

# Louisiana Believes

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SER New User Training  
September 2016

# Objectives

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

- understand the overall functionality of SER, including its purpose, data collected, and timelines for collection.
- claim jurisdiction or add a new student in SER.
- manage student services.
- enter evaluations and submit IEPs to SER.
- troubleshoot common errors.
- manage compliance, state and federal reporting using SER reports.

# Agenda

- **Gaining System Access**
- **Overall functionality of SER**
- **Data Collection Timeline**
  - When, what, and where data is collected
- **Student Profile**
  - Searching for a student
  - Claiming jurisdiction
  - Adding a new student
- **Services**
  - Adding services
  - Terminating services
  - Service provider bulk update
- **Evaluations**
- **IEPs**
- **Addressing Errors**
- **Reports**

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# 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 can complete the [Security Request Form](#) and forward it to their local 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 are not to be shared among users.
  - User IDs may be revoked in any of the following circumstances:
    - After five unsuccessful sign-on attempts
    - After five resource access denials in one terminal session
    - At the scheduled end of temporary engagements
    - During an investigation of an actual or suspected security violation requested by management
    - Upon management request and/or direction due to termination

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

# 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	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			
IEP Form Writer			X	X	X	
IEP Form Approver			X	X	X	X

# 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**.



# Password Maintenance

Once permissions are assigned, users should ensure passwords are properly maintained.

- Passwords must be reset every 30 days.  
PRS User Guide: <https://password.doe.louisiana.gov/PRSHelp.pdf>
- If you have any questions or need additional assistance please contact the DOE Security Helpdesk at 342-1853 or [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov).

# Minimum Computer System Requirements

Minimum computer system requirements to access the LDOE Application Systems:

- **Browser:** LDOE Application Systems are optimized for Internet Explorer Version 9.0 or lower or later versions using Compatibility Mode
- **Screen Resolution:** The optimum screen setting is 1024 x 768 or higher
  - To adjust your resolution, right-click on your desktop, click Properties, then Settings
  - Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK
- **Software:** WinZip (preferred), PKZip (permitted)

For assistance, refer to any [LDOE Application System User Guide](#).

# Setting up Internet Explorer

Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level.
- Make sure the “Allow script-initiated windows without size or position constraints” option is enabled
- Also, make sure the “Display mixed content” option is enabled
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings
- Enter [leads3.doe.louisiana.gov](http://leads3.doe.louisiana.gov) in the “Address of Web site to allow” field
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker”

For assistance, refer to any [LDOE Application System User Guide](#).

# Setting up Internet Explorer

For **IE versions 8 through 10**, users must enable compatibility view by clicking the “Compatibility View” icon to the right of the address bar to access LDOE systems properly:

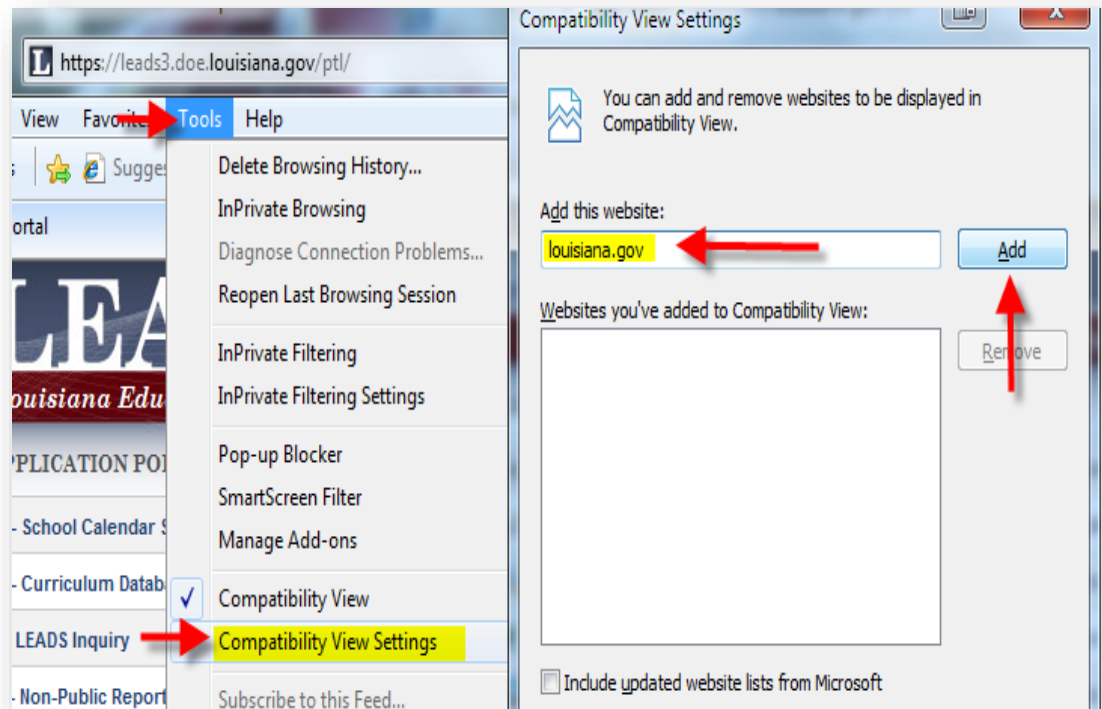


The browser should reload the page and begin displaying the page in compatibility view mode.  
For assistance, refer to any [LDOE Application System User Guide](#).

# Setting up Internet Explorer

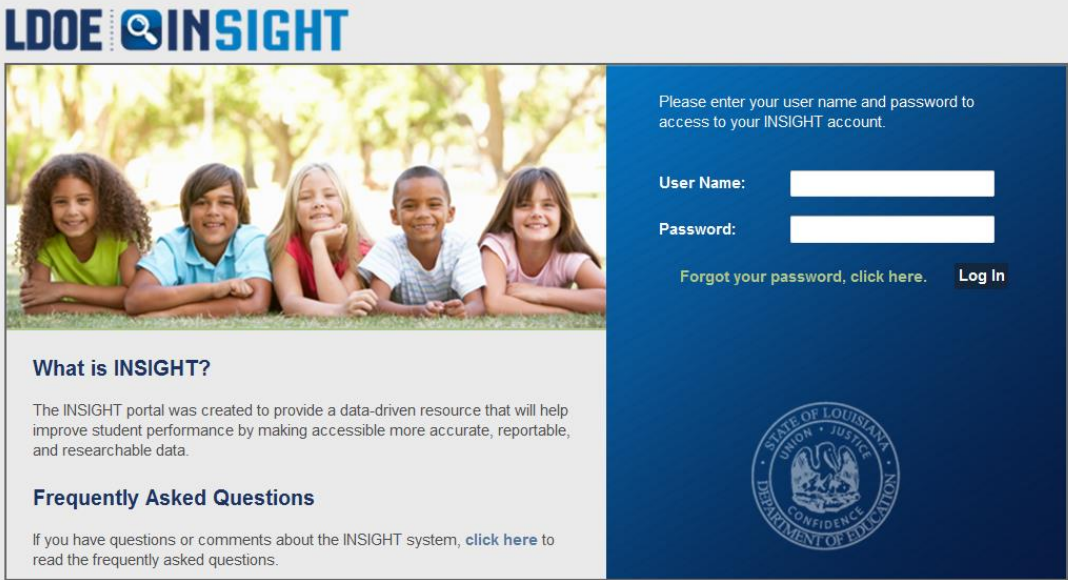
For **IE version 11**,

- Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option
- Then, in the text box under “Add this website”, enter Louisiana.gov and click the “Add” button
- Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE



For assistance, refer to any [LDOE Application System User Guide](#).

# Accessing LDOE INSIGHT Portal



**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](#)

<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*.

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

# 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 blue sidebar with the LDOE logo and a list of links: 'Lists', 'My Apps Calendar', 'Tasks', 'User Guides', and 'Resources'. A yellow arrow points from the bottom left towards the 'My Apps' tab. 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

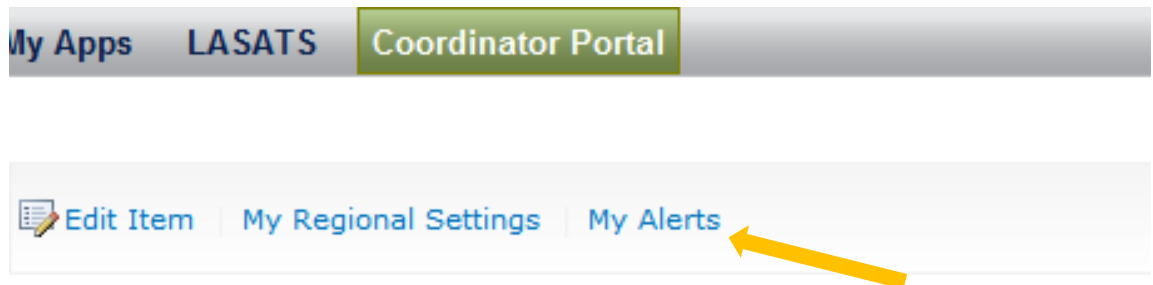
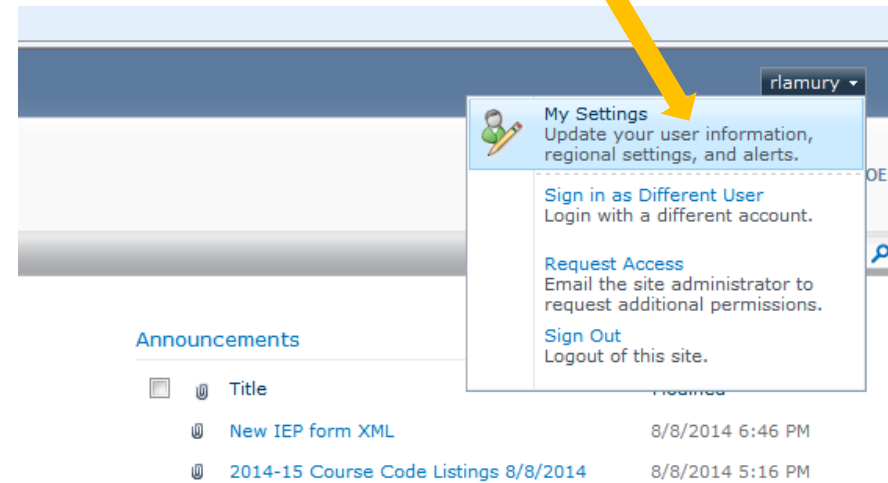
For assistance, contact your **local Security Coordinator**



# LDOE INSIGHT Coordinator Portal - Alerts

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

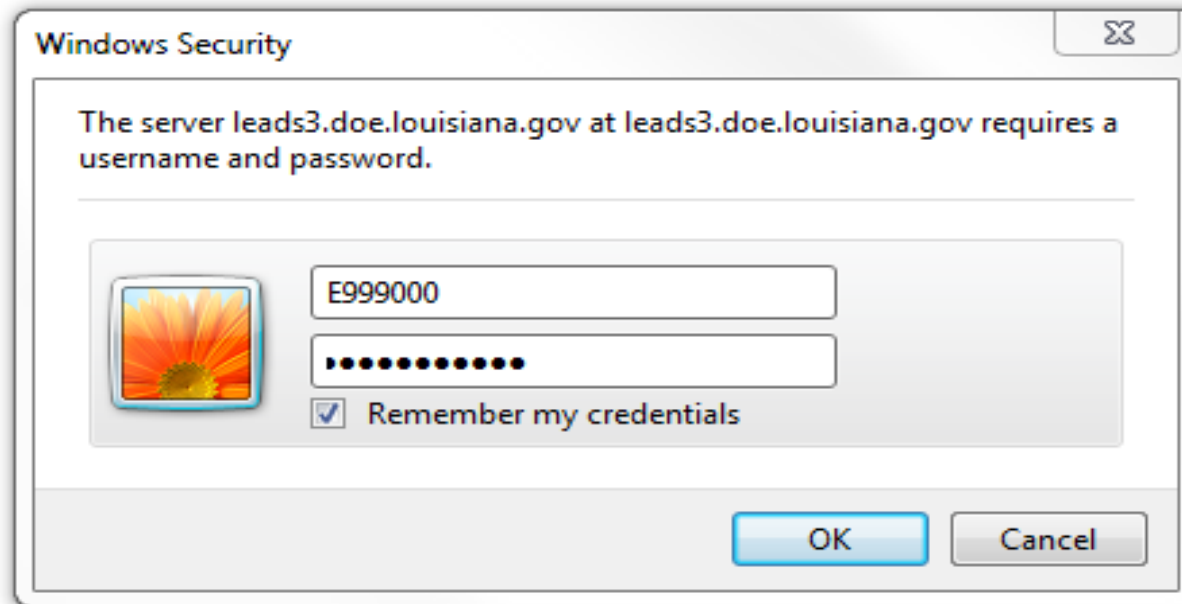
- Access the [LDOE INSIGHT Coordinator Portal](#).
- Click your user ID near the top, right of the screen.
- Select **My Settings**.
- Choose **My Alerts** to set which alerts you would like to receive.



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

# Accessing LDOE LEADS

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



For assistance, refer to any [LDOE Application System User Guide](#).

# Protocol for Addressing Security Issues

- For authorization access and security issues, users should first contact their **local Security Coordinator**.
- If the problem cannot be resolved, contact [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov) or the IT Helpdesk at (225) 342-1821.
- For additional information regarding security and how to access the LDOE application systems, refer to **Module 1 LDOE Data Systems Security and Access** located on the [LDOE INSIGHT Coordinator Portal](#) in the [shared documents](#) folder

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# SER System Description

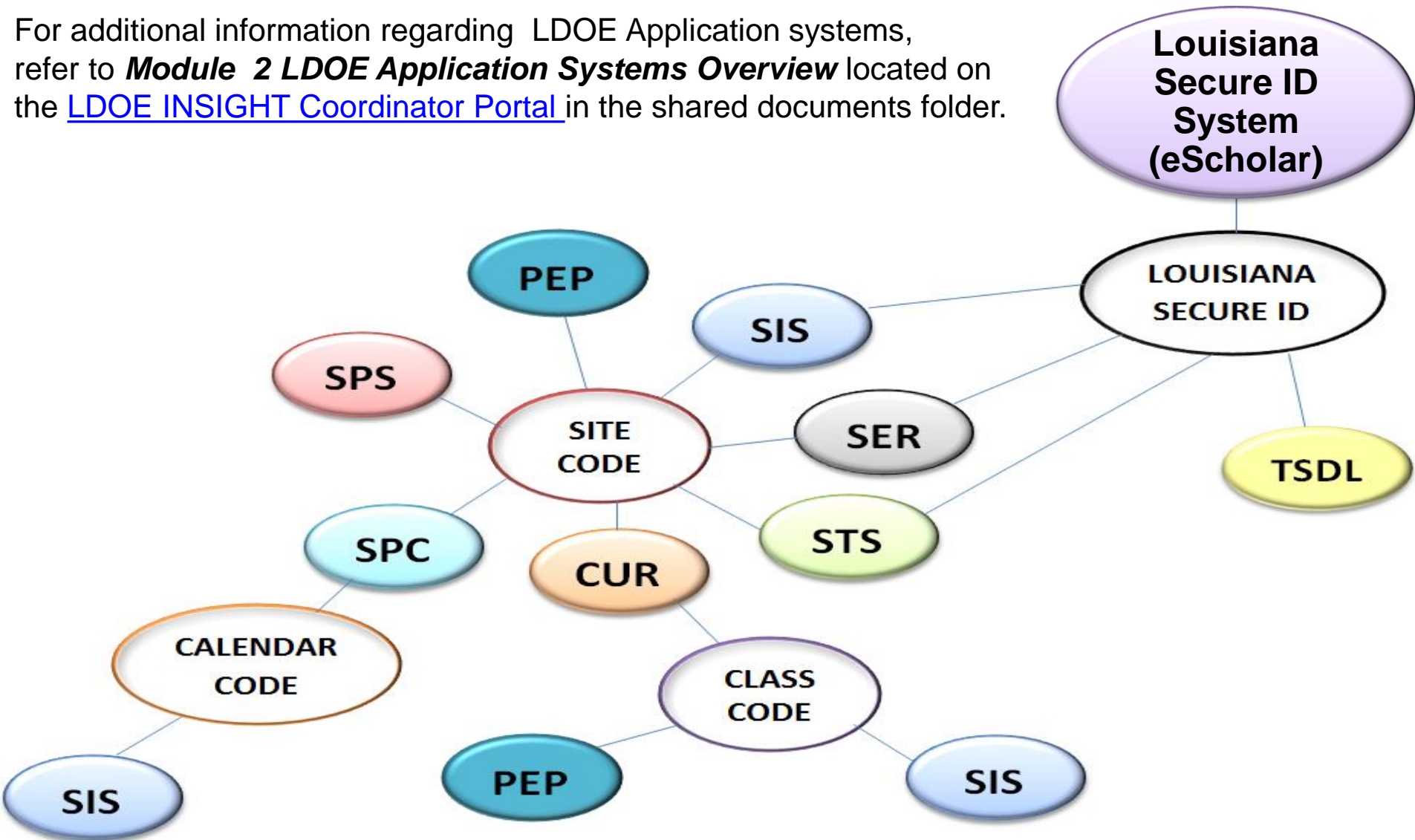
SER provides for the establishment of a statewide special education student database from which specified reports can be generated.

- Allows online, batch and XML submissions
- Web-based application
  - Link to SER: <https://serp.doe.louisiana.gov/ser>

SER can also be accessed through the [LEADS Portal](#) and [INSIGHT](#).

# LDOE Application Systems Linkage

For additional information regarding LDOE Application systems, refer to **Module 2 LDOE Application Systems Overview** located on the [LDOE INSIGHT Coordinator Portal](#) in the shared documents folder.



# 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

# Special Education Data Collected

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



# 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 '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16	Aug '16
Dropout Correction (Prior Year)													
	October 1 MFP					February 1 MFP							
	October 1 LEADS							CVR					
		TSDL				TSDL							
		BOR				BOR					BOR		
								End-Of-Year					
	Dropout Correction												
	AFR												

# Data Collection Timeline

Jul '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16	Aug '16
	October 1 MFP												

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

- **SIS:** Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data
- **PEP:** Teacher Data (Budgeted)
- **SER:** SPED Data (IDEA)

# Data Collection Timeline

Jul '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16	Aug '16
						February 1 MFP							

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

- **SIS:** Student Enrollment, Attendance, Discipline, Free/Reduced Lunch Data
- **SER:** SPED Data (MFP)

# Data Collection Timeline

Jul '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16	Aug '16
								End-Of-Year					

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

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

# Protecting Student Privacy

- Louisiana legislature passed [Act 837](#) (2014), which provides for limitations and prohibitions on the collection and sharing of student information.
- The law required the Department to create a system of unique student identification numbers by May 1, 2015.
- The law also required LEAs to assign unique student identification numbers to all students enrolled in public schools by June 1, 2015.
- After August 1, 2015 LEAs must have data sharing agreements with private entities for contracts managed by the Department, like the unique ID system (eScholar) and SER, before submitting data.
- After August 1, 2015 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 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**

SER Act 837 changes are presented in the [2015-2016 SER Enhancements](#) webinar under the Shared Documents folder on the [LDE INSIGHT Coordinator Portal](#).

# Act 837: Protecting Student Privacy

## System Changes to Comply with Act 837

- State ID field updated to hold student Louisiana Secure ID (unique ID)
- Legacy State ID field added to hold historical SSN
- Student PII no longer edited in SER
- SER updated nightly from the Louisiana Secure ID (LASID) System
- New students entered in SER validated against the UID system

# Act 837: Protecting Student Privacy

## Impact on LEAs

- Secure ID replaced student SSN as State ID
- SSN stored in a new location known as the Legacy State ID
- New students must be assigned a Secure ID before being entered.
- LEAs can still view (but not edit) student PII.\*  
Example: John Smith, dob: 4/15/00
- LEAs can still view and edit parent/guardian information.
- After August 1, LEAs must only provide Secure ID to the Department when requesting support or assistance unless otherwise allowed by law.
- LEAs should not enter PII in IEP text boxes.

*\*PII data will be updated nightly from the Louisiana Secure ID System*



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# 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

Special Education Reporting System (SER) - Windows Internet Explorer

SER | New Student

Student Search

Go

Previous Search  
New Search

Current Student

Name:  
State ID:  
DOB:  
Site:  
Gender:

Student Profile  
Jurisdiction  
Parent/Guardian  
Special Ed. Activity  
Pre-Referral Activities  
Screening  
Evaluation  
IEP  
IEP Forms  
Services Plan (Private)

Regular Search

State ID: 0123456789

Legacy State ID:

First:

Middle:

Last:

Suffix:

LEA of Jurisdiction:

Receiving Rel Serv/  
Medicaid:

Search Clear [Switch to Advanced Mode](#)

+ Add New Student

State ID	Name	Birth Date	Gender
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# Searching for a Student Advanced Mode

**Advanced Search**

**State ID:**

**Legacy State ID:**

**First:**

**Middle:**

**Last:**

**Suffix:**

**LEA of Jurisdiction:**

**Receiving Rel Serv/  
Medicaid:**

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**Gender:**

**Ethnicity:**

**Hispanic/Latino:**


**American Indian or  
Alaskan Native:**

**Asian:**

**Black or African  
American:**

**Native Hawaiian or other  
pacific islander:**

**White:**

**Date of Birth:**  

**School Code:**

**Previous LEA of  
Jurisdiction:**

**Local Student ID:**

**Show Inactive:**  (check to show inactive)

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[Switch to Regular Mode](#)

# 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
- Click Save

# Claiming Jurisdiction

Reports

**Regular Search**

State ID:

Legacy State ID:

First:

Middle:

Last:

Suffix:

LEA of Jurisdiction:

Receiving Rel Serv/ Medicaid:

Search Clear [Switch to Advanced Mode](#)

**My Recent Students**


4/2/15 [FAIRBANKS, CASS 0123456789](#)

+ Add New Student

**Found 1 Students** [View All](#)

State ID	Name	Birth Date	Gender	Ethnicity	Jurisdiction	Site	Last IEP/SP	Last Eval
<a href="#">0123456789</a>	FAIRBANKS , CASS WALTON	4/15/05	Male	White	3A4 - Delta Charter Group	3A4001		

1



# Claiming Jurisdiction

Student Search

Go

Student Reports

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

Save Close Cancel Delete

**Jurisdiction**

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

Begin Date: 8/11/2010

End Date:

Local Student ID: 000000000

School Code: 017056  
McKinley Senior High School

Change Student to a New Site

**Record Information**

Created On: 8/3/2010 1 E017082  
Modified On: 8/3/2010 1 E017082

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.

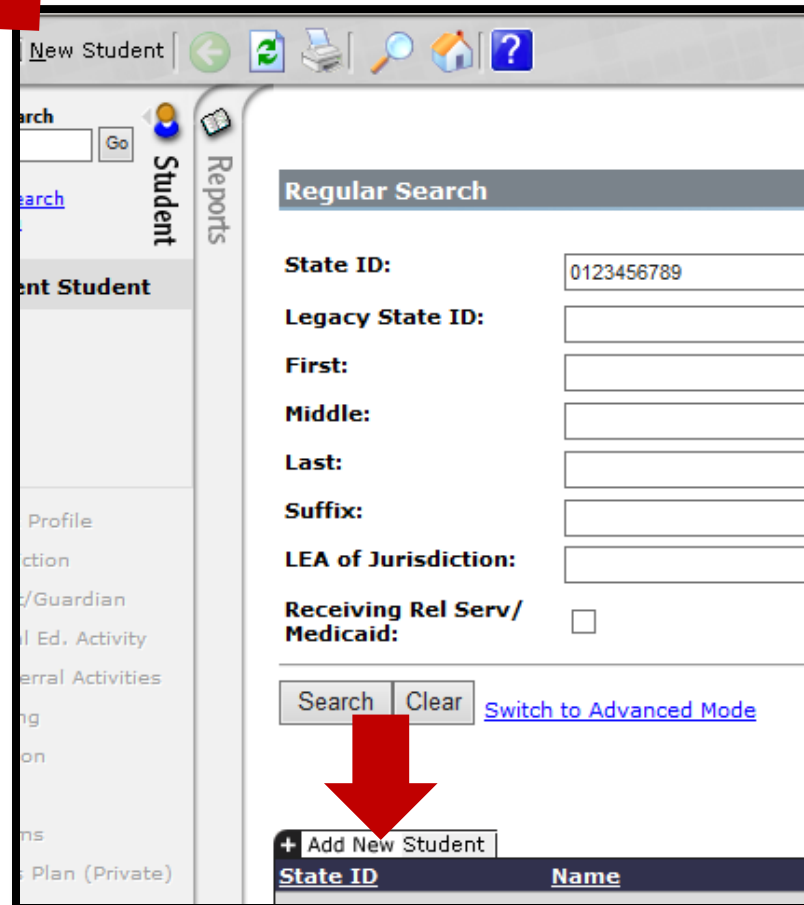
Use this button to transfer a student to another school site within your LEA.



# Adding a New Student

To add a new student:

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



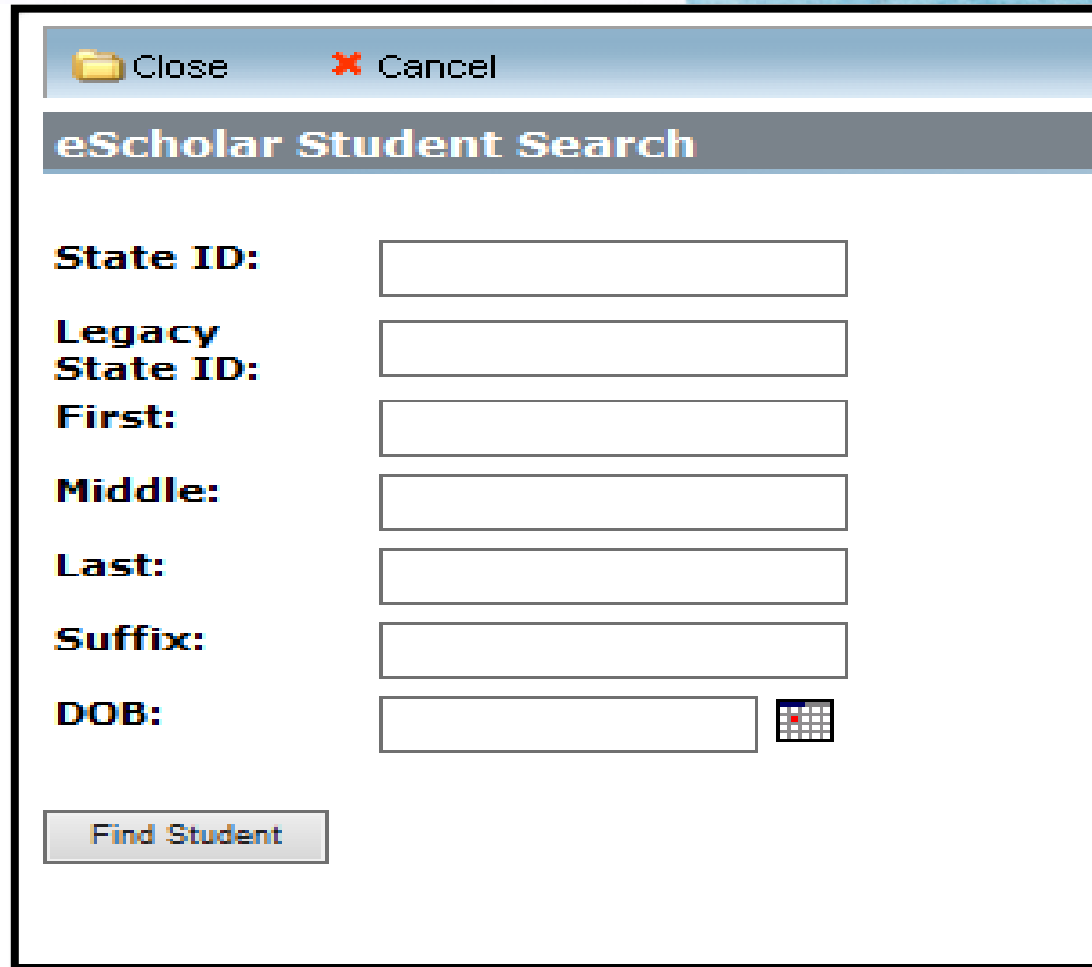
The screenshot shows a web browser window with the title "New Student". The browser's address bar contains "New Student" and several icons (back, refresh, print, search, home, help). The page has a sidebar on the left with a "Student" button and a "Reports" button. The main content area is titled "Regular Search" and contains a form with the following fields:

- State ID: 0123456789
- Legacy State ID: [empty]
- First: [empty]
- Middle: [empty]
- Last: [empty]
- Suffix: [empty]
- LEA of Jurisdiction: [empty]
- Receiving Rel Serv/ Medicaid:

Below the form are "Search" and "Clear" buttons, and a link "Switch to Advanced Mode". At the bottom of the form, 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:**

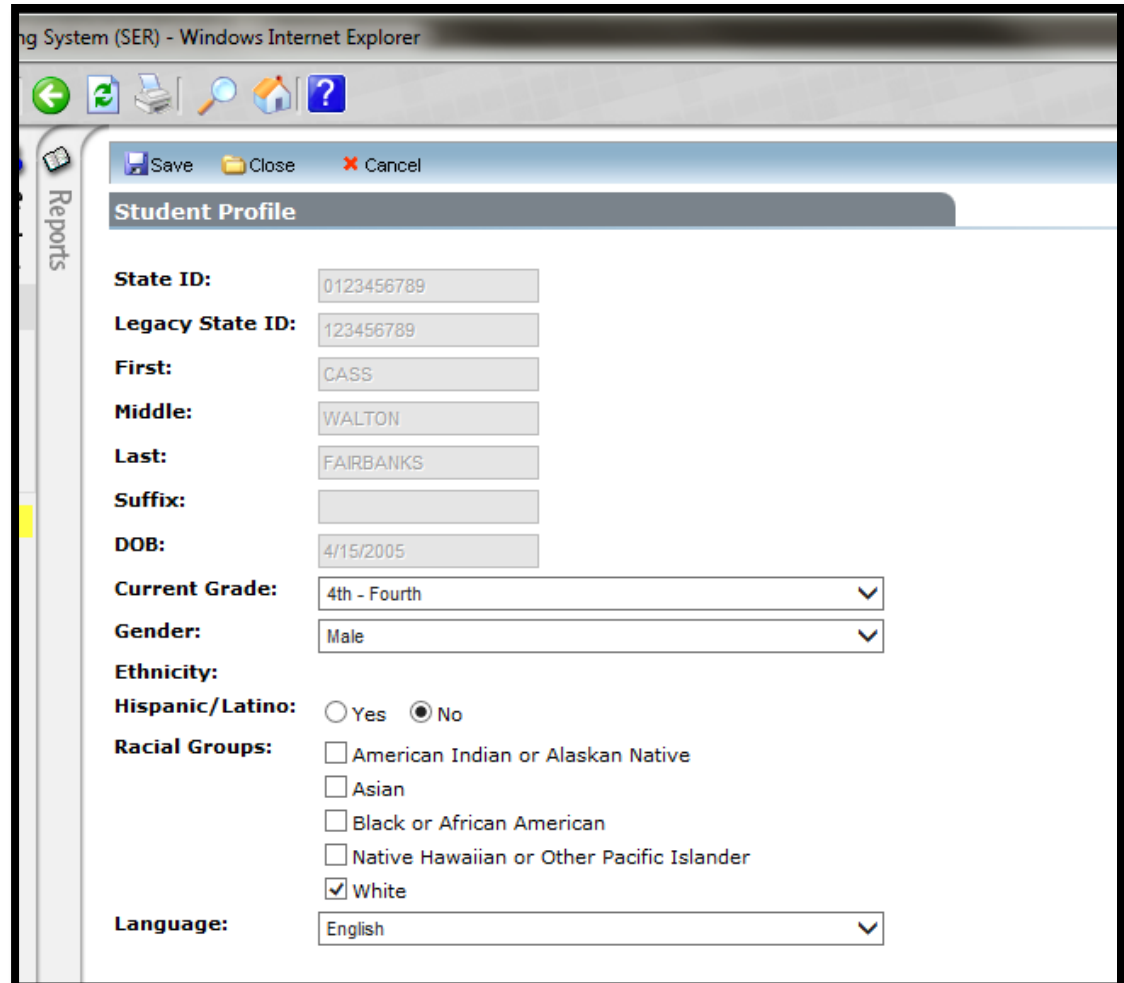
**Suffix:**

**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.



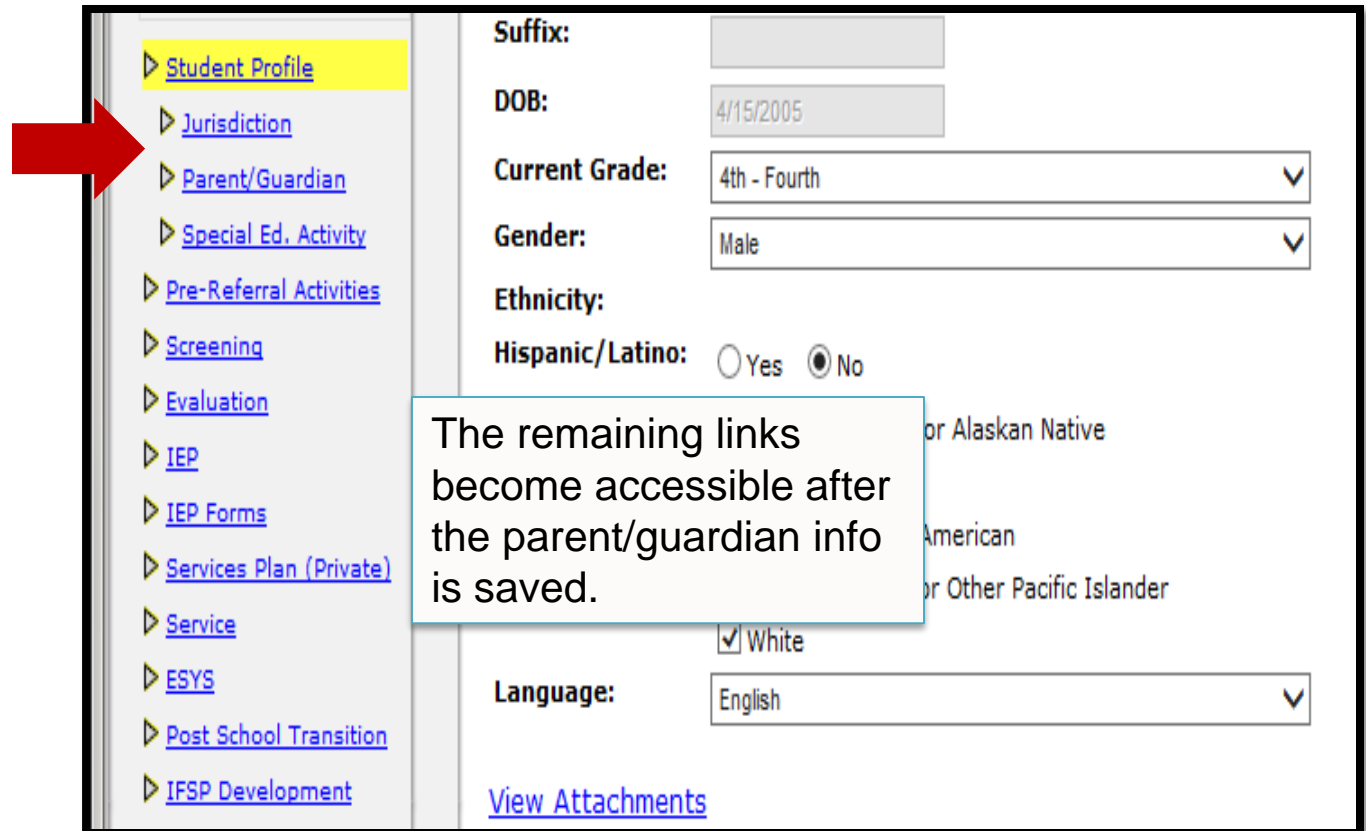
The screenshot shows a web browser window titled "ng System (SER) - Windows Internet Explorer". The browser's address bar and navigation icons are visible. Below the browser window, there is a "Reports" sidebar on the left. The main content area is titled "Student Profile" and contains the following fields:

<b>State ID:</b>	0123456789
<b>Legacy State ID:</b>	123456789
<b>First:</b>	CASS
<b>Middle:</b>	WALTON
<b>Last:</b>	FAIRBANKS
<b>Suffix:</b>	
<b>DOB:</b>	4/15/2005
<b>Current Grade:</b>	4th - Fourth
<b>Gender:</b>	Male
<b>Ethnicity:</b>	
<b>Hispanic/Latino:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Racial Groups:</b>	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> White
<b>Language:</b>	English

# Adding a New Student

After saving the record:

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



The screenshot shows a web interface 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 content area contains a form with the following fields: Suffix (text input), DOB (date input, value: 4/15/2005), Current Grade (dropdown menu, value: 4th - Fourth), Gender (dropdown menu, value: Male), Ethnicity (radio buttons for Yes and No, with No selected), and Language (dropdown menu, value: English). Below the Language field is a 'View Attachments' link. A text box overlay on the form states: 'The remaining links become accessible after the parent/guardian info is saved.'

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# 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
  - i.e., Student may now qualify for Adapted Physical Education though 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 (Student Education Reporting) system interface. The top navigation bar includes "SER", "New Student", and "LA Department of Education". The left sidebar contains navigation links such as "Student Search", "Current Student", "Student Profile", "Jurisdiction", "Parent/Guardian", "Special Ed. Activity", "Pre-Referral Activities", "Screening", "Evaluation", "IEP", "IEP Forms", "Services Plan (Private)", "Service", "ESYP", and "Post School Transition".

The main form area is titled "Person with IEP Authority" and includes a "SSN:" field. A callout box points to this field with the text: "The teacher of record can be entered in this field." Below the form is a table with columns: "Service", "Start Date", "End Date", "Termination Reason", "Provider SSN", and "Provider Name". A red circle highlights the "+ Add New" button in the table's header area.

A callout box below the table states: "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

Student Search

Go

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](#)

Save Close Cancel

Service

Service: -- SELECT ONE --

Service Recipient: Student

Service Location: -- SELECT ONE --

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 Special Education Reporting System (SER) interface. The main form is titled "Service" and contains the following fields:

- Service:** Special Education Instruction
- Start Date:** 9/20/2012
- Service Terminated:**  (check if yes)
- End Date:** 5/22/2013
- Termination Reason:** Progress Indicates Serv no

A red arrow points to the "Service Terminated" checkbox. A text box on the right explains: "End date and Termination Reason fields will appear when you check the Service Terminated box."

Below the form is a table titled "Service Providers":

Service Recipient	Service Location	Provider SSN	Provider Name
Student	Special Class	XXX-XX-4594	

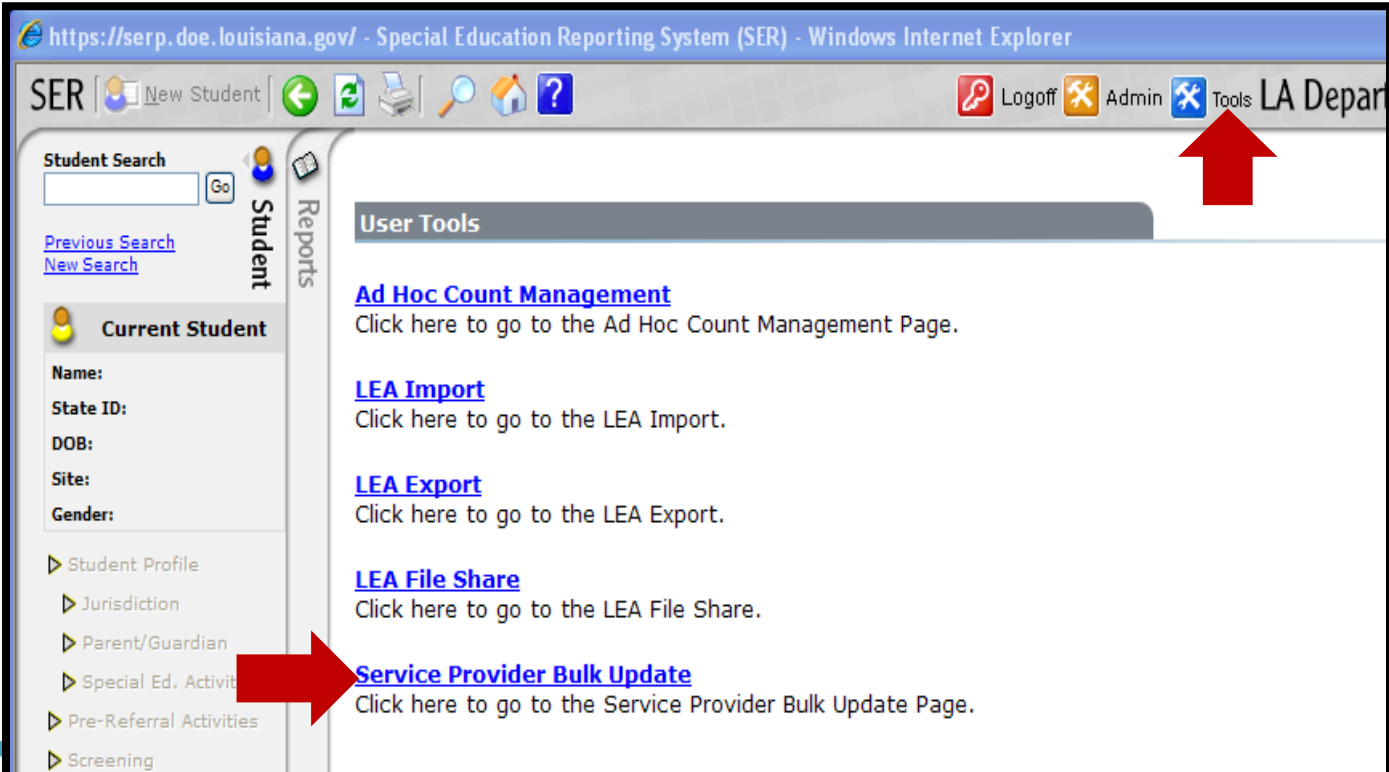
At the bottom, the "Record Information" section shows:

Created On: 10/5/2012 8:50:39 AM Created By: F055301

# 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 the Special Education Reporting System (SER) interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://serp.doe.louisiana.gov/>. The page title is "Special Education Reporting System (SER)". The browser's address bar shows the "Tools" menu icon, which is highlighted with a red arrow. The "Tools" menu is open, showing the following options:

- [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.
- [Service Provider Bulk Update](#)  
Click here to go to the Service Provider Bulk Update Page.

The left sidebar contains the "Student Search" section with a search box and "Go" button, and the "Current Student" section with fields for Name, State ID, DOB, Site, and Gender. Below these are expandable sections for Student Profile, Jurisdiction, Parent/Guardian, Special Ed. Activities, Pre-Referral Activities, and Screening. A red arrow points to the "Service Provider Bulk Update" link in the main content area.

# 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.

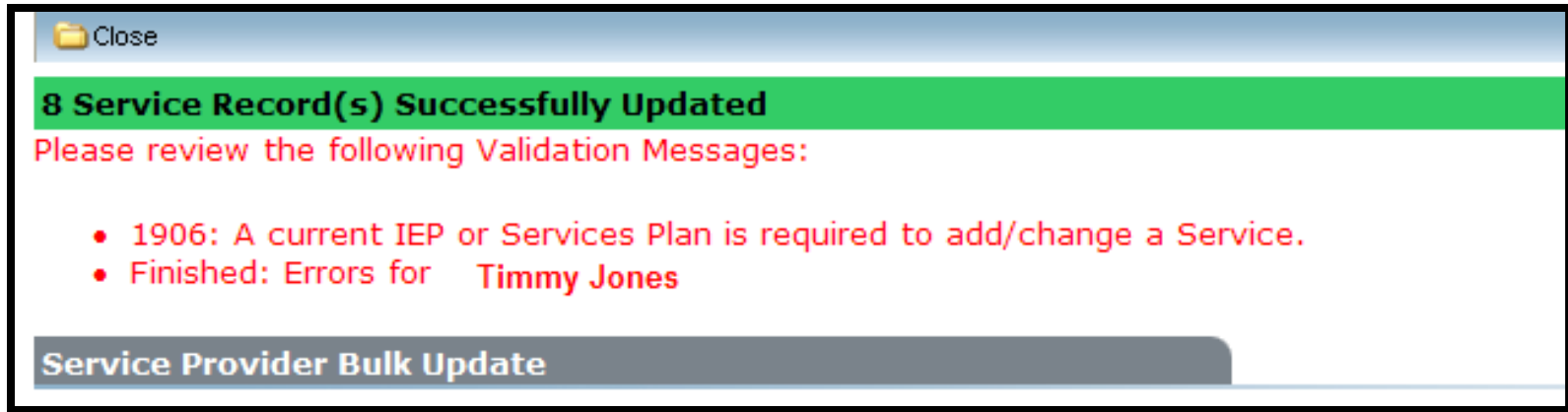
You can pick the students you want to reassign, or you can click Select All to reassign all students.

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 information with checkboxes for selection. The grid contains three columns of student data:

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

At the bottom of the form, the "New Provider SSN:" field contains "444-44-4444" and the "Service Start Date:" field is set to "12/20/2008". There are two buttons at the bottom: "Change Provider" and "Clear Student List".

# 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

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- **IEPs**
- **Addressing Errors**
- **Reports**

# Evaluations

- When the Evaluation link is clicked, a history of the student's evaluations are displayed.
- The most recent evaluation is listed first, followed by each preceding evaluation.
- Initial evaluations, re-evaluations, and triennial waivers can be entered or modified in SER under the corresponding tab.

# Evaluations

Testing System  
Student Search

Previous Search  
New Search

Current Student

Name: KIDD, JASON  
State ID: 333-33-3365  
DOB: 11/5/1999  
Site: 055002  
Gender: Male

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

Logoff Tools LA Department of Education

Choose the tab for the type of evaluation you will enter.

The Close Jurisdiction tab populates once an initial evaluation is entered.

	Report Disseminated Date	Exceptionality	Evaluation	
<a href="#">View / Edit</a>	9/12/2008	Gifted	Initial	9/12/2008

# Evaluations

**Initial Evaluation**

Permission Request Date: 5/2/2001

Parent Decision: Yes, Granted

Decision/Start Date: 5/14/2001

Eligibility Determination Date:

Report Disseminated Date: 11/5/2001

Evaluation Coordinator

Title: -- SELECT ONE --

SSN: ... - .. - 0000 Clear

Evaluation Exceptionality

Exceptionality	Primary Exceptionality	Exceptionality Detail
<a href="#">View / Edit</a> Developmental Delay	Yes	
<a href="#">View / Edit</a> Speech or Language Impairments	No	Articulation Fluency Language

Extension

Reason: -- SELECT ONE -- Add

Date Approved: Days:

Extension	Date Approved	Days
<a href="#">Delete</a> End of School Year		

Participant

Reason: -- SELECT ONE -- Add

Participant	Impairment
<a href="#">Delete</a> Educational Diagnostician	

Medical Diagnosis

Reason: -- SELECT ONE -- Add

Permission Request Date, Parent Decision, and the Decision/Start Date must be saved before you can enter the remaining evaluation information.

Evaluation Coordinator SSN is optional, but entering the information allows you to monitor coordinators for compliance.

# Evaluations

Initial Evaluation

Permission Request Date: 5/2/2001

Parent Decision: Yes, Granted

Decision/Start Date: 5/14/2001

Eligibility Determination Date:

Report Disseminated Date: 11/5/2001

Evaluation Coordinator

Title:

SSN:

Exceptionality	Primary Exceptionality	Exceptionality Detail
<a href="#">View / Edit</a> Developmental Delay	Yes	
<a href="#">View / Edit</a> Speech or Language Impairments	No	Articulation Fluency Language

+ Add New

Extension Reason: -- SELECT ONE -- Add

Participant -- SELECT ONE -- Add

Medical Diagnosis -- SELECT ONE -- Add

Click Add New to enter the student's exceptionality. A primary exceptionality must be selected.

# Evaluations

The screenshot shows the SER web application interface. The browser address bar displays <https://sert.doe.louisiana.gov/> - Special Education Reporting System (SER) - Windows Internet Explorer. The page title is "SER" and the user is logged in as "LA Department of Education".

**Student Search:** Includes a search box, "Go" button, and links for "Previous Search" and "New Search".

**Current Student:** Displays student information: Name: STUDENT, SAMPLE; State ID: 555-25-2222; DOB: 2/2/2003; Site: 001001; Gender: Female.

**Navigation:** A sidebar menu includes links for Student Profile, Jurisdiction, Parent/Guardian, Special Ed. Activity, Pre-Referral Activities, Screening, Evaluation (highlighted), IEP, IEP Forms, Services Plan (Private), Service, and ESYP.

**Evaluation Exceptionality Form:**

- Exceptionality:** Specific Learning Disability (dropdown)
- Primary Exceptionality:**  (check if Primary)
- Exceptionality Detail:** [Add Multiple](#) (link), -- SELECT ONE -- (dropdown),
- Exceptionality Detail Table:**

Exceptionality Detail	
<a href="#">Delete</a>	Reading Comprehension
<a href="#">Delete</a>	Written Expression
<a href="#">Delete</a>	Mathematics Problem Solving

**Record Information:**

Created On:	10/9/2008 10:40:22 AM	Created By:	apptst16
Modified On:	10/9/2008 10:40:22 AM	Modified By:	apptst16

Use this feature if you need to enter more than one exceptionality detail code.



# Evaluations

Special Education Reporting System (SER) - Microsoft Internet Explorer

SER | New Student | Logoff Tools LA Department of Education

Student Search [Go] | Student Reports

Previous Search | New Search

Current Student

Name: STUDENT, FELLOW  
State ID: 688-86-6888  
DOB: 10/10/1992  
Site: 010006  
Gender: Male

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

Save Close Cancel Delete

### Re-Evaluation

Permission Request/Start Date: 1/22/2007  
Report Disseminated Date:   
Coordinator Title: Certified School Psychologist  
Re-Evaluation Reason: Due Process Hearing Decision  
Due Process Hearing Decision - Disabled

### Evaluation Exceptionality

Exceptionality	Primary Exceptionality	Exceptionality Detail
View / Edit Specific Learning Disability	Yes	Reading Comprehension

Extension Add Multiple Participant Add Multiple Medical Diagnosis Add Multiple

-- SELECT ONE -- Add -- SELECT ONE -- Add -- SELECT ONE -- Add

Extension	Participant	Impairment
Delete Intervention - Max 30 days	Delete Educational Diagnostician	

### Record Information

Re-evaluations require a re-evaluation reason. No parent decision or eligibility determination date is required.

# Evaluations

Save Close Cancel

### Triennial Re-Evaluation Waiver

**Parental Waiver Permission Date:** 12/6/2008

**Re-Evaluation Reason:** Triennial Reevaluation

### Evaluation Exceptionality

Exceptionality	Primary Exceptionality	Exceptionality Detail
Mental Disability - Mild	Yes	
Specific Learning Disability	No	
Speech or Language Impairments	No	

**Extension** -- SELECT ONE --

**Participant** -- SELECT ONE --

**Medical Diagnosis** -- SELECT ONE --

**Impairment**

- Qualified School Social Worker
- Teacher (Current)

Triennial waivers only require the date the parent signed the waiver. The rest of the evaluation information cannot be changed. The parent signature date becomes the new evaluation date.

Guidelines for triennial waivers can be found in the SER User Guide found on the Insight portal.



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# Submitting IEPs

There are four types of IEP Forms:

- Draft
  - Official
  - Amended-draft
  - Amended-official
- 
- Only IEPs marked official or amended-official can be submitted to SER.
  - IEPs marked draft or amended-draft must be made official or amended-official before they can be submitted to SER.

# Submitting IEPs

To create an IEP Form:

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

The screenshot shows the Special Education Reporting System (SER) interface in Internet Explorer. The browser address bar displays "https://sert.doe.louisiana.gov/ - Special Education Reporting System (SER) - Internet Explorer". The page title is "SER". The main content area is titled "Testing System" and "Student Search". A search box with a "Go" button is present. Below the search box are links for "Previous Search" and "New Search". A "Current Student" section displays the following information: Name: LAST-1713490, FIRST; State ID: 0991713490; DOB: 10/6/1994; Site: 055034; Gender: Male. A navigation menu on the left lists several categories: Student Profile, Jurisdiction, Parent/Guardian, Special Ed. Activity, Pre-Referral Activities, Screening, Evaluation, IEP, and IEP Forms. The "IEP Forms" link is highlighted in yellow, and a red arrow points to it from the left. The main content area shows a table with the header "IEP Forms" and a sub-header "+ Add New". A red arrow points to the "+ Add New" link. Below the sub-header, it says "No Records Found".

# Submitting IEPs

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

The screenshot shows the 'SER Individualized Education Program' interface. At the top, it says 'LA Department of Education'. Below that, there's a navigation bar with 'IEP Forms' and a dropdown menu showing '1. Transition Services'. There are icons for 'Validate', 'Official / Signed', and 'Delete'. The main form area contains the following information:

- System:** Terrebonne Parish
- Student Name:** LAST-1713490, FIRST
- Grade:** [add/delete forms to IEP](#)
- Meeting Date(s):**
- DOB:** 10/6/1994
- Local Id:** 00000000

A red warning message states: "In order to protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information." Below this is a section titled 'Transition Services' with a help icon. The form fields include:

- Date of Student Invitation:** [Date Picker]
- Method of Student Invitation:** [Text Area]
- Anticipated Exit Date:** [Date Picker]

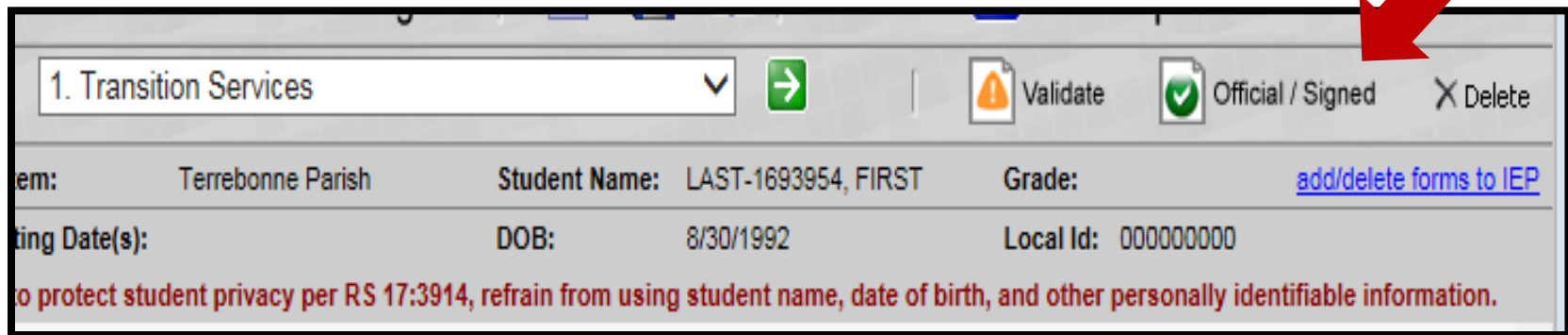
- The IEP Forms page will display information about the form.

The screenshot shows the 'IEP Forms' table with the following data:

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

# Submitting IEPs

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



1. Transition Services

Validate Official / Signed Delete

Item: Terrebonne Parish Student Name: LAST-1693954, FIRST Grade: [add/delete forms to IEP](#)

Meeting Date(s): DOB: 8/30/1992 Local Id: 000000000

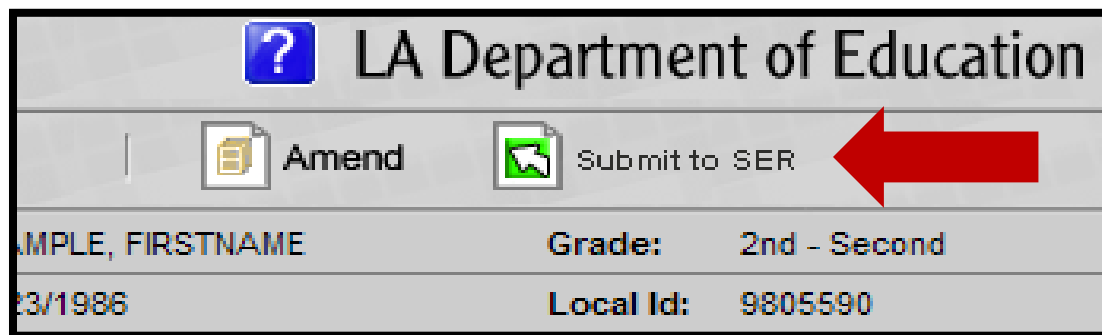
To protect student privacy per RS 17:3914, refrain from using student name, date of birth, and other personally identifiable information.

- 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.



- 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

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- **Gaining System Access**
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# 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 SER error codes listed in Appendix D of the SER 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 SER User Guide.
- If error is from the IEP form, use help pages within the IEP for additional information.



# Agenda

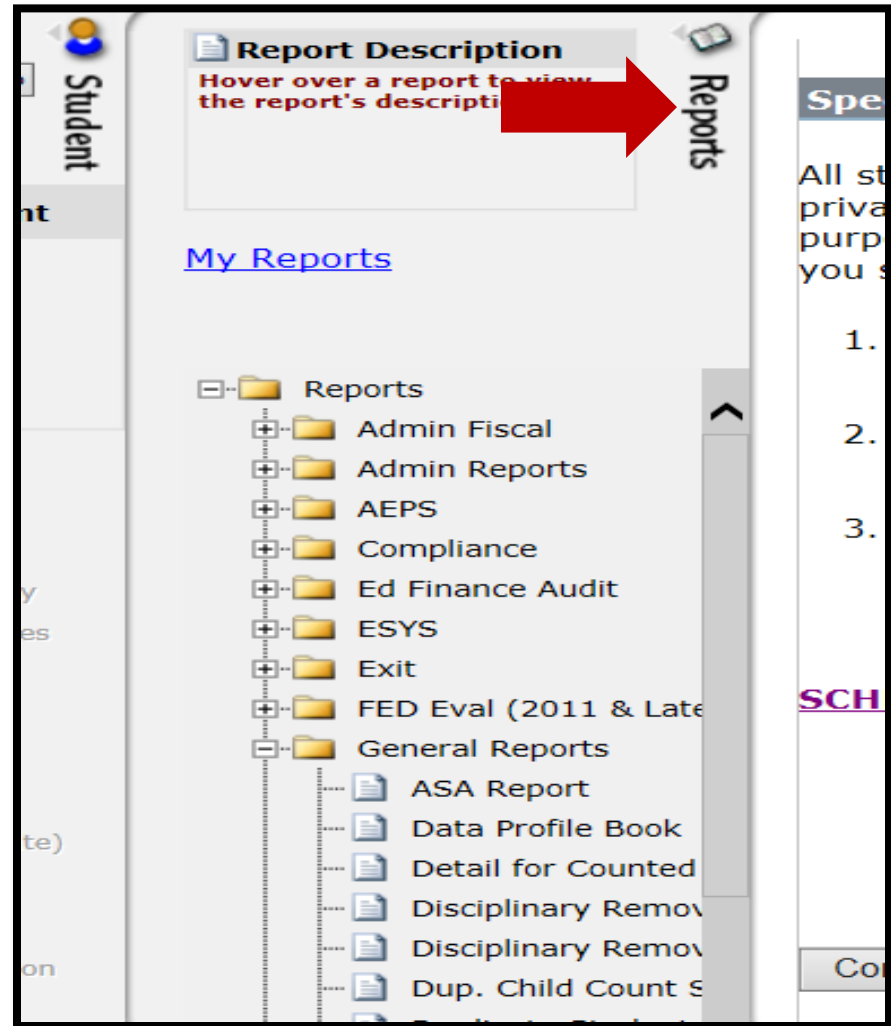
- **Gaining System Access**
- **Overall functionality of SER**
- **Data Collection Timeline**
  - When, what, and where data is collected
- **Student Profile**
  - Searching for a student
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# Reports

- There are many reports in SER that you can use throughout the year.
- 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. The benchmark calendar is posted on [INSIGHT](#).**

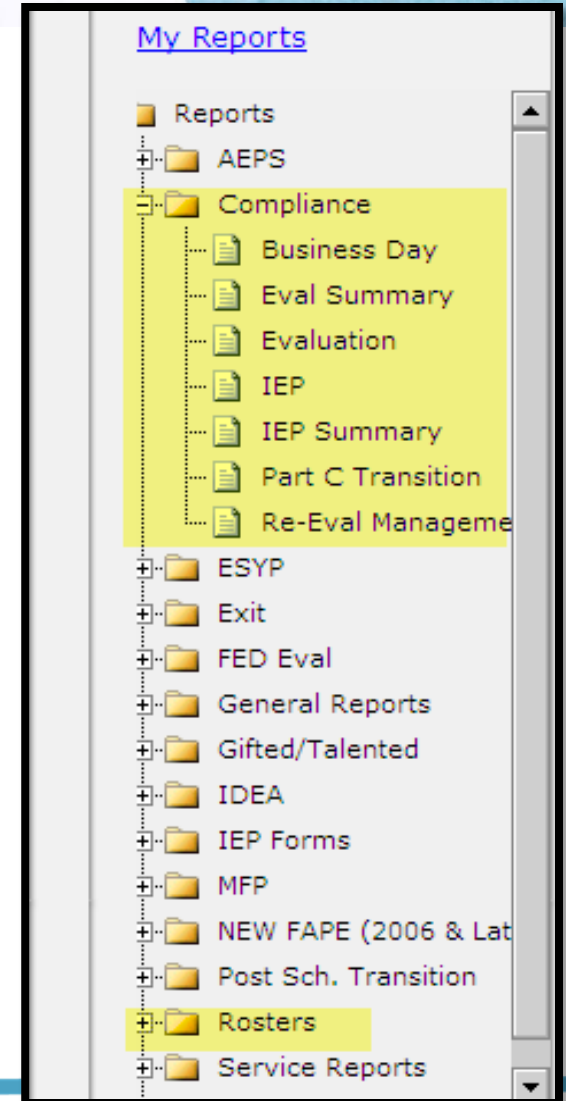
# Reports

- Click the Reports tab to display reports.
- Reports you run are listed under the My Reports tab.
- Reports stay under the My Reports tab for 14 days.
- You can view, save, or delete reports within the 14 days.



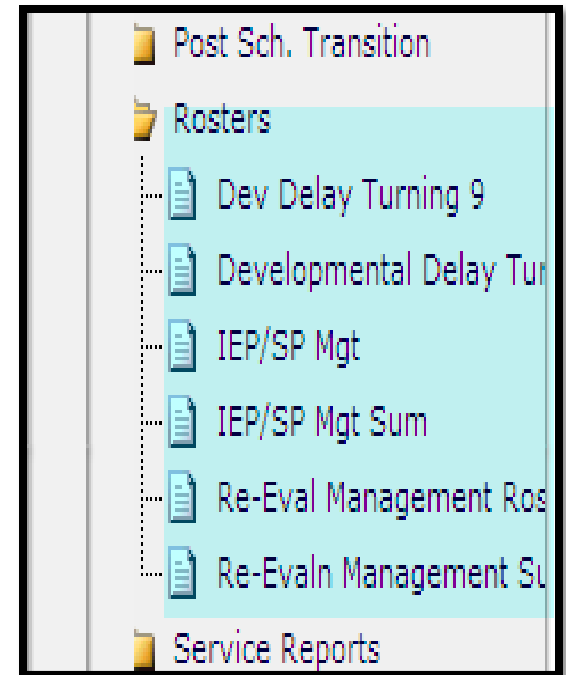
# Compliance Reports

- 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
- 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.



# Child Count Reports

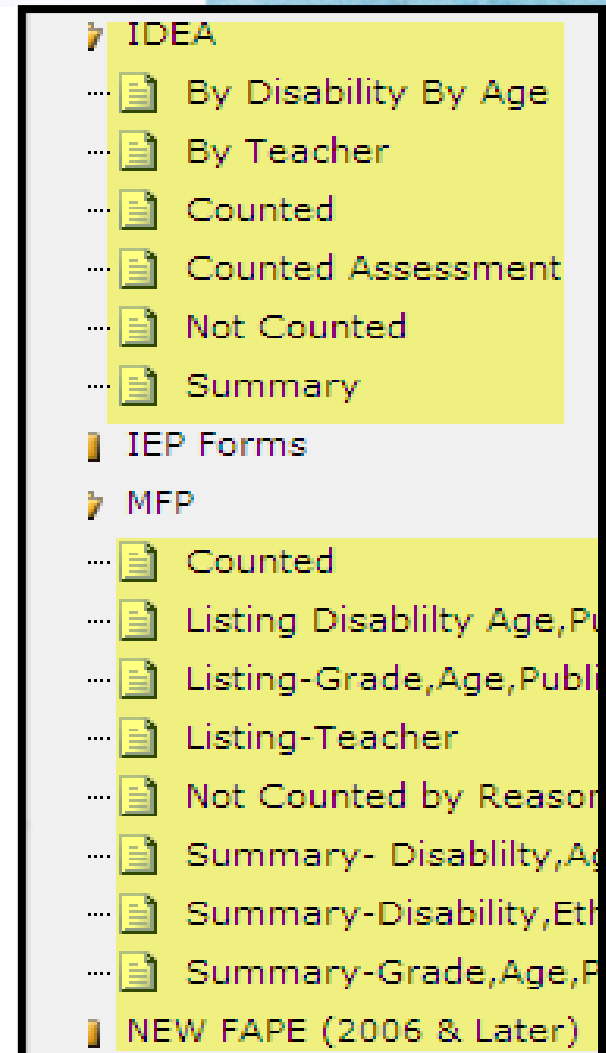
There are two child count collection periods throughout the school year.

- Individuals with Disabilities Education Act (IDEA) – October 1<sup>st</sup>
- Minimum Foundation Program (MFP) – February 1<sup>st</sup>

MFP and IDEA Reports can be found under the Reports tab.

# 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, HQ).
- 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

# Counted/Not Counted Reports

Louisiana Department of Education

**IDEA Child Count**  
Alphabetical Listing of Students Not Counted by Reason

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

School System: [REDACTED]

**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		02/08/2000	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-2043706	FIRST	MIDDLE	992-04-3706	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

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

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

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

Reason: Invalid IEP/placement and/or services plan

Note that even though the report was run on 9/6 the IEPs due at the end of September are on this report as being invalid

BECAUSE...

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

# Counted/Not Counted Reports

School System:

**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		04/12/2002	08	03/18/2010	Specific Learning Disabilities
LAST-2000488	FIRST	MIDDLE	992-00-0488	000000000		11/08/2004	05	02/21/2008	Speech or Language Impairments
LAST-2001179	FIRST	MIDDLE				11/21/1993	16	01/23/2009	Mental Disabilities
LAST-2004848	FIRST	MIDDLE				03/20/2003	07	05/31/2010	Speech or Language Impairments
LAST-2018410	FIRST	MIDDLE				05/15/1995	15	03/17/2009	Specific Learning Disabilities
LAST-2026028	FIRST	MIDDLE				09/07/2004	06	04/01/2009	Developmental Delay
LAST-2032729	FIRST	MIDDLE	992-03-2729	000000000		04/13/1991	19	05/28/2009	Mental Disabilities
LAST-2038887	FIRST	MIDDLE	992-03-8887	000000000		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		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
			026000	7/30/2010	White	F	026	X	20
			026000	2/17/2012	Hispanic/Latino	M	026	X	20
			026000	9/19/2012					
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			388003 388002					
Example 2			388003 388002					
Example 4				5/27/2004 5/24/2004				04 03
Example 3			388001 388002					
Example 5					Hispanio/Latino, Native Hawaiian or other pacific islander Hispanio/Latino			
Example 6								

# 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, GED**
    - **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

# Next Steps

- Verify you have the appropriate SER access.
  - Data writer access; IEP writer access
- Verify you have jurisdiction on all special education students enrolled in your school.
- Verify services are open for all students with the correct service providers.
- Run your compliance reports.
  - Monthly compliance
  - IEP and evaluation management
  - Child count
  - Cross checks

# Support Tools

## **Training Link:**

<https://sert.doe.louisiana.gov/SERTrain/Default.aspx>

Used for Demonstration and Training

## **Production Link:**

<https://serp.doe.louisiana.gov/Ser>

Used for Live Data Reporting

## **Coordinator Portal on [INSIGHT](#):**

User Guide and help documents

2016-17 Benchmark Calendar for upcoming deadlines

# Contact Information

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**Student Transcript System (STS):** [Jacqueline.Edwards@la.gov](mailto:Jacqueline.Edwards@la.gov)

**Profile of Educational Personnel (PEP):** [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov)

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