

**2018-2019 School Year Reporting Requirements  
APSCN Special Education Module  
School Age and Early Childhood**

<b>APSCN Module</b>	<b>Cycle in which data are collected</b>	<b>Best time to enter data In APSCN</b>	<b>Deadline(s) for data entry*</b>	<b>Review and update in My Sped Resource*</b>
<b>Employee</b>	Cycle 4	At the beginning of the school year and for Dec. 1. Make sure that staff appendix is up-to-date.	December 15, 2018 (Based on December 1 personnel)	January 2 <sup>rd</sup> -31 <sup>st</sup> , 2019
<b>School Age</b>	Cycle 4	When a special education student transfers into your school or when a referred student is placed in special education.	December 15, 2018 (December 1 child count)	January 2 <sup>rd</sup> – 31 <sup>st</sup> , 2019
	Cycle 7		June 15, 2018 (Exits, Referral Tracking, Secondary Trans, Discipline & CEIS)	September 1 <sup>st</sup> - 30 <sup>th</sup> , 2019
<b>Referral Tracking</b>	Cycle 7	When your school receives a referral for special education services <i>and</i> when the due process is complete.	June 15, 2019 (Fiscal year: July 1 2018 through June 30 2018)	September 1 <sup>st</sup> - 30 <sup>th</sup> , 2019
<b>Coordinated Early Intervening (School Age only)</b>	Cycle 7	As students are placed in and exiting early intervening services.	June 15, 2019 (Fiscal year: July 1 2017 through June 30 2018)	September 1 <sup>st</sup> - 30 <sup>th</sup> , 2019
<b>Early Childhood</b>	Cycle 4	When a special education student transfers into your program or when a referred student is placed in special education.	December 15, 2018 (December 1 child count)	January 2 <sup>rd</sup> – 31 <sup>st</sup> , 2019
	Cycle 7		June 15, 2019 (Referral Tracking, EC Exits, Kindergarten Conferences, EC Outcomes)	September 1 <sup>st</sup> - 30 <sup>th</sup> , 2019

\* Deadlines are subject to each district’s submission. Special Education data must be submitted prior to the district submission.