

REMINDERS FOR PRE-K IDEA COORDINATORS April 2014

It's time to make sure we are ready for 2013-2014 OSEP outcome reporting. Please review the AEPSi records and reports for your district and school before teachers leave for the summer or before the time needed for exit assessment has passed.

- Review the *Status of All Children Report*.
 - Check for accuracy in birthdates and entry dates. Check to see that entry assessment has been completed within the time allowed and the results have been entered into the system.
 - Check birthdates to determine which children will reach the age of 6 before the end of the year or during the summer. Make sure that exit assessment has been completed within the time allowed and results have been entered into the system.

- Review the *OSEP Entry Data Report* to make sure that children who should have entry assessment information do have results entered.

- Review the *OSEP Progress of All Children Report* to make sure that children have not been excluded from the report unless there is a good reason, such as the child having suddenly left the school without prior notice or the child did not receive 6 months of total IDEA services.
 - If a child is excluded, check the child profile to make sure that the correct information has been entered for dates (birthdate, entry date, entry assessment date, exit date, exit assessment date) and the child has been marked to be included in OSEP reporting.

- Do not delete the AEPSi records of any children who received IDEA services during the current year, 07/01/2013 – 06/30/2014. Children who exited the program during the current year but received services in prior years must be included in the report. After the state report has been finalized in the fall, a broadcast message will be posted on AEPSi asking that those records be deleted.

- If you have questions, contact Patsy Palmer at 225-342-1129 or Patsy.Palmer@LA.Gov.