Fall Certification Checklist

District/Charter School: _____   SPED/SSRV submitter: _____

SPED Data (SIRAS) Coordinator: _____   Last Day of School: _____

Phone: _____   Date Fall snapshots begin: _____

Data files included in Fall Certification for students with disabilities
- ☐ **SWDS** (Eligibility status and updates if any)
- ☐ **MEET** (All annual plan reviews and triennial reevaluations)
- ☐ **DRDP** (Ratings entered in Siras prior to staff leaving**)**
- ☐ **PLAN & SERV** (If Eligible and Participating, all plan and service information)
- ☐ **504** (Reported by SIS, Program Code 101 – Inform SIS of new 504 or exit from 504)

Best practice for smooth Fall 1 reporting:
- ☐ Until Fall snapshots begin (see date above), run data discrepancies report in CALPADS
- ☐ Run your weekly and monthly compliance searches in SIRAS This includes submissions for
- ☐ Make sure you are keeping up with your monthly/weekly searches. Refer to the *Data Monitoring Tasks* document in Happy Fox
- ☐ Backwards plan with CALPADS staff in relation to due dates:

- ☐ Last month prior to winter break: _____
  - o Send enrollment records for new referrals when parental consent comes in. One day enrollments as of parental consent (to get SSID) can be used to report the results of end of year initials.
  - o Verify missing meeting delay reasons from IEP team
  - o Identify end of year initial evaluations where students will start services in fall, make sure if eligible, they are finalized as eligible no plan, other reason.
  - o NOTE: students found eligible now but won't be starting until fall need to have meetings closed
  - o Verify missing meeting delay reasons from IEP team
  - o HS districts look to finishing entering results of post secondary surveys. Report them when all are complete, don't send PSTS multiple times.
- ☐ One week prior to 10/1 date _____
  - o Review Plan type by Disability 16.12 (CALPADS)
  - o Review Disability by Program Setting 16.13 (CALPADS)
  - o Review All services by Disability 16.15 (CALPADS)
  - o Verify progress on Fall 1 reports (CALPADS):
    - ▪ Verify incidents and IAES so far this year 7.16
  - o Review DSEA Extract:
    - ▪ Students other districts are **sending** to your LEA for services (DOS, where the district of accountability is not your LEA)
    - ▪ students who are **receiving** services in your LEA from other districts (DOR list)

- Go to Reporting/CALPADS Reporting in SIRAS and see if any student records are remaining ready to report
- ☐ As of the first Wednesday of October date _____ prepare reports for the SPED Director for review
  - Prepare the Supplemental 1.0 Certification Error
  - Prepare the 16.12 Plan Type by Disability
  - Archive pending meeting and meeting in progress records
- ☐ As of the SELPA deadline _____
  - CERT Errors in CALPADS are zero.
  - Verify CERT Warnings are understood.
  - Charters who are not their own LEA should contact the SELPA and their chartering LEA for review.
  - Final LEA Team review of CALPADS reports (SIS Admin, SIRAS Admin, SPED Director) ALL 16. reports.
  - Click LEA approve.
- ☐ Prior to the CALPADS deadline _____
  - SELPA will follow with approval in CALPADS, which will complete EOY certification.
  - Save a copy of all Fall 1 reports for your records.
- ☐ Prior to leaving for Winter break _____
  - Report all initial evaluations meeting and sped status as of census.
  - Fill out DRDP Exception list from Padlet with reasons for any DRDP that are all UR ratings.
  - Contact SELPA when complete
- ☐ One week prior to the close of the amendment window _____
  - Make any data changes, re-send the data to CALPADS, LEA disapprove, review reports until the reports reflect your changes.
  - LEA Approve
- ☐ Prior to the close of the amendment window _____
  - SELPA Approval

LEA-SELPA review completion date: _____   LEA Approve date(s): _____ _____

LEA Disapprove date(s): _____ _____   SELPA Approve date(s): _____ _____

LEA-SELPA review dates and notes:

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