

# Louisiana Believes

---

## Special Education Reporting System (SER)

### September 2018 Collaborations

*A copy of this presentation is located on LDOE INSIGHT under Shared Documents  
in folder Training and Guidance Documents/2018 September Collaborations*

# Objectives

At the conclusion of this training, participants should be able to:

- explain how to obtain access to LDOE application systems, choose the optimal computer settings, and how to receive assistance with password issues
- access the Coordinator Portal on INSIGHT
- describe requirements of Act 837 and what is considered PII
- understand the overall functionality of SER
- enter and modify SER data
- create, validate, and submit IEP forms
- troubleshoot errors
- identify the role of a sped coordinator
- list communication and support tools

# Agenda

- **Gaining System Access**
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support

# Role of the Security Coordinator

- LEAs and CMOs are required to designate a local Security Coordinator who is responsible for granting authorized users access to LDOE Application Systems.
- The Security Coordinator grants local authorized users access to LDOE Application Systems using the [Totally Automated Security System \(TAS\)](#).

For assistance, contact: [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov)

# User Access Rights and Authorization

- To request access to LDOE application systems, users should contact their local LEA Security Coordinator.
- For authorized users, a unique User ID and initial password will be established.
  - Each User IDs follows a set standard which identifies and associates the user with a 3-digit Sponsor Code.
- User IDs for LDEO application systems are not to be shared among users.

# Assigning & Establishing User Passwords

- Users can change an initial password or reset a forgotten or expired password, using the self-service [Password Reset System \(PRS\)](#).
- Users should refer to the Password Reset User Guide (located [here](#)) or contact their local Security Coordinator when having difficulties with their password.
- Passwords must follow specific rules:
  - Minimum length: 8 characters
  - Must contain at least 3 of the 4 complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, \$)
  - Cannot be the same as any of the previous 5 passwords
  - Cannot contain the user's ID or parts of the user's full name that exceeds two consecutive characters

For assistance, contact your **local Security Coordinator**.

# SER Access Types

Many different staff members are responsible for using the SER system. In order to ensure users have proper permission assigned, please refer to the table below.

Group	SER Data Change	Modify State IDs	SER Data Read	IEP Forms Read	IEP Forms Create	IEP Mark IEP Official	IEP Forms Submit to SER
SER Data Reader			X	X			
SER Data Writer	X		X	X			
SER LASID Writer	X	X	X	X			
IEP Form Writer				X	X	X	
IEP Form Approver				X	X	X	X

For assistance, contact your **local Security Coordinator**.

# FYI: Assisting your Security Coordinator TAS Access

## Windows Account Summary

[Delete User](#)

[Refresh](#)

Account Enabled:	Yes
Account Locked Out:	No
Account Lockout Time:	Information unavailable
Password Last Set:	8/27/2017 11:01:32 AM
Email:	[REDACTED] <a href="#">Edit Email and Phone</a>
Phone:	[REDACTED]
Member of groups: <a href="#">Refresh Groups</a>	LEADS Inquiry-Leads Inquiry LEADS Inquiry-Bossier Parish-All Sites Leads Portal-Leads Portal Leads Portal-All Sponsors Longitudinal Data System-LDS District Administrators, other than Superintendent with access to Data Coordinator Portal Longitudinal Data System-Bossier Parish-All Sites SER IEP-Approves IEP Forms SER IEP-Bossier Parish-All Sites SER Medicaid-SMD Medicaid Admin Special Education-SER LASID Writer Special Education-Bossier Parish-All Sites

## PRS Account Summary

Account Locked:	No
Questions Completed:	Yes



# FYI: Assisting your Security Coordinator

## SER Access in TAS

PRR Account Summary

Account Locked: No  
Questions Completed: Yes

Application Systems

Account Permissions for SER

No Access  
 SER\_Data\_Writer  
 SER\_Data\_Reader  
 SER\_LASID\_Writer

<All Sites In Sponsor>  
395001 Martin Behrman Charter Acad of Creative Arts & Sci  
395002 Dwight D. Eisenhower Academy of Global Studies  
395003 William J. Fischer Accelerated Academy  
395004 McDonogh #32 Literacy Charter School  
395005 Lord Beaconsfield Landry-Oliver Perry Walker High  
395007 Algiers Technology Academy  
395700 RSD-Algiers Charter Schools Central Office  
395888 Special Education Support-NonPublic/Homeschooled

Clear Sites

✔ Save | ✖ Cancel

PRR Account Summary

Account Locked: No  
Questions Completed: Yes

Application Systems

Account Permissions for IEP

No Access  
 IEP\_Form\_Writer  
 IEP\_Form\_Approver

<All Sites In Sponsor>  
395001 Martin Behrman Charter Acad of Creative Arts & Sci  
395002 Dwight D. Eisenhower Academy of Global Studies  
395003 William J. Fischer Accelerated Academy  
395004 McDonogh #32 Literacy Charter School  
395005 Lord Beaconsfield Landry-Oliver Perry Walker High  
395007 Algiers Technology Academy  
395700 RSD-Algiers Charter Schools Central Office  
395888 Special Education Support-NonPublic/Homeschooled

Clear Sites

✔ Save | ✖ Cancel

# FYI: Assisting your Security Coordinator

## LDOE INSIGHT Coordinator Portal

PRS Account Summary

Account Locked:	No
Questions Completed:	Yes



Application Systems

Account Permissions for LDS

No Access  
 LDS\_LEAS\_ADMIN  
 LDS\_LEAS\_SUPT  
 LDS\_LEAS\_DATACOORD

<All Sites In Sponsor>

Clear Sites

 Save |  Cancel

# Protocol for Addressing Security Issues

- For authorization access and security issues, users should first contact their **local LEA Security Coordinator**
- If the problem cannot be resolved, contact [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov).
- For additional information regarding security and how to access the LDOE application systems, users can be referred to this training module **Module 1: LDOE Data Systems Security and Access** located on the [LDOE INSIGHT Coordinator Portal](#) in the [Shared Documents](#) folder.
- For access to the [LDOE INSIGHT Coordinator Portal](#) users should have their Security Coordinator add `LDS_LEAS_DATACOORD` role under the Longitudinal Data System (LDS) in TAS.

# SER System Description and Access

SER provides for the establishment of a statewide special education student database from which specified reports can be generated.

- Allows online, batch and XML submissions
- Web-based application
  - SER can be accessed through the [LEADS Portal](#) and [INSIGHT](#).
  - SER can be accessed through direct link: <https://serp.doe.louisiana.gov/ser>

# Accessing LDOE INSIGHT

- Users also have the ability to access LDOE Application Systems through LDOE INSIGHT <https://insight.doe.louisiana.gov>
- Authorized users must enter a **User ID** and **Password** on the LDOE INSIGHT *login screen*



**LDOE INSIGHT**

Please enter your user name and password to access to your INSIGHT account.

User Name:

Password:

[Forgot your password, click here.](#) **Log In**

**What is INSIGHT?**

The INSIGHT portal was created to provide a data-driven resource that will help improve student performance by making accessible more accurate, reportable, and researchable data.

**Frequently Asked Questions**

If you have questions or comments about the INSIGHT system, [click here](#) to read the frequently asked questions.

LDOE | [Terms of Use](#) | [Privacy Policy](#) | [Contact Us](#)

# Accessing LDOE INSIGHT Portal



<https://insight.doe.louisiana.gov>

To access the LDOE INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal *login screen*.

# LDOE INSIGHT Portal - My Apps



The screenshot shows the LDOE INSIGHT portal interface. At the top, the logo 'LDOE INSIGHT' is displayed next to 'My Apps > Home'. Below the logo is a navigation bar with tabs for 'INSIGHT', 'Reports', 'My Apps', 'LASATS', and 'Coordinator Portal'. The 'My Apps' tab is highlighted. On the left side, there is a vertical menu with the following items: 'Lists', 'My Apps Calendar', 'Tasks', 'User Guides', and 'Resources'. A yellow arrow points from the 'My Apps' button in the navigation bar to the 'My Apps' section of the main content area. The main content area displays a list of application systems, each with an icon and a name:

- SPC - School Calendar System
- CUR - Curriculum Database
- LIQ - LEADS Inquiry
- LRS - LEADS Reporting System
- NPS - Non-Public Schools Data Collection
- OTS - Official Transcript System
- PEP - Profile of Educational Personnel
- TBL - Reference Tables
- SEE - Scholarships for Educ. Excellence
- SCS - School Choice Scholarships
- SER - Special Education Reporting
- SPS - Sponsor-Site
- SIS - Student Information System
- STS - Student Transcripts
- TIA - Title I, Part A - October 1 Data Collection
- TID - Title I, Part D

All LDOE Application Systems for which a user is authorized to access will be displayed under the My Apps button.

# LDOE INSIGHT - Coordinator Portal

- LEAs can access all LDOE systems via the [LDOE INSIGHT Coordinator Portal](#).
- In addition to system access, the Coordinator Portal is also used by LDOE to post pertinent information for LEAs.
- Local security coordinators can grant user access by:
  - Accessing the [Totally Automated Security System \(TAS\)](#) and adding **LDS\_LEAS\_DATACOORD** role under the Longitudinal Data Systems (LDS)
- Data Coordinators and Data Managers should check daily for important announcements, reminders and other system related information.



LDOE INSIGHT Coordinator Portal Home

INSIGHT Reports My Apps LASATS **Coordinator Portal**

Sections  
Home  
Calendar  
Monthly DC Webinars  
Shared Documents

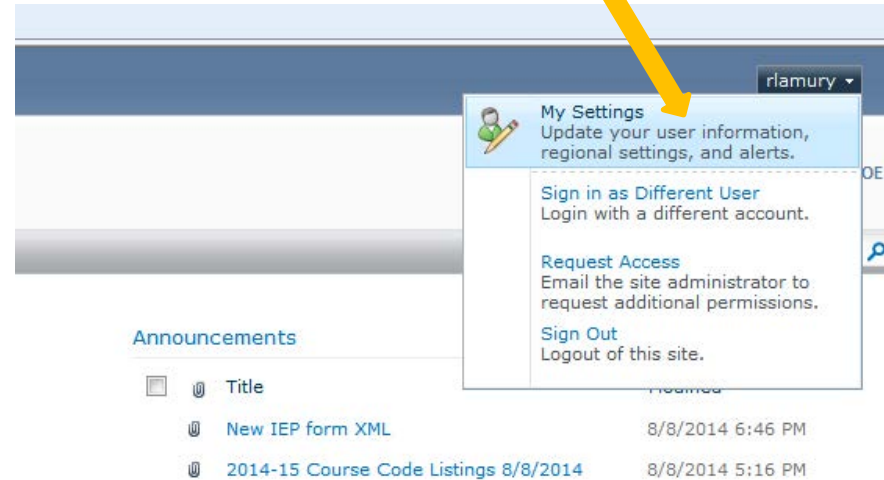
## Welcome to the Coordinator Portal



# LDOE INSIGHT Coordinator Portal - Alerts

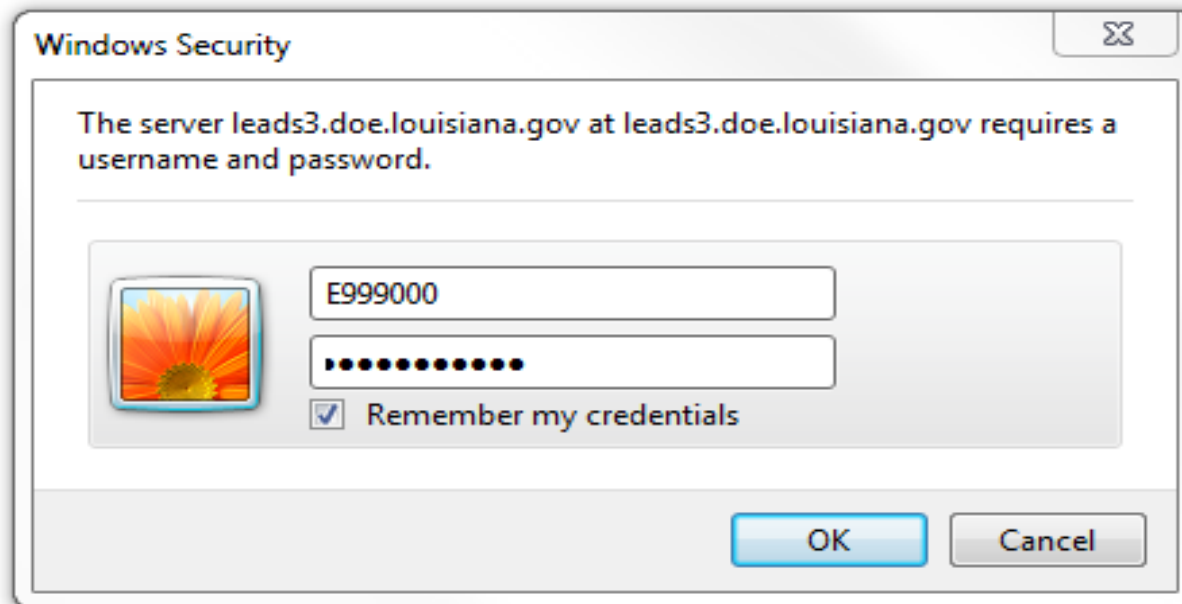
Users can sign up for email Alerts when information is added or changed.

- Access the [LDOE INSIGHT Coordinator Portal](#).
- Click your user ID near the top, right of the screen.
- Select **My Settings**.
- Choose **My Alerts** to set which alerts you would like to receive.



# Accessing LDOE LEADS

Users also have the ability to access LDOE Application Systems directly through LEADS at <https://leads3.doe.louisiana.gov/ptl/>.



# Agenda

- Gaining System Access
- **Protecting Student Privacy**
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support

# Protecting Student Privacy

Louisiana legislature passed [Act 837](#) (2014), which provides for limitations and prohibitions on the collection and sharing of student information.

- Required the Department to create a system of unique student identification numbers
- Required LEAs to assign unique student identification numbers to all students enrolled in public schools
- **The Department is not allowed to view or access student personally identifiable information (PII) except in instances where one of the three exceptions to the law are met:**
  1. Auditing
  2. Parental consent
  3. Superintendent/charter leader authorization

# Protecting Student Privacy

What is Personally Identifiable Information (PII)?

Information that reveals the identity of an individual and can be directly obtained from a single data source or through the combination of multiple sources.

**Examples of PII include but are not limited to:**

- 1. Student Name**
- 2. Date of Birth**
- 3. Social Security Number**
- 4. Address**

# Agenda

- Gaining System Access
- Protecting Student Privacy
- **Overall Functionality of SER**
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support

# SER System Description

SER provides for the establishment of a statewide special education student database from which specified reports can be generated

- Web-based application
  - Link to SER: <https://serp.doe.louisiana.gov/ser>
- SER can also be accessed through the [LEADS Portal](#)

# SER Home Screen

SER | New Student | Logoff | Admin | Tools | LA Department of Education

**Special Education Reporting System (SER)**

STOP.

Before entering student data into this system, please contact your district office to ensure that your LEA has opted into the data sharing agreement with the contractor that operates SER. Per R.S. 17:3914, LEA employees are prohibited from entering personally-identifiable student information into SER unless the LEA has opted into the data sharing agreement with the contractor that operates SER. Unlawful disclosure of personally-identifiable student information is punishable by a fine of not more than ten thousand dollars or imprisonment for not more than three years, or both.

**Louisiana Department of EDUCATION**

All student information is confidential and subject to LEA, State and Federal regulations regarding privacy of individual student and family information. Use of SER must be for official school purposes only, and all users must follow local and state security procedures. Before using SER, you should:

1. **Be familiar with LEA/System policies regarding confidentiality of individual student information.**
2. **Be familiar with State and Federal Laws and Regulations regarding confidentiality of individual student information.**
3. **Follow SER procedures for security.**

**THIS IS THE PRODUCTION SER SYSTEM**

**Please ensure that you open a completely new browser session if you are unable to log in after a reboot.**

**SCHEDULED MAINTENANCE:**

**SER will be down the first Wednesday of every month for scheduled maintenance. The outage will begin at approximately 3:30 p.m. and last for approximately two hours. Users will be notified by pop up messages to save data and log off of SER.**

Continue



# SER Functionality

- Allows for storing of IEPs
- Stores student data relevant to special education for state and federal reporting
  - Examples include:
    - Extended School Year Services (ESYS) data
    - Post School Transition
    - State Performance Plan (SPP) reporting
    - Part C, IEP and evaluation compliance monitoring
- Allows entry, editing, and inquiry of data
- Facilitates state (MFP) and federal (IDEA) child counts and reporting

# SER Access Types

Many different staff are responsible for using the SER system. In order to ensure users have proper permission assigned, please refer to the table below.

Group	SER Data Change	Modify State IDs	SER Data Read	IEP Forms Read	IEP Forms Create	IEP Mark IEP Official	IEP Forms Submit to SER
SER Data Reader			X	X			
SER Data Writer	X		X	X			
SER LASID Writer	X	X	X	X			
IEP Form Writer				X	X	X	
IEP Form Approver				X	X	X	X

# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- **Searching for a Student**
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support

# Searching for a Student

- Student Search (Quick Search)
  - Enter first name and last name
  - Enter last name, first name
  - Enter student's unique ID
  - Click Go or press Enter
- Regular Search
  - Enter information in the appropriate fields
  - Click Search
- Advanced Search
  - In addition to fields in the Regular Search section, search can be modified to include date of birth, gender, and school code
  - Allows a search for inactive students (students with records 5 years old or greater)

# Searching for a Student Regular Mode

**Student Search**

[Previous Search](#)  
[New Search](#)

**Current Student**

**Name:**  
**State ID:**  
**DOB:**  
**Site:**  
**Gender:**

- ▶ Student Profile
- ▶ Jurisdiction
- ▶ Parent/Guardian
- ▶ Special Ed. Activity
- ▶ Pre-Referral Activities
- ▶ Screening

**Regular Search**

**State ID:**

**Legacy State ID:**

**First:**

**Middle:**

**Last:**

**Suffix:**

**LEA of Jurisdiction:**

[Switch to Advanced Mode](#)

Quick Search

Advanced Search


# Searching for a Student Advanced Mode

Enter the information in any of the fields to narrow a search for a student.

Check the Show Inactive box to search for a student with records 5 years or older.

Click Switch to Regular Mode to return to the default search screen.

### Advanced Search

<b>State ID:</b>	<input type="text"/>
<b>Legacy State ID:</b>	<input type="text"/>
<b>First:</b>	<input type="text"/>
<b>Middle:</b>	<input type="text"/>
<b>Last:</b>	<input type="text"/>
<b>Suffix:</b>	<input type="text"/>
<b>LEA of Jurisdiction:</b>	<input type="text"/>
<hr/>	
<b>Gender:</b>	<input type="text"/>
<b>Ethnicity:</b>	<input type="text"/>
<b>Hispanic/Latino:</b>	<input type="text"/>
<b>American Indian or Alaskan Native:</b>	<input type="text"/>
<b>Asian:</b>	<input type="text"/>
<b>Black or African American:</b>	<input type="text"/>
<b>Native Hawaiian or other pacific islander:</b>	<input type="text"/>
<b>White:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/> 
<b>School Code:</b>	<input type="text"/>
<b>Previous LEA of Jurisdiction:</b>	<input type="text"/>
<b>Local Student ID:</b>	<input type="text"/>
<b>Show Inactive:</b>	<input type="checkbox"/> (check to show inactive)
<hr/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/> <a href="#">Switch to Regular Mode</a>

# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- **Claiming Jurisdiction/Adding a Student**
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support

# Claiming Jurisdiction for a Student

- Once SER returns the student, click on the student's State ID number

The screenshot shows the SER (Student Enrollment Reporting) interface for the LA Department of Education. The top navigation bar includes a 'Logoff' button and the text 'LA Department of Education'. The left sidebar has 'Student' and 'Reports' links. The main content area is titled 'Regular Search' and contains a search form with the following fields:

- State ID:
- Legacy State ID:
- First:
- Middle:
- Last:
- Suffix:
- LEA of Jurisdiction:

Below the search form are 'Search' and 'Clear' buttons, and a link to 'Switch to Advanced Mode'. To the right, there is a 'My Recent S' section with a table of recent searches:

Date	Search Results
8/4/16	<a href="#">LAST-1387727, FIRS</a>
8/3/16	<a href="#">LAST-1245344, FIRS</a>
7/28/16	<a href="#">LAST-2086176, FIRS</a>
7/25/16	<a href="#">LAST-1950078, FIRS</a>
7/19/16	<a href="#">LAST-1616441, FIRS</a>
7/1/16	<a href="#">LAST-2090064, FIRS</a>
6/29/16	<a href="#">LAST-2118731, FIRS</a>

Below this is a section titled 'Found 1 Students' with a 'View All' link. It contains a table with the following data:

State ID	Name	Birth Date	Gender	Ethnicity	Jurisdiction	Site	Last IEP/SP	Last Eval
<a href="#">991387727</a>	LAST-1387727 , FIRST MIDDLE	12/12/90	Male	White	055 - Terrebonne Parish Schools	055034	10/5/11	3/28/12

A red arrow points to the State ID '991387727' in the first row of the results table.



# Claiming Jurisdiction

- Click on the student's unique ID
- Click on the Jurisdiction tab
- Click the Add New tab
- Enter the student's Begin Date and School Code
- Local Student ID is optional
  - **Do not use a student's SSN as the Local Student ID**
- Click Save

# Claiming Jurisdiction

Student Search

Go

Student Reports

Previous Search  
New Search

Current Student

Name: TESTAVERDE, TESS  
State ID: 444-44-4444  
DOB: 12/4/2002  
Site: 017002  
Gender: Female

- Student Profile
- Jurisdiction**
- Parent/Guardian
- Special Ed. Activity
- Pre-Referral Activities
- Screening
- Evaluation
- IEP
- IEP Forms

Jurisdiction History

+ Add New

View / Edit	LEA of Jurisdiction	Begin Date	End Date	Local Student ID	School Code	Open Services
	E.B.R. Parish Schools	8/1/2008			017002	No

If "Yes" was displayed in the Open Services column, you would need to contact EBR Parish to close services before the student could be picked up.

# Claiming Jurisdiction

**Student Search**  
[Search Box] [Go] [Previous Search] [New Search]

**Current Student**  
Name: LAST-1819937, FIRST  
State ID: 991-81-9937  
DOB: 5/3/1994  
Site: 017056  
Gender: Male

**Jurisdiction**

LEA: 017 - E.B.R. Parish Schools  
East Baton Rouge Parish

Begin Date: 8/11/2010 [Calendar Icon]

End Date: [Calendar Icon]

Local Student ID: 000000000

School Code: 017056  
McKinley Senior

Change Student to a New Site

**Record Information**  
Created On: 8/3/2010 11:51  
Modified On: 8/3/2010 11:51

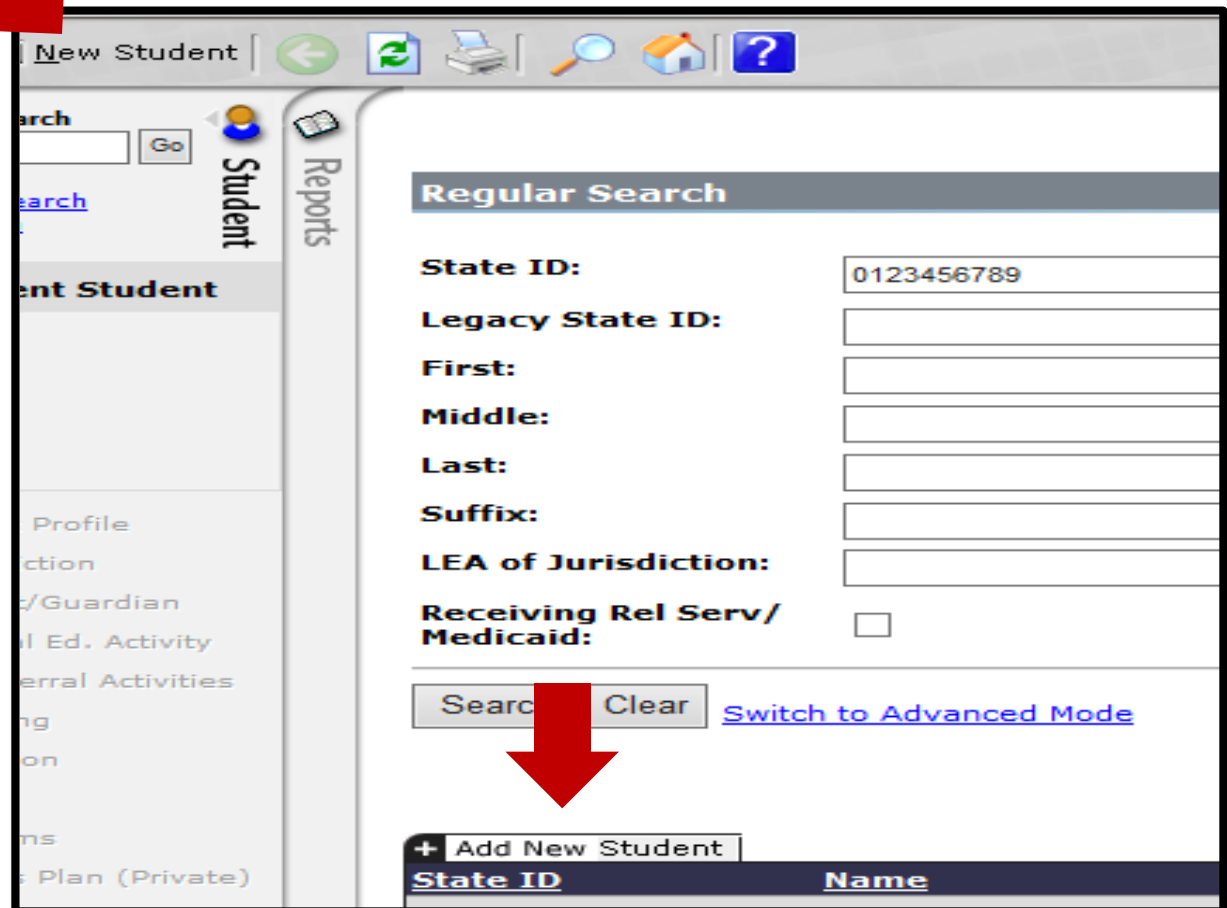
**Callout 1:** Use this button to transfer a student to another school site within your LEA.

**Callout 2:** Enter the student's begin date, local ID, and school code, then click Save. The LEA is defaulted to your LEA and cannot be changed.

# Adding a New Student

To add a new student:

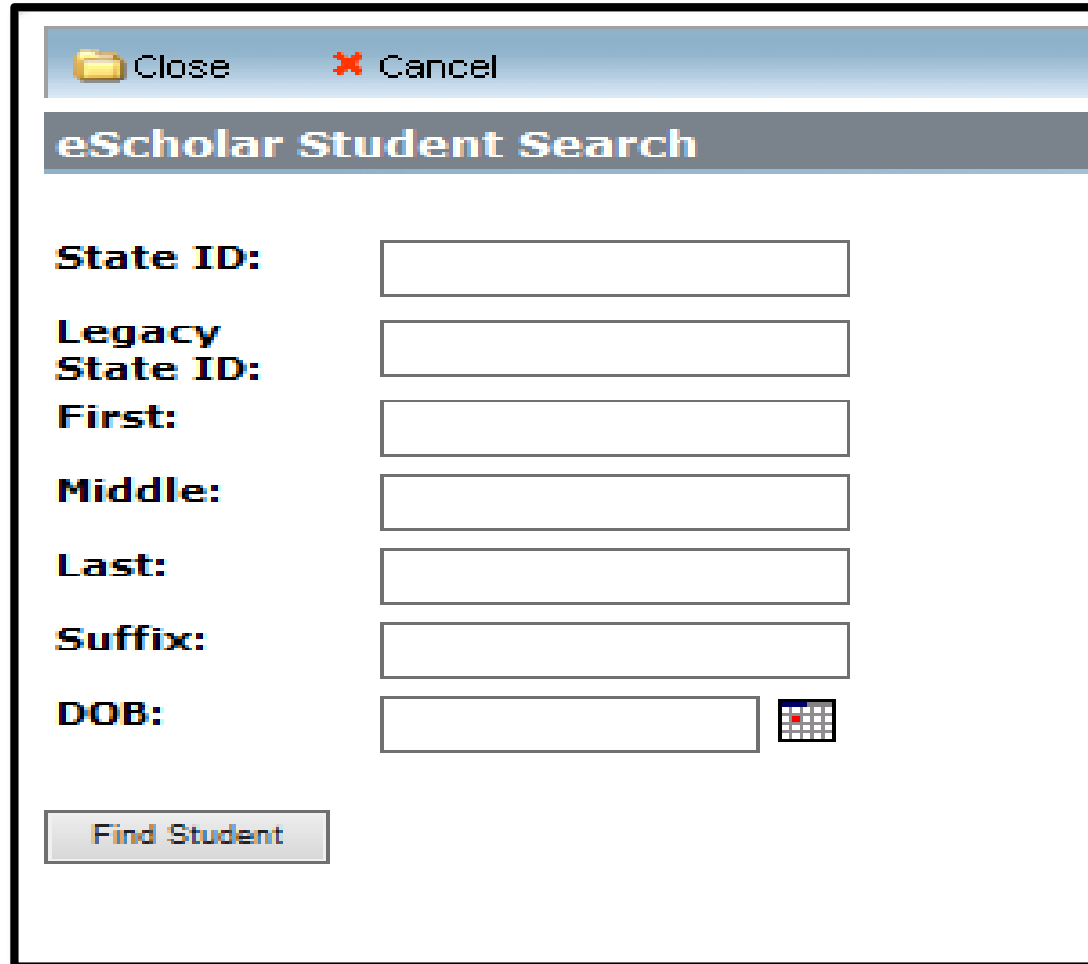
- Click New Student button in top left corner.
- OR
- Click Add New Student tab.



The screenshot shows a web application interface for adding a new student. The browser address bar displays "New Student". The page features a navigation menu on the left with "Student" and "Reports" tabs. The main content area is titled "Regular Search" and contains several input fields: "State ID:" (with the value "0123456789"), "Legacy State ID:", "First:", "Middle:", "Last:", "Suffix:", and "LEA of Jurisdiction:". There is also a checkbox for "Receiving Rel Serv/ Medicaid:". Below the form are "Search" and "Clear" buttons, and a link for "Switch to Advanced Mode". At the bottom, there is a "+ Add New Student" button and a table header with "State ID" and "Name" columns.

# Adding a New Student

- The State ID field is required to find a student in eScholar.
- The remaining fields are optional.
- Click Find Student.



The screenshot shows a dialog box titled "eScholar Student Search". At the top, there are two buttons: "Close" (with a folder icon) and "Cancel" (with a red X icon). Below the title bar, the text "eScholar Student Search" is displayed in a bold, italicized font. The form contains several input fields with labels to their left: "State ID:", "Legacy State ID:", "First:", "Middle:", "Last:", "Suffix:", and "DOB:". The "DOB:" field includes a small calendar icon to its right. At the bottom of the dialog, there is a "Find Student" button.

# Adding a New Student

- The State ID will populate the student assigned to that ID.
- Validate that the student is correct then click Confirm.

Close Cancel

### eScholar Student Search

**State ID:**

**Legacy State ID:**

**First:**

**Middle:**

**Last:**

**Suffix:**

**DOB:**

Find Student

Please validate that this is the correct student.

**State ID:**

**Legacy State ID:**

**First:**

**Middle:**

**Last:**

**Suffix:**

**DOB:**

Confirm

# Adding a New Student

- The Student Profile screen will populate after confirming the student is correct.
- Enter the remaining fields, then click Save.

ng System (SER) - Windows Internet Explorer

Save Close Cancel

**Student Profile**

**State ID:** 0123456789

**Legacy State ID:** 123456789

**First:** CASS

**Middle:** WALTON

**Last:** FAIRBANKS

**Suffix:**

**DOB:** 4/15/2005

**Current Grade:** 4th - Fourth

**Gender:** Male

**Ethnicity:**

**Hispanic/Latino:**  Yes  No

**Racial Groups:**

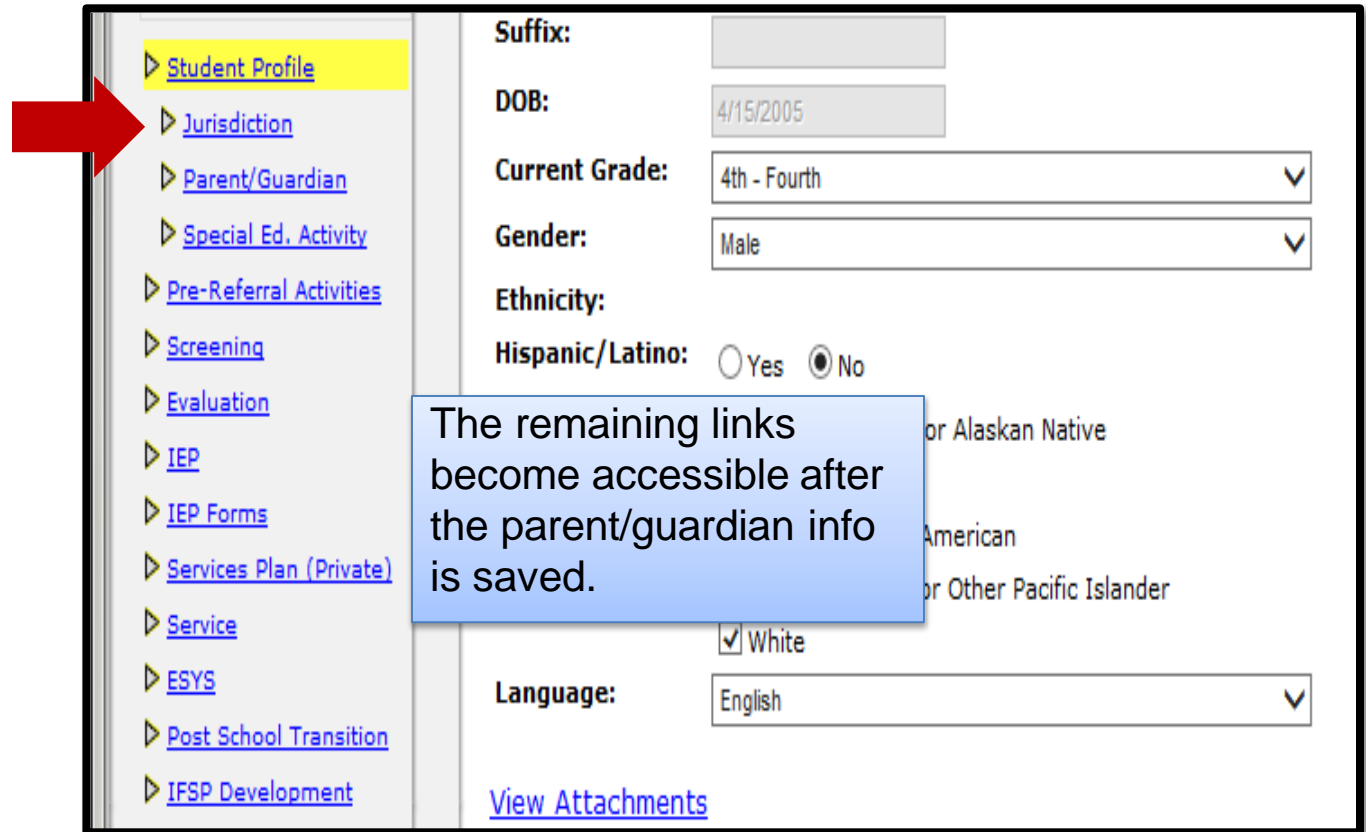
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Language:** English

# Adding a New Student

After saving the record:

- Enter a new jurisdiction record.
- Enter parent/guardian information.



The screenshot shows a web-based form for adding a new student. On the left is a sidebar with a list of links: Student Profile, Jurisdiction, Parent/Guardian, Special Ed. Activity, Pre-Referral Activities, Screening, Evaluation, IEP, IEP Forms, Services Plan (Private), Service, ESYS, Post School Transition, and IFSP Development. A red arrow points to the 'Jurisdiction' link. The main form area contains fields for Suffix, DOB (4/15/2005), Current Grade (4th - Fourth), Gender (Male), Ethnicity, and Hispanic/Latino (No). Below these are radio buttons for 'White' (checked), 'Black or African American', 'Hispanic or Latino', 'Asian or Pacific Islander', and 'Other'. A 'Language' dropdown is set to 'English'. A 'View Attachments' link is at the bottom.

The remaining links become accessible after the parent/guardian info is saved.



# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- **Student Options**
  - IEP Forms
  - Services
  - Troubleshooting Errors
  - Role of the Coordinator
    - Data Collection Timeline
    - Managing Compliance
  - Communications and Support

# Student Options

Once an LEA has jurisdiction on a student, data readers and data writers can access all links in the Student Options area:

The screenshot displays a web interface for student management. On the left, a sidebar contains a search bar and a list of options under the heading 'Student'. The 'Student Profile' option is highlighted in yellow and enclosed in a red rectangular box. The main content area is titled 'Student Profile' and contains the following information:

**Student Profile**

State ID: 991387727  
Legacy State ID: 439798327  
First: FIRST  
Middle: MIDDLE  
Last: LAST-1387727  
Suffix:   
DOB: 12/12/1990  
Current Grade: 12th - Twelfth  
Gender: Male  
Ethnicity:   
Hispanic/Latino:  Yes  No  
Racial Groups:  American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
Language: English

[View Attachments](#)

# Student Profile

Student Search

[Previous Search](#)  
[New Search](#)

**Student Reports**

**Current Student**

Name: LAST-1387727, FIRST  
State ID: 991387727  
DOB: 12/12/1990  
Site: 055034  
Gender: Male

- Student Profile
- Jurisdiction
- Parent/Guardian
- Special Ed. Activity
- Pre-Referral Activities
- Screening
- Evaluation
- IEP
- IEP Forms
- Services Plan (Private)
- Service
- ESYS
- Post School Transition
- IFSP Development

Save Close Cancel Delete

### Student Profile

State ID: 991387727  
Legacy State ID: 439798327  
First: FIRST  
Middle: MIDDLE  
Last: LAST-1387727  
Suffix:  
DOB: 12/12/1990  
Current Grade: 12th - Twelfth  
Gender: Male  
Ethnicity:  
Hispanic/Latino:  Yes  No  
Racial Groups:  
 American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
Language: English

Demographic information cannot be edited in SER. Any corrections needed should be made in eScholar.

The remaining fields can be edited in SER.

[View Attachments](#)

# Assigning/Updating Secure IDs in SER

To assign or update a Secure ID:

+ Add New Student				
<u>State ID</u>	<u>Name</u>	<u>Birth Date</u>	<u>Gender</u>	<u>Ethnicity</u>
<a href="#">NO GUID</a>	LAST-2175310 , FIRST MIDDLE	11/23/14	Male	Hispanic/Latino

Click on the student's State ID.

## Student Profile

State ID:

NO GUID

[Modify State ID\PII data](#)

On the Student Profile page, click Modify State ID/PII data.

# Assigning/Updating Secure IDs in SER

To assign or update a Secure ID:

**Student Profile PII Edit**

Search eScholar By State ID:

Search eScholar By Legacy State ID:

Enter the student's Secure ID in the Search eScholar By State ID field, then click Find.

The student's Secure ID and PII data in eScholar will display next to the student's Secure ID and PII data in SER.

**Users should compare the data and verify the information is correct. Once the Secure ID is assigned or updated, the student's PII data will be updated with the PII data in eScholar.**

# Assigning/Updating Secure IDs in SER

To assign or update a Secure ID:

---

[Save eScholar PII to SER](#)

## SER PII Data

State ID:

Legacy State ID:

First:

Middle:

Last:

Suffix:

DOB:

## eScholar PII Data

State ID:

Legacy State ID:

First:

Middle:

Last:

Suffix:

DOB:

After verifying the information is correct, click Save eScholar PII to SER.

# Assigning/Updating Secure IDs in SER

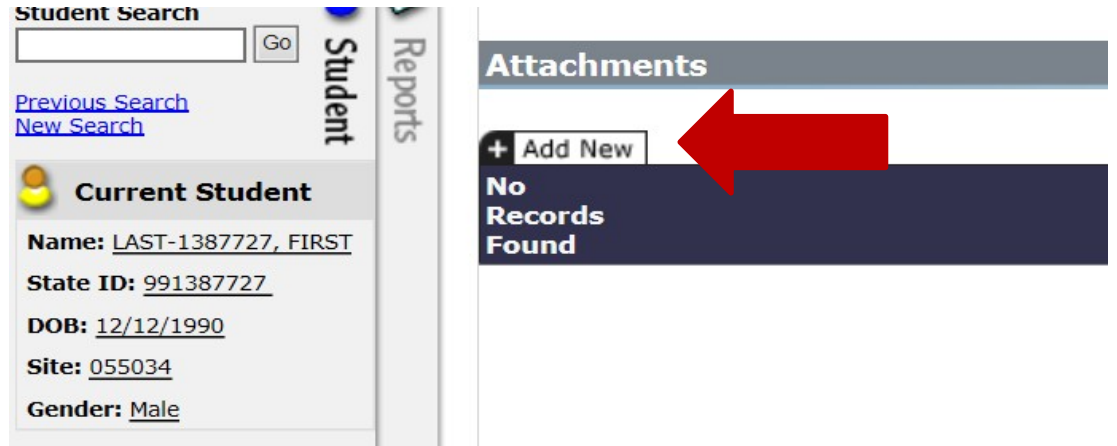
Guidance when assigning or updating Secure IDs:

- LEAs should limit access to one or two staff members for data quality purposes.
- Email [SystemSupport@la.gov](mailto:SystemSupport@la.gov) contact information of staff members who will assign/update Secure IDs.
- Staff members with access should always work with their LEA's Secure ID manager to verify the student's active Secure ID before assigning or updating the ID in SER.**
- Verify the student's Secure ID and PII data match in SER and eScholar before assigning or updating the ID.
- “[Assigning/Updating Secure IDs in SER](#)” help document is available under the SER application on the Coordinator Portal.

# View Attachments

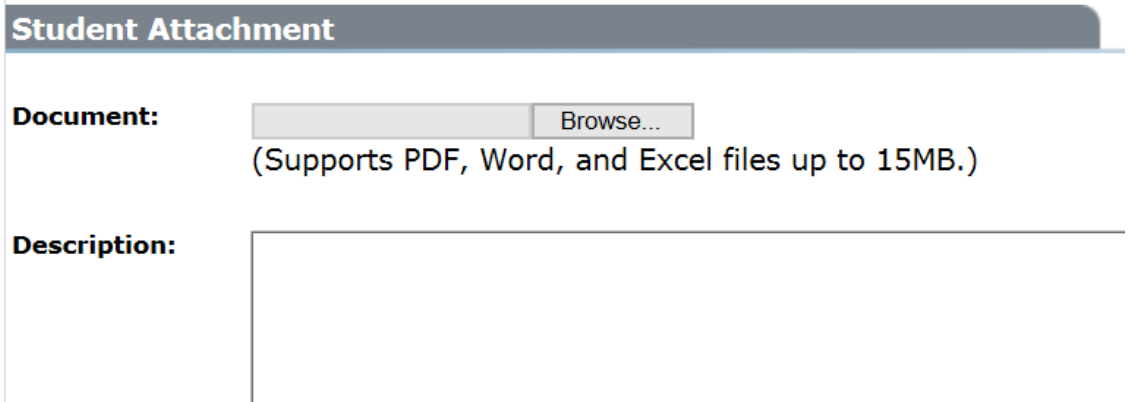
Allows a user to upload any pertinent records about the student

After clicking View Attachments, click the Add New tab.



The screenshot shows a web interface for student management. On the left, there is a 'Student Search' section with a search box and a 'Go' button. Below it are links for 'Previous Search' and 'New Search'. A 'Current Student' profile is displayed with the following details: Name: LAST-1387727, FIRST; State ID: 991387727; DOB: 12/12/1990; Site: 055034; Gender: Male. On the right, there is a vertical navigation menu with 'Student' and 'Reports' options. The main content area is titled 'Attachments' and contains a '+ Add New' button with a red arrow pointing to it, and a message that says 'No Records Found'.

Click Browse to upload the attachment. Use the Description box to describe the attachment, e.g., Healthcare Plan, then click Save.



The screenshot shows the 'Student Attachment' form. It has a title bar 'Student Attachment'. Below it, there are two main sections: 'Document:' and 'Description:'. The 'Document:' section has a text input field and a 'Browse...' button. Below the input field, there is a note: '(Supports PDF, Word, and Excel files up to 15MB.)'. The 'Description:' section has a large, empty text area for entering details about the attachment.



# View Attachments

- Once saved, the attachment can be viewed, edited, or deleted

## Attachments

+ Add New

	Document Name	Description
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Non Diploma Consideration Checklist 1 9 13 final.docx	IGP-2/11/14

# Parent/Guardian

Student Search  
 Go

[Previous Search](#)  
[New Search](#)

**Current Student**

Name: LAST-1387727, FIRST  
State ID: 991387727  
DOB: 12/12/1990  
Site: 055034

- ▶ [Student Profile](#)
- ▶ [Jurisdiction](#)
- ▶ [Parent/Guardian](#)
- ▶ [Special Ed. Activity](#)

Save Close Cancel

## Parent/Guardian

**Title:** MS  
**First:** FIRST  
**Middle:** MIDDLE  
**Last:** LAST  
**Suffix:** X  
**Address:** 123 Some Rd  
**City:** City  
**State:** LOUISIANA  
**Zip Code:** 00000

Parent/Guardian information can still be edited in SER by the LEA.

Title and Suffix are optional, not required to enter in SER.

# Special Education Activity

- Sped Activity shows when a student entered and if the student exited special education

**Special Education Activity**

	Entry Date	Exit Date	Exit Reason
<a href="#">View / Edit</a>	1/11/1995	5/18/2012	Non-Diploma Certificate of Achievement

The sped activity is created when an initial IEP or the first IEP after a student was exited is submitted to SER.

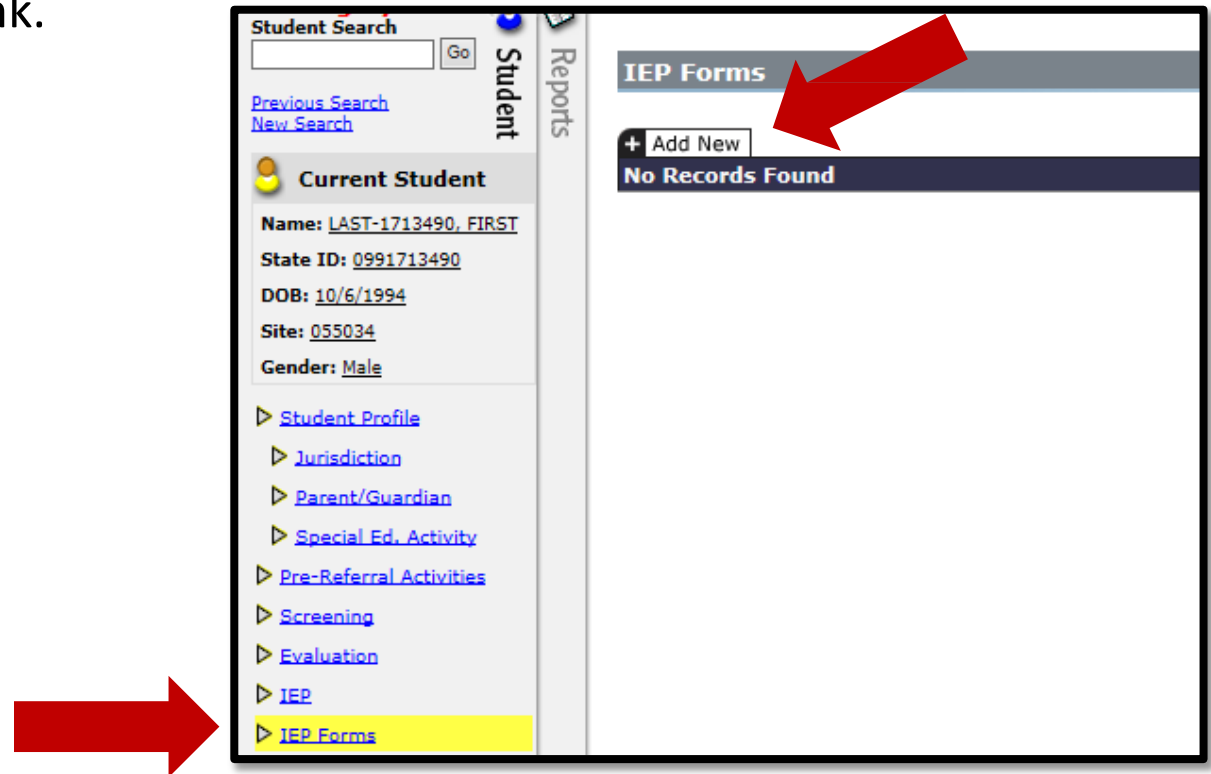
# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- **IEP Forms**
- Services
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support

# Creating IEPs

To create an IEP Form:

- Click on the IEP Forms link.
- Click the Add New tab.



# Creating IEPs

- The form will populate after clicking the Add New tab.

- The IEP Forms page will display information about the form.

SER Individualized Education Program | LA Department of Education

IEP Forms | 1. Transition Services | Validate | Official / Signed | Delete

System: Terrebonne Parish | Student Name: LAST-1713490, FIRST | Grade: [add/delete forms to IEP](#)

Meeting Date(s): | DOB: 10/6/1994 | Local Id: 000000000

*In order to protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information.*

**Transition Services**

Date of Student Invitation:

Method of Student Invitation:

Anticipated Exit Date:

**IEP Forms**

+ Add New

Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	Create Date
<a href="#">Edit</a>	<a href="#">Print</a>		Draft	N	9/4/2015 8:48:57 AM

# IEP Validation Page

- Before an IEP can be made official, it must first be validated to ensure that all required information has been entered and all rules have been met
- Forms that have passed validation are indicated by a green check
- Forms that do not pass validation are indicated by a red 'X'
- Forms that have potential errors but can still pass validation are indicated with a yellow exclamation point
- Once all errors are resolved, the Make This IEP Official button will display
- If a user has access to submit IEPs, the Submit to SER button will display after the IEP is made official

# Adding/Deleting Forms to the IEP Form

- Additional forms can be added or deleted to the IEP
- Click the Add/Delete Forms to IEP link in the top right corner of the IEP
- Check a form to add it to the IEP; uncheck a form to delete it
- If a form is added, it will display in the IEP Forms list

Save Cancel

Click to add or remove forms from this IEP  
note: Some forms cannot be removed.

Site Determination  
 Progress Reports  
 Act 833  
 LAA 1

**WARNING:**  
Removing a form will delete that form's data permanently.

IEP Forms

1. Transition Services
2. General Student Information
3. Instructional Plan
4. Accommodations
5. Program Services
6. Placement / Least Restrictive Environment
7. Site Determination
8. Extended School Year Services (ESYS)
9. Progress Reports

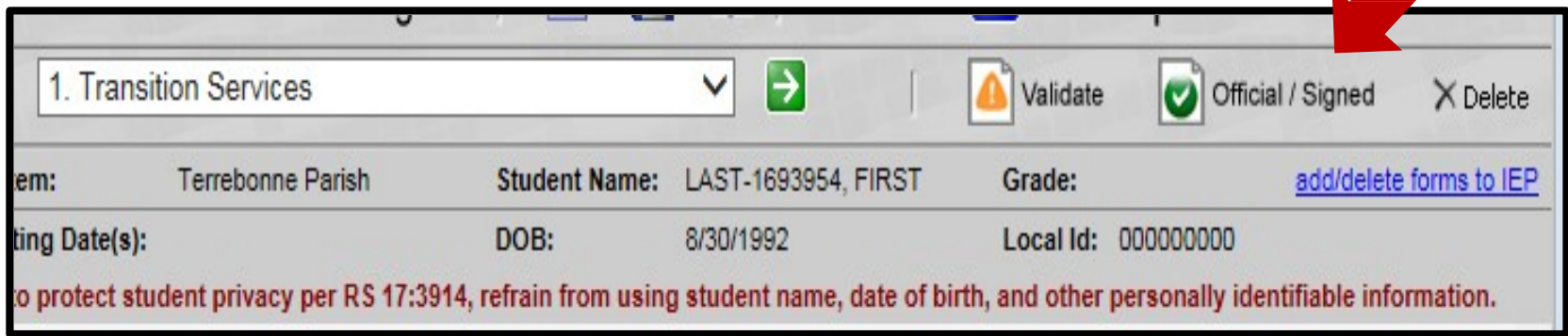
System Meeting In order to Transition S

Site Determination form listed  
in IEP Forms list selection



# Submitting IEPs

- To change a draft IEP to an official IEP, click the Official/Signed button



The screenshot shows a toolbar for an IEP record. The dropdown menu is set to "1. Transition Services". The toolbar contains buttons for "Validate" (with a warning icon), "Official / Signed" (with a green checkmark icon), and "Delete" (with an 'X' icon). A red arrow points to the "Official / Signed" button. Below the toolbar, the record details are displayed: "Terrebonne Parish", "Student Name: LAST-1693954, FIRST", "Grade: add/delete forms to IEP", "DOB: 8/30/1992", and "Local Id: 000000000". A red warning message at the bottom states: "to protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information."

- Once the IEP is official, it can be submitted to SER

+ Add New		Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER
<a href="#">View</a>	<a href="#">Print</a>	1/1/2007	Regular - Initial	2nd - Second	Official	N

# Submitting IEPs

- Click the Submit to SER button to submit the IEP

The screenshot shows the top navigation bar of the LA Department of Education system. It includes a search icon, the text 'LA Department of Education', and two buttons: 'Amend' and 'Submit to SER'. A red arrow points to the 'Submit to SER' button. Below the navigation bar, a user profile section displays 'SAMPLE, FIRSTNAME' and 'Grade: 2nd - Second', along with a date '3/1986' and 'Local Id: 9805590'.

- Once submitted, the N under the Submitted to SER column will change to a Y

Team Meeting Date	IEP Type	Current Grade	Status	Submitted To SER	Create Date
10/21/2014	Regular - Review	12th - Twelfth	Official	Y	9/30/2014 4:07:35 PM

# Amendments

- When an IEP requires changes after being made official, the IEP must be amended
- Click View to open the official IEP and click the Amend button to amend the IEP
- The IEP status changes from Official to Amended-Draft
- Once changes are made, the user must document the following on the Amendments form:
  - How the parent was informed of the change
  - An explanation of what was changed and why
- After validating the amendment, the amended IEP must be made official
- There is no limit to the number of amendments created

**NOTE: The Team Meeting Date does not change with amendments.**

# Amendments

SER Individualized Education Program | LA Department of Education

IEP Forms | 1. Transition Services | Amend | Submit to SER

System: Bossier Parish | Student Name: SAMPLE, FIRSTNAME | Grade: 2nd - Second  
Meeting Date(s): 1/1/2007 | DOB: 6/23/1986 | Local Id: 9805590

IEP Forms

- 1. Transition Services
- 2. General Student Information
- 3. Instructional Plan
- 4. Accommodations
- 5. Program Services
- 6. Placement / Least Restrictive Environment
- 7. Extended School Year Services (ESYS)
- 8. Prograss Reports

Transition S - Form Amendments -

Amendment form added when the IEP is amended.

SER Individualized Education Program | LA Department of Education

IEP Forms | 8. Form Amendments | Validate | Official / Signed | Delete

System: Bossier Parish | Student Name: SAMPLE, FIRSTNAME | Grade: 2nd - Second  
Meeting Date(s): 1/1/2007 | DOB: 6/23/1986 | Local Id: 9805590

IEP Form Amendments

Parent Contact Method	IEP Section/ Page Amended	Explanation	Date
- SELECT ONE -	Transition Services		3/13/2007 1:03:55 PM

Parent contact method and explanation is required to validate the amended IEP.

# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- **Services**
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support

# Student Services

A listing of a student's services is found under the Service link.

- Services displayed come from services listed on the student's IEP.
- Services must be entered manually; they are not pulled in from the IEP.
- Service listing will display the most recent service first followed by each preceding service.

# Adding Services

When to add a new service:

- After claiming jurisdiction on a student new to your LEA
- After an initial IEP is completed for a student new to special education
- After a student becomes eligible for a new service
  - e.g., Student now qualifies for Adapted Physical Education when s/he did not initially qualify

To add a new service, click the Add New button at the top of the Service listing.

# Adding Services

The screenshot shows the SER web application interface. The top navigation bar includes 'SER', 'New Student', and 'LA Department of Education'. The left sidebar contains a 'Student Search' section and a 'Current Student' profile for 'LAST-1967365'. The main content area is titled 'Person with IEP Authority' and includes an 'SSN' input field. Below this is a 'Service' section with a table and an 'Add New' button circled in red. A blue callout box points to the SSN field, and another blue callout box explains the requirement to add new services.

Person with IEP Authority

SSN:

Service

+ Add New

Service	Start Date	End Date	Termination Reason	Provider SSN	Provider Name
---------	------------	----------	--------------------	--------------	---------------

The teacher of record can be entered in this field.

You must add a new service for each service that a student receives, including special transportation. Services are found on the Program Services page of the student's IEP.



# Adding Services

After clicking the Add New tab, the Service page will populate.

- The Service Recipient is defaulted to Student.
- Enter the information for the required fields then click Save.
- **You must add a new service for each service the student receives.**

# Adding Services

SER LA Department of Education

**Student Search**   **Student Reports**

[Previous Search](#)  
[New Search](#)

**Current Student**

Name: LAST-1819937,  
FIRST  
State ID: 991-81-9937  
DOB: 5/3/1994  
Site: 017056  
Gender: Male

- ▶ [Student Profile](#)
- ▶ [Jurisdiction](#)
- ▶ [Parent/Guardian](#)
- ▶ [Special Ed. Activity](#)
- ▶ [Pre-Referral Activities](#)
- ▶ [Screening](#)
- ▶ [Evaluation](#)
- ▶ [IEP](#)
- ▶ [IEP Forms](#)
- ▶ [Services Plan \(Private\)](#)
- ▶ **[Service](#)**
- ▶ [ESYS](#)

**Service**

**Service:**

**Service Recipient:**

**Service Location:**

**Start Date:**

**Provider SSN:**  -  -

**Service Terminated:**  (check if yes)

Enter the information for each field, then click Save.

Do not assign dummy SSNs for service providers!

# Terminating Services

- To terminate a service, click View/Edit next to the service that should be terminated.
- Check the Service Terminated box to display the End Date and Termination Reason fields.
- Enter an end date and termination reason then click Save.

# Terminating Services

The screenshot displays the SER web application interface. On the left, there is a sidebar with navigation options: 'Testing System Student Search', 'Current Student' (with details for LAST-1661713, FIRST, State ID: 991-66-1713, DOB: 9/28/1992, Site: 055036, Gender: Male), and a list of menu items including 'Student Profile', 'Jurisdiction', 'Parent/Guardian', 'Special Ed. Activity', 'Pre-Referral Activities', 'Screening', 'Evaluation', 'IEP', and 'IEP Forms'. The main content area is titled 'Service' and contains a form with the following fields: 'Service' (dropdown menu set to 'Special Education Instruction'), 'Start Date' (text box with '9/20/2012'), 'Service Terminated' (checkbox checked with '(check if yes)'), 'End Date' (text box with '5/22/2013'), and 'Termination Reason' (text box with 'Progress Indicates Serv no Longer Needed'). A red arrow points to the 'Service Terminated' checkbox. Below the form is a 'Service Providers' section with an 'Add New' button and a table with columns: 'Service Recipient', 'Service Location', 'Provider SSN', and 'Provider Name'. The table contains one row: 'Student', 'Special Class', 'XXX-XX-4594'. At the bottom, there is a 'Record Information' section with 'Created On: 10/5/2012 8:50:39 AM' and 'Created By: F055301'. A blue callout box on the right contains the text: 'End date and Termination Reason fields will appear when you check the Service Terminated box.'

# Bulk Update

Service Provider Bulk Update allows you to reassign multiple students from an old provider to a new provider.

- **Useful for transferring caseloads from one provider to another**
- Found under Tools

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** Contains navigation icons (back, forward, refresh, search, home, help) and a "Logoff" button.
- Page Header:** Displays "Tools LA Department of Education". A red arrow points to the "Tools" link.
- Left Navigation Panel:** Includes "Student Reports" and "t". A red arrow points to the "Service Provider Bulk Update" link in the main content area.
- Main Content Area:** Titled "User Tools", it lists the following links and descriptions:
  - [Ad Hoc Count Management](#): Click here to go to the Ad Hoc Count Management Page.
  - [LEA Import](#): Click here to go to the LEA Import.
  - [LEA Export](#): Click here to go to the LEA Export.
  - [LEA File Share](#): Click here to go to the LEA File Share.
  - [Batch/XML File Layouts](#): Click here to go to the Batch/XML File Layouts.
  - [Service Provider Bulk Update](#): Click here to go to the Service Provider Bulk Update Page.
  - [IEP Form Change Requests](#): Click here to review your submitted change requests.
  - [IEP Form Delete Requests](#): Click here to review your submitted IEP Form delete requests.

# Bulk Update

You must have the SSNs of the old provider and the new provider to use this feature.

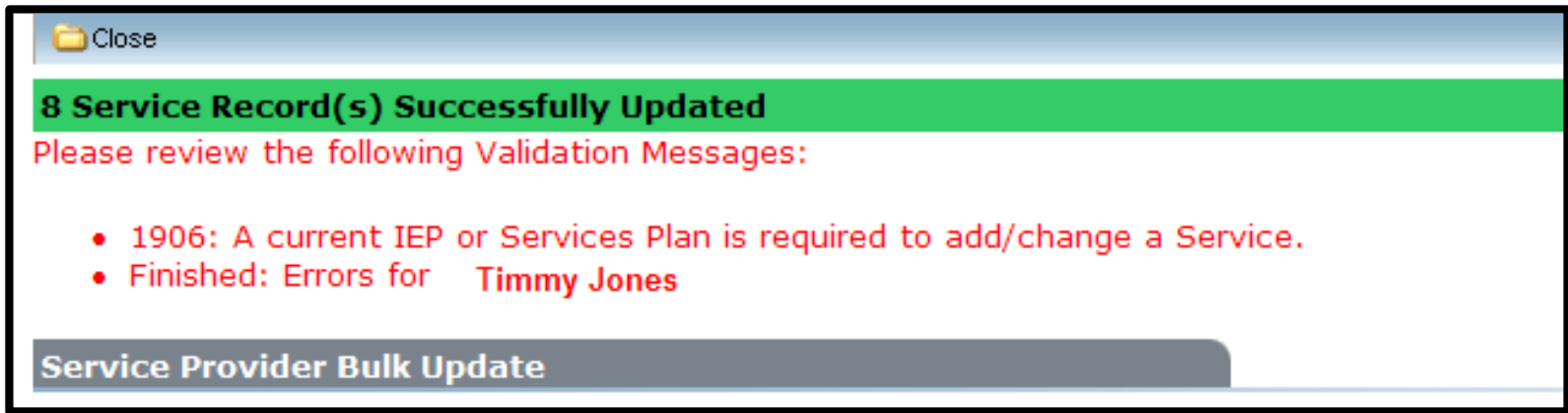
Click Get Student List to pull up the provider's case load.

You can pick the students you want to reassign, or you can click Select All to reassign all students.

The screenshot shows a web application window titled "Service Provider Bulk Update". At the top, there is a "Close" button. Below the title bar, the "LEA:" field is set to "999- Your LEA here". The "Original Provider SSN:" field contains "555-55-5555", and the "Teachername, First Middle" field is highlighted in yellow. A "Get Student List" button is visible, with a red arrow pointing to it. Below this, the "Update service for:" section displays a grid of student records, each with a checked checkbox and fields for "Student Name", "Birth Date", "Service: Counseling Services", and "Start Date". At the bottom, the "New Provider SSN:" field contains "444-44-4444", and the "Service Start Date:" field is set to "12/20/2008". There are "Change Provider" and "Clear Student List" buttons at the very bottom.

Student Name	Birth Date	Service	Start Date
<input checked="" type="checkbox"/> Student Name	12/23/1990	Counseling Services	08/05/2008
<input checked="" type="checkbox"/> Student Name	11/22/1990	Counseling Services	08/05/2008
<input checked="" type="checkbox"/> Student Name	07/12/1992	Counseling Services	08/05/2008
<input checked="" type="checkbox"/> Student Name	03/04/1993	Counseling Services	08/19/2008
<input checked="" type="checkbox"/> Student Name	12/22/1992	Counseling Services	09/29/2008
<input checked="" type="checkbox"/> Student Name	11/15/1991	Counseling Services	08/05/2008

# Bulk Update



- Number of records updated successfully are highlighted in green.
- If a student's record was not updated, a validation error will appear and include the reason along with the student's name.

# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- **Troubleshooting Errors**
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- Communications and Support



# Error Codes

When entering actual data, you may experience errors with your data.

## **How do you correct data errors?**

- Refer to the complete list of error codes listed in Appendix D of the SER User Guide or the IEP User Guide.
- Read the definition and solution next to the error code name in search of a resolution.
- Compare your entry steps to suggested steps in the user guide.
- If the error is from the IEP form, use help instructions within the IEP for additional information.

# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- **Role of the Coordinator**
  - **Data Collection Timeline**
    - Managing Compliance
- Communications and Support

# Data Collection Timeline

Annually, data are collected in one of two ways:

- During scheduled data collection periods (SIS, SPC, CUR, PEP, CVR, TSDL, AFR)
- Daily for systems with no scheduled collection periods (SER, STS)

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Dropout Correction (Prior Year)												
	October 1					February 1 MFP						
	October 1 CLASS (formerly "LEADS")							CVR				
	PEP Budgeted											
	PEP October 1 CLASS (formerly "LEADS")											
	TSDL					TSDL						
		BOR				BOR					BOR	
								End-Of-Year				
	Dropout Correction											
	AFR											

# Data Collection Timeline

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Oct 1											

## October 1 Collection (Early August to Late October)

- **SIS:** Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data (MFP)
- **SPC:** Planned calendars
- **PEP:** Teacher Data (Budgeted)
- **SER:** SPED Data (IDEA Child Count)

# Data Collection Timeline

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
						February 1 MFP						

## February 1 MFP Collection (Mid-January to Late February)

- **SIS:** Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data (MFP)
- **SPC:** Planned calendars
- **SER:** SPED Data (MFP Child Count)

# Data Collection Timeline

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
								End-Of-Year				

## End-Of-Year-EOY (Mid-March to Mid-July)

- **SIS:** Final Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data
- **SPC:** Final Calendars
- **PEP:** Final Teacher and Staff Data
- **SER:** Final SPED Data

# Data Collection Timeline

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	Oct 1											

## October 1 IDEA Child Count

- Reports to Run:
  - **IDEA:** Counted, Not Counted, Listing by Teacher, and Summary
  - **New FAPE:** Counted, Not Counted, and Summary
  - **Fed Eval:** Listing Pub/Private and Summary Pub/Private
  - **Cross Check:** SER/SIS, SER/SIS (Child Count Compare), SIS/SER
  - **Personnel:** Table 2 Detail, Table 2 Summary, IDEA Services Listing

# Data Collection Timeline

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
						February 1 MFP						

## February 1 MFP Child Count

- Reports to Run:
  - **MFP:** Counted, Not Counted, and Summary
  - **Gifted/Talented Reports**
  - **Cross Check:** SER/SIS, SER/SIS (Child Count Compare), SIS/SER



# Data Collection Timeline

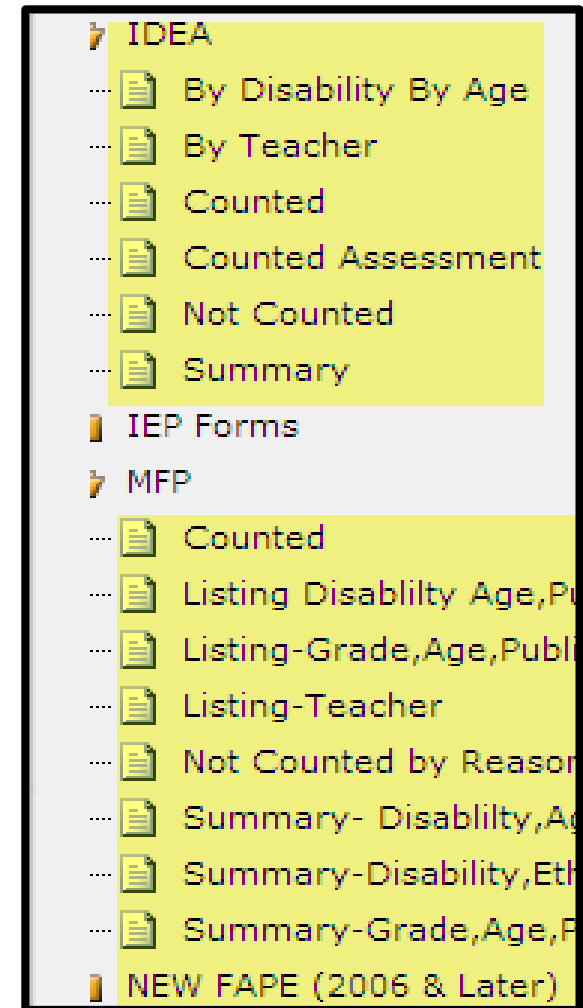
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
								End-Of-Year				

## End-Of-Year-EOY

- Reports to Run
  - **ESY**
  - **Post School Transition:** PST Missing, PST Listing, P/G Listing, and P/G Missing
  - **Exit:** Counted, Summary, and SER/SIS Exit Cross Check
  - **Discipline**
  - **Purge**
  - **SPP Indicator 11**
  - **Part C Transition** (if applicable)

# Child Count Reports

- Counted report is an alpha listing of all the students included in your child count.
- Not Counted report is a list of students not included in child count by reason.
- Listing by teacher is used to ensure that students are assigned to the correct teachers (LEADS).
- Summary report provides a child count total by race, exceptionality, gender, etc.



# Child Count Reports: Counted Report

- Looks at a student's record as if the present day was the count date (October 1 or February 1)
- To be included in the child count, a student must have in SER:
  - **A current evaluation**
  - **A current IEP**
  - **Open services on or before the count date**
- Should be reviewed to verify the list is accurate
  - Students who should be counted are on the list
  - Students who should not be counted are not on the list
  - Student counts are subject to audits

# Child Count Reports: Not Counted Report

- Also looks at a student's record as if the present day was the count date (October 1 or February 1)
- Groups students by reason
- Reason prompts necessary action to resolve the error
- Students move to the Counted Report once all errors corrected

# Not Counted Reports

The report looks at each student as though today's date is 10/1 (the IDEA count date).

Alphabetical Listing of Students Not Counted by Reason

\*\* Count Date: 10/01/2010 \*\*

School System: *Jefferson Parish*

Reason: Invalid IEP/placement and/or services plan

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/Service Plan Date	Exceptionality
LAST-2040343	FIRST	MIDDLE	992-04-0343	000000000		11/06/1996	13	09/30/2009	Emotional Disturbance
LAST-2040861	FIRST	MIDDLE	992-04-0861	000000000		02/03/2000	10	09/29/2009	Specific Learning Disabilities
LAST-2040749	FIRST	MIDDLE	992-04-0749	000000000		11/14/1999	10	09/22/2009	Specific Learning Disabilities
LAST-2040798	FIRST	MIDDLE	992-04-0798	000000000		12/03/2004	05		Developmental Delay
LAST-2041287	FIRST	MIDDLE	992-04-1287	000000000		12/29/2005	04		Speech or Language Impairments
LAST-2041948	FIRST	MIDDLE	992-04-1948	000000000		02/11/2004	06	09/30/2009	Speech or Language Impairments
LAST-2043708	FIRST	MIDDLE	992-04-3708	000000000		09/24/1992	18		Other Health Impairments
LAST-2044139	FIRST	MIDDLE	992-04-4139	000000000		01/04/2005	05		Speech or Language Impairments
LAST-2047170	FIRST	MIDDLE	992-04-7170	000000000		12/25/2003	06		Mental Disabilities
LAST-2048401	FIRST	MIDDLE	992-04-8401	000000000		09/26/2005	05		Developmental Delay
LAST-2048702	FIRST	MIDDLE	992-04-8702	000000000					Emotional Disturbance
LAST-2048835	FIRST	MIDDLE	992-04-8835	000000000					Developmental Delay
LAST-2049831	FIRST	MIDDLE	992-04-9831	000000000					Developmental Delay
LAST-2049791	FIRST	MIDDLE	992-04-9791	000000000					Specific Learning Disabilities
LAST-2049970	FIRST	MIDDLE	992-04-9970	000000000		07/24/2000	10		Specific Learning Disabilities
LAST-2050082	FIRST	MIDDLE	992-05-0082	000000000		04/24/2006	04		Developmental Delay
LAST-2050536	FIRST	MIDDLE	992-05-0536	000000000		05/15/2002	08		Specific Learning Disabilities
LAST-2050540	FIRST	MIDDLE	992-05-0540	000000000		12/19/2000	09		Specific Learning Disabilities
LAST-2050819	FIRST	MIDDLE	992-05-0819	000000000		04/23/2006	04		Developmental Delay
LAST-2050820	FIRST	MIDDLE	992-05-0820	000000000		09/21/2006	04		Developmental Delay
LAST-2051260	FIRST	MIDDLE	992-05-1260	000000000		02/01/2001	09		Specific Learning Disabilities

BECAUSE....

If today were 10/1, they would not have a current IEP/SP.

Run Date: 9/6/2010 8:44:55 AM      Count Run Date: 10/01/2010      Page 13 of 18

# Not Counted Reports

School System: [REDACTED]

**Reason: No active services found as of count**

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	Current DRDS Date	Exceptionality
LAST-1997359	FIRST	MIDDLE	991-99-7359	000000000	[REDACTED]	04/12/2002	08	03/18/2010	Specific Learning Disabilities
LAST-2000488	FIRST	MIDDLE	992-00-0488	000000000	[REDACTED]	11/08/2004	05	02/21/2008	Speech or Language Impairments
LAST-2001179	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	11/21/1993	16	01/23/2009	Mental Disabilities
LAST-2004848	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	03/20/2003	07	05/31/2010	Speech or Language Impairments
LAST-2018410	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	05/15/1995	15	03/17/2009	Specific Learning Disabilities
LAST-2026028	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	09/07/2004	06	04/01/2009	Developmental Delay
LAST-2032729	FIRST	MIDDLE	992-03-2729	000000000	[REDACTED]	04/13/1991	19	05/29/2009	Mental Disabilities
LAST-2038887	FIRST	MIDDLE	992-03-8887	000000000	[REDACTED]	12/12/2005	04	11/19/2009	Developmental Delay

Look up students to see why no services are open.

Total Students Not Counted: 339

**Reason: Primary Exceptionality is Developmental Delay and student's age is greater than or equal to 9.**

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/ *Service
LAST-1850857	FIRST	MIDDLE	991-85-0857	000000000	[REDACTED]	02/02/1999	12	03/18/2010

contact your pupil appraisal staff to do a reevaluation on this student

# Cross Check Reports

There are four types of Cross Check Reports:

- **General Reports**

- SER/SIS Cross Check: Compares current SER data to SIS data for active students with a current IEP
- SER/SIS Cross Check (Child Count Compare): Compares the current SER child count to SIS data as of the count date
- SIS/SER Cross Check: Compares current SIS data to SER data with active enrollments

- **Exit Report**

- SER/SIS Exit Cross Check:           Compares exit reasons of SIS and SER

**Due to system changes per Act 837, cross check reports will no longer display discrepancies in PII.**

# SER/SIS Cross Check Report

- Compares current SER data to SIS data for active students with a current IEP
  - Finds students who moved to another LEA
    - Displayed in the SER Site/SIS Site Column
  - Identifies students who withdrew/did not return
    - Displayed in the Not Found in SIS Column



# SER/SIS (Child Count Compare) Cross Check Report

- Compares the current SER child count to SIS data as of the count date
  - Use for IDEA (October 1 Count) and MFP (February 1 Count)
  - **Used to audit IDEA and MFP funding**
  - For IDEA and MFP counts SER and SIS should match
    - No errors should be reported

# SER/SIS Cross Check Report

## Examples of SER/SIS Cross Check Discrepancies (General & Child Count Compare)

SER Last Name / SIS Last Name	SER First Name / SIS First Name	State ID / Local ID	SER Site / SIS Site	SER Birth Date / SIS Birth Date	SER Ethnicity / SIS Ethnicity	SER Gender / SIS Gender	SER Jur / SIS LEA	Not Found in SIS	SER Profile Grade / SIS Grade
Example 1			026017	12/26/1997	Black or African American	M	026	X	09
Example 2									T9 09
[Redacted]			026000	7/30/2010	White	F	026	X	20
[Redacted]			026000	2/17/2012	Hispanic/Latino	M	026	X	20
[Redacted]			026000	9/19/2011	White	M	026	X	20
Example 3			026116 026043						

Remember the Child Count Compare Cross Check displays students with discrepancies included in your Child Count. Therefore that report must be blank!

# SIS/SER Cross Check Report

- Compares current SIS data to SER data with active enrollments
  - Identifies students who have moved to your LEA who may need services
  - Helps assure students are being provided FAPE
  - Helps prevent out of timeline evaluations and IEPs

# SIS/SER Cross Check Report

## Examples of SIS/SER Cross Check Discrepancies:

SIS Last Name / SER Last Name	SIS First Name / SER First Name	SIS State ID / State ID	SIS Site / SER Site	SIS Birth Date / SER Birth Date	SIS Ethnicity / SER Ethnicity	SIS Gender / SER Gender	SIS LEA / SER Jur	SIS Grade / SER Profile Grade
Example 1			369003 369002					
Example 2			369003 369002					
Example 4				5/27/2004 5/24/2004				04 03
Example 3			369001 369002					
Example 5					Hispanic/Latino, Native Hawaiian or other pacific islander Hispanic/Latino			

# SER/SIS Exit Cross Check Report

- Compares SER exit data to SIS exit data
  - Count date as of June 30<sup>th</sup>
  - Exits reported for students 14 and older
  - Compares only certain exits from SER
    - **HS diploma**
    - **Moved out of State/Known to be Continuing**
    - **Certificates of Achievement, LHSD**
    - **Death**
  - SER exit reason must be comparable to SIS exit reason

# SER/SIS Exit Cross Check Report

Examples of Exit Cross Check Discrepancies:

Item number	SER Exit Date	SER Exit Reason	SIS Exit Reason
996 1	8/12/2010	Moved Out of State/Kwn to be Continuing	DID NOT RETURN TO SCHOOL BEFORE 10/01
993 2	11/16/2010	Moved Out of State/Kwn to be Continuing	TRANSFER TO PUB SCHOOL IN LOUISIANA
996 3	10/29/2010	Moved Out of State/Kwn to be Continuing	X
990 4	9/8/2010	High School Diploma	X
989 5	6/30/2010	Certificate of Achievement	X

# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- **Role of the Coordinator**
  - Data Collection Timeline
  - **Managing Compliance**
- Communications and Support

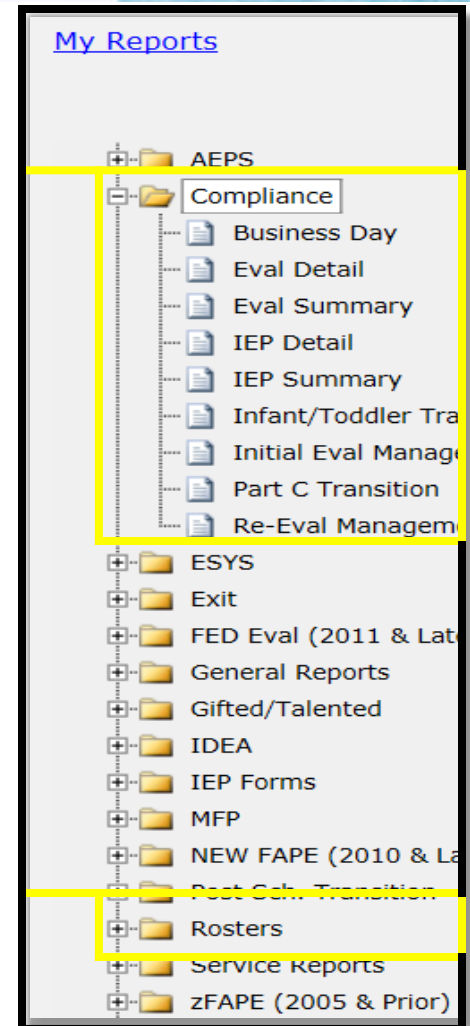
# Compliance Reports

- Compliance and management reports can be run as detail reports or summary reports
- Reports can be run monthly, quarterly, or yearly
- **Use the Milestone Benchmark Calendar for pertinent dates and when to run these reports.**
  - Posted on [INSIGHT](#)
  - Contains a high level yearlong checklist to meet data collection deadlines



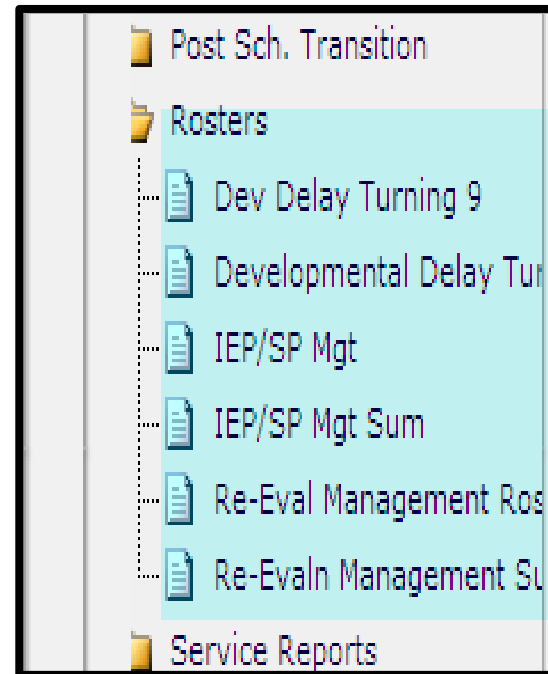
# Compliance Reports

- **Business Day:** timelines for evaluations for a calendar year
- **Eval Summary and IEP Summary:** compliance percentage (%) and number of students in and out of timelines for a given month
- **Evaluation and IEP:** detailed listing of students in and out of timelines for a given month
- **Initial Eval Management:** student listing of initial evaluations in process
- **Re-Eval Management:** three month view of evaluation compliance from the date generated
- **Rosters:** student IEP and evaluation anniversary date by school year



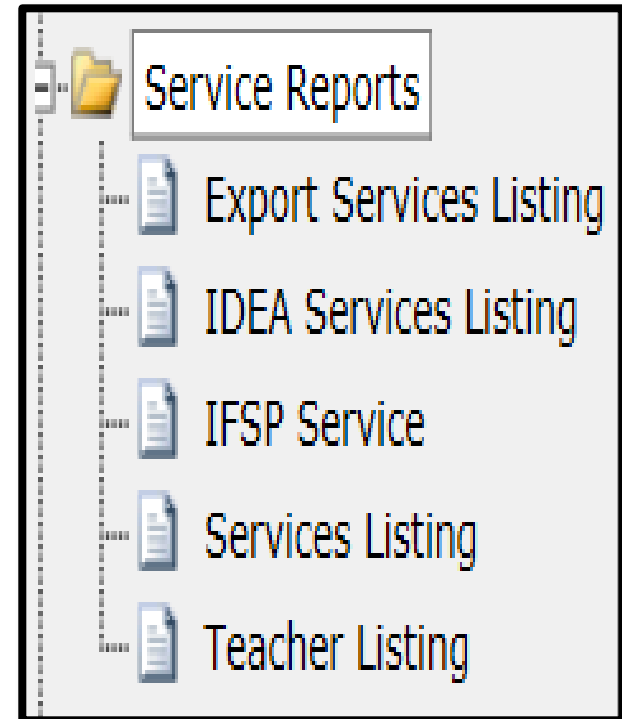
# Compliance Reports

- Developmental Delay (DD) Turning 9: Detail or summary of DD students turning 9 that must be reclassified or dismissed of the exceptionality
- IEP/SP Mgt: Detail or summary of IEPs for a school year
- Re-Eval Management: Detail or summary of re-evaluations for a school year
  - Can be customized to a date range.



# Compliance Reports

- **IDEA Services Listing: Listing of students in IDEA Child Count**
- Services Listing: Student case loads by services
- **Teacher Listing: Student case loads by teacher**



# Compliance Reports

Reports to Monthly:

Report Name	Report Folder
Initial Evaluation Compliance	Compliance
<b>Initial Evaluation Mgmt. Report</b>	Compliance
IEP Compliance (Detail and Summary)	Compliance
<b>Draft + SER Flag Report</b>	IEP Forms
IEP Benchmark	IEP Forms
<b>Re-Evaluation Mgmt. Roster</b>	Rosters
DD Turning 9	Rosters
<b>IEP/SP Mgmt. Report</b>	Rosters
<b>Business Day Table Report</b>	Compliance
Duplicate Students	General
Open Jurisdiction	General
Part C Transition (if applicable)	General

# General Reports Folder

- Includes many pertinent reports:
  - Act 833 Application – listing of eligible students and where 833 is being applied
  - Act 833 – student listing of Act 833 eligibility
  - Discipline: Detail and Summary
  - Alternate Assessment: LAA 1 Summary (Code), LAA 1, and LAA 2
  - Personnel: Table 2 Detail and Table 2 Summary
  - Purge – listing of students to be purged (marked inactive)
  - Seclusion/Restraint: Detail and Summary
  - Cross Checks
  - SPP Indicator 11
  - **Student Audit** – history records on an individual student
  - **Student Detail** – high level information of student's record
  - **Student Profile** – listing of all students in an LEA, including exited students

# Agenda

- Gaining System Access
- Protecting Student Privacy
- Overall Functionality of SER
- Searching for a Student
- Claiming Jurisdiction/Adding a Student
- Student Options
- IEP Forms
- Services
- Troubleshooting Errors
- Role of the Coordinator
  - Data Collection Timeline
  - Managing Compliance
- **Communications and Support**

# Communication and Support

**2017-2018 SER User Guide**

**2017-2018 SER IEP User Guide**

**SER Contact:** [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)

**Accommodations and Assessment questions:** [Assessment@la.gov](mailto:Assessment@la.gov)

**Special Education questions:** [SpecialEducation@la.gov](mailto:SpecialEducation@la.gov)

**INSIGHT Portal:** <https://insight.doe.louisiana.gov/>