

# Timeline for Initial Evaluation and Transition from Part C to Part B – Application User Guide

2022–2023 School Year



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Revision Log

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Changes to this document made after August 2022 will be noted in the table below.

Section	Description of Revision	Revision Date
Timeline for Initial Evaluation and Transition from Part C to Part B Report – Verification Tab	Enhanced the search features on the Verification page	January 2023
Timeline for Initial Evaluation and Transition from Part C to Part B Report – Verification Tab	Changed the “Is Verified” checkbox to the “Verify Initial Eval” Checkbox; changed “Is Transitioning from Part C” checkbox to the “Verify Part C Transition” checkbox.	January 2023
Various	Updated year references for the 2022-23 school year.	January 2023

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# Using the Timeline for Initial Evaluation and Transition from Part C to Part B Application

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## Introduction/Purpose

This application captures data required by the Office of Special Education Programs (OSEP) to be collected under the State Performance Plan for two indicators:

- Indicator 11, children with parental consent to evaluate, who were evaluated, and eligibility was determined within 35 school days and
- Indicator 12, Effective Transitions: Timely Transition from Part C to Part B by the student's third birthday.

**Please note, this data is applicable to initial evaluations only, not three-year reevaluations for all children being evaluated for IDEA, Part B.** The reporting cycle for this data collection is July 1 to June 30, annually through the LEAs CEDARS Submission of File U. Report students whose eligibility (whether the student was found eligible for special education services or not) was **determined** during the reporting cycle. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes. Report only the records of those students who completed process. If the process began in one reporting process (i.e., the 2021–22 school year) but eligibility was not determined until the 2022–23 school year, report the entire elements of File U in the 2022–23 school year.

The data in the in the application is pre-populated **primarily** (but not solely) from CEDARS Initial Evaluation and Eligibility Timelines File U. Updates to this data must be made through a re-submission of data to CEDARS. Students referred but not yet enrolled in the LEA (and therefore not in the LEAs CEDARS submission) will also need to be included in this data collection. They will need to be uploaded using the template provided within the application to be included.

The Timeline for Initial Evaluation and Transition from Part C to Part B application generates the verification list from CEDARS File U data. Students are included in the Verification list, if, at the end of the reporting cycle, the student completed the eligibility process. If there are students included in the Verification list that should not be counted, **simply do not check the verification box for that student's record.**

The process to add a student to Timeline for Initial Evaluation and Transition from Part C to Part B Verification list is to correct the data through a CEDARS submission. If the student was never entered into the district's student information system (and therefore cannot be uploaded to CEDARS), then the record should be added through the *Upload Function* provided on the Verification tab of the application.

The data must be verified and locked in the Timeline for Initial Evaluation and Transition from Part C to Part B EDS application no later than July 15, 2023. If an error is discovered after the deadline, please notify the special education section of OSPI as soon as possible. Districts may begin to review their data as soon as they have successfully submitted 2022–23 CEDARS files.

This application has two sections for LEAs to complete:

1. Verification
2. Review and Submit

Go to the tab labeled **Verification** to begin.

For more information about CEDARS data, please see the [CEDARS Data Manual and Appendices](#) for the reporting school year.

## General Information about this Application

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### Accessing the Application

To access the Timeline for Initial Evaluation and Transition from Part C to Part B Application:

- [Log into the Education Data System \(EDS\)](#).
- Select 'I Agree' on the Acceptable Use window.
- Select 'View My Applications'
- Select the 'Special Education Reporting' link.

If you do not have an EDS account, you can:

- Create an account by accessing the Create an Account tab at the EDS sign-in screen; or,
- Contact your District Data Security Manager (DDSM).

If you have an EDS login, but do not see the Special Education Reporting link in your list, contact your DDSM. A listing of the district security managers can be found in [EDS](#).



The following EDS user roles give access to the Special Education Reporting applications:

- CEDARS District Administrator
- Special Ed Report User

Please work with your CEDARS District Administrator to analyze and plan any corrections to student data.

The welcome screen below is the first screen you will see after logging into Special Education Reporting.

> Select Organization

## Special Education Reporting

Click on the application you want to access:

- Application
- Special Education Child Count and LRE Reporting
- Early Childhood Outcomes
- Timeline for Initial Evaluation and Transition from Part C to Part B



At this landing page, select the Timeline for Initial Evaluation and Transition from Part C to Part B application. This page explains the purpose and process for completing the reporting requirements of this application.

**Test Web Server** Home Help Feedback

Welcome Child Count **Timeline** Admin

Verification Review and Submit Admin Logout >

> Select Organization

### Special Education Reporting

Office of Superintendent of Public Instruction

#### Timeline for Initial Evaluation and Transition from Part C to Part B Reporting

This application captures data required by the Office of Special Education Programs (OSEP) to be collected under the State Performance Plan for two indicators:

- Indicator 11, children with parental consent to evaluate, who were evaluated and eligibility was determined within 35 school days and
- Indicator 12, Effective Transitions: Timely Transition from Part C to Part B by the student's third birthday.

**Please note, this data is applicable to initial evaluations only, not three-year reevaluations for all children being evaluated for IDEA, Part B.** The reporting cycle for this data collection is July 1, 2021 through June 30, 2022 through the LEAs CEDARS Submission of File U. Report students whose eligibility (whether the student was found eligible for special education services or not) was **determined** during the reporting cycle. This includes all students referred regardless of their eligibility determination and all related timelines associated with the referral and eligibility processes. Report only the records of those students who completed process. If the process began in one reporting process (i.e., the 2020-21 school year) but eligibility was not determined until the 2021-22 school year, report the entire elements of File U in the 2021-22 school year.

The Timeline for Initial Evaluation and Transition from Part C to Part B application generates the verification list from CEDARS File U data. Students are included in the Verification List, if, at the end of the reporting cycle, the student completed the eligibility process. If there are students included in the Verification list that should not be counted, simply

## Timeline for Initial Evaluation and Transition from Part C to Part B Report – Verification Tab

### Step 1: Verification

Begin by choosing the *Verification* tab at the top of the screen. This is Step 1 of the Timeline for Initial Evaluation and Transition from Part C to Part B Verification Process. This page contains a list of students submitted by the district through CEDARS File U. **Do not assume that a student can be counted just because they show up on the Verification list.**

CEDARS submission exceptions **must** be reconciled for students to be included in the Timeline for Initial Evaluation and Transition from Part C to Part B report. If a student is listed as a File U submission exception in CEDARS, and you intend to count the student for the Timeline for Initial Evaluation and Transition from Part C to Part B, the exception must be reconciled. The student will not appear on the verification list until the submission exception is corrected.

To include a record for the Part C to Part B Transition report, check the box in the column named *Verify Part C Transition*. Then click the green Save button. If a record's *Verify Part C Transition* box is checked and it should not be, simply click in the check box again to deselect it. Please note: Any record being verified for the Transition from Part C to Part B report, **MUST** also be verified for the Initial Evaluation report.

**It is recommended that Users verify all the Part C Transition records first and then go back and verify the Initial Evaluation records. It is not incorrect to verify in the opposite order but note that if the record is verified for an Initial Evaluation, it must be unchecked before the application will allow the User to go back and check the Part C Transition box.**

To include a record for the Timeline for Initial Evaluation report, check the box in the column named *Verify Initial Eval*. Or, to include all the students in the verification list, click the check box in the header row of the *Verify Initial Eval* column. Then click the green Save button. If a record's *Verify Initial Eval* box is checked and it should not be, simply click in the check box again to deselect it.

**Special Education Reporting**

**Timeline for Initial Evaluation and Transition from Part C to Part B Reporting**

The data for this district has all been verified and was submitted on 12/15/2022 by Ronald Yoo.

This is Step 1 of the Timeline for Initial Evaluation and Transition from Part C to Part B Verification Process. This page contains a list of students submitted by the district through CEDARS File U.

CEDARS submission exceptions **must** be reconciled for students to be included in the Timeline for Initial Evaluation and Transition from Part C to Part B report. If a student is listed as a File U submission exception in CEDARS, and you intend to count the student for the Timeline for Initial Evaluation and Transition from Part C to Part B, the exception must be reconciled. The student will not appear on the validation list until the submission exception is corrected.

To include verified student records in the report: Check the student's record in the *Verify Initial Eval* check box for the student. Or, to include all of the students in the verification list, click the check box the header row of the table. Then click the *Save* button.

To add one or more record: Using this [File Template](#), populate it with the student records that could not be populated through a CEDARS Submission. These records **MUST** be formatted using the business rules provided in the CEDARS Manual. The student import template should be saved in a .csv format. Doing so ensures that all data is saved in the intended format prior to importing.

Student Data File Import Instructions:

1. Select your file to import by using the *Choose File* button;
2. Once your file is selected, it will be imported.
3. To view the results of the last submission, go to the [File Import Results](#) page.
4. Verify the records imported in the grid below.

To edit a record: Individual elements of a record cannot be edited in this application. If the record in error was submitted through CEDARS, resubmit the CEDARS file with the corrected information. If the record in error was imported manually, delete the record, and reload it through the file import process.

To delete student records: Check the student's record in the *Delete Student* check box for the student located in the far right column. Then click the *Save* button.

After all of your district's records are verified, click the *Review and Submit* tab to move to **Step 2: Review and Submit**.

Verify Initial Eval	Verify Part C Transition	SSID	Last Name	First Name	Day of Initial Referral Date (U05)	District Received Consent Date (U06)	Initial Evaluation Eligibility Determination Date (U07)	School Days to Complete Initial Evaluation (U08)	Is Initial Evaluation On-Time	Late Initial Evaluation Desc (U09)	U09 Other Explanation
<input type="checkbox"/>	<input type="checkbox"/>				4/22/2022	9/21/2022	10/5/2022	10	Y		

Records can be uploaded within this application outside of traditional CEDARS Submissions. Using this [File Template](#) (**do not modify the template**) populate it with the student records that could not be populated through a CEDARS Submission. These records **MUST** be formatted using the business rules provided in the CEDARS Manual otherwise submission errors will stop the data from loading into the application. The student import template should be saved in a .csv format. Doing so ensures that all data is saved in the intended format prior to importing.

For more detailed information of each of the elements listed below, refer to [CEDARS Manuals, Appendices and Reporting Guidance](#).

## Formatting of Elements When Importing with Template

Element Name	Element Format Example
SchoolYear (Element U01)	Example: 2023
DistrictCode (Element U02)	Example: 12345
LastName (Element B06)	Example: <i>Smith</i>
FirstName (Element B07)	Example: <i>John</i>
InitialReferralDate (Element U05)	Example: 01/01/2020
DistrictReceivedConsentDate (Element U06)	Example: 01/01/2020
InitialEvaluationEligibilityDeterminationDate (Element U07)	Example: 01/01/2020
SchoolDaysToCompleteInitialEvaluation (Element U08)	Example: 10
LateInitialEvaluationReasonCode (Element U09)	Example: 1
LateInitialEvaluationReasonOtherDescription (Description from Appendix AF)	Example: <i>Parent and district agreed to extend the evaluation timeline per the requirements of WAC 392-172A-03005(c).</i>
InitialEvaluationEligibilityOutcomeCode (Element U10)	Example: 1
InitialIEPMeetingDate (Element U11)	Example: 01/01/2020
ReasonForLateTransitionFromPartCCode (Element U12)	Example: 1
BirthDate (Element B09)	Example: 01/02/2003
GenderTypeId (Element B12)	Example: <i>M</i>
RaceTypeRollUpId*	Example: 1
IsTransitioningFromPartC (Description from Appendix AG)	Example: <i>N</i>

\*RaceTypeRollUp valid values for this application are as follows: For the purpose of federal race & ethnicity reporting, OSPI reports *Hispanic* if the ethnicity aggregate for the code in Element L05 from Appendix Y is *Hispanic*. If the ethnicity aggregate for the code in Element L05 from Appendix Y is *Non-Hispanic*, then OSPI reports the race category for the code in Element M05 from Appendix Z. Except when two or more race categories are selected, then OSPI reports *Two or More Races*.

Value	Description
1	American Indian/Alaskan Native
2	Asian
3	Black/African-American
4	Hispanic/Latino of any race(s)
5	White
6	Native Hawaiian/Other Pacific Islander
7	Two or More Races

Examples of formatting errors of imported data:



C Error Message

Required Field: InitialEvaluationEligibilityOutcomeCode must be a number and must be a valid value from the CEDARS Data Manual for this school year.

ReasonForLateTransitionFromPartCCode must be a number and must be a valid value from the CEDARS Data Manual for this school year. ReasonForLateTransitionFromPartCCode

Required Field: GenderTypeId must be a char with a max length of 1 and must be a valid value from the CEDARS Data Manual for this school year.

Required Field: RaceTypeRollUpId must be a number and must be a valid value from the CEDARS Data Manual for this school year.

Student Data File Import Instructions:

1. Select your file to import by using the *Choose File* button:
2. Once your file is selected, it will be imported. You will receive the following message near the top of the screen after you import your file.



Your file has been accepted and is being processed. To view your submission results go to the [File Import Results](#) page.

3. To view the results of the last submission, go to the [File Import Results](#) page. You may see a message similar to the one below:

This page displays the File Import results for the most recent Timeline Student List File Import.

Submission Date: 3/14/2022

File Name: Timeline Students Data Template.csv

Submission Person Name: Sandy Grummick

Import Status: Passed

Total Records Count: 73

Accepted Records Count: 14

Error Records Count: 59

To download the errors to resolve listed below, click here: [Download File Import Errors](#)

If your submission had formatting errors, click on the link "*Download File Import Errors*". You can resubmit your file as many times as necessary to correct the data. After that is completed, navigate back to the *Verification* page.

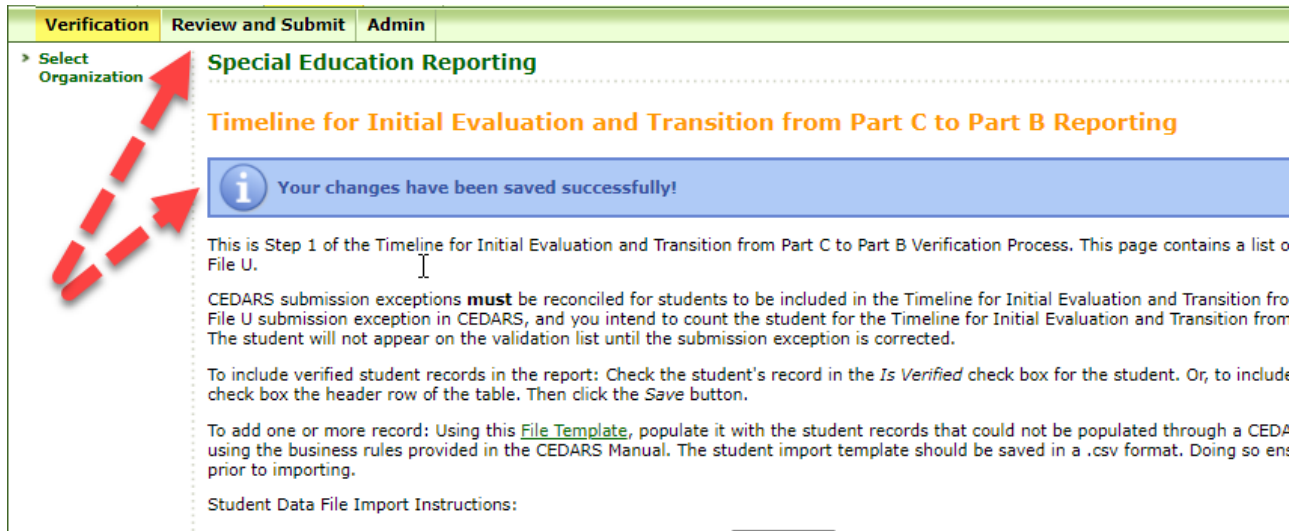
4. Navigate back to the Verification page and click the Save button only if all of the records are correct. If there are errors in the imported file, correct them and then go back through the import process described above. If you save all of the records and reimport them again, there will be duplicate records. Those can be deleted in the Verification page. Verify the records imported in the grid at the bottom of the verification page.

If you do not see the records immediately and you received a message that they were successfully loaded, navigate back to the Verification page and refresh your screen.

To edit a record: Individual elements of a record cannot be edited in this application. If the record in error was submitted through CEDARS, resubmit the CEDARS file with the corrected information. **If the record in error was imported manually, delete the record, and reload it through the file import process.**


To delete student records: Check the student's record in the *Delete Student* check box for the student located in the far-right column. Then click the *Save* button.

After all your district's records are verified, click the *Save* button and then choose the *Review and Submit* tab to move to *Step 2: Review and Submit*.



The screenshot shows a web application interface with three tabs: 'Verification', 'Review and Submit', and 'Admin'. The 'Review and Submit' tab is active. Below the tabs, there is a navigation menu with a dropdown arrow next to 'Select Organization'. The main heading is 'Special Education Reporting'. Below this is a sub-heading: 'Timeline for Initial Evaluation and Transition from Part C to Part B Reporting'. A blue information banner states: 'Your changes have been saved successfully!'. Below the banner, there is a paragraph of text: 'This is Step 1 of the Timeline for Initial Evaluation and Transition from Part C to Part B Verification Process. This page contains a list of File U.' followed by a cursor. Below this are three paragraphs of instructions regarding submission exceptions, including verified student records, and adding records using a file template. At the bottom, there is a link for 'Student Data File Import Instructions:'.

## FILTER AND SEARCH FEATURE

Any column in the Verification list can be filtered or searched. Enter the criteria in the cell of the column you wanted to filter or search and then click on the funnel icon (  ), enter. The results will be listed below.

After all the students who should be included in the count are checked, select the *Save* button at either the top or bottom of the list.

District staff can download both verified and not verified records on the bottom of the Review and Submit page of the application.

## STUDENT VERIFICATION LIST BUSINESS RULES

How to determine why students do or do not display on the Initial Evaluation and Transition from Part C to Part B Verification list:

- Check the status of the last CEDARS submission. If the submission exceeded the logical delete threshold, the CEDARS District Administrator will need to review and either allow the submission to proceed or resubmit a new set of files.
- Check the CEDARS Exceptions Report and correct any exceptions about the student. To be able to verify a student on this report, the student's CEDARS data cannot be a submission exception.
- All elements of File U must be populated without submission exceptions to populate the verification list.

## HOW CEDARS DATA UPDATES THIS APPLICATION

Only non-verified records are updated by new or corrected CEDARS data. New or different CEDARS data will not affect a record if it has been verified and saved. Records that have been verified and saved, will not be affected by any new or different CEDARS data for that student. If data about a verified student record need to be changed:

1. un-verify the student record in this application (uncheck the box and Save), and
2. correct the student record in CEDARS.

**If you use a CEDARS Non-standard submission to make a data change** the application will re-fresh the night of your successful CEDARS submission and would then be available the next day.\*

\*Assuming the CEDARS submission does NOT trip the logical delete threshold and require LEA action before it will be loaded for use. Work with your CEDARS District Administrator if you need assistance.

## Timeline for Initial Evaluation and Transition from Part C to Part B Report – Review and Submit

### Step 2: Review and Submit

Once the student list has been verified and saved, navigate to the *Review and Submit* tab. This section summarizes all the student data verified on the *Verification* tab.

The screenshot shows the application's navigation menu with 'Review and Submit' selected. The main content area is titled 'Timeline for Initial Evaluation and Transition from Part C to Part B Reporting'. Below the title, it says 'Step 2 Review and Submit:' and provides instructions to review data verified for the district's timeline. A list of reports is shown: 'Timeline for Initial Evaluation' and 'Transition from Part C to Part B'. A green 'Submit' button is visible. Below this, there is a section for 'Timeline for Initial Evaluation' with a 'Print Friendly' icon. A progress bar is displayed with the text 'IDEA Part B Initial Evaluation Timeline--All Initial Evaluations regardless of Age Reporting Period July 1 through June 30'. The progress bar shows '0.00 %' completion. Below the progress bar, there are input fields for 'School District Name' (containing 'School District') and 'Co-Dist #'.

Review the data verified for your district's Timeline for Initial Evaluation and Transition from Part C to Part B in Step 1 of this application. Those verified records will populate the following reports on this page:

- Timeline for Initial Evaluation
- Transition from Part C to Part B

After reviewing your district's data to make sure it is summarizing properly, finalize the data by selecting the "Submit" button. The data has not been submitted until this is done. It is highly recommended that you download and save copies of the submitted reports and in the individual student data at this time. **Download the verified as well as the not verified file and keep for your records. After the application rolls over to the new school year, this information will no longer be available to download.** The summary report should also be downloaded at the same time.

**If your district has no students to report for either the Initial Evaluation or the Transition from Part C to Part B Reports, you must confirm and submit 'no students to report'.**

Please remember, it is your LEAs responsibility to keep a copy of these reports available for auditing purposes.

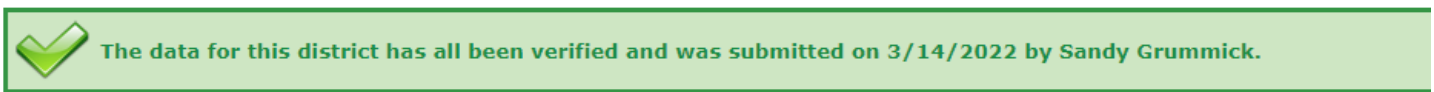
## Revising the Initial Evaluation and Transition from Part C to Part B Report

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There will be instances in which the LEA will need to add/remove a student from the report or revise demographic data related to a student's record after the count has been verified and locked. Unlocking an LEAs report is requested through the Review and Submit Tab within the application. Click on the link specifying: "If you would like to request of unlock of your data, please click here"

### Timeline for Initial Evaluation and Transition from Part C to Part B Reporting

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Step 2 Review and Submit:

**The data is currently locked. To request that the data be unlocked, click [here](#)**



Review the data verified for your district's Timeline for Initial Evaluation and Transition from Part C to Part B in Step 1 of this application. It will populate the following reports on this page:

- Timeline for Initial Evaluation
- Transition from Part C to Part B

Print Friendly

Clicking the link will generate an email to OSPI Special Education staff who will either unlock the LEAs data as requested or deny the request. The person requesting the unlock will receive an email when the application has been unlocked or denied. Once the application is unlocked, the Step 1: Verification list of students will be available to edit. To remove a student from the list, uncheck the *Verify Initial Eval* box for that specific student and click the save button. If the *Verify Part C Transition* box was also checked, it will now also be unchecked. Before exiting the application, resubmit the data, otherwise the report will be considered not completed.

To edit data from a record, uncheck the *Verify Initial Eval* box for that specific student and *Save* the record. Any new data submitted through CEDARS should populate the record at this time. If that does not occur, refresh your screen. If the data has been successfully submitted through CEDARS, it should now be available in this application. Save the record and resubmit the data, otherwise the report will be considered not completed.

District staff **will not** have the opportunity to modify the data after the reporting deadline.

## General Reporting Tips

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### Enrollment Status

Some students may not yet have an SSID when they are referred. But they may have an SSID by the time they are finished with the referral process and data can be submitted at that time. Initial evaluation referrals received for students that are still not enrolled by the time they are finished with the referral process must be reported through the Upload Process described on page 6 of this guide.

## Parental Consent

Do not report instances where there is no parental consent. The evaluation and eligibility procedure will not continue without parental consent and there will be no process or outcome data to report.

## Determined Ineligible

Students referred and then determined ineligible must still be reported. Including all related timelines associated with the referral and eligibility processes.

## Multiple Referrals

If a student is referred multiple times, there should be a record to represent each referral process. Do not combine data on multiple referrals into a single record.

## School Year Spans

If a single referral process spans multiple *school* years (not calendar years), we would expect the entire process to be reported in File U for the school year the evaluation/eligibility determination (Element U07) and subsequent steps occurred in.

## Contact Information/Resources

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### Special Education

Sandy Grummick  
Dean Runolfson  
[specialeddata@k12.wa.us](mailto:specialeddata@k12.wa.us)  
360-522-3578/564-200-4729

OSPI Customer Support  
[customersupport@k12.wa.us](mailto:customersupport@k12.wa.us)  
1-800-725-4311, Option 1  
OSPI TTY  
360-664-3631

### Reporting Guidance Initial Evaluation and Transition from Part C to Part B

- [Part C to B Transition - Indicator 12 web page.](#)
- [End of Year Reporting Guidance](#)
- [CEDARS Manual and Appendices](#)
- [Child Find Technical Assistance Page](#)

### Education Data System (EDS)

- [Contact your District Data Security Manager](#)
- [EDS User Guide and Policy](#)

### CEDARS Data

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*All students prepared for post-secondary pathways,  
careers, and civic engagement*



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**PUBLIC INSTRUCTION**

**Chris Reykdal** | State Superintendent  
Office of Superintendent of Public Instruction  
Old Capitol Building | P.O. Box 47200  
Olympia, WA 98504-7200