ESE EXCEPTIONALITY DATA ENTRY

Exceptionality Code
Indicate the exceptionality code for the program. The program names and abbreviations are for reference.

Code	Program Name	Abbreviation	Code	Program Name	Abbreviation
C	Orthopedic Impairment	OI	O	Dual-Sensory Impaired	DSI
F	Speech Impaired	SI	P	Autism Spectrum Disorder	ASD
G	Language Impaired	LI	S	Traumatic Brain Injury	TBI
H	Deaf or Hard of Hearing	DH/H	T	Developmentally Delayed	DD
I	Visually Impaired	VI	U	Established Conditions	EC
J	Emotionally/Behavioral Disability	EBD	V	Other Health Impairment	OHI
K	Specific Learning Disability	SLD	W	Intellectual Disability	InD
L	Gifted	GSP	Z	Not Applicable	N/A
M	Homebound/Hospitalized	H/H			

Code	Related Service	Abbreviation
D	Occupational Therapy	OT
E	Physical Therapy	PT
X	Language Therapy (related svc)	LT
Y	Speech Therapy (related svc)	ST

Primary
If there are multiple exceptionalities, indicate Yes only on the primary exceptionality. Indicate No on any additional exceptionalities. Indicate No when the student is referred for an evaluation but has not been evaluated/determined eligible.
Note: Related services are never primary

Placement Program Status
For each exceptionality code, indicate the placement program status: The electronic input form will not "save" unless Yes or No has been indicated on the placement program status.(beginning 2025-2026 SY)

- **R:** Referred and pending evaluation
- **E:** Evaluated and pending eligibility determination
- **P:** Determined eligible and placed
- **I:** Evaluated and determined ineligible
- **N:** Determined eligible and not placed
- **T:** Transferred and placed
- **D:** Parent rescinded consent
- **W:** Withdrew/fail to produce
- **Z:** Not applicable; discontinued or dismissed

Service Type
For each exceptionality code, indicate the service type:

- **Active:** For programs with a placement program status of P (placed) or T (transferred/placed)
- **Inactive:** For programs with a placement program status of I (ineligible), D (parent rescinded consent), N (not placed) if Consent for Initial Provision of Services is not returned or is checked No, W (withdrew/fail to produce), or Z (discontinued/dismissed)
- **Pending:** For programs with a placement program status of R (referred) or E (evaluated/pending eligibility)

Referral Reason
For each exceptionality code, indicate the referral reason:

- **D:** The student is suspected of having a disability
- **G:** The student is suspected of being gifted
- **M:** The student is suspected of having a disability and being gifted

CFIE
Check this box for each exceptionality code initially being evaluated under IDEA (60-day timeline).
Note: this does not include initial Gifted evaluations, Hospital Homebound, or Transfer assignment.

(Original) Consent Date
For each exceptionality code, enter the date the school received the signed Consent for Formal Individual Evaluation (CFIE) or Notice and Consent for Reevaluation when considering a new program.

(Original) Eval Date
For each exceptionality code, enter the date the final evaluation procedure was completed (test instrument, social history, rating scales, records review, etc.).

(Original) Eligibility Date
For each exceptionality code, enter the date the eligibility team met, completed, and signed the Notice of Eligibility/Ineligibility.

(Original) Placement Date
For each exceptionality code, enter the date the Consent for Initial Provision of ESE Services is received by the school.

Dismissal Date
For each exceptionality code being discontinued/dismissed, enter the date of discontinuation/dismissal.

Current Service Minutes
For each exceptionality code, enter the total number of service minutes.

IEP DATA ENTRY

IEP/EP Plan Date
For IEPs and EPs in PEER, the IEP or EP's plan date automatically populates into FOCUS. For IEPs and EPs not in PEER (i.e. out of state or out of county), enter the plan date indicated on the transferring IEP or EP.

IEP/EP Expiration Date
For IEPs and EPs in PEER, the IEP or EP's plan date automatically populates into FOCUS. For IEPs and EPs not in PEER (i.e. out of state or out of county), enter the expiration date indicated on the transferring IEP or EP.

Re-evaluation Due-Date
The due date for a triennial reevaluation is defined as:

• The three-year anniversary of the date the last evaluation procedure/assessment was administered as part of the initial evaluation or most recent reevaluation; or

• The three-year anniversary of the date the decision not to do formal assessment was made.

In either case, the date can be edited to reflect an earlier date established by the IEP team.

Time, Total Student Week
Enter the Time, Total Student Week (TTSW) for the student.

- For elementary schools on a traditional school day, the TTSW is 1890 minutes.
- For secondary schools on a traditional school day, the TTSW is 1965 minutes.
- Charter/Private refer to your school's instructional time

Note: For students with disabilities who are age 3-5, the TTSW must reflect all programs the child is attending including childcare, private kindergartens or preschools, home services, Head Start, service provider locations, and public school programs.

ESE FEFP Code (Matrix)
Indicate the following matrix code according to the matrix of funding for the student:

- **111:** Grades PK-3
- **112:** Grades 4-8
- **113:** Grades 9-12
- **254:** For students with a 254 matrix (regardless of grade level)
- **255:** For students with a 255 matrix (regardless of grade level)

Time W/Non-Disabled Peers
The total time with non-disabled peers (TNDP) is the time the student spends outside of an ESE setting (general education). Enter the number of minutes the student is with non-disabled peers.

Note: Only deduct minutes from TTSW if ESE services are provided outside of the general education setting.

New 2026 - 2027

Parent Request for evaluation

If a parent requests an evaluation/reevaluation please check “yes” and indicate the date of the request. After the school team has a meeting with the family, add the date of the meeting. If this was not a parent request, please check “No”.

Extended School Year

Indicate the code according to the Extended School Year (ESY) section on the student’s IEP:

- **Y:** The student has ESY services
- **N:** The student does not have ESY services
- **Z:** The student is gifted only or does not have a disability

Test Accommodations

Indicate the corresponding code for the following testing accommodations:

- **A:** American Sign Language (ASL)
- **C:** Contracted Braille - EBAE
- **D:** Contracted Braille - UEB
- **I:** One item per page
- **L:** Large print paper-based test
- **M:** Masking online accommodation
- **P:** Paper, not computer based
- **Q:** Unique accommodations
- **R:** Reading/writing passage booklet
- **S:** Large print reading/writing passage booklet
- **T:** Text-to-speech online accommodation
- **U:** Uncontracted Braille - EBAE
- **V:** Uncontracted Braille - UEB X
- **X:** Closed captioning
- **Y:** Other testing accommodation (used for students with testing accommodations that are not on this list)
- **Z:** No testing accommodations

Alternate Assessment Administered

Indicate the corresponding code for the statewide assessment in which the student participates:

- **D:** Student will be assessed using alternate assessment - Datafolio
- **P:** Student will be assessed using alternate assessment - Performance Tasks
- **Z:** Student will take the general education statewide assessment

Additional School Year

Indicate the corresponding code for the student’s diploma option:

- **D:** Deferred diploma for SWD
- **S:** Seeking standard diploma
- **Z:** Not applicable

IDEA Educational Environment (Ages 3-5)
Indicate the environment code for students aged 3-5:
PreK Environmental Codes.pdf

K: Early childhood program receiving the majority of ESE services inside the early childhood program
Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and receive the majority of special education and related services inside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week. Examples include Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group childcare. Attendance at an early childhood program need not be funded by IDEA, Part B funds.

M: Early childhood program receiving the majority of ESE services outside the early childhood program
Children with disabilities attending an early childhood program that includes 50 percent or more nondisabled children and receive the majority of special education and related services outside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services outside of that program (such as pullout services). Examples include Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group childcare. Attendance at an early childhood program need not be funded by IDEA, Part B funds.

L: Special education program at a regular school campus or community based setting
Children with disabilities attending a special education early childhood program that includes less than 50 percent nondisabled children in a regular school building, in a portable building outside a regular school building, in a community-based setting such as a childcare facility, or in a hospital facility on an outpatient basis. Examples include Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group childcare. Attendance at an early childhood program need not be funded by IDEA, Part B funds.

S: Special education program in a separate school
Children with disabilities attending an early childhood program in a school designed specifically for children with disabilities.

B: Special education program in a residential facility
Children with disabilities attending a residential school or residential medical facility on an inpatient basis that includes less than 50 percent nondisabled children.

A: Home
Children with disabilities not attending an early childhood program provided in a separate class, separate school, or residential facility but receive special education and related services in the principal residence of the child's family or caregivers. Include children who receive special education both at home and in a service provider location.

J: Service provider
Children with disabilities not attending an early childhood program or special education program provided in a separate class, separate school, or residential facility but receive all of their special education and related services from a service provider. Examples include speech instruction provided in private clinician's office, clinician's office located in a school building, hospital facility on an outpatient basis, library or other public location.

IDEA Educational Environment (Ages 6-21, including kindergarten students who are age 5)
Enter the environment code for students aged 6-21, including kindergarten students who are age 5:

C: Correction facility
Students with disabilities receiving special education in Department of Juvenile Justice facilities or jails (school function/Setting D or J in Master School Identification File)

P: Private schools
Students with disabilities enrolled by their parents or guardians in regular parochial or other private schools and receive special education and/or related services at public expense from a local educational agency. Include Family Empowerment Scholarship (FES) students who have a service plan. Do not include charter school students.

D: Separate school
Students with disabilities receiving special education and related services for greater than 50 percent of the school day in non-residential public or private separate day school facilities. (Also known as center schools, where all the students are disabled.) This would also include students who may attend school at a residential facility but do not live there.

F: Residential facility
Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities and live in the residential facility during the school week (e.g., Florida School for the Deaf and Blind).

H: Home/Hospital
Students with disabilities receiving special education and related services at home or in an inpatient hospital program.

IDEA Educational Environment (Ages 0-2, gifted only, and all other students age 6-21 and kindergarten students age 5 for whom the above codes do not apply)

Z: Age 0-2, gifted only, none of the above
Use this code only if the other IDEA environment codes do not apply.

Exceptional Student 60 Day, Exception
Indicate the following for SLD evaluations:

- **Y:** The parent and LEA agreed to a specific time beyond the 60 days
- **N:** The parent and LEA did not agree to an extension beyond 60 days (default)
- **P:** Parent of the student repeatedly failed or refused to produce the student for the evaluation
- **T:** The student transferred to a new district during the timeframe

ESE Test Waiver
Check the box for each test for which a waiver has been approved:

- Algebra 1
- Algebra 2
- Biology
- Civics
- FL Civic Literacy Exam
- Geometry
- US History

Gifted Eligibility
For gifted students, indicate if the student was found eligible for Gifted under Plan A or Plan B:

- **2(a):** The student was found eligible for Gifted under general criteria (Plan A) or out of county/state permanent assignment
- **2(b):** The student was found eligible for Gifted under the criteria for underrepresented groups (Plan B)

Active Service Plan
(Private School Use Only)
- Yes - student has an active service plan completed by the Private School Team
- No - the student does not have an active service plan completed by the Private School team.

New 2026-2027

BIP Reviewed/Revised Date
Include the date in which the Behavior Intervention Plan (BIP) was reviewed and/or revised by the team.