

## SpEd Forms Data Entry Procedures

### Why is it important to have accurate data in SpEd Forms?

SpEd Forms provides districts with current and past special education student MARSS data. This information is used for reporting to the State of Minnesota and is directly linked to district funding. Student demographics are used to determine tuition and transportation costs and payment agreements between school districts. This funding is used to offset district budget costs.

### What New! procedures are in place to ensure data are accurate in SpEd Forms?

In order to systematize data entry into SpEd Forms for new or existing students, two Google Forms have been created. Case Managers will fill out and submit the forms for students on their caseload, when applicable. Upon submission, Due Process Support Staff will automatically be notified and will enter the information into SpEd Forms by creating a New Enrollment Record and updating the Student Set-Up Page.

\* ECSE staff will continue to set up new enrollment records in Attendance

### How do I access the SpEd Forms Data Request forms?

You can find a link to your district-specific forms from SCRED's website ([www.scred.k12.mn.us](http://www.scred.k12.mn.us)). Under "Quick Links" (lower righthand side of page), click on SCRED Databases, and then click on SpEd Forms Data Request Forms. Locate your district-specific form for either a new student or existing student and click. This will take you directly to the google form to fill out and submit. Please note: You do not need to log into a google account to access the forms.

### How do I know when I need to fill out a SpEd Forms Data Request form?

- New Student SpEd Forms Request:
  - Student undergoing initial evaluation
  - Student moving into district and on IEP
- Existing Student SpEd Forms Change Request
  - Changes to: school of enrollment, parent address, disability, federal setting, evaluation status, transportation code
  - Discontinuation of services

### What other procedures are in place to ensure data are accurate in SpEd Forms?

- Caseload lists will be distributed to case managers via a google spreadsheet, 4 times during each school year, to review and update with current information.
  - Changes are to be made by case managers on shared Google spreadsheet.
  - SCRED will be able to review revision history in google to know what changes were made, and enter those changes into SpEd Forms .