contributor			
11	164845	Jacobs	Timothy	IEP Case Manager			
12	154762	Perry	William	Contributor			
13	164879	Del Rio	Jack	Contributor			

Figure B: Roster file

Figure B follows the order as described in **Appendix A**.

Please do not include column headers in the file. The header row, if left intact, will show up as errors when you run the data through IEPWriter's Import File Validator Program (see the *Import File Validator Program* section for more information).

File Format

Submit all data to Leader in the comma-separated value (CSV) format using the *Save As* feature in your spreadsheet program or *Export* feature in your database program.

<i>Save a spreadsheet in the CSV file format (spreadsheet program)</i>	<i>Export a spreadsheet in the as CSV file format (database program)</i>
<ol style="list-style-type: none"> 1. Select the Save As feature in your spreadsheet program. 2. Select the CSV file format from the Save As Type drop-down menu. 3. If you have the options of CSV for Macintosh or CSV for MS-DOS, select the CSV for MS-DOS file format. 4. Save the data with a new filename. 	<ol style="list-style-type: none"> 1. Select the Export feature in your database program. 2. Select the database table that you want to export and select Export. 3. Choose the comma as the delimiter and do not include the field names on the first row. 4. In the Export dialog box, select the CSV file format from the Save As Type drop-down menu. 5. Save the data with a new filename.

Import File Validator Program

Before sending your CSV file to Leader for preload, run IEPWriter's Import File Validator Program. This program was developed to catch file formatting errors before your data reaches Leader. Download the program at:

<http://www.iepwriter.com/about/validator.aspx>

1. Launch IEPWriter's *Import File Validator* program by double-clicking its program icon.
2. Click **Open File**. Navigate to and open the file you want to test. Remember that the file must be saved as a CSV file.
3. Select the appropriate radio button under the *Select which System the Import File is for* heading. A list of types related to your selection will display; click the appropriate radio button under the *Select the type of Import file* heading.
4. Click **Validate File**. A message will display indicating whether errors were found in the file. Click **OK**. If no errors were found, click **Exit** to close the application or proceed to the next file you want to validate. If errors were found, do *one* of the following:
 - Click **View Error File** to display the errors found in the file. You can optionally save the error file from this screen to a comma-separated text file.
 - Click **Save Error File** to save the file to your computer as a comma-separated text file. Open the file in Microsoft Excel or a text editor like Notepad to view the errors.

Correct any errors that were identified before submitting files to Leader for processing.

Common Errors

A table of common errors follows. If you find an error(s), make corrections to your original file, re-convert the file to CSV, and run it through the validator again until it doesn't have any errors.

Commas in your data:	The most common error is caused by having commas in your data. For example, if you have a last name formatted as: Jones, Jr. change it to: Jones Jr. before you convert your file to a CSV.
Leading zeros:	If you have a CSV file and open it in Excel (by double-clicking it, or using File > Open in Excel), you will probably lose the leading zeros in your data (for example, 00201 turns into 201). To avoid this problem: Edit the CSV file using Notepad (right-click the CSV file, choose <i>Open with...</i> , and select Notepad); or Open Excel. Click on <i>Data > Import External Data > Import Data</i> (in Excel 2007, click on <i>Data > From Text</i>). Navigate to and select the CSV file. A Text Import Wizard will open. Step 1: Select Delimited and click Next. Step 2: Under Delimiters, select Comma and click Next. Step 3: Click on each column, then click the Text radio button. Click Finish. Remember to Save As a CSV file when you're done making corrections.

Error Messages

Legend:

[fieldname] = the name of the field shown on the error file.

[number] = On the error file, you will see the specific number within the field.

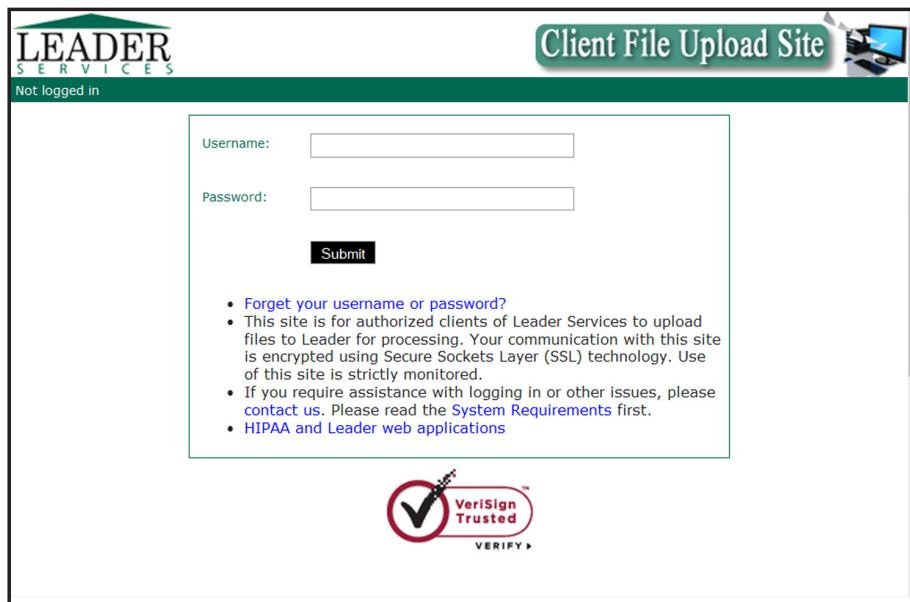
Error Message	Meaning	Solution
[fieldname] is a required field.	This field must have information in it.	Enter the appropriate information for that field.
Maximum length of [fieldname] [number] exceeded.	This field can have only [number] of characters in it.	Check the field on that line and remove any additional characters.
[fieldname] is not a valid field in the appendix.	The information in this field doesn't match what it should be according to the codes in the Appendix of the technical guide.	Change the value in this field to match the appropriate code according to the Appendix.
[fieldname] is not a valid date.	The information in this field is not formatted in the proper date format.	Correct the entry to conform to the date format as required in the Appendix.
[fieldname] is not a valid number.	This field needs to have information formatted as a number.	Reformat or change the information to a number.
[fieldname] must be either Y or N.	This field requires a Yes or No answer, formatted as Y or N.	Change the information to reflect the requirement.
The file has [number] fields per line; this line of the CSV file has [number] fields.	The file is supposed to have only X number of fields per line; this line has too little or too many.	The most common cause for this error is that there is a comma in one of the fields on that line; remove it.
Exit Reason is a required field when the Exit Date exists.	This line contains an exit date, but no exit reason.	Add the exit reason, according to the Appendix.
Teacher Assignment is a Required field when Related Service Provider is Y.	Related Service provider is Yes on this line, but there is no Teacher Assignment.	Add the teacher assignment, according to the Appendix.
End date must be on or after the Begin date.	Related service start date is after the end date.	Correct the dates on this line.
Withdraw Date must be on or after the Entry Date.	The withdraw date is before the entry date.	Correct the dates on this line.

Once you've verified your file format and corrected all errors, transfer the data to Leader for preload.

Client File Upload Site

Leader developed a secure web site for the submission of data files (Figure C), which is protected by Secure Socket Layer (SSL) encryption. To obtain a username/password for the site, e-mail Leader Services at: uploads@leaderservices.com

Alternately, you may submit data file(s) on a CD. Leader will not preload data submitted on paper unless arrangements have been made to use our data-entry services.



The screenshot shows the 'Client File Upload Site' login page. At the top left is the 'LEADER SERVICES' logo. At the top right is the site title 'Client File Upload Site' with a computer icon. Below the title, it says 'Not logged in'. The main content area contains a login form with 'Username:' and 'Password:' labels, each followed by a text input field. Below the fields is a 'Submit' button. Underneath the form is a list of bullet points: 'Forget your username or password?', 'This site is for authorized clients of Leader Services to upload files to Leader for processing. Your communication with this site is encrypted using Secure Sockets Layer (SSL) technology. Use of this site is strictly monitored.', 'If you require assistance with logging in or other issues, please contact us. Please read the System Requirements first.', and 'HIPAA and Leader web applications'. At the bottom center is a VeriSign Trusted logo with a checkmark and the word 'VERIFY'.

Figure C: Client File Upload Site

For the latest system requirements for the Client Upload Site, visit

https://apps.leaderservices.com/_uploads/systemrequirements.aspx

Navigate to the Upload Site and Upload a File(s)

1. Type the following address into your web browser's address or location bar and press the Enter key:

<http://www.leaderservices.com/uploads>

2. Enter your username and password in the fields provided and click *Submit*.
3. Select a related file from your local computer by clicking the *Browse...* button and selecting a file type.
4. Choose the type of file. This will automatically notify the proper staff at Leader when your file is submitted.
5. You may enter additional information in the *Note to Leader* field. Then click *Upload* to begin the upload process.

Note: You are limited to submitting files that are less than 10Mb in size. For files over this size, please contact Leader at (800) 360-8511 or e-mail uploads@leaderservices.com for instructions.

After you finish uploading, click *Log out* to close your session and exit the site. You may enter additional information about the file in the *Note to Leader* field. Then click *Upload* to begin the upload process.

After you finish uploading, click *Log out* to close your session and exit the site.

Contacting Leader

If you are mailing your LEA's data files, please use one of the following addresses:

US Postal Service:

Leader Services

Attn: IEPWriter Support

PO Box O

Hazleton, PA 18201

Other Shippers (UPS/FedEx):

Leader Services

Attn: IEPWriter Support

75 Kiwanis Boulevard

West Hazleton, PA 18202

For technical assistance or more information on preloading your school's data, call our Help Desk at 877. 456.8777 weekdays from 8 AM-6 PM or e-mail helpdesk@leaderservices.com

Appendix A – Formatting Data for IEPWriter

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

Student File	Guardian File
<p>Column Headers:</p> <p>Student ID*</p> <p>PA Secure ID</p> <p>First Name*</p> <p>Middle Initial</p> <p>Last Name*</p> <p>Gender* (M or F)</p> <p>Date of Birth* (mm/dd/yyyy format)</p> <p>Grade*¹</p> <p>Graduation Year*</p> <p>Student Email</p> <p>Home District* (AUN)</p> <p>Building Name</p> <p>Building Location Code (4-digit State code)</p> <p>Primary Exceptionality*¹</p> <p>Secondary Exceptionality¹</p> <p>Ethnicity*¹</p> <p>Status*¹</p> <p>Exit/Inactive Date</p> <p>Exit Reason¹</p> <p>MA Eligible (Y or N)</p> <p>MA Number</p> <p>ESL (Y or N)</p> <p>Migrant (Y or N)</p> <p>Delimiter (Enter * to denote end of record)* Save as: STUFILE.CSV or STUFILE.TXT</p>	<p>Column Headers:</p> <p>Student ID*</p> <p>Salutation</p> <p>Guardian First Name*</p> <p>Guardian Last Name*</p> <p>Parent/Guardian Type¹</p> <p>Address1*</p> <p>Address2</p> <p>City*</p> <p>State*</p> <p>County</p> <p>Postal Code*</p> <p>Home Phone</p> <p>Work Phone</p> <p>Cell Phone</p> <p>Home Email</p> <p>Work Email</p> <p>Primary Guardian* (Y or N)</p> <p>Display Guardian Name/Address on IEP (Y or N)</p> <p>Delimiter (Enter * to denote end of record)* Save as: GUARDIAN.CSV or GUARDIAN.TXT</p>

Appendix A – Formatting Data for IEPWriter

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

Staff File	Building File
<p>Column Headers: Last Name* First Name* Title* Phone Fax Email Building Name Building Location Code (4-digit State code) IEPWriter User (Y or N) Delimiter (Enter * to denote end of record)* Save as: STAFF.CSV or STAFF.TXT</p>	<p>Column Headers: Building Name* Building Location Code* (4-digit State code) Address1 Address2 City State ZIP Phone Fax Email Building Principal Start Time End Time Vo-tech (Y or N) Delimiter (Enter * to denote end of record)* Save as: BUILDING.CSV or BUILDING.TXT</p>
Student Roster File	District Goal/Objective Bank File
<p>Column Headers: Student ID* Staff Last Name* Staff First Name* Type* (IEP Case Manager, Contributor, Evaluation, View-only) Delimiter (Enter * to denote end of record)* Save as: ROSTER.CSV or ROSTER.TXT</p>	<p>Column Headers: Goal Subject* Sub-Category Goal Level Type* (Goal or Objective) Description Delimiter (Enter * to denote end of record)* Save as: GOALOBJ.CSV or GOALOBJ.TXT</p>

Appendix A – Formatting Data for IEPWriter

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

² Exit Date only required if child exited special education. Exit Reason only required if Exit Date exists

Compliance Dates File

Column Headers:

Student ID*

Active Date*

Inactive Date

IEP Meeting/Conference Date

IEP Implementation Date

IEP Duration Date

Date of Last IEP Revision

Initial Eval Date

Reevaluation Date

Delimiter (Enter * to denote end of record)*

Save as: IEPER.CSV or IEPER.TXT

Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

² Exit Date only required if child exited special education. Exit Reason only required if Exit Date exists

Student File	Staff File
<p>Column Headers:</p> <p>Student ID*</p> <p>PA Secure ID</p> <p>First Name*</p> <p>Middle Initial</p> <p>Last Name*</p> <p>Gender* (M or F)</p> <p>Date of Birth* (mm/dd/yyyy format)</p> <p>Grade*¹</p> <p>Graduation Year</p> <p>Student Email</p> <p>Home District* (AUN)</p> <p>Building Name</p> <p>Building Location Code (4-digit State code)</p> <p>Primary Exceptionality*¹</p> <p>Secondary Exceptionality¹</p> <p>Status*¹</p> <p>Exit Date*²</p> <p>Exit Reason*^{1 2}</p> <p>Primary Teacher (Staff ID)</p> <p>Ethnicity* ¹</p> <p>MA Eligible (Y or N)</p> <p>MA Number</p> <p>Transition*¹ (multiple values allowed separated by semicolons)</p> <p>Special Ed. Entry Date (mm/dd/yyyy)</p> <p>Referral Date (mm/dd/yyyy)</p> <p>Transition Plan Date (mm/dd/yyyy)</p> <p>Limited English Proficient (Y or N)</p> <p>Migrant (Y or N)</p> <p>Delimiter (Enter * to denote end of record)* Save as: STUFILE.CSV or STUFILE.TXT</p>	<p>Column Headers:</p> <p>Staff ID*</p> <p>First Name*</p> <p>Last Name*</p> <p>Middle Initial</p> <p>Ethnicity¹</p> <p>Special Education Teacher* (Y or N)</p> <p>Related Service Provider* (Y or N)</p> <p>Paraprofessional* (Y or N)</p> <p>Highly Qualified* (Y or N)</p> <p>Teacher Assignment*¹ (only required if Special Education Teacher = Y)</p> <p>Other Special Ed¹ (only required if Related Service Provider = Y)</p> <p>Children Served*¹</p> <p>Provider¹</p> <p>Location of Intervention¹</p> <p>Fully Certified (Y or N)</p> <p>Gifted Teacher (Y or N)</p> <p>Include Staff in Fed/State Reporting (Y or N)</p> <p>FTE* (9.99; use FTE of 0 if you don't want the staff member to be counted for PennData purposes)</p> <p>Active Date*</p> <p>Inactive Date</p> <p>Delimiter (Enter * to denote end of record)* Save as: STAFF.CSV or STAFF.TXT</p>

Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

Unilateral Removal	Suspensions
<p>Column Headers: Student ID* Removal Date* Reason for Removal*¹ Number of Days Removed* Delimiter (Enter * to denote end of record)* Save as: UNILAT.CSV or UNILAT.TXT</p>	<p>Column Headers: Student ID* Suspension Start Date* Number of Days Suspended* Type Suspension*¹ Delimiter (Enter * to denote end of record)* Save as: SUSPEN.CSV or SUSPEN.TXT</p>
<p>Expulsions</p> <p>Column Headers: Student ID* Expulsion Start Date* Received Educ. Services (Y or N)* Number of Days Expelled* Delimiter (Enter * to denote end of record)* Save as: EXPULSION.CSV or EXPULSION.TXT</p>	

Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

Assignments	Compliance Dates
<p>Column Headers:</p> <p>Student ID*</p> <p>Active Date*</p> <p>Inactive Date* (only required if assignment is inactive)</p> <p>Assignment Code*¹</p> <p>Major Assignment* (Y or N)</p> <p>Type of Service/Amount of Special Ed.*¹</p> <p>Provider¹</p> <p>Building Name*</p> <p>Building Location Code* (4-digit State code)</p> <p>Serving District* (AUN)</p> <p>Home District* (AUN)</p> <p>Primary Exceptionality*¹</p> <p>Secondary Exceptionality¹</p> <p>Teacher (Staff ID)*</p> <p>Residence Status*¹</p> <p>LRE/Educational Environment*¹ (Required for students educated in regular buildings with non-disabled students)</p> <p>LRE Pct./Educational Environment Pct.*</p> <p>Funding Eligibility*¹</p> <p>Neighborhood School*¹</p> <p>Integration District (AUN)</p> <p>Dually Enrolled (Y or N)</p> <p>Delimiter (Enter * to denote end of record)* Save as: ASSIGN.CSV OR ASSIGN.TXT</p>	<p>Column Headers:</p> <p>Student ID*</p> <p>Active Date*</p> <p>Inactive Date</p> <p>IEP Meeting/Conference Date</p> <p>IEP Implementation Date</p> <p>IEP Duration Date</p> <p>Date of Last IEP Revision</p> <p>Initial Eval Date</p> <p>Reevaluation Date</p> <p>Date Perm. To Eval Requested by Parent</p> <p>Date Received Permission to Evaluate</p> <p>Date Received Permission to Reevaluate</p> <p>Date Received Invitation to Participate Response</p> <p>Date Received Consent to Excuse Members</p> <p>Date Received NOREP Response</p> <p>Date Received Reevaluation Waiver</p> <p>Reevaluation Waived Date</p> <p>NOREP Date</p> <p>Permission to Evaluate Date</p> <p>Permission to Reevaluate Date</p> <p>Services Plan Date</p> <p>Initial Eval Found to be Eligible (Y or N)</p> <p>Initial Eval Completed in Timeline (Y or N)</p> <p>Reevaluation Found to be Eligible (Y or N)</p> <p>Special Reason Initial Eval not Completed¹</p> <p>Non-Compliance Reason</p> <p>Delimiter (Enter * to denote end of record)* Save as: COMPLIANCE.CSV or COMPLIANCE.TXT</p> <p>Note: If a student has an IEP Meeting/Conference Date, IEP Implementation Date, Evaluation, Reevaluation and NOREP dates, these fields are required.</p>

Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

Related Service	Building File
<p>Column Headers: Student ID* Related Service* ¹ Provider¹ Funding Source¹ Teacher Name (Staff ID) Location Start Date* End Date* Frequency Times Per Frequency Length Of Service (Minutes) Delimiter (Enter * to denote end of record)* Save as: RSRVC.CSV or RSRVC.TXT</p>	<p>Column Headers: Building Name* Building Location Code* (4-digit State code) Address1 Address2 City State ZIP Phone Fax Email Delimiter (Enter * to denote end of record)* Save as: BUILDING.CSV or BUILDING.TXT</p>

Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

* Denotes required fields

¹ Refer to Appendix C – Penn DATA Code Reference Guide

Student Address

Column Headers:

Student ID*
Salutation
Guardian First Name*
Guardian Last Name*
Parent/Guardian Type¹
Address1*
Address2
City*
State*
County
Postal Code*
Home Phone
Work Phone
Cell Phone
Home Email
Work Email
Primary Guardian* (Y or N)
Display Guardian Name/Address on IEP (Y or N)
Delimiter (Enter * to denote end of record)*
Save as: ADDRESS STUFILE.CSV or ADDRESS.TXT

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description
Assignment Code	01	Learning Support
	02	Life Skills Support
	03	Multiple Disabilities Support
	04	Emotional Support
	06	Deaf or Hearing Impaired Support
	07	Speech and Language Support
	08	Physical Support
	10	Blind or Visually Impaired Support
	11	Gifted Support
	26	Autistic Support
	16	Preschool Home Based
	17	Preschool Classroom Based
	18	Preschool Combination
	27	Preschool/Non-classroom
	28	Preschool Community Based
	29	Preschool/Inclusive
30	Preschool Intensive Classroom Based	
Children Served (Staff)	01	Children Ages 3-5
	02	Children Ages 6-21
Delimiter	*	Denotes the end of the current record
Ethnicity (Student Demo & Staff Demo)	01	American Indian/Alaskan Native
	03	Black or African American
	04	Hispanic
	05	White
	06	Multiracial
	09	Asian
	10	Native Hawaiian or Other Pacific Islander

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description	
Exit Reason	01	Graduated with Regular High School Diploma	
	02	Received GED and/or Certificate (Correctional Facilities and Facilities for Adjudicated Youth only)	
	03	Reached Maximum Age	
	04	Dropped Out	
	05	Transferred to Regular Education	
	06	Moved, Known to be continuing	
	09	Deceased	
	10	Child transitioned to school age (SA), known to be continuing	
	11	Child transitioned to school age (SA), not known to be continuing	
	12	Child exiting preschool prior to school age: no longer needs special education	
	13	Child exited preschool special education upon turning school age: no longer needs special	
	Funding Eligibility	0	IDEA
		1	Chapter 15 (504)
2		Not Yet Determined	
Funding Source	X	Not Eligible	
	9	Gifted Only	
	A	Education	
	B	Welfare	
	C	Health	
	E	Other	

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description
Grade	PS	Pre School
	KF	Kindergarten Full Day
	KH	Kindergarten Half Day
	01	First Grade
	02	Second Grade
	03	Third Grade
	04	Fourth Grade
	05	Fifth Grade
	06	Sixth Grade
	07	Seventh Grade
	08	Eighth Grade
	09	Ninth Grade
	10	Tenth Grade
11	Eleventh Grade	
12	Twelfth Grade	
LRE/Educational Environment School Age	(Blank)	Gifted without Disability
	1	Approved Private School (Non Residential)
	2	Approved Private School (Residential)
	5	Public Separate Facility (Residential)
	6	Other Private Facility (Residential)
	9	Hospital/Home Bound
	12	Public Separate Facility (Non Residential)
	14	Out of State Facility
	15	Instruction in the Home
	16	Other Private Separate Facility (Non Residential)
	18	Correctional Facility
	19	Inside the regular class 80% or more of the day
20	Inside regular class no more than 79% of day and no less than 40% of the day	
21	Inside the regular class less than 40 percent of the day	

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description
Location of Intervention for Assignments & Staff	01	Public School
	02	Special Education Center
	03	Family Child Care
	04	Regular Nursery School
	06	Approved Private School/Residential
	07	Head Start
	09	Hospital
	14	Out-of-State Facility
	15	In-Home
	16	Approved Private School/Day
	17	Residential Facility
Neighborhood School	(Blank)	Gifted without Disability
	01	Student attending neighborhood school
	02	Student NOT attending neighborhood school – Required Special Education Support and Services
	03	Student NOT attending neighborhood school – Other Reasons
Non-Compliance Reason	P	Parental Reason
	A	Administrative
	E	For SLD Extension allowed under Federal Regulation 34 CFR 300.309
Other Special Ed and Related Services (Staff)	2	Medical/Nursing Service Staff
	3	Orientation and Mobility Specialists
	19	Social Workers
	25	Psychologists
	54	Speech-Language Pathologists
	56	Occupational Therapists
	57	Physical Therapists
	A1	Audiologists
	A2	Interpreters
	A3	Physical Education Teachers and Recreation and Therapeutic Rec. Specialists
	A5	Counselors and Rehabilitation Counselors

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description
Primary Exceptionality	2121	Autism
	2122	Deaf-Blindness
	2134	Developmental Delay
	2127	Emotional Disturbance
	2123	Hearing Impairment including Deafness
	2124	Mental Retardation
	2125	Multiple Disabilities
	2126	Orthopedic Impairment
	2132	Other Health Impairment
	2128	Specific Learning Disability
	2129	Speech or Language Impairment
	2130	Traumatic Brain Injury
	2131	Visual Impairment incl. Blindness
Provider (Related Services & Staff)	A	School District
	B	Intermediate Unit
	D	Head Start
	E	MH/MR Program
	F	Public Health Center
	G	Private Practitioner
	H	Hospital
	I	Clinical
K	Other	
Reason Date Received Parent Consent is Blank	01	Parent Withdrawal
	02	Parent Choice
	03	Parent/Child Moved
	04	Child exited 0-3 Program Prior to Transition Meeting

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description
Reason ER Not Within 60 Days of Parent Permission	02	Withdrawal
	04	Agency Difficulties
	05	Parent Choice
	06	Parent/Child Unavailable
	07	Parent/Child Moved
Reason for Removal	01	Weapon Offense – Removed by School Personnel
	02	Drug Offense – Removed by School Personnel
	03	Likely Injury – Determined by Hearing Officer
	04	Serious Bodily Injury – Removed by School Personnel
Related Service	01	Transportation
	02	Audiological Services
	03	Psychological Services
	04	Physical Therapy
	05	Occupational Therapy
	06	Counseling Services
	07	School Health Services
	08	Social Work Services
	09	Parent Counseling, Training
	10	Speech and Language Pathology/Therapy
	11	Adaptive Physical Education
	12	Behavior Intervention Program
	13	Assistive Technology Devices and Services
	14	Rehabilitation Counseling
	15	Interpreter
	16	Orientation and Mobility
	17	Mental Health Services provided by other than IU/SD
	18	Other
Residence Status	(Blank)	Resident
	01	Ward of State
	02	1302 – Living with Adult other than Parent
	05	1305 – Foster Child
	06	1306 – Institutionalized Child

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description
Secondary Exceptionality	2121	Autism
	2122	Deaf-Blindness
	2127	Emotional Disturbance
	2106	Gifted with Disability
	2123	Hearing Impairment including Deafness
	2124	Mental Retardation
	2125	Multiple Disabilities
	2126	Orthopedic Impairment
	2132	Other Health Impairment
	2128	Specific Learning Disability
	2129	Speech or Language Impairment
	2130	Traumatic Brain Injury
Special Reason Initial Evaluation not Completed	1	Parent fails to produce child for evaluation
	2	Enrolls in another school prior to determination
Status	0	Inactive
	1	Active
	2	In Process
	3	Not Eligible
	4	Screened, not in need of evaluation
Transition	(Blank)	Less than 14 or 16, depending on the date of the IEP, or Gifted without Disability
	01	Post Secondary Education and Training Goal
	02	Employment Goal
	03	Independent Living Goal, if Appropriate
Type of Parent	01	Birth
	02	Legal Guardian
	03	Custodial
	04	Foster
	05	Non-Custodial

Appendix C – Penn DATA Code Reference Guide

Category	Code	Description
Type of Service	01	Itinerant
	04	Full-Time
	05	Gifted
	06	Supplemental
Type Suspension	01	In School
	02	Out of School
Teacher Assignment	1	Speech impaired certified
	2	Hearing impaired certified
	3	Visually impaired certified
	4	Comprehensive certified