COMMON eSPED ERRORS IN SPECIAL EDUCATION

Click on links to view eSped screenshots and resources

TYPES OF ERRORS	APPLICATION
ARD FORMS	
MEETING TYPE missing	● Type of ARD meeting must be selected (Beginning of ARD). See screenshot.
DATES not updated or incorrect	● ARD meeting date, Annual review date, Duration of special education services (Beginning of ARD). See screenshot. ● Annual goal date (Measurable Annual Goals). See screenshot. ● IEP services start and end date - make sure start year and end year are not the same (IEP Services/Supports). See screenshot. ● Initial ARD date - only enter this for initial ARDs (Consolidation of Important Dates or End of ARD). See screenshot.
INITIAL ARD reason for delay missing	● Only enter this for initial ARDs (Consolidation of Important Dates or End of ARD). See screenshot.
ELIGIBILITY is missing	● Both eligibility sections on Screen 11 need to be completed (Review of Additional Evaluation) ● Box next to disability needs to be checked; otherwise, disability will not show up on IEP. See screenshot.
DISABILITY is incorrect	● This happens when a disability is added or removed but Screen 11 is not updated (Review of Additional Evaluation). See screenshot.
PLAAFPs missing	● PLAAFPs must be in every IEP, including an initial IEP (Development of IEP). See screenshot.
ACCOMMODATIONS not showing up	● Subjects need to be added and selected on accommodations screen in order for accommodations to appear in archived IEP (Accommodations List). See screenshot.

LRE sections missing or incorrect	- If student receives all services in the gen ed setting, select that student is capable of achieving all goals in gen ed setting AND that student is not removed from gen ed setting (LRE screens 2-4). See screenshot 1, screenshot 2, and screenshot 3. - If student receives some services in the sped setting, DO NOT select the above; instead select reasons why student is removed (LRE screens 2-4). See screenshot 1, screenshot 2, and screenshot 3.
IEP and RELATED SERVICES incorrect	- Related services like OT, PT, and counseling go on the Related Services screen, not the IEP services screen (eStar Related/Other Services) - Counseling provided by the campus through the school counselor or social worker should not go on the Related Services screen; these can be entered in the deliberations
DELIBERATIONS missing or incomplete	Found on Review of Committee Decisions screen
SIGNATURES missing	- ARD committee signatures, including Revision ARD signatures (Signature page). See screenshot. - Parent waiver of five school-day notice (End of ARD). See screenshot. - Parent signature consenting to initial services (End of ARD). See screenshot. - Transfer Agreement signatures (Transfer Student - Agreement to Implement (2)). See screenshot. - IEP Amendment signatures (IEP Amendment). See screenshot.
PRIOR WRITTEN NOTICE missing	Prior written notice is required to be sent following an ARD any time a school proposes to initiate or change (or refuses to initiate or change) the identification, evaluation, or educational placement of the child or the provision of FAPE. Best practice is to send it after every ARD.
WAITING PERIOD WAIVER missing	Whether parent attended ARD and whether parent waived five school-day waiting period goes on End of ARD screen. See screenshot.
SUPPLEMENTS missing (supplements located after End of ARD screen)	- Autism supplement - BIP (must update annually) - DHH or Visual Impairment supplement - Dyslexia supplement - ESY Supplement

	• Homebound Supplement • Manifest Determination Review • Personal Care Supplement • Special Transportation • STAAR Alt 2 Participation • Transition Plan
Revision ARD/IEP Amendment Reports missing	• Click on this button [Revision ARD Reports] and select the reports being amended so it gets printed/archived with the Revision ARD (Revision ARD 2) • Click on this button [IEP Amendment Reports] and select the reports being amended so it gets printed/archived with the IEP amendment (IEP Amendment)
	PEIMS
PEIMS REPORTING not turned on	• Changing a student's SpEd status from Referral to Currently Served turns PEIMS reporting on (screen 1 Student Information)
PEIMS REPORTING turned on too early or too late	• Too early - this happens when drafts are not created for initial ARDs and the SpEd status is changed from Referral to Currently Served in the active file before the ARD has taken place • Too late - this happens when PEIMS reporting is not turned on the same day services begin because ARD not finalized and draft not made active on same day as ARD
EFFECTIVE DATE incorrect	• This can happen when you change PEIMS data but did not update the date the change became effective. Effective date should be date services start for that PEIMS category
DISABILITY incorrect	• This can happen when a new disability is added or removed but PEIMS data has not been updated or PEIMS effective date has not been updated (Screen 11 - Review of Additional Evaluation)
MULTIPLE DISABILITY incorrect	• Multiple disability has a very specific definition (19 TAC §89.1040); not every student who has more than one disability qualifies. If you answer YES to this question, it has to be stated in the FIE and agreed upon by the ARD committee (Screen 11 - Review of Additional Evaluation) • Most students will not qualify for multiple disability (even if they have more than one disability) because this applies to students with severe disabilities
DYSLEXIA data missing	• Use the Dyslexia Checklist to understand how to enter dyslexia PEIMS data on the dyslexia supplement

INSTRUCTIONAL SETTING code missing or incorrect	● Unless the student is speech-only, use the [calculator](#) on the Placement of Services screen to determine the correct instructional setting code based on the time services are provided in the sped setting ● Students who receive all services except for speech in the gen ed setting should be 40-mainstream ● Remember to enter the instructional setting code for the current year, not just the mid-year ● Remember to update instructional setting code when speech-only student becomes speech-plus student
SPEECH INDICATOR code missing	● Remember to change this on the [Placement of Services screen](#) when a student is dismissed from speech but continues to received SpEd services for another disability ● Remember to change this when a speech-only student becomes a speech-plus student
ECSE SERVICE LOCATION missing or incorrect	● Use the [Interactive Guide](#) to calculate the correct location code on the [Placement of Services screen](#). Understand the difference between location 1 and location 5 and know the location where the student receives a majority of sped services (gen ed setting vs. sped setting)
ASSISTIVE TECHNOLOGY missing	● Assistive technology does not always involve technology; a simple pencil grip can be considered assistive technology ● Refer to this [Resource Guide](#) that provides examples of assistive technology ● Enter AT data on [Communications/Physical/AT Needs of Student screen](#)
RDSPD provider	● You will get an error if you enter a date here when there is no RDSPD provider; DO NOT COMPLETE this
IEP CONTINUER CODE missing	● This happens when a student turns 18 and the IEP continuer code is missing ([Graduation Supplement](#))
TERMINATING PEIMS incorrectly	● When a student is dismissed from SPED **completely**, go to [Screen 4 (Enrollment Dates)](#) and enter the dismissal date and reason and **click on "Terminate All Services"** ● Change their SPED status from Currently Served to Dismissed ● Do not dismiss students or terminate PEIMS data just because one or more disabilities is being removed (e.g., speech) if student is still in special education
RESTARTING PEIMS incorrectly	● Contact your eSped administrator if a student withdraws from KIPP but then re-enrolls so the enrollment dates can be updated ● If SPED services have restarted, go to [Screen 4 (Enrollment Dates)](#), enter the date services ended and services restarted, and click on Restart All Services (this will re-activate all PEIMS data with the new date)

	● If eSped records have been transferred for a New-to-KIPP transfer student and SPED services have started (transfer meeting or placement ARD has been held), go to Screen 4 (Enrollment Dates), enter the date services restarted, and click on Restart All Services (this will re-activate all PEIMS data from the previous school with the new date)
	EVALUATIONS AND REEDS
DATES missing in FIE	● For Initial FIEs, the dates on Screen 3 (Sources of Data) must be entered ● Date of report ● Initial FIE date (this date generates the Initial ARD due date) ● FIE date
FIE DATE not updated	● If no additional data was requested in a REED, the FIE date must be updated on the last REED screen in ARD forms ● If reevaluation was completed in REED/evaluation, the FIE date must be updated on screen 2 in REED/evaluation ● If reevaluation was completed in FIE, the FIE date must be updated on screen 3 in FIE
FIE DATE incorrect	● The initial FIE date is the date the report is completed by all evaluators; it is not the date the evaluator tested the student ● The FIE date can also be the (1) REED date if no additional data is needed or (2) date the reevaluation report is completed by all evaluators (if additional data was requested at a REED) ● The FIE date is NOT the date the ARD committee reviewed the report
INITIAL FIE DUE DATE extended incorrectly	● The only way to extend an initial FIE due date is by entering 3 or more absences on screen 3 (Consolidation of Important Dates) in ARD forms and clicking Recalculate FIE Due Date. ● Due Dates SHOULD NOT be manually extended ● Only report absences from second period that occurred during the testing period. Upload attendance report to eSped
REASON FIE IS LATE - complaint box checked incorrectly	● Do no check the Compliant box when entering the reason the initial FIE is late unless the reason code is 5 or 7
REED DATE incorrect	● The REED date is the date the ARD committee reviewed the existing data. It is not the date the evaluator completed the paperwork in eSped.
SPP 11 data missing	● SPP 11 data on screen 3 (Consolidation of Important Dates) in ARD forms must be entered ● Parent or campus referral ● Was the referral delayed?

	● Reason FIE is late
REPORT entered in wrong application	● Initial FIEs must be completed in FIE ● REEDs that do not request additional data should be completed in ARD forms ● REEDs that request additional data should be completed in REED/evaluation so that the evaluation can also be entered in REED/evaluation ● Reevaluations should be completed in REED/evaluation if there is an open REED; if not, complete in FIE ● If there are multiple evaluators, coordinate with each other so that everyone enters data in the same application
ELIGIBILITY recommendation is missing	● Eligibility recommendation for reevaluations must be entered on screen 14 (Notification if Additional Data Needed) in REED/evaluation and checkbox next to red text must be selected
IEP RECOMMENDATIONS missing	● IEP recommendations will not appear if DOES NOT MEET criteria box is checked
TABLES missing	● Copying and pasting tables may not work in FIE or REED/evaluation. ● If tables are not showing up, use ⎡Add Image⎤ feature
FONT inconsistent	● When copying and pasting from a word document, click on the Eraser icon to remove the formatting so all parts of the report have consistent FONT
SIGNATURES missing	● Signature of evaluator in FIE (screen 16 - Assurances/Evaluators) and REED/Evaluation (screen 15 - Team Members Participating in REED) ● Signature of REED participants in ARD forms (last REED screen) or REED/evaluation (screen 13 - no additional data needed or 15 - additional data needed)
SIGNATURES in wrong location	● Evaluators need to sign under "Evaluators" section in REED/evaluation on screen 15 (Team Members Participating in REED), not screen 13. ● Check box next to "Evaluators" so signature prints with the report
DISABILITY REPORT missing	● Found in FIE or REED/evaluation