

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

APSCN Module	Cycle in which data are collected	Best time to enter data In APSCN	Deadline(s) for data entry*	Review and update in My Sped Resource*
Employee	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 rd -31 st , 2019
School Age	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 rd – 31 st , 2019
	Cycle 7		June 15, 2019 (Exits, Referral Tracking, Secondary Trans, Discipline & CEIS)	September 1 st - 30 th , 2019
Referral Tracking	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 2019)	September 1 st - 30 th , 2019
Coordinated Early Intervening (School Age only)	Cycle 7	As students are placed in and exiting early intervening services.	June 15, 2019 (Fiscal year: July 1 2018 through June 30 2019)	September 1 st - 30 th , 2019
Early Childhood	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 rd – 31 st , 2018
	Cycle 7		June 15, 2019 (Referral Tracking, EC Exits, Kindergarten Conferences, EC Outcomes)	September 1 st - 30 th , 2019

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