

# Student Record & Troubleshooting Errors for SWD

**Special Education Services and Supports  
Georgia Department of Education**

# Error Report

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Data have errors.

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# Error Report

Will include both Errors and Warnings

Error: A type of edit that causes a record to be rejected and not processed. An error message is generated and provides the reason the data did not pass the edit.

Note: Data in records with errors is not included in reports.

Warning: A type of edit that causes a record to be accepted, processed, and reported but the data are flagged for verification purposes. A warning message is displayed that provides the reason the data are flagged.

# Errors

## A word about Student Record Errors (edits)

- Some errors cannot be fixed.
- If a process was not followed by the current LEA, OR a former LEA, an error will occur.
- Do not change data or report inaccurate data (change dates for example) just to alleviate the error.
- It is more important to be RIGHT than to be error-free!
- Request relief with comment.
- Call, if necessary, to make sure the comment is appropriate.

# Reading the Errors

SR\_ER\_SPED Transmission on 02/10/2016  
03:18:48 pm With Validation Required.

Georgia Department of Education	Error Detail on Student Special Education Records
Student Record Data Collection System (FY2016)	

**Error Code: E589**

**Error Description:** If EVENT CODE = '06' - '10', the student must have a PRIMARY AREA reported. **EXCEPTION:** If the date for events '09' or '10' is from a prior school year, then no PRIMARY AREA is reported.

**Record Type: SPECIAL EDUCATION**

Field Name Column tells each field evaluated for this

Field content tells the data entered in each of these fields

Error Detail on Student Special Education Records						
	School	Student ID	Student Name	GTID	Field Name	Field Content
Correct					Event ID 06-10	NYNNN
Correct					Event ID 06-10	YNNNN

# Reading the Errors

**Error Code:** E579

**Error Description:** New special education students must report events for Initial Eligibility Determination (04), Initial IEP Meeting (05), and Initial IEP Placement (06). Please check Special Tools/SE076a - Special Ed Reject Report for possible rejected records (Codes R01, R03, and R05).

**Record Type:** SPECIAL EDUCATION

Field Name Column tells each field evaluated for this

Field content tells the data entered in each of these fields

Error Detail on Student Special Education Records						
	School	Student ID	Student Name	GTID	Field Name	Field Content
Correct					Event Code 04:05:06	Y:N:Y
Correct					Event Code 04:05:06	N:N:Y
Correct					Event Code 04:05:06	N:N:Y
Correct					Event Code 04:05:06	N:Y:Y
Correct					Event Code 04:05:06	N:N:Y
Correct					Event Code 04:05:06	N:N:Y
Correct					Event Code 04:05:06	N:N:N

# Student Record Edits

- The following slides are to be used as a tool when you receive SR errors.
- Suggestion for use
  - Use the Ctrl + F (Find) to locate the error number
  - Read the error – in blue
  - Read the suggested remedy
    - Why are you receiving this error?
    - What you may be able to do to fix the error?

## Student Level File:

**E022 STUDENT ID:** Student was reported in FTE1 with ALL IEP = “S”(service plan or home schooled) or “N” (not served and private/home schooled) therefore should not be reported in Student Record

- If student was not publicly enrolled in your district for even 1 day this school year, do not report the student in SR.
- Remove the enrollment history if not publicly enrolled this year for even 1 day.
- If the student **WAS** publicly enrolled for at least 1 day this year, request relief for the error.



## Special Education Level File:

**E036 STUDENT ID:** Enrollment record required if special education record reported. Student not enrolled at time of Special Education event.

- You have a mismatch. You are reporting events but not reporting enrollment at that school. One or the other is wrong.
- Reminder: A Pre-K student served under an IEP **should have an enrollment history.**
- Remove the enrollment history if the student never really enrolled.

## Special Education Level File:

**Eo88 EVENT CODE:** A student level record was found for this student with a PRIMARY AREA. At least one Special Education Record is required for EVENT CODE '05' (Initial IEP Meeting) or EVENT CODE '07' (IEP Annual Review)

- Filter your Student Record Excel to determine what dates you uploaded.
- Recover any rejected records.

## Special Education Level File:

**E585 EVENT CODE:** EVENT DATE for IEP Annual Review (EVENT CODE '07') is over one year old and no newer IEP Annual Review record has been reported.

- Filter your Student Record Excel to determine what dates you uploaded.
- Recover any rejected records.

## Special Education Level File:

**E586 EVENT CODE:** EVENT DATE for Reevaluation (EVENT CODE '08' or '15') is over 3 years old, and no newer record has been reported for a Reevaluation ('08' or '15').

- Filter your Student Record Excel to determine what dates you uploaded.
- Recover any rejected records.

## Special Education Level File:

**W597 EVENT CODE:** If Parent Consents to Evaluation (EVENT CODE '02'), then records must exist for the Initial Evaluation (EVENT CODE '03') and the Initial Eligibility Determination (EVENT CODE '04') if consent before April 15th of the current FISCAL YEAR.

- This is a straight 60-day calendar clock looking for an event '03.'
- Once you report an event '03,' you will not receive this message even if the '03' is late.
- Ignore the message if you think you were not late.
- This was an error. In **FY20, it became a warning.**

## Special Education Level File:

**E579 EVENT CODE:** New special education students must report events for Initial Eligibility Determination (04), Initial IEP meeting (05), Initiation of IEP Services (06), and Signed Parental Consent for Provision of Services (14).

Please check Special Tools/SE076a – **Special Education Rejection Report** for possible rejected records (Codes R01, R03, and R05)

- Recover your rejected records
- '04' – Initial Eligibility Determination
- '05' – Initial IEP Meeting
- '06' – Initial IEP Placement – date the student **began receiving services**; never report a future date
- '14' – Signed Parental Consent for Provision of Services
- **Enter a Primary Area in your SIS only if you are reporting an Event Code '06'**

## Special Education Level File:

**E5795 EVENT CODE:** An EVENT CODE '06' was reported for the student. EVENT CODE '04' and '05' are required.

- Recover your rejected records
- '04' – Initial Eligibility Determination
- '05' – Initial IEP Meeting

## Special Education Level File:

**E5798 EVENT CODE '06' has not been reported for the student, the PRIMARY AREA must be blank. (Note: A PRIMARY AREA cannot be reported for a student until the initiation of IEP Services/Transition Service has begun.)**

Check for a rejected '06' event.

If '06' event has not yet occurred, remove the primary area in the SIS.



New in  
2020!

**Special Education Level File:  
E5800: Error E583 or E586 was relieved for the student in the prior year SR collection. A current EVENT CODE '08' or '15' is still required to be reported for the student.**

- In the prior year SR, comments were entered requesting relief for a new reevaluation event not being reported. The reevaluation was due prior to June 15 of the prior reporting year making the previous reported reevaluation to be over 3 years old.
- Since this was due earlier than June 15 of the prior school year, the new one should be completed well before December of the current year.
- A new reevaluation event should be reported during the Student Record Data Cleanse period in the Fall (Sept to Dec).
- If the student withdrew prior to completing the reevaluation, request relief for this error.

## Special Education Level File:

**E5801 EVENT CODE:** New provision of services events (range 01 -06, 14) were reported for a student but no exit event was reported, or the new event dates are prior to the exit event

- Was there an exit event prior to this school year in another district?
- Must be entered prior to sign off on Add/Edit/Delete
  - Data entered in Add/Edit/Delete must be entered after the final upload

New in  
2020!

**Special Education Level File:  
E5805: Error E584 or E5805 was relieved for the student in the prior year SR collection (missing EVENT CODE '07'). A current EVENT CODE '07' is still required to be reported for the student.**

- In the prior year SR, comments were entered requesting relief for a new IEP Annual Review event not being reported. A new IEP Annual Review was due prior to June 15 of the prior reporting year making the previous IEP to be over a year old.
- Since this was due earlier than June 15 of the prior school year, the new one should be completed well before December of the current year.
- A new IEP Annual Review event should be reported during the Student Record Data Cleanse period in the Fall (Sept to Dec).
- If the student withdrew prior to completing the new IEP, request relief for this error.

## Special Education Level File: E5841 EVENT CODE '09' (Special Education Exit) must be reported with an EVNET '08' (Reevaluation)

- This one is saying that either an EVENT '08' was not reported at all when EVENT '09' was reported OR the dates for EVENT '09' and EVENT '08' are not the same.
- Did the student truly exit special education or was the EVENT '09' reported in error?
- If Yes- Did Exit
  - Check for rejected records to recover EVENT '08'
  - If not rejected, report the Event '08'
  - What is the date for the Reevaluation Eligibility(EVENT '08') where the student was determined no longer eligible?
  - Make sure the date for the EVENT '09' is the same as the EVENT '08'
- If No- The student is still eligible for special education
  - Delete the reported EVENT '09' and remove it from the upload so it will not report again.

**Special Education Level File:  
E5842 EVENT CODE: The EVENT DATE for the '06'  
event is in the current fiscal year. An event '14' must  
be reported for the student.**

- This one is saying that SR did not get a "14' event
- Check for rejected records to recover Event '14'
- If not rejected, report the Event '14'
- What is the date on the consent for services you received?
- If the student transferred from out of state can you obtain one from the prior LEA?
- Contact Data & GO-IEP Team member for assistance if needed.

## Special Education Level File:

**E5945 EVENT CODE:** When EVENT CODE '11' is reported, the following EVENT CODES are invalid: '05', '06', '07', '08', '09', '10', '12', '14' and '15'

- When a student is not eligible for services – Event Code '11' – the student is not a SWD and has no subsequent special education events

## Special Education Level File:

**E5946 EVENT CODE:** When EVENT CODE '12' is reported, the following EVENT CODES are invalid: '06', '07', '08', '09', '10', and '11', '14', '15'

- When a parent does not give consent for services – Event Code '12' – the student is not a SWD and has no subsequent special education events

## Student Level File:

**E159 GAA; Primary Area:** GAA = 'Y', a PRIMARY AREA is required

- GAA allowed only for SWD
- Add Primary Area in your SIS



## Student Level File:

**E188 ALTERNATE MATH SEQUENCE:** Student reported with a PRIMARY AREA and in GRADE LEVEL 10-12. ALTERNATE MATH SEQUENCE IS NOT “Y” OR “N”

- All SWD must be either Yes or No for Alternate Math Sequence if in grades 10, 11 or 12
- If the student is not taking Math in 12<sup>th</sup> grade but was “Y” for Alternate Math Sequence, continue reporting “Y”

## Student Level File:

**E3112 PRIMARY AREA:** Student reporting a PRIMARY AREA, but exited program in a previous school year and has no record of re-entering program

- Check the status of student – currently eligible? Yes. Report a Primary Area
- Exited in prior year? Yes. Do not report a Primary Area
- Re-entered special education? Yes. Report new **initial** events
- If exit date was reported in error request relief prior to sign-off

New  
in  
2020!

## Student Level File:

**W3215: A PRIMARY AREA must be reported for the student unless the student has officially exited SpEd (EVENT CODE = '9', '10', or '13'). NOTE: Some of these warnings can be resolved.**

- This is a Warning but some of these may need to be resolved.
- Check the history of student – did the student exit in a prior year but the exit event was not reported?
  - Yes. Report the exit event. Do not report a Primary Area.
  - No. Report a Primary Area and any events that occurred this year.

## Special Education Level File:

**E802 PRIMARY AREA:** A PRIMARY AREA is reported for the student, but no special education events have been reported in the current Student Record collection. See report SE060 on the Special Education Reports Menu

- Recover any rejected records
- Wait until events occur and are reported; make sure past meetings are finalized

## Student Level File:

**E873 PRIMARY AREA:** PRIMARY AREA with no exit EVENT last school year, but the student not reported with PRIMARY AREA at current school

- Check special education status
- Did student exit and was exit reported?
- Does the exit need to be recovered?
- Did parent report student's special education status upon enrollment?

## Student Level File:

**E874 PRIMARY AREA:** Student reported as an active special education student in FTE but not reported with a PRIMARY AREA in Student Record

- Check SWD status; was student dismissed?
- *Keep Primary Area until close of SR then remove Primary Area (same students may receive an E872)*

## Program Level File:

**E413 ALTERNATE SCHOOL NUMBER:** Where PROGRAM TYPE = '02', ALTERNATE SCHOOL NUMBER must be a valid GNETS program number in Facilities. Please look at your district in the Facilities database to verify the GNETS program number.

- Check accuracy of **your** GNETS program number. Make sure this is still a GNETS student attending the GNETS facility that serves your district
- Report the GNETS Program code **assigned to your district.**

## Student Level File:

**E563: PRIMARY AREA; SCHOOL CODE:** Schools must report Special Education students if reported Special Education students in FTE<sub>1</sub>.

See SR071 FTE/SR Exceptions Report for list of FTE school/students now causing E563 in Student Record

- Make sure all your schools are reporting their special education students



## Special Education Level File:

**E5943 EVENT DATE:** The EVENT DATE for EVENT CODE '11' must be the same as EVENT CODE '04'

- The date if the initial eligibility determination meeting that made the student ineligible must be the same as the date you are reporting the child not eligible for services

## Special Education Level File:

**E5944 EVENT CODE, EVENT DATE:** The EVENT DATE for event code '12' must be the same date or later than the date of EVENT CODE '05'

- The date the parent does not give consent for initial placement must be the same date or later than the date the district developed the initial IEP and made its first offer of FAPE

## Special Education Level File:

**E5947 EVENT CODE, EVENT DATE:** The EVENT DATE of **verification** for EVENT CODE '13' must be after the date of the last prior EVENT DATE

- When reporting a '13' the district is saying that they misreported a student as a student with a disability.
- The '13' must be after the last event reported in error in the previous fiscal year

## Student Level File:

**E872 PRIMARY AREA:** Student reported with PRIMARY AREA and no exit EVENT last school year, but student not reported with PRIMARY AREA at current school

- Served in sp ed last year, but not identified as SWD in your district
- Check special education status
- Did student exit and was exit reported?
- Does the exit need to be recovered?
- You will want to start services ASAP (prior to FTE !)

## Student Level File:

**W2614 PRIMARY AREA:** Student's PRIMARY AREA has changed from previous Student Record Cycle

- Many students will legitimately change Primary Area (this is a warning, not an error)
- Scan warning report to determine likelihood of an error

## Special Education Level File:

**E887 STUDENT ID:** Special Education records reported for a student must have a corresponding Student and Enrollment level record from the same school

- When you see a Null Name in this or any error report:
  - Check enrollment records in SIS (PreK Community student served under and IEP should have an enrollment record)
  - Good practice: Enroll the student in the school he/she would attend if school age

## Special Education Level File:

**E5802 STUDENT ID:** A PRIMARY AREA is reported for the student, but no special education events ('06' - '10', '14', '15') have been reported in the current Student Record collection.

- Clearing E579 through rejected records will eliminate many of these
- Don't worry about this error early in the year, no events have happened yet
- If no events reported at sign-off submit comments prior to sign-off

## Special Education Level File:

**E5818** The '03' EVENT DATE must be on or after the '02' EVENT DATE.

- Check the dates to make sure they are accurate.
- If you have reported a '02' event but have not yet completed evaluation (and the date it is comparing to is a previous '03' event) this should clear once the new '03' event is reported.
- If no new '03' event is reported yet at sign-off submit comments prior to sign-off



## Special Education Level File:

**E5819** The '04' EVENT DATE must be on or after the '03' EVENT DATE.

- Check the dates to make sure they are accurate.
- If you have reported a '03' event but have not yet held the eligibility meeting (and the date it is comparing to is a previous '04' event) this should clear once the new '04' event is reported.
- If no new '04' event is reported yet at sign-off submit comments prior to sign-off

## Special Education Level File:

**E5822:** The '14" EVENT DATE must be on or before the '06' EVENT DATE.

- Check the 2 dates against the actual documents to make sure they were reported correctly.
- If the consent for services really was received **AFTER** you truly did start IEP services for the first time in GA, you will need to request relief with a comment.

## Special Education Level File:

**E583 EVENT DATE:** EVENT DATE for Initial Eligibility Determination (EVENT CODE '04' ) is over 3 years old, and no newer record has been reported for reevaluation (EVENT CODE '08' or '15').

- Recovery of rejected records will resolve some of these
- Finalizing documents (reevaluation) will resolve some
- Look for lapsed IEPs and evaluations in your district

## Special Education Level File:

**E589** EVENT CODE= '06' – '10', or '15' was reported for the student. The student must have a PRIMARY AREA reported. **EXCEPTION:** If the date for events '09' or '10' is from a prior school year, then no PRIMARY AREA is reported.

- Are the events reported correct for this student?
- If yes, check your SIS to make sure the Primary Area has been entered.

## Special Education Level File:

**E5941 EVENT CODE:** When EVENT CODE '11' is reported. EVENT CODE '04' is required. (Dates must be the same)

- This error occurs when a student has an event '11' and is subsequently re-referred because the '11' is being compared to a more recent '04'
- This error can be relieved by submitting an explanation prior to sign-off (why student was re-referred so soon after an '11')
- This error should be analyzed in order to determine whether changes should be made in local practice related to interventions or comprehensive evaluations

## Special Education Level File:

**E5942 EVENT CODE: When EVENT CODE '12' is reported, events '04' is required.**

- When you report a '12' (parent does not give consent for services) you must report an initial eligibility on or before the event '12'
- Check rejected records
- You may also report an EVENT '05' if you develop an IEP.
  - LEAs are no longer required to offer an IEP for an eligible student whose parents state that they will not consent to the provision of services.

## Special Education Level File:

**E598 EVENT DATE:** The EVENT DATE for the Annual Review (EVENT CODE '07' and/or the Reevaluation (EVENT CODE '08 or '15') should be greater than event '05', Initial IEP Meeting, '06' (Initiation of IEP Services/Transition Services), and '14' (Signed Parental Consent for the Provision of Services) EVENT DATE

- For transfer students if event '06' is the same as event '08, submit an explanation prior to sign-off

## Special Education Level file:

**E570 EVENT CODE:** Student should not have more than one of each initial EVENT CODE reported for a student within the same school year

- If student has an EVENT '06' and an EVENT '14' and then later, an EVENT '10' (revocation of services) and is then re-referred, submit an explanation prior to sign-off
- Data collections will examine the continuation of this error for certain conditions in the future
- Often this will show when another district also reported the exact same event/ date.



## E050 SCHOOL CODE: SCHOOL CODE is missing or not valid for this system. Refer to Facilities Data Base

- Are you using an invalid school code? (all valid facility codes are included in your facilities reported to DOE)
- You will receive this error if you report an alternate school code instead of the school code

## Special Education Level File:

**E601 PARENT PRESENT AT CONFERENCE:** Must = 'Y' or 'N' for Initial IEP Meeting ('05') and for IEP Annual Review ('07')

- Many districts are not reporting parental presence at the ANNUAL Review IEP meeting
  - GO IEP LEAS: this is automatically reported based on the meeting notice and who is present at the meeting
- Make sure you report whether a parent is present at the Annual Review as well as the Initial IEP meeting

## Student Level File:

W2600 DIPLOMA TYPE: School reported zero students with a certificate of attendance (DIPLOMA TYPE = 'A') or special education diploma (diploma type = 'S' ). See SR - Graduated Students Report.

- This is a warning, not an error
- This data may be accurate, however, check when you see this warning.
- If it is accurate – no SWD with a special education diploma – yea!
- Check SR057 prior to signoff

## Student Level File:

**E320 DIPLOMA TYPE:** DIPLOMA TYPE required if WITHDRAWAL REASON = 'G'; must be:

'S' - Special Education

'A' - Certificate of Performance

'G' - General Diploma

- If a student exits with a withdrawal reason of 'G' (graduated) a diploma type must be reported
- Please note: 'A' is not a true graduate or diploma type, use caution when reporting students who exit High School
- 'S' is not a true graduate, although not counted as a dropout, a student who exits with an 'S' diploma type is not counted as a High School graduate

## Student Level File:

E3511: The student was reported GAA = 'Y' in a prior district or school this school year (FISCAL YEAR). Please verify the GAA status per the student's IEP.

- Check the assessment status in the student's special education records
- Make sure the student's assessment status has not changed

## Student Level File:

E3555: GAA = 'Y' was reported in the prior FISCAL YEAR for the student, but GAA= "n" reported this FISCAL YEAR. Please verify the data reported is correct.

- Check the assessment status in the student's special education records
- Make sure the student's assessment status has not changed
- New data element will ask for the date the student was made eligible for GAA
- Comment for relief may be necessary

## Student Level File:

E3913: GAA = 'N' was reported in current year FTE. GAA = 'Y' is reported in current year Student Record. The DATE STUDENT IDENTIFIED AS GAA = 'Y' is required.

- Check the assessment status in the student's special education records
- Make sure the student's assessment status has not changed
- New data element will ask for the date the student was made eligible for GAA

## Student Level File:

E3914: GAA = 'Y' was reported in current year FTE. GAA = 'N' was reported in current year Student Record. The DATE STUDENT IDENTIFIED AS NO LONGER ELIGIBLE FOR GAA is required.

- Check the assessment status in the student's special education records
- When reporting a change in assessment status (from 'Y' to 'N' or from 'N' to 'Y') a date must be entered.
- New data element will ask for the date the student was made eligible for GAA or made not eligible.



## Student Level File:

### E278: Must equal one of the following codes:

'1' - Resides in an institution for neglected youth (RTF and/or SB618 facility) and attends school at the facility

'2' - Resides in an institution for delinquent youth (RTF. and/or SB618 facility) and attends school at the facility

'3' - Is homeless.

'4' - Is a homeless unaccompanied youth

'6' - Resides in a publicly funded residential center and attends school in the LE

'7' - Resides in a privately funded residential center and attends school in the LEA

BLANK

- New Environment Codes were added in FY20.
- Check to ensure the appropriate code is entered for SWD in residential settings, according to the new definitions

## Student Level File:

E281: ENVIRONMENT CODE must equal '1' or '2' if school is a residential treatment facility or SB618 facility.

- New Environment Codes were added in FY20.
- Check to ensure the appropriate code is entered for SWD in residential settings, according to the new definitions
- If student resides in a Residential Treatment Facility (618) and attends school at the treatment center, report code '1' or '2'
- If student resides in a Residential Treatment Facility (618) and attends school in the LEA report Code '6'

## Student Safety File:

W862: Possible duplicate - the SYSTEM CODE, SCHOOL CODE, GTID, INCIDENT DATE, INCIDENT TYPE, ACTION and AUXILIARY CODE are the same for more than one discipline record. For most current data, see Report DIS092.

- This is a Warning and involves more than just special ed.
- Check for SWD students that may have duplicate discipline records.

## Student Safety File:

W863: Multiple suspensions reported for the same student and date. For most current data, see Report DIS091

- This is a Warning and involves more than just special ed.
- Check for SWD students that may have duplicate discipline records.