



PHIL BREDESEN  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
DIVISION OF SPECIAL EDUCATION  
7<sup>TH</sup> FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0380

LANA C. SEIVERS, Ed.D.  
COMMISSIONER

## MEMORANDUM

**TO:** Special Education Supervisors

**FROM:** Terry Long, Division of Special Education, Director of Data Services

**SUBJECT:** End of Year Report (2008-2009) and February 1, 2009 Court Report for Districts **(Abbreviated Version with instructions for report production in EasyIEP/EasyCENSUS)**

**DATE:** May 07, 2009

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It's nearing the end of the school year once again, which means it is time to prepare and submit the End of Year Report and the February Court Report. The End of Year Report should be provided in accordance with your approved Comprehensive Plan for Providing Special Education Services for 2008-2009. This report includes the activities carried out with IDEA Part B funds and Preschool Grant funds. The information in parentheses after each report section listed below indicates how the report is to be completed – that is, by either manually completing the attached form or generating the report from the Report tab in EasyIEP or EasyCENSUS.

The following are required for the February Report Court Report:

- A. Status of Service Court Report (EasyIEP)
- B. Inappropriately Served Court Report (EasyIEP)
- C. Students Suspected of Being Disabled (**COMPLETE ATTACHED FORM or form downloaded from EasyIEP/EasyCENSUS**)

The following tables are required for the End of Year Report:

Table 1 – End of Year Frequency Report (EasyIEP)

Table 2 – Personnel Employed (EasyIEP)

~~Table 3 – Child Find 3 – 21 Years, Early Childhood Transition & Preschool Service Delivery~~

Table 4 – Report of Children with Disabilities Ages 14-21 Exiting Report (EasyIEP)

The following tables are required for the End of Year Report: (continued from p. 1)

~~Table 5—Discipline Report~~

~~Table 6—Staff Development Activities, Parent Involvement, and Surrogate  
Parent Training~~

~~Table 7—End of the Year Report for Gifted~~

**(TABLES 5, 6 and 7 have been removed from this report packet – See note  
on page 8 of this packet)**

**What to Send:** The signed original and one copy of the entire End of Year Report (Tables 1, 2, and 4) and the February Court Report.

**Where to Send:** ***MAIL THE SIGNED ORIGINAL TO:***

Terry Long, Director of Data Services  
Tennessee Department of Education  
Division of Special Education  
Andrew Johnson Tower, 7<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243-0380

**When to Send:** **Mail on or before June 30, 2009**

**For Assistance Contact:** **Questions about reports** – Tables 1, 2, and 4 or February Court Report -- Terry Long at [terry.long@tn.gov](mailto:terry.long@tn.gov) or (615) 532-3262

**ATTENTION:** Please compare this year's data (2008-09) with last year's data (2007-08). If we find a large discrepancy in the data (15-20%), we will contact you for justification. It is very important that your district's completed End of Year Report packet is mailed to the State Department of Education by June 30, 2009.

## INSTRUCTIONS FOR COMPLETING THE END OF THE YEAR REPORT USING EASYIEP

**Step 1:** All data must be up to date in EasyIEP prior to running the February Court Report and End of the Year Report. If you have questions regarding what data must be in EasyIEP prior to running any report, please refer to the EasyIEP/EasyCensus Year-End Close Out document.

**Step 2:** Log on to your EasyIEP website. On the Main Menu page, click on the School System tab.

**Step 3:** Click on the Reports tab. All Federal, State, Local, and Miscellaneous Reports are located under the Reports Tab

The reports are color coded.

RED – Federal Reports	Report Date:
1. <b>Personnel Report (Table 2)</b>	<b>NA</b>
2. <b>Exited Students Report (Table 4)</b>	<b>Enter the begin date 07/01/2008 and end date of the day you are generating the report (or 06/30/2009)</b>

BLUE – State Reports	Report Date:
1. <b>TN - End of the Year Frequency Report (EOY Table 1)</b>	<b>Enter the last Student Instructional Day of your school district calendar for 2008-2009</b>
2. <b>Status of Service (Court Report)</b>	<b>2/01/2009</b>
3. <b>Inappropriately Served (Court Report)</b>	<b>2/01/2009</b>
4. <b>Students Suspected of Being Disabled (Court Report)</b>	<b>2/01/2009</b>
5. <b>TN Cover Page</b>  <b>Print these signature pages from EasyIEP <u>OR</u> use pages 5 and 7 included in this packet. Print one cover page for the Court Report and one cover page for the End of the Year Report.</b>	<b>For Date of Census, enter 6/01/2009 For Date Due, enter 6/30/2009</b>

**Step 4:** Click on the name of the report you would like to run.

**Step 5:** Click on the “Create Report (will be saved for 5 days)” Button located below the Reports List.

**Step 6:** Enter the appropriate report date.

For the three sections of the February 1 Court Report and for the Personnel Report (Table 2), you must use the report date listed above.

For the TN-End of the Year Frequency Report (EOY state Table 1) you must use the date of the last student instructional day of your primary school district calendar.

For the Exiting Student Report (federal Table 4), enter "2008-2009" in the field labeled **Reporting Year**.

For the Discipline Report (federal Table 5), dates must be entered that cover the entire school year.

**Step 7:** Click Generate Report. The following message will appear after you click Generate Report:

***Your report is number 2 in line for generation.  
An e-mail will be sent to "your email address" when it is complete.  
You will find your report in the Saved System Reports section at the bottom of the Reports page  
when it is completed***

To review your report, click on the Report after it appears in the Saved Reports section. Each report should then be printed.

**FOR FEDERAL TABLES 2 and 4 -- REVIEW THE STUDENT INFORMATION IN THE AUTO-GENERATED "REPORT COMPLETE" EMAIL YOU RECEIVE FROM EASYIEP to confirm that all students with IDEA-defined primary disabilities are counted properly in the report. Students with "state-only" primary disabilities (Intellectually Gifted and Functionally Delayed) are not included in these federal reports. Correct any errors that are preventing students from being included in the report. If you must correct any errors, re-run the report after errors have been corrected.**

Note: Once the report is generated, you should permanently save a copy on your computer. To save the report to your hard drive, move your mouse over the file you wish to save and right click the on your mouse. Then click on the option of "Save As" on the menu that appears on your screen. Save the file in the desired folder on your hard drive with the Report name and date you ran the report. (Example: Personnel Report 6-01-2008)

**Step 8:** Run the **Students Suspected of Being Disabled**. Enter the Census Date (2/01/2009) and Due Date (6/30/09), then click Generate Report. Print and manually complete the **Students Suspected of Being Disabled** report.

**Step 9:** Run the TN Cover Page and enter the Date of the Census (6/01/2008) and the Due Date (6/30/2009). Run signature (cover) pages for both the **Federal Data Report** and **Court Report**.

OR

Use the Report Signature pages in this report form packet.

**Step 10:** Review and validate all reports. Have the Director of Schools review reports and sign the cover sheets attesting to the accuracy of the reports. Mail the End of the Year and February 1 Court Reports to the State on or before the Due Date (6/30/09).

**FEBRUARY 1, 2009 COURT REPORT**  
**OF**  
**CHILDREN AND YOUTH WITH DISABILITIES**

Submit by June 30, 2009

**Please return the attached forms to:**

**Terry Long**  
**Tennessee Department of Education**  
**Division of Special Education**  
**7<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0380**

**I hereby certify that the information provided on the following forms is accurate and represents an unduplicated count of all children youth with disabilities. Documentation is available for review to support this data.**

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**District Name**

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**Director of Schools Signature**

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**Date**

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**District Code #**

Date of Census: February 1, 2009

Date Due: June 30, 2009

School District

**C. CERTIFICATION**

**STUDENTS SUSPECTED OF BEING DISABLED**

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total	
Count																								0

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Total	
Count																								0

The above information is accurate and represents an unduplicated count of all persons in this agency who were **suspected** of being disabled.

**END OF THE YEAR DATA REPORT**  
**FOR**  
**CHILDREN AND YOUTH WITH DISABILITIES**

Submit by June 30, 2009

**Please return the attached forms to:**

**Terry Long**  
**Tennessee Department of Education**  
**Division of Special Education**  
**7<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0380**

**The information provided is accurate and documentation is available for review to support this data.**

\_\_\_\_\_  
**District Name**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**District Code #**

## IMPORTANT NOTES:

1. **TABLE 5 - REPORT OF CHILDREN WITH DISABILITIES SUBJECT TO DISCIPLINARY REMOVAL** has been removed from this report packet for 2008-2009. Student discipline data for this report is entered into your district's Student Information System (SIS) by personnel in your district. The information from your district SIS package is extracted and submitted to the State via the Education Information System (EIS). The data for disciplinary actions for students with disabilities will be summarized from EIS. You will receive both summary and student detail data for federal Table 5 on or before July 15 for your review. Any changes that need to be made to the discipline data for student with disabilities must be made in your SIS package and extracted to EIS. Further drafts of the federal Table 5 data for your district will be provided until the data are accurate for your district and ready to be submitted for use in the State Report Card (Indicator 4) and the State's federal Annual Performance Report.
2. **TABLE 6 - REPORT ON STAFF DEVELOPMENT ACTIVITIES AND PARENT INVOLVEMENT** has been removed from this report packet for 2008-2009. Data on staff development and parent involvement will no longer be collected by the Division of Special Education in a report table format. Please be aware that your district will continue to include data on staff development and parent involvement in your district in your TCSPP.
3. **TABLE 7 - END OF YEAR REPORT FOR GIFTED** has been removed from this report packet for 2008-2009. The Division of Special Education may collect this data in another report format. You will receive further guidance about this report in the future.