

Guide for Annual Special Education Activities, Reports, and Grant Packages 2023–24 School Year

These activities, reports, and grant packages are applicable to local education agencies (LEAs), including public school districts, charter schools, educational service agencies (ESAs), the Washington Center for Childhood Hearing Loss and Deafness, and the Washington State School for the Blind ([WAC 392-172A-01175](#)).

Timeline	Activity/Report/Education Grant Management System (EGMS) Application <i>Note whether Required/Optional/Recommended</i>	Activity/Report/ Form Pkg	Impacts
First Business Day of each month	<p>Directory – Updates to the Special Education and Institutional Directory (Directory) are posted on the first business day of each month. Send updates for the 2023–24 the Directory to speced@k12.wa.us. If the Local Education Agency (LEA) has a new special education director, business manager, and/or superintendent this year, please send their name and email address, as well. Changes submitted prior to the last business day of the month will be included in the next month’s edition of the Directory.</p> <p>Recommended.</p>	Special Education Directory	Communication
July 1 through June 30 (year round)	<p>Due Process Tracking – When a parent files a due process hearing request, the LEA is required to convene a resolution session within 15 calendar days (or seven calendar days if the hearing is expedited) of the date the parent provides the LEA with the request for a due process hearing and the parent provides the Office of Administrative Hearings (OAH) a copy of the request. The LEA notifies OSPI of the date the resolution session is scheduled and completes a tracking form, identifying: 1) the outcome of the resolution session; 2) if the parties entered a written agreement to waive the resolution session; or if the parties waived the resolution session to participate in mediation. (See the Due Process FAQ, item 9, for more information and forms.) Required.</p>	OSPI generated email	Determinations; Data Performance Profile; State Annual Performance Report
July 1	<p>IDEA 2023–24 Part B Application – The LEA will submit all pages and budgets with their federal fund application by July 1, 2023. To receive a July 1 spending start date, LEAs must submit their signed Substantially Approved Status (SAS) and Assurances by July 1st. If LEAs submit the SAS and Assurances in August, the LEA may request to obligate funds on July 1st. If these deadlines are not met, LEAs will receive a spending start date of September 1, 2023. Applications received after September 1 will receive a spending start day of when the application was received. Refer to Bulletin 029-20.</p> <p>Required if the LEA is requesting the July 1, 2023 spending start date.</p>	IDEA application (EGMS 267) (IDEA Regular Grants)	Funding

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September 1 (on or around)	Disproportionality/Significant Disproportionality Notification – LEAs will be notified via email of disproportionality and significant disproportionality data for the previous school year. LEAs with disproportionality or significant disproportionality will be required to complete and submit a Disproportionality Workbook (attached to the LEA’s notification email) on or before May 1, 2024. For LEAs with a designation of Significant Disproportionality, the Workbook will include a plan for implementation of Comprehensive, Coordinated Early Intervening Services (CCEIS). See the disproportionality and significant disproportionality sections of the OSPI Special Education website for more information. Required for all LEAs with disproportionality or significant disproportionality.	OSPI generated email, Disproportionality Workbook	Determinations; Data Performance Profile; State Annual Performance Report
September 1 (on or around)	WISM Systems Analysis Notification – LEAs will be notified via email if they have been selected to participate in a Washington Integrated System of Monitoring (WISM) Systems Analysis review, including an on-site visit, desk review, or LEA self-assessment. See the WISM section of the OSPI Special Education website for more information. Required for all selected LEAs.	OSPI generated email	Determinations; Data Performance Profile; State Annual Performance Report
September 1	IDEA 2023–24 Part B Application – All pages and required appendices of the EGMS IDEA Application 267 are due by 5 pm on September 1, 2023 . LEAs that submit on or after the September 1, 2023, deadline will receive a spending start date no earlier than the date all required components are received. LEAs who submit all required components prior to September 1 may request a July 1 spending start date. Login to EGMS here . Required for all LEAs if not already submitted.	IDEA application (EGMS 267) (IDEA Regular Grants)	Funding
Mid-late September	IDEA Correction of Non-Compliance – Notifications of non-compliance are issued to LEAs with non-compliance identified in 2022–23 that is in need of correction. The IDEA Correction of Non-Compliance Workbook (previously known as the iGrants Form Package 442) must be completed and submitted as soon as possible, but no later than March 1, 2024 . Required if applicable.	IDEA Correction of Non-Compliance Workbook	Determinations; Funding

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October 1– December 1 Data Collection Window	Count Window for Private School Students Unilaterally Enrolled by Their Parents – This is the calendar window for LEAs to count the total number of students in grades K–12 unilaterally enrolled by their parents in an approved, non-profit private school, regardless of when students were determined eligible for special education services, and regardless of whether students (1) are not receiving special education services, (2) are being served using services plans, or (3) are being served through an IEP with part-time enrollment. This information will be used to calculate the proportionate share set-aside for the LEA in the subsequent year’s IDEA Application (EGMS 267). The count is to occur on a date on or between October 1 and December 1 as determined by the LEA (WAC 392-172A-04015). Required if the LEA has <u>approved, non-profit private schools located within its boundaries</u>.	IDEA application (EGMS 267), Proportionate Share	Funding
November 1	Post School Outcomes Survey – November 1, 2023, at 11:59 pm is the final date and time by which to submit data for the Post-School Data Survey for students with disabilities who left high school between September 1, 2021 and August 31, 2022. The Survey and the Demographic Form are located on the Center for Change in Transition Services website . The timeliness and accuracy of this report impacts the LEA determination level. Required.	Post-School Outcome Survey	Determinations; Data Performance Profile; State Annual Performance Report
November 1	Determinations – LEA Determination Levels for 2022–23 are issued by OSPI. Each LEA will receive a copy of its Determination Level via email. Required.	OSPI generated email	Determinations; Funding
November 1	Federal Child Count and LRE Application Opens in EDS – The LEA is required to report the number of students eligible for special education enrolled within its jurisdiction on the first business day of November. The LEA has until December 11, 2023, to finalize its submission. Required.	Federal Child Count and LRE Report	Determinations; Data Performance Profile; State Annual Performance Report

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November 30	Determination Reconsideration – An LEA may request in writing that OSPI review and reconsider its determination level if the level is incorrect due to OSPI error. After November 30th, the Determinations are considered final. Optional.	Determination Level	Determinations
December 1	Count of Private School Students Unilaterally Enrolled by Their Parents – December 1, 2023, is the final date for LEAs with approved private, nonprofit elementary and/or secondary schools located within its boundaries to count the number of special education eligible students in grades K–12 unilaterally enrolled by their parents (See “Oct. 1 – Dec. 1 Count Window for Private School Students” on the previous page). This information will be reported in the LEA’s 2024–25 IDEA application (EGMS 267). Required if the LEA has approved, non-profit private schools located within its boundaries.	IDEA application (EGMS 267), Proportionate Share	Funding
December 11	Personnel – The Special Education Personnel Employed & Contracted Report is due by 5 pm on December 11, 2023 . The timeliness and accuracy of this report impacts the LEA determination level. Submit the completed form to specialeddata@k12.wa.us . For more information see OSPI’s Federal Data Collection Forms website . Required.	Special Education Personnel Report	Determinations
December 11	Federal Child Count and LRE Reporting – The LEAs must finalize their submission and verification of Students Eligible for the Annual November 1 Special Education Federal Child Count/LRE data report in EDS no later than 5 pm on December 11, 2023 . The timeliness and accuracy of this report impacts the LEA determination level. For additional information, see OSPI’s Federal Data Collection Forms website . Required.	Federal Child Count and LRE Report	Determinations; Data Performance Profile; State Annual Performance Report
December 31	Restraint and Isolation Data Gathering 2022–23 – All LEAs are required to report restraint and isolation data for all students during the 2022–23 school year. Additional information can be found in Bulletin No. 074-22: Restraint and Isolation Data Gathering 2020–21 . Updated bulletin will be available October 2023. Required.	Restraint and Isolation application in EDS	Data Performance Profile

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February 28	Excess Cost Verification – To ensure that the LEA satisfies the Excess Cost requirements, the LEA must complete the Excess Cost Template located on OSPI's website - scroll down to Tools & Templates, Excess Cost. Email it to speced.fiscal@k12.wa.us by February 28, 2024. The Excess Cost Handbook can be found on the Special Education Funding page. These expenditures must directly benefit eligible students with disabilities. Required.	IDEA application (EGMS 267), Excess Cost Template	Funding
March 1	Correction of Non-Compliance – The IDEA Correction of Non-Compliance Workbook is due as soon as possible but no later than March 1, 2024 , from LEAs with issues of non-compliance identified. Required for all LEAs with identified non-compliance.	IDEA Correction of Non-Compliance Workbook	Determinations; Data Performance Profile; State Annual Performance Report
March 8	Safety Net – High-Need Individuals (HNI) applications are due to OSPI. Safety net funding is available to school LEAs with a demonstrated capacity for Special Education funding in excess of state and federal funding otherwise provided. Conditional awards will be made mid-June. The reconsideration window will be 20 days from the date of the conditional award letter. Additionally, updated expenditure reports will be due at the end of July. This information will be used in the final awards made in August. For more information about the safety net process and how to apply for safety net funding, visit OSPI's Safety Net website . The safety net application bulletin for 2023–24 school year will be available Fall 2023. Optional.	Funding	Funding
May 1	Disproportionality Workbook – The Disproportionality Workbook is due from all LEAs identified as having disproportionality or significant disproportionality (see September 1 notification). For LEAs with a designation of Significant Disproportionality, the Workbook includes the LEA's plan for implementing CCEIS. See OSPI's website for more information. Required for all LEAs with identified with disproportionality or significant disproportionality.	IDEA application (EGMS 267), and/or CCEIS template	Determinations; Data Performance Profile; State Annual Performance Report

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May 10	<p>Safety Net – Community Impact (CI) applications are due to OSPI. Safety net funding is available to school LEAs with a demonstrated capacity for Special Education funding in excess of state and federal funding otherwise provided.</p> <p>High Need Individual updates are due to OSPI. Applicants can submit updates to an application submitted in March.</p> <p>Conditional awards will be made mid-June. The reconsideration window will be 20 days from the date of the conditional award letter. Additionally, updated expenditure reports will be due at the end of July. This information will be used in the final awards made in August.</p> <p>For more information about the safety net process and how to apply for safety net funding, visit OSPI's safety net website. The safety net application bulletin for 2023–24 school year will be available Fall 2023. Optional.</p>	Funding	Funding
June 1– November 1 Data Collection Window	<p>Post-School Outcomes Survey Reporting Window – The online data collection platform for the Post-School Outcomes Survey opens for LEAs to enter student information for 2022–23 leavers. The data platform is located on the CCTS website. The Post-School Outcomes Survey online data must be entered on or before November 1, 2024. The timeliness and accuracy of this report impacts the LEA/ESA determination level. Required.</p>	Post-School Outcomes Survey	Determinations; Data Performance Profile; State Annual Performance Report
June 1	<p>Non-Public Agency (NPA) Application Due Date – All NPA annual reviews and three-year renewal applications are due. All NPAs must complete and submit an annual review form no later than June 1st of the year following their initial approval. For a three-year renewal, the NPA must reapply to maintain approval status. The NPA application, annual review forms, and three-year renewal forms are available on OSPI's website.</p>	NPA Application	Funding

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June 1	ESD Verification of Correction – The ESD verification of correction of identified non-compliance is due from the ESD as soon as possible but no later than June 1, 2024 , if the LEA has non-compliance. Required for all LEAs with identified non-compliance.	IDEA Correction of Non-Compliance Workbook	Determinations; Data Performance Profile; State Annual Performance Report
July 1	IDEA 2024–25 Part B Application – The LEA will submit all pages and budgets with their federal fund application by July 1, 2024. To receive a July 1 spending start date, LEAs must submit their signed Substantially Approved Status (SAS) and Assurances by July 1st. If LEAs submit the SAS and Assurances in August, the LEA may request to obligate funds on July 1st. If these deadlines are not met, LEAs will receive a spending start date of September 1, 2024. Applications received after September 1 will receive a spending start day of when the application was received. Refer to Bulletin 029-20. Updated bulletin will be available May 2024. Required if the LEA is requesting the July 1, 2024, spending start date.	IDEA application (EGMS 267) (IDEA Regular Grants)	Funding
July 15	Early Childhood Outcomes (ECO) Report – The Early Childhood Outcomes report for 2023–24 is due July 15, 2024 . The timeliness and accuracy of this report impacts the LEA/ESA determination level. Submit the completed form to specialeddata@k12.wa.us . For more information, review the CEDARS Manual and Appendices for SY 2023–24 . Required.	Special Education Reporting application in EDS	Determinations; Data Performance Profile; State Annual Performance Report
July 15	Timeline Reports – The Timeline for Initial Evaluation and Part C to Part B Transition for the 2023–24 school year is due July 15, 2024 . The timeliness and accuracy of these reports impacts the LEA/ESA determination level. Submit the completed form to specialeddata@k12.wa.us . For more information, review the CEDARS Manual and Appendices for SY 2023–24 . Required.	Special Education Reporting application in EDS	Determinations; Data Performance Profile; State Annual Performance Report

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August 1	Disciplinary Incidents – The Disciplinary Incidents of Students with IEPs Report for 2023–24 is due August 1, 2024 . The timeliness and accuracy of this report impacts the LEA/ESA determination level. This data collection is within the EDS Behavior and Weapons application. For more information, review the CEDARS Manual and Appendices for SY 2023–24 . Required.	Behavior and Weapons application in EDS	Determinations; Data Performance Profile; State Annual Performance Report
August 31	Budget Revisions – This is the last day for budget revisions of the 2023–24 Federal Funds for Special Education IDEA-B Section 611 and Section 619 grants (EGMS application 267). Refer to Bulletin 065-21 . Updated bulletin will be available August 2023. Required.	IDEA application (EGMS 267) (IDEA Regular Grants)	Funding
August 31	Proportionate Share Expenditure Detail – If the LEA used IDEA Part B funds for private school proportionate share in 2023–24, the LEA must upload a proportionate share expenditure detail as reported in the LEA’s year-end closing records. The expenditure detail, preferably a transaction recap, should include the amount spent for allowable activities at the program/activity/object level for the entire 2023–24 school year. This expenditure detail is available at the end of the 2023–24 fiscal period (August 31, 2024). Please refer to the Supporting document checklist section under the Files and Forms tab in the EGMS application to view, download, complete and re-upload this document .	IDEA application (EGMS 267) (IDEA Regular Grants)	Funding



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