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| **DESERT/MOUNTAIN SPECIAL EDUCATION LOCAL PLAN AREA**  **DESERT/MOUNTAIN CHARTER SPECIAL EDUCATION LOCAL PLAN AREA**  17800 HIGHWAY 18 • APPLE VALLEY, CA 92307  (760) 552-6700 • (760) 242-5363 FAX   |  |  |  |  | | --- | --- | --- | --- | | Date: |  | Reporting Month: |  |   **Suspension/Expulsion Data Comparison Worksheet and Report** | | | | | | | | | | | | | | |
| **To be submitted to SELPA MIS Support Analyst the first friday after the reporting month** | | | | | | | | | | | | | | |
| District of Service: | |  | | | | | | | | CDS Code: | |  | | |
| Special Education Representative: | | | | |  | | Title: |  | | Contact Phone: | |  | Email: |  |
| District Representative: | | | |  | | | Title: |  | | Contact Phone: | |  | Email: |  |
|  | | | | | | | | | | | | | | |
| MONTHLY STEPS: Each Special Education Administration shall review and compare student discipline data within: 1. District Student Information System, 2. Management Information System (MIS/WebDA), and 3. CALPADS System. | | | | | | | | | | | | | | |
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| 1. | Reviewed number of special education students. | | | | | | | | | | | | | |
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| 1. Summary of findings including inaccuracies: | | | | | | | | | | | | | | |
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| 1. Activities completed to correct the inaccuracies and to ensure systemic integrity over time: | | | | | | | | | | | | | | |
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| 2. | Reviewed key demographic information, such as race/ethnicity, age, gender, and SSID. | | | | | | | | | | | | | |
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| 1. Summary of findings including inaccuracies: | | | | | | | | | | | | | | |
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| 1. Activities completed to correct the inaccuracies and to ensure systemic integrity over time: | | | | | | | | | | | | | | |
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| 3. | Reviewed the disciplinary events for special education students. | | | | | | | | | | | | | |
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| 1. Summary of findings including inaccuracies: | | | | | | | | | | | | | | |
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| 1. Activities completed to correct the inaccuracies and to ensure systemic integrity over time: | | | | | | | | | | | | | | |
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| I have reviewed the Suspension/Expulsion Data Comparison Worksheet and Report for my district and to the best of my knowledge this data is correct. | | | | | | | | | | | | | | |
| Administrator/Designee Signature: | | | | | |  | | | Date: | |  | | | |
| SELPA Administrator: | | |  | | | | | | Date: | |  | | | |

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| **Instructions for DM166-Suspension/Expulsion Data Comparison Worksheet and Report** | | | | | |
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| The Special Education Division (SED) of the California Department of Education (CDE) has recently completed an analysis of discipline data submitted to the California Longitudinal Pupil Achievement Data System (CALPADS) and the California Special Education Management Information System (CASEMIS). To ensure the accuracy of the student/discipline data submitted, the CDE matches students and discipline events in the following manner: | | | | | |
| * CDE compares all student reports by local education agencies (LEAs) from the CASEMIS June Table A Student File for special education students reported by LEAs to the CALPADS Discipline File. | | | | | |
| * After the comparison, CDE determines discrepancies between the two systems. CDE requires that all data be reviewed and the results of that review be submitted and certified by the SELPA office. This form is a guide to what data needs to be reviewed. | | | | | |
| The following questions are provided on form DM166 for district completion and submission to the SELPA office on a monthly basis. Here is the breakdown of what and how student discipline data should be reviewed and revised in all student databases for more accurate data collection. | | | | | |
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| **1.** | **Review the number of special education students:**   1. ***Summary of findings including inaccuracies:*** Review the overall number of special education students from your District Student Information System, Management Information System (MIS/WebDA), and CALPADS to ensure that all students are identified as special education. Run various reports from all systems and review for accurate overall numbers. Report the number of inaccuracies. 2. ***Activities completed to correct the inaccuracies and ensure systemic integrity over time:*** Work with your district student data coordinators for all student information systems on a process to maintain accurate data. Develop procedures and explain in detail those procedures and how they will be implemented in your district. | | | | |
| **2.** | **Review key demographic information, such as race/ethnicity, age, gender, and SSID**.   1. ***Summary of findings including inaccuracies:*** Run student reports from all Student Information Systems on all special education students and review. Report the number of inaccuracies. 2. ***Activities completed to correct the inaccuracies and ensure systemic integrity over time:*** Work with your district student data coordinators for all student information systems on a process to maintain accurate data. Develop procedures and explain in detail those procedures and how they will be implemented in your district. | | | | |
| **3.** | **Review the disciplinary events for special education students**.   * 1. ***Summary of findings including inaccuracies:*** Run discipline reports from all Student Information Systems on all special education students and review. Report the number of inaccuracies.   2. ***Activities completed to correct the inaccuracies and ensure systemic integrity over time:*** Work with your district student data coordinators for all student information systems on a process to maintain accurate data. Develop procedures and explain in detail those procedures and how they will be implemented in your district. | | | | |