

Change in IEP - How to Report an Update in Campus:

When making an update due to a change to Special Ed Program, Special Ed Category, Disability category or if the student is ending services or moving please refer to the below steps to update the special education fields in Campus (within the enrollment record).

Example: John Smith, an elementary student in your district is now turning 6 and therefore the special education category and/or primary disability codes for this student must be updated. Remember when a child turns 6 years of age there must be an update to the special education fields to reflect a special education category within the 100 codes. Children ages 3-5 use the special education category codes in the 300s.

Step 1: The current special education record for this student must be ended.

*	Effective Date	Special Ed Program	Special Ed Category
	11/02/2014	A: Mild to Moderate Disabilities	0315: Early Childhood Setting 80-100%
		Primary Disability	Multiple Disability 1
		570: Developmental Delay	
		Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5	
End Date	Exit Code		
12/21/2015	11: Change in IEP		

Step 2: Enter an end date for this student and an exit code reason of 11: CHANGE IN IEP or other appropriate exit code related to the reason for the change.

Step 3: Start a new special education record that will now reflect the updates in special education category and/or primary disability. Please do not use the same date to both end the previous special education record and the start of a new one. If using 12/21/2015 as an end date – please start the new record with 12/22/2015.

*	Effective Date	Special Ed Program	Special Ed Category
	12/22/2014	A: Mild to Moderate Disabilities	0100: General Class with Modifications 80-100%
		Primary Disability	Multiple Disability 1
		525: Specific Learning Disability	
		Multiple Disability 2	Multiple Disability 3
	Multiple Disability 4	Multiple Disability 5	
End Date	Exit Code		

By making the change as instructed above, the historical data will not be lost. If you simply edit one or more the data fields without ending and starting a new special education record it appears as if the new data has been in place since the start date of the record. Therefore as we are working to validate and compare your child count data now to Campus --- we are discovering differences. Updating the records in this manner will also create problems/concerns during a monitoring or on-site review with Office of Special Education staff.

If you are just making changes in the related services at the bottom of the page, you are not required to add a new record. These may be updated by simply entering the change and saving – there is no need to start a new special education record. Only when updating the fields within the box (start date thru exit code) require a district to end one special education record and start a new one.

Physical Therapy Hours <input type="text"/>	Recreational Therapy Hours <input type="text"/>	Audiological Services Hours <input type="text"/>
Occupational Therapy Hours <input type="text"/>	Speech/Language Therapy Hours <input type="text"/>	School Health Services Hours <input type="text"/>
Psychological Therapy Hours <input type="text"/>	Orientation/Mobility Hours <input type="text"/>	Counseling Services Hours <input type="text"/>
Social Work Service Hours <input type="text"/>	Other Service Hours <input type="text"/>	<input type="checkbox"/> Participates in Alt. Assessment
Transportation <input type="text"/>	Assistive Technology <input type="text"/>	
ASD Severity Behaviors Level <input type="text"/>	ASD Severity Communication Level <input type="text"/>	

What shall I do if I have already changed special education fields incorrectly? Must the changes be corrected?

The answer is YES, if you have already made updates to a student's IEP (special education data fields) and simply updated the specific data field without ending and starting a new special education record I do need you to go back into Campus and correct.

DOE needs to verify that the child count data is correct – to be able to confirm that it is correct now and in the future there needs to be in Campus a special education record that reflects the data as uploaded and confirmed by the district (i.e. signoff).

If you have questions about how to correct Campus data entries – please contact Teri Jung at 773-8197.