

Intradistrict Communication

DATE: October 16, 2013

TO: Principals
Special Educators

FROM: Laura Finlinson, Administrator of Curric./Staff Development & Special Programs
Beth Usui, Director of Special Education
Julie Brown, Program Specialist

SUBJECT: Skyward Special Education Indicator

From the feedback obtained from the Utah Program Improvement Planning System (UPIPS) Steering Committee and the District Advisory Committee, it has come to the attention of the Special Education Department that general education teachers are not aware of students in their classes who may have special education accommodations. Though special education status is protected information, the Skyward Student Indicator is a way to alert administrators and teachers that there is pertinent information about a student. The yellow I indicator has been activated as a way to alert administrators and teachers that the student is receiving special education services.

Please remember that special education status, student accommodations and other personally identifiable information are confidential. Under the Family Educational Record Protection Act (FERPA), student record information may only be provided to school personnel with a legitimate educational interest. Information regarding student accommodations must be provided to general education teachers in a secure manner. Skyward and email are not secure and should not be used to convey confidential information.

On the following pages, there is a series of screen images to use as a training tool.

The new Special Education Indicator is a yellow I, located in the upper right hand corner of the student's profile screen.

The screenshot shows the 'Special Ed Details' page in Skyward. The top navigation bar includes 'Home', 'Students', 'Families', 'Staff', 'Student Services', 'Food Service', 'Office', 'Administration', 'Educator Access Plus', 'Advanced Features', 'Federal/State Reporting', and 'Custom Reports'. The main content area is titled 'Special Ed Details' and includes a 'Student' dropdown, 'Ranges', 'Add', 'Delete', 'Transfer', and 'Pseudo' buttons. Below this, there are fields for 'Grad Year (Grade): 2019 (07)', 'DOB (Age):', 'Entity, School, Status: 409, 409, A', and 'Default: 409, 409, A'. A yellow 'I' indicator is located in the top right corner of this section. Other fields include 'Other ID:', 'CY Member: Yes', 'Address:', and 'NY Status: A'. The 'Special Education' section features a table with columns: Start Date, Start Sch Yr, End Date, End Sch Yr, Serv Sch, Srvc Ptn, Env, and Years. The table contains two rows of enrollment data.

Start Date	Start Sch Yr	End Date	End Sch Yr	Serv Sch	Srvc Ptn	Env	Years
08/26/2013	2014		0000	409	C	V	0.13
02/09/2013	2013	07/03/2013	2013	163	B	V	0.40

This indicator is activated by the entry of a Handicap/Disability record in the student's Special Ed Enrollment screen. Due to the way we currently use Skyward, **an indicator will not show if the student is just enrolled into a Special Ed program. This indicator will only appear if a Handicap/Disability record is created for the student.** If an "end date" is entered in the student's Special Ed Enrollment screen, this indicator disappears. If a "start date" is entered, the indicator reappears.

The screenshot shows the 'Special Ed Enrollment' page in Skyward. The top navigation bar includes 'Save' and 'Back' buttons. The main content area is titled 'Special Education Enrollment' and includes fields for 'Start Date: 08/26/2013', 'Start School Year: 2014', 'End Date:', 'End School Year: 0000', 'Exit Codes:', 'Service Pattern Codes: C', 'Environment: V', 'Serving School: 409 OQUIRRH HILLS MIDDLE', 'Weighted Value: 3', 'Regular Percent: 2=40-79% of day', 'Entrance Comment:', and 'Exit Comment:'. The 'Handicap/Disability' section features a table with columns: ID, Description, Primary, Srv, Prg, Dsb, St Rpt. The table contains one row of data.

ID	Description	Primary	Srv	Prg	Dsb	St Rpt
03	Specific Learning Disabilities	Yes	No	No	Yes	SL

1 records displayed

The 'Programs and Related Services' section features a table with columns: ID, Description, Minutes, Provider, Srv, Prg. The table contains two rows of data.

ID	Description	Minutes	Provider	Srv	Prg
PR	Resource Teacher	950		No	Yes
RS	Speech Language Pathology	45		Yes	No

This indicator is visible in the **Daily Attendance** screen in the **Teacher Gradebook**.

Alerts	Student Indicators	Last Name	First MI	GR	Absent	Tardy	Present	Way Late Tardy	At C
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					
	I	[REDACTED]		07					

If the student's **Teacher** clicks on the Special Ed indicator, the screen below pops up and alerts the teacher that the student has a Special Ed Disability, but **does not show** the disability.

Indicator	Reason Displayed for Student
I	[REDACTED] has a Special Ed Disability.

If the **Administrator** or **Secretary** clicks on the indicator in the **Student Profile** screen, a screen pops up and alerts the Administrator or Secretary that the student has a Special Ed Disability and **does show** the type of disability.

Indicator	Reason Displayed for Student
I	[REDACTED] has a Special Ed Disability of (PRI) '03 - Specific Learning Disabilities.