

## Guide for Annual Special Education Activities, Reports, and Grant Packages 2024–25 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
<b>First Business Day of each month</b>	<b>Directory</b> – Updates to the (Directory) are posted on the first business day of each month. Send updates for the 2024–25 the Directory to <a href="mailto:speced@k12.wa.us">speced@k12.wa.us</a> . 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 next month’s edition of the Directory. <b>Recommended.</b>	Special Education Directory	<a href="#">Communication</a>
<b>July 1 through June 30 (year-round)</b>	<b>Due Process Tracking</b> – 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 <a href="#">Due Process FAQ</a> , item 9, for more information and forms.) <b>Required.</b>	OSPI generated email	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>July 1</b>	<b>IDEA 2024–25 Part B Application</b> – To receive a July 1 spending start date, LEAs must submit their signed Substantially Approved Status (SAS) by July 1st. The full application is due September 3, 2024. If the July 1 <sup>st</sup> deadline is not met, LEAs will receive a spending start date of September 3, 2024. Applications received after September 3 will receive a spending start date of when the application was received. <a href="#">Refer to Bulletin 029-20.</a>	IDEA application (EGMS 267)  (IDEA Regular Grants)	<a href="#">Funding</a>

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<b>September 1 (on or around)</b>	<b>Disproportionality/Significant Disproportionality Notification</b> – 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, 2025. 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 <a href="#">disproportionality</a> and <a href="#">significant disproportionality</a> sections of the OSPI Special Education website for more information. <b>Required for all LEAs with disproportionality or significant disproportionality.</b>	OSPI generated email, Disproportionality Workbook	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>September 1 (on or around)</b>	<b>WISM Systems Analysis Notification</b> – 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 <a href="#">WISM section</a> of the OSPI Special Education website for more information. <b>Required for all selected LEAs.</b>	OSPI generated email	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>September 3</b>	<b>IDEA 2024–25 Part B Application</b> – All pages and required appendices of the EGMS IDEA Application 267 are due by 5 pm on <b>September 3, 2024</b> . LEAs that submit on or after the September 3, 2024, deadline will receive a spending start date no earlier than the date all required components are received. <a href="#">Login to EGMS here</a> . <b>Required for all LEAs if not already submitted.</b>	IDEA application (EGMS 267)  (IDEA Regular Grants)	<a href="#">Funding</a>
<b>Mid-late September</b>	<b>IDEA Correction of Non-Compliance</b> – Notifications of non-compliance are issued to LEAs with non-compliance identified in 2023–24 that need correction. The IDEA Correction of Non-Compliance Workbook (form package 442) must be completed and submitted as soon as possible, but no later than <b>March 1, 2025</b> . <b>Required if applicable.</b>	IDEA Correction of Non-Compliance Workbook (form package 442)	<a href="#">Determinations;</a> <a href="#">Funding</a>

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<b>October 1– December 1 Data Collection Window</b>	<p><b>Count Window for Private School Students Unilaterally Enrolled by Their Parents</b> – 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 (<a href="#">WAC 392-172A-04015</a>). <b>Required if the LEA has <u>approved, non-profit private schools located within its boundaries.</u></b></p>	IDEA application (EGMS 267), Proportionate Share	<a href="#">Funding</a>
<b>November 1</b>	<p><b>Post School Outcomes Survey</b> – November 1, 2024, 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, 2022, and August 31, 2023. The Survey and the Demographic Form are located on the <a href="#">Center for Change in Transition Services website</a>. The timeliness and accuracy of this report impacts the LEA determination level. <b>Required.</b></p>	Post-School Outcome Survey	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>November 1</b>	<p><b>Determinations</b> – LEA Determination Levels for 2023–24 are issued by OSPI. Each LEA will receive a copy of its Determination Level via email. <b>Required.</b></p>	OSPI generated email	<a href="#">Determinations;</a> <a href="#">Funding</a>
<b>November 1</b>	<p><b>Federal Child Count and LRE Application Opens in EDS</b> – 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 18, 2024, to finalize its submission. <b>Required.</b></p>	Federal Child Count and LRE Report	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>

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<b>November 1</b>	<b>Restraint and Isolation Data Gathering 2023–24</b> – All LEAs are required to report restraint and isolation data for <b>all</b> students during the 2023–24 school year. Additional information can be found in <a href="#">Bulletin No. 072-23: Restraint and Isolation Data Gathering 2022-23</a> . Restraint and isolation data will be pulled from CEDARS (file S - Restraint and Isolation) on November 1st. Questions can be directed to Ross Boylan (ross.boylan@k12.wa.us.). <b>Required.</b>	Restraint and Isolation application in CEDARS	<a href="#">Data Performance Profile</a>
<b>November 30</b>	<b>Determination Reconsideration</b> – 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 29th, the Determinations are considered final. <b>Optional.</b>	Determination Level	<a href="#">Determinations</a>
<b>December 1</b>	<b>Count of Private School Students Unilaterally Enrolled by Their Parents</b> – December 1, 2024, 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 2025–26 IDEA application (EGMS 267). <b>Required if the LEA has <a href="#">approved, non-profit private schools located within its boundaries</a>.</b>	IDEA application (EGMS 267), Proportionate Share	<a href="#">Funding</a>
<b>December 18</b>	<b>Personnel</b> – The Special Education Personnel Employed & Contracted Report is due by 5 pm on <b>December 18, 2024</b> . The timeliness and accuracy of this report impacts the LEA determination level. Submit the completed form to <a href="mailto:specialeddata@k12.wa.us">specialeddata@k12.wa.us</a> . For more information see <b>Required.</b>	Special Education Personnel Report	<a href="#">Determinations</a>
<b>December 18</b>	<b>Federal Child Count and LRE Reporting</b> – 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 <b>December 18, 2024</b> . The timeliness and accuracy of this report impacts the LEA’s determination level. For additional information, review the <a href="#">User Guide</a> and the <a href="#">CEDARS Manual and Appendices for SY 2024–25</a> . <b>Required.</b>	Federal Child Count and LRE Report	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>

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<b>February 28</b>	<b>Excess Cost Verification</b> – To ensure that the LEA satisfies the Excess Cost requirements, the LEA must complete the <a href="#">Excess Cost Template</a> (scroll down to Tools & Templates, Excess Cost). Email the completed form to <a href="mailto:speced.fiscal@k12.wa.us">speced.fiscal@k12.wa.us</a> by February 28, 2025. These expenditures must directly benefit eligible students with disabilities. The <a href="#">Excess Cost Handbook</a> can be found on the Special Education Funding page. <b>Required.</b>	IDEA application (EGMS 267), Excess Cost Template	<a href="#">Funding</a>
<b>March 1</b>	<b>Correction of Non-Compliance</b> – The IDEA Correction of Non-Compliance Workbook (form package 442) is due as soon as possible but no later than <b>March 1, 2025</b> , from LEAs with issues of non-compliance identified. The timeliness of this report impacts the LEA’s determination level. <b>Required for all LEAs with identified non-compliance.</b>	IDEA Correction of Non-Compliance Workbook (form package 442)	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>March 14</b>	<b>Safety Net</b> – 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 sent after the June meeting. Additionally, updated expenditure reports will be due at the end of July. This information will be used in the final awards held in August.  For more information about the safety net process and how to apply for safety net funding, visit OSPI’s <a href="#">Safety Net webpage</a> . <b>The safety net application bulletin for 2024–25 school year will be available Fall 2024. Optional.</b>	Funding	<a href="#">Funding</a>

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<b>May 1</b>	<p><b>Disproportionality Workbook</b> – 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 for more information.</p> <p><b><i>Required for all LEAs with identified with disproportionality or significant disproportionality.</i></b></p>	Disproportionality Workbook	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>May 9</b>	<p><b>Safety Net</b> – 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 sent after the June meeting. Additionally, updated expenditure reports will be due at the end of July. This information will be used in the final awards held in August.</p> <p>For more information about the safety net process and how to apply for safety net funding, visit OSPI’s <a href="#">Safety Net webpage</a>. <b>The safety net application bulletin for 2024–25 school year will be available Fall 2024. Optional.</b></p>	Funding	<a href="#">Funding</a>
<b>June 1– November 1 Data Collection Window</b>	<p><b>Post-School Outcomes Survey Reporting Window</b> – The online data collection platform for the Post-School Outcomes Survey opens for LEAs to enter student information for 2023–24 leavers. <a href="#">The data platform is located on the CCTS website</a>. The Post-School Outcomes Survey online data must be entered on or before <b>November 3, 2025</b>. The timeliness and accuracy of this report impacts the LEA’s determination level.</p> <p><b><i>Required.</i></b></p>	Post-School Outcomes Survey	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>

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<b>June 1</b>	<b>Non-Public Agency (NPA) Application Due Date</b> – 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 <a href="#">OSPI's website</a> .	NPA Application	<a href="#">Funding</a>
<b>June 2</b>	<b>ESD Verification of Correction</b> – The ESD verification of correction of identified non-compliance is due from the ESD as soon as possible but no later than <b>June 2, 2025</b> , if the LEA has non-compliance. <b>Required for all LEAs with identified non-compliance.</b>	IDEA Correction of Non-Compliance Workbook (form package 442)	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>June 30</b>	<b>Secondary Transition IEP report</b> – The Secondary Transition IEP Components report for the 2024–25 school year is due <b>June 30, 2025</b> . The LEA must verify records and finalize their submission in EDS. The timeliness and accuracy of this report impacts the LEA's determination level. For more information, review the <a href="#">User Guide</a> and the <a href="#">CEDARS Manual and Appendices for SY 2024–25</a> . <b>Required.</b>	Special Education Reporting application in EDS	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>July 1</b>	<b>IDEA 2025–26 Part B Application</b> – To receive a July 1 spending start date, LEAs must submit their signed Substantially Approved Status (SAS) by July 1st. The full application is due September 1, 2025. If the July 1 <sup>st</sup> deadline is not met, LEAs will receive a spending start date of September 1, 2025. Applications received after September 1 will receive a spending start date of when the application was received. <a href="#">Refer to Bulletin 029-20</a> . <b>Updated bulletin will be available May 2025. Required if the LEA is requesting the July 1, 2025, spending start date.</b>	IDEA application (EGMS 267)	<a href="#">Funding</a>

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<b>July 15</b>	<b>Timeline Reports</b> – The Timeline for Initial Evaluation and Part C to Part B Transition for the 2024–25 school year is due <b>July 15, 2025</b> . The LEAs must verify records and finalize their submission in EDS. The timeliness and accuracy of these reports impact the LEA’s determination level. For more information, review the <a href="#">User Guide</a> and the <a href="#">CEDARS Manual and Appendices for SY 2024–25</a> . <b>Required.</b>	Special Education Reporting application in EDS	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>July 31</b>	<b>Early Childhood Outcomes (ECO) Report</b> – The Early Childhood Outcomes report for 2024–25 is due <b>July 31, 2025</b> . The LEAs must verify records and finalize their submission in EDS. The timeliness and accuracy of this report impacts the LEA’s determination level. For more information, review the <a href="#">User Guide</a> and the <a href="#">CEDARS Manual and Appendices</a> for 2024-25. <b>Required.</b>	Special Education Reporting application in EDS	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>August 22</b>	<b>Disciplinary Incidents</b> – The Disciplinary Incidents of Students with IEPs Report for 2024–25 is due August 22, 2025, OSPI staff will extract the data from CEDARS on August 26, 2025. The timeliness and accuracy of this report impacts the LEA’s determination level. This data collection is within the <a href="#">EDS</a> Behavior and Weapons application. For more information, review the <a href="#">User Guide</a> and the <a href="#">CEDARS Manual and Appendices</a> for 2024-25. <b>Required.</b>	Behavior and Weapons application in EDS	<a href="#">Determinations;</a> <a href="#">Data Performance Profile;</a> <a href="#">State Annual Performance Report</a>
<b>August 31</b>	<b>Budget Revisions</b> – This is the last day for budget revisions of the 2024–25 Federal Funds for Special Education IDEA-B Section 611 and Section 619 grants (EGMS application 267). See <a href="#">Bulletin 053-23</a> . <b>An updated bulletin will be available August 2024. Required.</b>	IDEA application (EGMS 267)  (IDEA Regular Grants)	<a href="#">Funding</a>



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<b>August 31</b>	<p><b>Proportionate Share Expenditure Detail</b> – If the LEA used IDEA Part B funds for private school proportionate share in 2024–25, 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 2024–25 school year. This expenditure detail is available at the end of the 2024–25 fiscal period (August 31, 2025). 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.</p>	<p>IDEA application (EGMS 267)</p> <p>(IDEA Regular Grants)</p>	<p><a href="#">Funding</a></p>



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