Managing OSEP Records for Children Exiting Preschool Special Education

If you served any children with disabilities in your program this year, please read through this document to familiarize yourself with the OSEP exit process in GOLD®

As the end of the school year approaches, please start verifying your preschool special education records in preparation for reporting to the federal Office of Special Education Programs (OSEP). Remember, your Results Matter online assessment system automatically converts assessment scores into OSEP [Preschool Outcomes](#) (Indicator 7) data – but only when you flag children for inclusion in the report by "OSEP exiting."

Note that *OSEP exiting* is a separate process from *archiving*. OSEP exits can be completed throughout the year as children exit preschool special education services. The deadline for completing all OSEP exits for any reporting year is **July 15.**

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OSEP Exit Responsibilities as a Results Matter Administrator:

- Remind teachers to finalize assessment ratings and request OSEP exits where appropriate within their classroom(s). Assessment ratings must be completed for all items or you will receive error messages. You can locate which objectives/dimensions align with each Preschool Outcome on this [FAQ on OSEP in the My Teaching Strategies® Support Portal](#).
- Complete OSEP exits.
- Verify that the number of children reflected in your OSEP Federally Mandated Report matches the actual number of preschoolers on an IEP who received at least six months of special education services and experienced any of the following:
  - **transitioned to kindergarten** (even if they will remain on an IEP in kindergarten)
  - **staffed out of preschool special education** because they were no longer eligible
  - **are inactive** because they stopped attending/receiving services for 90 or more consecutive calendar days *(if the child returns after 90 days, treat this as a new entry into preschool special education)*
  - **moved to a different program/district** and you do not know when they will re-enroll or whether they will continue on an IEP

Data in the OSEP Federally Mandated Report is the basis for the state Preschool Outcomes indicator 7. Note that only children who had at least six months of preschool special education services will be reflected in the OSEP Federally Mandated report per federal reporting guidelines. The state and local snapshots for Preschool Outcomes results will be taken at close of business on **July 15** for children who exited preschool special education in the current reporting year. OSEP exits for the school year must be completed before this time.

Please read on for detailed instructions about completing OSEP exits, using OSEP reports, verifying your numbers, and other frequently asked questions. If you have any further questions about the OSEP exit process, please contact your Results Matter Technical Assistance Specialist.

How to Complete OSEP Exits in GOLD®

Complete detailed guidance for OSEP exiting can be found in the Tips for Using OSEP Features and Reports section of the Teaching Strategies® Support Portal. Exiting / Transitioning Children from an IEP / IFSP is a helpful article in the Teaching Strategies® Support Portal.

Colorado-specific notes about OSEP Exits:

- **Exit Date** should reflect the last day that children *received preschool special education services*. Often, this coincides with the last day of school. However, some children stop receiving services before the school year ends:
  - When the child has moved, enter the last day of attendance in program
  - When the child has turned 6 years old, enter the date of the sixth birthday
  - When the child is no longer eligible for special education, enter the date they were staffed out
  - Or the child may receive services throughout summer in Extended School Year (ESY) – in which case you should use the last day of preschool special education services in ESY, not the school year end date.
- **Exit Reason -** "Transition to K" is the most common reason. However, please be sure to differentiate other reasons where applicable.

Tip – Incomplete Data:

The online system will not allow you to complete an OSEP exit if any of the following happen in the checkpoints corresponding to the preschool special education entry/exit dates:
  a) any assessment ratings are **missing (this includes when the Spanish Language objectives are used and the English Language and Literacy objectives have not been rated)**
  b) any assessment ratings are **not finalized**
  c) any assessment ratings are **marked Not Observed**
If you get a warning message, please go back to the child's Checkpoint ratings to verify that scores were selected *and* finalized.

How to Verify the Number of Children Included in the Current Reporting Year

Why Do I Need to Verify My OSEP Records?

The Colorado Department of Education does **not** maintain records of the number of children who are required to be included in the Preschool Outcomes indicator report. It is the responsibility of each Special Education Administrative Unit (AU), member districts, and programs who serve preschoolers with disabilities to monitor the online system and flag children for inclusion in OSEP reporting through the OSEP exit process. All responsible parties should work collaboratively to maintain a record of

children who receive preschool special education.

To ensure the accuracy of your numbers, use the OSEP reports under the Report tab in *GOLD®.*

Inspect these reports at least once midyear comparing the **OSEP Status Report – Child Level** to the December 1 Special Education Student Count and in the spring before teachers and special services providers leave for the summer so that teachers have a chance to correct any errors.

Use the **OSEP Federally Mandated Year End Report – Child Level** to verify exiting students. The records visible in this report are what eventually get used for the Preschool Outcomes (Indicator 7) report. Only children who have been on an IEP for at least six months, and who have complete and finalized data for both the entry and exit assessment, are included in this report.

GOLD Administrators can generate the OSEP Federally Mandated Year-End Report at the child level and program level for children ages 3–5 served in Preschool Special Education Programs. The OSEP Federally Mandated Year-End Report will include child records on an IEP that have been:
- exited
- have sufficient finalized checkpoint ratings for both their entry and exit checkpoints
- have or had been on their IEP for 183 or more days

Learn how to generate an [OSEP Federally Mandated Year-End Report](#).

Not seeing a recently OSEP-exited child in the Federally Mandated Report? There are a few common reasons:
1. There is a typical data processing delay of about twelve hours until children appear in the report. Wait twelve hours after OSEP-exiting then try again.
2. If any children had fewer than six months between Entry and Exit dates, they are intentionally excluded from this report per OSEP reporting guidelines.

Use the **OSEP Status Report** (child level) to dig further. This report is most helpful to determine which children may be eligible to be exited, based on time between entry and exit, but who have not been exited yet ("Exited?" column).

Tips for Using the OSEP Status Report:

a. Make sure to check "Include Archived Children" to account for any portfolios already archived.
b. Try selecting OSEP Exit Status = "Exited" to look at only children who were exited.
c. Typing dates into the "Entry Date" range will isolate children on IEPs with the entry dates you specify *(note: date ranges are entered by default).*
d. Typing dates into the "Exit Date" range will isolate *only* children who have been OSEP exited from the online system, between the dates you specify *(note: date ranges are entered by default).*
e. The biggest red flag in the Status Report are children with OSEP Exit Status = Yes and Number of Months Receiving Special Education Services = 6+ who have ***missing Entry/Exit/Progress Category*** data.

Why Do My OSEP Report Totals Not Match My Record of Children Who Exited?

If the numbers in your Federally Mandated Report do not match your records, it is likely due to one of these reasons:

1. *Make sure each child has a complete set of entry and exit scores as appropriate for their time in the program.*

The online system will typically not allow you to OSEP-exit a child if the entry or exit checkpoint data are not complete, i.e., items are not scored or they are marked Not Observed. For example, if the entry date is December 12, then there must be finalized checkpoint data in all six areas in the winter checkpoint (and none marked Not Observed). *Where can I find if child records have been assessed with Not Observed?* is a support article about how to analyze which children have Not Observed ratings. Note: When the Spanish Language and Literacy objectives are used, the corresponding English Language and Literacy objectives must also have ratings and finalized data.

2. *Make sure all data are finalized for the checkpoints corresponding to the entry and exit dates.*

   Sometimes, teachers forget to finalize checkpoint data even though they have entered ratings.

3. *Make sure that the IEP radio button is marked "Yes" and the entry and exit dates are entered.*

   The IEP field and IEP entry date must be entered in the child's profile. Also, the correct exit date should be marked after exiting the child *(see p.4 for more details)*. The exit date flags the online system to include records in this time period for OSEP reporting.

4. *Make sure the Entry and Exit Assessment Tools are selected on the child profile page.*

   Typically, both will be "Teaching Strategies GOLD."

5. *Make sure the School District field is filled out on the child profile page.*

   Every child on an IEP needs to be included for reporting, so one of the 179 Colorado school districts should be selected. This is true even of children on IEPs who are served in Head Start or another community partner program. "Not Part of School District Reporting" should **not** be selected for any children being OSEP-exited.

6. *Administrators must make sure they have OSEP-exited all eligible children.*

   After teachers have completed the entry and exit assessment ratings, they can request an OSEP exit. However, this does not complete the process. Only administrators can complete the OSEP Exit process as outlined above.

7. *Some children may have exited preschool special education fewer than six months after entry.*

   OSEP does not require states to report on children who exited with fewer than six months between entry to/exit from preschool special education. So, they are excluded from the Federally Mandated report. This is okay.

Dealing with Error Messages

If you receive an error message that prevents you from OSEP exiting due to insufficient data, follow these steps:

1. **Verify that all levels have been selected and all areas have been finalized for the IEP entry and exit checkpoints** (the checkpoints during which the IEP entry and exit dates fall). If any levels have not been selected, choose the correct level to the best of you or your teacher's ability using supporting documentation, but do not guess. If you are unable to make a reliable rating (more likely for the entry checkpoint since it was further in the past), contact your Results Matter Technical Assistance Specialist.

2. **Verify that "Not Observed" is *not* selected for any levels in the IEP entry and exit checkpoints.** The online system is not able to compute OSEP progress scores when "Not Observed" is selected because it actually counts as missing data. If you discover any "Not Observed" ratings in the IEP entry/exit checkpoints, choose the correct level to the best of you or your teacher's ability using

supporting documentation, but do not guess. If you are unable to make a reliable rating (more likely for the entry checkpoint since it was further in the past), contact your Results Matter TA Specialist at CDE for help with calculating entry/exit scores. *Where can I find if child records have been assessed with Not Observed?* is a support article about how to analyze which children have Not Observed ratings.

*Note: Do **not** mark "Not Observed" for all objectives when a child enrolls with only a short time before the checkpoint and there is insufficient data. Rather, skip checkpoint ratings entirely for that checkpoint. Wait to finalize ratings in the next checkpoint as close as possible to the IEP start date as outlined in the Treating the First Assessment Period as a Baseline document.*

3. **You will receive an error message if the child only has one checkpoint with assessment ratings and you have followed standard guidelines from the Results Matter checkpoint calendar. In this case, please ignore the message and do not worry about completing the OSEP exit.** OSEP does not require states to report on preschoolers who have received special education services for fewer than six months. If the child has been staffed off an IEP and will continue in your program, go to the child detail page and choose "No" for IEP. If the child has left your program, simply archive the record.

4. If you after completing these steps you still receive an error message, contact your Results Matter Technical Assistance Specialist for troubleshooting.

How to Reactivate an OSEP Record

Occasionally, you may discover an incorrect OSEP exit date or a child who was OSEP-exited but should not have been exited. *GOLD®* allows you to un-exit/reactivate a child's OSEP record. Later, you can redo the OSEP exit the usual way.

The "Reactivate Child OSEP Records" feature can be found under Administration>Children.

Complete detailed guidance for OSEP exiting can be found in the Reactivating IEPs and IFSPs support article in the Teaching Strategies Support Portal.

Frequently Asked Questions: Attendance, Mobility, and Age Issues

Some children may not end up attending your school or receiving special education services for the full school year for a variety of reasons. The following FAQs address most of these situations. The last FAQ addresses children who turn six in preschool.

1. **If a child dis-enrolls in the middle of a checkpoint, yet was present for at least enough time to collect complete data within the checkpoint window, should we finalize checkpoint ratings?**

   Yes, if the teacher collected enough documentation to make reliable ratings. If a child starts late in your program and is present through the rest of the checkpoint, we expect that the teacher is on schedule to complete everything. However, when a child leaves early, we make a consideration that the teacher might not have planned opportunities for all observations/curricular components for all areas/objectives.

   In short, do everything you can to complete checkpoint ratings, finalize the areas you can with accurate information, but do not guess.

2. **What should I do when a child is absent and has not been receiving preschool and special education services for an extended period of time?**

   You may archive the record at the end of the current checkpoint. Complete assessment ratings and OSEP exits where applicable before archiving.

If the child returns after his portfolio was archived, see #6 below.

3. **What should I do if a child has sporadic attendance during the first few months after the service(s) start date on the IEP?**

In general, collect as much reliable data within the checkpoint using IEP assessment data and family information to complete the checkpoint ratings. If all the ratings cannot be finalized, then skip the ratings in the current checkpoint and do not finalize any, as this would be considered incomplete data for later OSEP reporting. Continue to collect data and finalize all ratings as soon as possible in the following checkpoint.

Certainly, some attendance issues are unanticipated, and you may not have captured documentation on every objective. For instance, if a child is suddenly hospitalized toward the end of a checkpoint, and you had a lesson planned during that time in an area that needed to be observed, do not guess ratings. Better to skip those ratings than to make unreliable ratings.

In short, plan ahead if you can, but do not guess ratings, and under no circumstances should you finalize ratings if you do not have the information.

4. **If a child with an IEP dis-enrolls in the middle of a checkpoint, should we complete the OSEP exit?**

Generally, yes. Please follow standard guidelines for finalizing checkpoint ratings, then complete the OSEP exit, then archive the record.

5. **If a child on an IEP dis-enrolls early in their second checkpoint and we only have one checkpoint of data, do we need to complete an OSEP Exit?**

No. The Office of Special Education Programs (OSEP) does not require states to report on children who received preschool special education services for fewer than six months. Also, the online system requires at least two checkpoints with assessment ratings to use the OSEP Exit function.

6. **What happens if a child dis-enrolls and then returns to our program on an IEP?**

If the record was archived, first reactivate it. If it has been 90 or more consecutive calendar days since a preschooler was last in your program/receiving special education services, treat this as a new OSEP entry and change the IEP entry date to the first day the child returned. Do *not* change the IEP entry date if it has been fewer than 90 days. If it has been fewer than 90 consecutive calendar days and the record was OSEP-exited previously, reactivate the OSEP record.

7. **If a child starts in my program on an IEP but never attends/receives special education services long enough to establish any checkpoint data, then she is staffed out of special education services and resumes school as a general education student, do I need to complete an OSEP exit?**

No. Change the IEP radio button to "No".

8. **If a child comes to us from another school district with an IEP, what should we use as the IEP start date in the online assessment system?**

Use the first day the child began receiving special education services in your school district as the IEP entry date.

9. **Are preschoolers on IEPs required to be assessed through Results Matter if they are receiving special education/related services in the home due to a medical condition?**

Yes. Because the child is at home, it is critical that the IEP team engage with the family to get the richest, most comprehensive observations and information that will help complete assessment ratings in *GOLD®*.

10. **How do I handle OSEP exiting a child who turns six while still in preschool?**

   In those rare instances where the IEP team determines a five-year-old should continue to be served in a preschool program and the child turns six while in the preschool program, the child's record must be OSEP-exited in the online assessment system at the time the time of the child's sixth birthday (age 72 months). Use the child's sixth birthday as the OSEP Exit Date.