



# **Table 8A Data Submission**

## **Indicator 11: Evaluation Timelines**

## ▶ Table 8a: Evaluation Timelines

Table 8A data is collected on a cyclical basis. Those LEAs required to submit Table 8A to the Bureau of Special Education (BSE) were informed in June this year.

Regardless of reporting status, all LEAs in the state must continue to collect and maintain data regarding timely evaluations so that the LEA can assess its on-going compliance and program effectiveness and be prepared to report data to the state when notified to do so.

## ▶ Table 8a: Purpose

- Table 8A is used for two purposes:
  - To calculate and report to the federal Office of Special Education Programs (OSEP) an annual state rate of compliance with timelines for completing initial evaluations of students to determine their eligibility for special education under the State Performance Plan; and
  - To report to the public on the performance of LEAs in the commonwealth in complying with the required timelines.



## ▶ Table 8a: Submission Timeline

BSE Special Education Advisers and IU Data Managers notified LEAs assigned to this year's reporting cohort to submit Special Education Table 8A data

- Report of Students with Disabilities Evaluated July 1 through June 30 of the most recent school year.
- Due Date: Early July
- These data are currently under review to determine compliance status

# Table 8a: What is Collected?

Field Name	Field Type (Length)	Data Entry Codes	Definition / Explanations / Comments
AUN	Numeric (9)	AUN (9)	AUN of the LEA
PAsecureID	Numeric or alpha/numeric (10 or less)		PAsecureID given to the student by PDE. If a PAsecureID has not been assigned, then use the ID that the LEA uses to identify the student.
Last Name	Text (255 max)		Legal last name of the student. Suffixes may be included with last name, with a space after the last name and no punctuation, e.g., Smith Jr.
First Name	Text (255 max)		Legal first name of the student. Do not include quotes or punctuation.
Birth Date	ISO Date Format YYYY-MM-DD (10)		Date of birth.
Location Code	Numeric (4)		The PDE defined 4-digit code identifying the school where the student receives the majority of her/her special education services. If a location does not have a designated code, use 9999.
Date Parent Permission to Evaluate Received	ISO Date Format YYYY-MM-DD (10)		Date received consent for initial evaluation.
Date Eligibility Decision Made	ISO Date Format YYYY-MM-DD (10)		The date of the final evaluation report. This date must fall within the reporting timeframe identified in 22 PACode14.123 for school districts and 34 CFR 300.301(c)(1)(i) for charter schools.
Eligibility	Text (1 or 2)	E - Eligible NE - Not Eligible	Eligibility decision. Was the child found eligible?
Reason for Delay	Text (1)	(Blank) On Time P - Parental reason A - Administrative E - SLD Extension	Provide the reason for delay if the Evaluation Report was not issued within 60 calendar days of receipt of parent consent, excluding summer breaks. § P - Parental reason (i.e. parent failed to produce student, student/parent ill, etc.) § A - Administrative (i.e. lack of staff, staff error, etc.) § E - for SLD Extension allowable under Federal Regs 34CFR300.309
Last Staff Day 2019-2020 SY	ISO Date Format YYYY-MM-DD (10)		Last Staff day of the 2020-2021 school year for the building in which the student spends a majority of time.
First Staff Day 2020-2021 SY	ISO Date Format YYYY-MM-DD (10)		First Staff day of the 2021-2022 school year for the building in which the student spends a majority of time.
Number of Days	Numeric (3 or less)		The calculated number of days from the date the Parent Permission was Received until the date the Eligibility Decision was Made, excluding summer breaks. If all dates are provided on the spreadsheet, this will automatically calculate.
Date IEP Developed	ISO Date Format YYYY-MM-DD (10)	(Blank) Not Developed	Date the initial IEP was developed.
Comments	Text (255 max)	Required - if Reason for Delay is NOT blank Optional - if Reason for Delay is blank	Comment related to Reason for Delay.



## ▶ Table 8a: What is Collected?

**Basic Demographics:** AUN, PASecureID, Last Name, First Name, Date of Birth, Location Code.

**Important Dates:** Date Permission to Evaluate Received, Date Eligibility Decision Made, Last Staff Day, First Staff Day (used to calculate summer break), Date IEP Developed

**Eligibility Decision:** E (Eligible) or NE (Not Eligible)

**Reason for Delay:** Parental Reason, Administrative Reason, SLD Extension

**Comments:** for any Evaluation beyond 60 Days, we require detailed comments for reason/explanation of delay



# ▶ Table 8a: Valid Exceptions

OSEP has advised that states should factor out from their Table 8A calculation those students whose evaluation timelines are affected by two exceptions in the federal Individuals with Disabilities Education Act regulations. Specifically, Section 300.301(d) allows that the 60-day timeline for completing initial evaluations does not apply to a public agency if

- (1) the parent of a child repeatedly fails or refuses to produce the child for the evaluation, or
- (2) a child enrolls in a school of another agency after the timeline has begun and prior to a determination by the prior agency as to whether the child is a child with a disability. This second exception applies only if the subsequent public agency is making sufficient progress to ensure prompt completion of the evaluation and the parent and subsequent agency agree to a specific time when the evaluation will be completed.



# ▶ Table 8a – Delay Codes

To ensure accurate reporting, it is critical that when a delay in meeting timelines occurs, LEAs must correctly code the reasons for the delay in accordance with the exceptions.

- If the reason for delay was due to the Parent failing to produce the child for evaluation (illness, excessive absences during evaluation period) the “P” code is entered
- If the reason for delay was due to LEAs failure to meet timelines, the “A” code is entered

Fore each delay, a detailed explanation is expected in the comments section.



## ▶ Table 8a: Compliance Results

- LEAs who have **met compliance** with 100% of evaluations completed within the 60 ***calendar*** day requirement will be notified that no further reporting is required.
- LEAs who have **not met compliance** with 100% of evaluations completed within the 60 ***calendar day*** requirement will be notified that Quarterly Reporting is required.
  - Quarterly Reports will be due – October, January, April and July
  - Quarterly report will be submitted until the LEA demonstrates 100% compliance for two consecutive quarters.



# ▶ Table 8a – Template

- The Table 8A Template for the July submission is available on the Special Education Data Reporting website at <http://penndata.hbg.psu.edu> under the Data Management tab in the appropriate school year section; scroll down to Table 8A Template.

Table 8A  
 Report of Children with Disabilities Evaluated, July 1, 2020 through June 30, 2021  
 (Initial Evaluation Completed by the LEA - does not include Reevaluation or Gifted Evaluation).  
 Data will be Collected by the LEA for School Age Students

AUN	PAsecureID / Student ID	Last Name	First Name	Birth Date	Location Code	Date Parent Permission to Evaluate Received	Date Eligibility Decision Made	Eligibility	Reason for Delay	Last Staff Day, SY 2019-2020	First Staff Day, SY 2020-2021	Number of Days (will automatically calculate, or enter number of days)	Date IEP Developed	Comments



## ▶ Table 8a – Contact Information

Questions regarding completion and submission of Table 8A should be referred to the Intermediate Unit Data Manager.

Questions regarding specifics to the process and compliance may be referred to Jodi Rissinger via email at [jrissinger@pa.gov](mailto:jrissinger@pa.gov)