



# Technical Information and Data-Preloading Guide

*for Technical Staff*

[www.iepwriter.com/pa](http://www.iepwriter.com/pa)



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## Overview

This guide is designed to assist district technical staff in:

- preparing data for loading into IEPWriter and the Children Count Module,
- submitting prepared data to Leader Services through the secure Uploads website,
- and ensuring proper browser settings for district users.

Before using this document, please check the web site at <http://www.iepwriter.com/home/systemrequirements.asp> for the latest version of this guide.

Before using IEPWriter, users' systems should be configured to meet IEPWriter system requirements. These are explained in detail in the *System Requirements* section.

Leader provides the option of preloading your school's student, guardian, staff, building, roster, district goal/objective bank and IEP/ER data. The *Data Preloading* section directs you to one of three appendices:

- the IEPWriter User appendix,
- the Children Count Module/Dual User (School Age) appendix,
- or the Children Count Module/Dual User (Early Intervention) appendix.



Formatted data samples are included in this guide for further assistance in preparing data for import into IEPWriter. Penn Data Exceptionality Codes are also included for reference.

The Client File Upload Site section discusses the methods to be used to submit data files to Leader.

The Administrator or technical staff responsible for setting up your school's IEPWriter system retains the option of manual setup of IEPWriter and Children Count data. Refer to the *IEPWriter Quick Start Guide* for more information on manual setup.

# System Requirements

IEPWriter.com supports most common web browsers that are properly configured.

 For Windows Systems:	 For Macintosh systems:
The minimum requirements for <b>Windows</b> systems: <ul style="list-style-type: none"> <li>• Windows 2000, XP, or higher</li> <li>• Internet connection at 56kbps or higher (broadband recommended)</li> </ul>	The minimum requirements for <b>Macintosh</b> systems: <ul style="list-style-type: none"> <li>• Mac OS 10.3 or higher</li> <li>• Internet connection at 56kbps or higher (broadband recommended)</li> </ul>
One of the following preferred browsers: <ul style="list-style-type: none"> <li>• Internet Explorer 6* or 7</li> <li>• Firefox 2 or 3</li> </ul> with: <ul style="list-style-type: none"> <li>• Pop-ups and cookies enabled for <a href="http://www.iepwriter.com">www.iepwriter.com</a></li> </ul>	One of the following preferred browsers: <ul style="list-style-type: none"> <li>• Firefox 2 or 3</li> <li>• Safari 1.3, 2.0, or 3.0</li> </ul> with: <ul style="list-style-type: none"> <li>• Pop-ups and cookies enabled for <a href="http://www.iepwriter.com">www.iepwriter.com</a></li> </ul>

*\* All versions of Internet Explorer version 6 will no longer be officially supported by Microsoft as of 7/13/2010 (support for some versions has already ended). As of that date, Leader will no longer support any version of Internet Explorer 6 on IEPWriter.com. While no action is required by users of Internet Explorer 6 at this time, we recommend that users upgrade their web browsers to a newer version that is actively supported and offers security and other improvements.*

And the following free browser plug-ins:

- Adobe Reader 8.x or higher (the latest version is recommended): <http://get.adobe.com/reader/>
- Adobe Flash Player plug-in 9.x or higher (the latest version is recommended): <http://www.adobe.com/shockwave/download/>

**Note:** IEPWriter should perform adequately on Linux and UNIX platforms in supported web browsers (Mozilla Firefox). Please check with Leader Services if you have any questions about running the applications on other platforms or browsers.

## Browser Settings

Your web browser must be configured to accept cookies and pop-ups. These settings are generally enabled by default. Also, your web browser should NOT be set to cache pages (proxy servers at your school district should be set NOT to cache pages from this site). Instructions for configuring common browsers follow.

**Note:** If you are using a third-party cookie-blocking utility, check the product's documentation to change your settings to allow cookies for [www.IEPWriter.com](http://www.IEPWriter.com).

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## Configuring Windows Web Browsers for Cookies, JavaScript, and Cache Settings

### Internet Explorer 7:

1. Click *Tools* → *Internet Options*.
2. Click the *Security* tab.
3. Click the *Custom level* button.
4. Scroll down to *Scripting* → *Active scripting* and select *Enable*.
5. Click *OK*.
6. Click the *Privacy* tab, and select at least *Medium* on the slider (which is the default; or if you otherwise customize your settings for cookies, you must allow first-party cookies).
7. Check the *Turn on Pop-up Blocker* checkbox.

**Note:** If you are using the Google Toolbar, you must disable its pop-up blocker for this site. For instructions, please see *To Disable Pop-up Blocker using Google Toolbar*.

8. Click *Settings*.
9. Type *www.iepwriter.com* in the *Address of web site to allow* text field to allow pop-ups to display in IEPWriter only.
10. Click *Add*.
11. Click *Close*.
12. Click *OK*.

### To Disable Pop-up Blocker using the Google Toolbar:

Click the *Pop-up Blocker* button (Figure 1) on the Google Toolbar while in IEPWriter. The button will read *Pop-ups okay*. This disables the Pop-up Blocker for IEPWriter only and will remember the setting for future visits to IEPWriter, allowing pop-ups to display.

Figure.1: Pop-up Blocker Button



**To completely disable the Pop-up Blocker using Google Toolbar:** Click the *Settings* button on the Google Toolbar and select *Options*. Click the *More* tab. Uncheck the box next to *Enable Pop-up Blocker*. Click *Apply*. Click *OK*.

**For previous versions of Google Toolbar without a *Settings* button:** Click *Options* on Google Toolbar and uncheck the box next to *Pop-up Blocker*. Click *Apply*. Click *OK*.

### Empty the Cache:

1. Click *Tools* → *Internet Options*.
2. On the *General* tab, click *Settings* under *Browsing history*.
3. Select the *Every time I visit the web page* radio button.
4. Click *OK*.
5. Click *OK*.

## IE 6\* (with Windows XP Service Pack 2):

\* All versions of Internet Explorer version 6 will no longer be officially supported by Microsoft as of 7/13/2010 (support for some versions has already ended). As of that date, Leader will no longer support any version of Internet Explorer 6 on IEPWriter.com. While no action is required by users of Internet Explorer 6 at this time, we recommend that users upgrade their web browsers to a newer version that is actively supported and offers security and other improvements.

1. Click *Tools* → *Internet Options*.
2. Click the *Security* tab.
3. Click the *Custom Level* button.
4. Scroll down to *Scripting* → *Active Scripting* and select *Enable*.
5. Click *OK*.
6. Click the *Privacy* tab.
7. Select at least *Medium* on the slider (which is the default; if you otherwise customize your settings for cookies, you must allow first-party cookies).
8. For *SP1* and earlier, be sure that the *Block Pop-ups* box is checked.
  - a. Click the *Settings* button.
  - b. In the Pop-up Blocker Settings dialog box, type [www.iepwriter.com](http://www.iepwriter.com) in the text field provided.
  - c. Click the *Add* button.
  - d. Click the *Close* button.
9. For *SP2*, to enable pop-ups: click *Tools* → *Pop-up Blocker* → *Pop-up Blocker Settings*. In the Pop-up Blocker Settings dialog box, type [www.iepwriter.com](http://www.iepwriter.com) in the text field provided. Click *Add*. Click the *Close* button). Click *OK*.

**Note:** If you are using the Google Toolbar, you must disable its pop-up blocker for this site. For instructions, please see *To Disable Pop-up Blocker Using Google Toolbar*.

### Empty the Cache:

1. Click *Tools* → *Internet Options*.
2. On the *General* tab, click the *Settings* button under *Temporary Internet Files*.
3. Select the *Every visit to the web page* radio button.
4. Click *OK*.

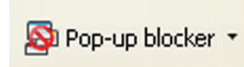
**Windows XP Service Pack 2 (SP2):** If you installed Windows XP Service Pack 2 and are using Internet Explorer 6, please enable pop-ups for [www.IEPWriter.com](http://www.IEPWriter.com) if you have blocked pop-ups in general.

1. Click *Tools* → *Pop-up Blocker* → *Pop-up Blocker Settings*.
2. In the Pop-up Blocker Settings dialog box, type [www.iepwriter.com](http://www.iepwriter.com) in the text field provided.
3. Click *Add*.
4. Click *Close*.
5. Click *OK*.

### To Disable Pop-up Blocker Using Google Toolbar:

Click the *Pop-up Blocker* button (Figure 2) on the Google Toolbar while in IEPWriter. The button will read *Pop-ups okay*. This disables the Pop-up Blocker for IEPWriter only and will remember the setting for future visits to IEPWriter, allowing pop-ups to display.

Figure 1: Pop-up Blocker Button



**To completely disable the Pop-up Blocker using Google Toolbar:** Click the *Settings* button on the Google Toolbar and select *Options*. Click the *More* tab. Uncheck the box next to *Enable Pop-up Blocker*. Click *Apply*.

Click OK.

**For previous versions of Google Toolbar without a *Settings* button:** Click *Options* on Google Toolbar and uncheck the box next to *Pop-up Blocker*. Click *Apply*. Click *OK*.

### Firefox 3.0:

1. Click *Tools* → *Options*.
2. Click the *Privacy* icon in the *Options* dialog box.
3. Under the *Cookies* heading, if you choose not to click the *Accept Cookies from sites* checkbox, click *Exceptions*. Type [www.iepwriter.com](http://www.iepwriter.com) in the textbox. Click *Allow*. Click *Close*.
4. To enable Java and JavaScript, click the *Content* icon, and check the *Enable Java*, *Enable JavaScript*, and *Block pop-up windows* checkboxes.
5. Click *Exceptions*.
6. Type [www.iepwriter.com](http://www.iepwriter.com) in the text field provided.
7. Click *Allow*.
8. Click *Close*.
9. Click *OK*.

**Empty the Cache:** Firefox checks for the newest version of every page visited in IEPWriter. If you believe that Firefox is opening stale pages in IEPWriter, you should empty the cache.

1. Click *Tools* → *Options*.
2. Click the *Privacy* icon.
3. Under the *Private Data* heading, check *Always clear my private data when I close Firefox* checkbox.
4. Click *Settings*.
5. Check the *Cache* checkbox.
6. Click *OK*.
7. Click *OK*.

## Configuring Macintosh Web Browsers for Cookies, JavaScript, and Cache Settings

### Firefox 3.0:

1. Click *Firefox* → *Preferences*.
2. Click the *Privacy* icon in the dialog box.
3. Under the *Cookies* heading, if you choose not to click the *Accept Cookies from sites* checkbox, click *Exceptions*.
4. Type [www.iepwriter.com](http://www.iepwriter.com) in the textbox.
5. Click *Allow*.
6. Close the *Exception – Cookies* dialog box.
7. Click the *Content* icon, and check the *Enable Java*, *Enable JavaScript*, and *Block pop-up windows*.
8. Next to *Block Pop-up Windows*, click *Exceptions*.
9. Type [www.iepwriter.com](http://www.iepwriter.com) in the text field provided.
10. Click *Allow*.
11. Close both dialog boxes.

### Empty the Cache

Firefox checks for the newest version of every page visited in IEPWriter. If you believe that Firefox is opening stale pages in IEPWriter, empty the cache:

1. Click *Firefox* → *Preferences*.
2. Click the *Privacy* icon.
3. Under the *Private Data* heading, check *Always clear my private data when I close Firefox* checkbox.
4. Click *Settings*.
5. Check the *Cache* checkbox.

6. Click *OK*.
7. Close the dialog box.

### **Apple Safari 1.3, 2.0, 3.0:**

1. Click *Safari* → *Preferences*.
2. Click the *Security* icon.
3. Check the *Enable Plugins* and *Enable JavaScript* checkboxes.
4. Under *Accept Cookies*, select *Always* or *Only from sites you navigate to* from the radio button group. Be sure to uncheck the *Block Pop-ups* checkbox.
5. Close the dialog box.

### **Empty the Cache**

Safari checks for the newest version of every page visited in IEPWriter. There are no settings to configure for its caching process. If you believe that Safari is opening stale pages in IEPWriter, empty the cache.

1. Click *Safari* → *Empty Cache*.
2. Click the *Empty* button.

### **IP Addresses and Ports**

You must allow HTTP and HTTPS traffic for ports 80 and 443 on your school's proxy server/firewall. The following IP addresses should be allowed through your proxy server/firewall:

- 12.44.224.16
- 74.43.14.144

## Data Preloading

Leader provides your LEA with the option of preloading data into IEPWriter/Children Count Module. Of course, you can load data manually using the screens within IEPWriter/Children Count.

If your LEA purchased:

1. **Only IEPWriter:** please see the *IEPWriter Users Only* section.
2. **The Children Count Module only or both IEPWriter and the Children Count Module:** please see the *Children Count or Dual Users* section.
3. **Early Intervention:** see the *Early Intervention Students* section.

### **IEPWriter Users Only**

There are multiple types of files that you can submit to Leader. Follow these steps to preload your LEA's data into IEPWriter:

1. See **Appendix A** for a list of acceptable IEPWriter files.
2. Format your LEA's data for one or more of these files (see Figures A and B).
3. Save your LEA's data in an acceptable file format (see the **File Format** section).
4. Upload the file(s) using Leader's Client File Upload Site (see the **Client Files Upload Site** section).

**Note:** School Age, Early Intervention, and Gifted student files **do not** have to be submitted in separate student files. Student Type is determined by grade and exceptionality. If a student's exceptionality is specified as *Gifted without Disability*, then the student is loaded as a Gifted student. If a student's grade is specified as *Pre-Kindergarten*, then the student is loaded as an Early Intervention student.

### **Children Count or Dual Users**

If your LEA is using the Children Count Module or both the Children Count Module and IEPWriter, you need only prepare data for the Children Count Module. Leader will then take that data and preload it into IEPWriter for you, if applicable. This procedure is followed since the Children Count Module gathers more data types than IEPWriter, including all IEPWriter data types.

**Note:** In this case, School Age and Early Intervention students must be submitted in separate student files. Please include Gifted students in the School Age Student file.

#### **School Age/Gifted Students**

There are multiple types of files that you can submit to Leader. Follow these steps to complete the process of preloading your LEA's data into IEPWriter:

1. See **Appendix B** for a list of acceptable Children Count Module files.
2. Format your LEA's data for one or more of these files (see Figures A and B).
3. Save your LEA's data in an acceptable file format (see the **File Format** section).
4. Upload the file(s) using Leader's Client File Upload Site (see the **Client Files Upload Site** section).

**Note:** Student Type is determined by exceptionality. If a student's exceptionality is specified as *Gifted without Disability*, then the student is loaded as a Gifted student.

### **Early Intervention Students**

There are multiple types of files that you can submit to Leader. Follow these steps to complete the process of preloading your LEA's data into IEPWriter:

1. See **Appendix C** for a list of acceptable Early Intervention files.
2. Format your LEA's data for one or more of these files (see Figures A and B).
3. Save your LEA's data in an acceptable file format (see the **File Format** section).
4. Upload the file(s) using Leader's Client File Upload site (see the **Client Files Upload Site** section).

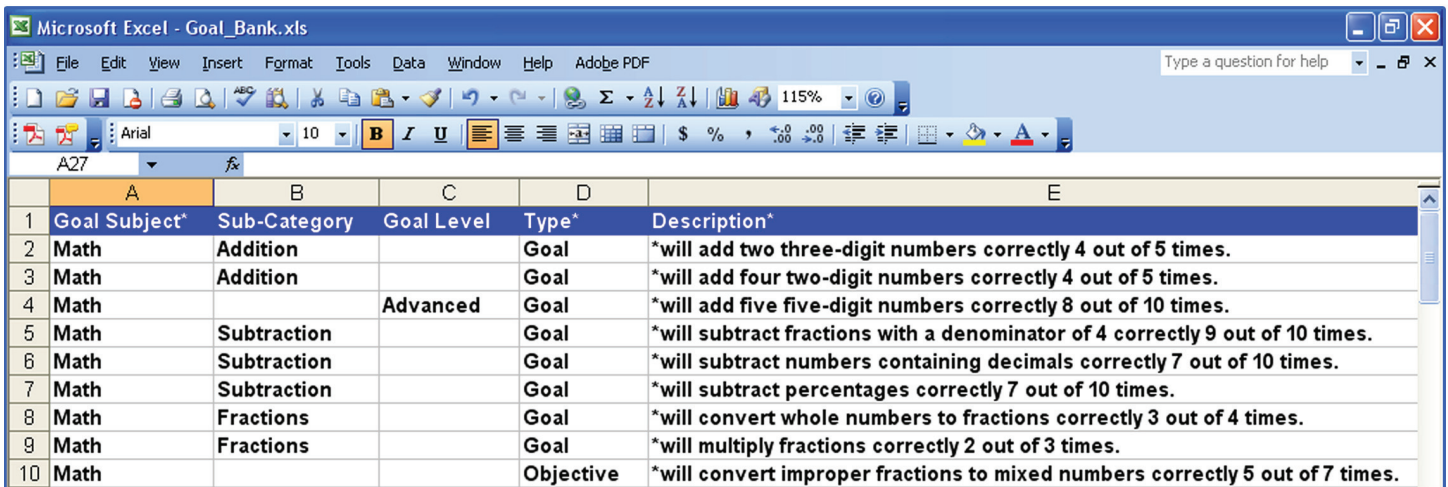
## Formatted Samples

**Figure A** was formatted in Microsoft Excel (although any spreadsheet or database program may be used, provided the files are saved in the comma-separated values [CSV] file format). The information in Figure A follows the order as described in Appendix A for the District Goal/Objective Bank File.

Please do not include column headers in the file; the header row, if left intact, will show up as errors when you run the data through IEPWriter's Import File Validator Program (see the *Import File Validator Program* section for more information).

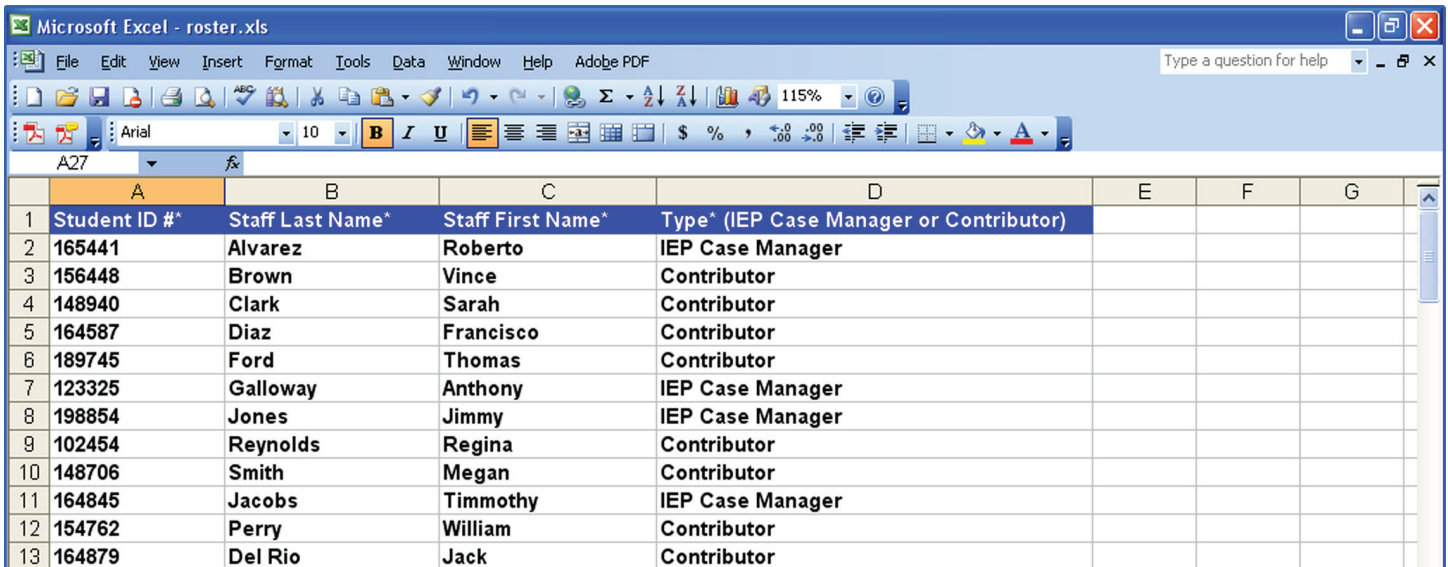
**Figure B** follows the order as described in Appendix A for the Roster File. Again, please do not include column headers in the first row.

**Figure A: Roster file**



	A	B	C	D	E
1	Goal Subject*	Sub-Category	Goal Level	Type*	Description*
2	Math	Addition		Goal	*will add two three-digit numbers correctly 4 out of 5 times.
3	Math	Addition		Goal	*will add four two-digit numbers correctly 4 out of 5 times.
4	Math		Advanced	Goal	*will add five five-digit numbers correctly 8 out of 10 times.
5	Math	Subtraction		Goal	*will subtract fractions with a denominator of 4 correctly 9 out of 10 times.
6	Math	Subtraction		Goal	*will subtract numbers containing decimals correctly 7 out of 10 times.
7	Math	Subtraction		Goal	*will subtract percentages correctly 7 out of 10 times.
8	Math	Fractions		Goal	*will convert whole numbers to fractions correctly 3 out of 4 times.
9	Math	Fractions		Goal	*will multiply fractions correctly 2 out of 3 times.
10	Math			Objective	*will convert improper fractions to mixed numbers correctly 5 out of 7 times.

**Figure B: Roster file**



	A	B	C	D	E	F	G
1	Student ID #*	Staff Last Name*	Staff First Name*	Type* (IEP Case Manager or Contributor)			
2	165441	Alvarez	Roberto	IEP Case Manager			
3	156448	Brown	Vince	Contributor			
4	148940	Clark	Sarah	Contributor			
5	164587	Diaz	Francisco	Contributor			
6	189745	Ford	Thomas	Contributor			
7	123325	Galloway	Anthony	IEP Case Manager			
8	198854	Jones	Jimmy	IEP Case Manager			
9	102454	Reynolds	Regina	Contributor			
10	148706	Smith	Megan	Contributor			
11	164845	Jacobs	Timothy	IEP Case Manager			
12	154762	Perry	William	Contributor			
13	164879	Del Rio	Jack	Contributor			

## File Format

Submit all data to Leader in the comma-separated value (CSV) format, created by saving and exporting files from most spreadsheet and database programs.

### Saving as CSV File Format (spreadsheets)

To save a copy of a spreadsheet in the CSV file format, use the *Save As* feature in your spreadsheet program. Select the CSV file format from the *Save As Type* drop down menu. Save the data in a new file.

**Note:** From the *Save As Type* drop down menu in the spreadsheet program you are using, there may be two CSV file format options. If you have the options of *CSV for Macintosh* or *CSV for MS-DOS*, select the *CSV for MS-DOS* file format.

### Exporting as CSV File Format (databases)

To export data from a database table to the CSV file format, use the *Export* feature in your database program. Select the database table that you want to export and select *Export*.

Choose the comma as the delimiter and do not include the field names on the first row. Select the CSV file format from the *Save As Type* drop down menu in the *Export* dialog box. Save the data as a new file.

## Import File Validator Program

Before sending your CSV file to Leader for preload, run IEPWriter's Import File Validator Program. This program was developed to catch file formatting errors before your data reaches Leader. Download the program at:

<http://www.iepwriter.com/home/validator.asp>

<b>System requirements:</b>	<ul style="list-style-type: none"><li>• <b>Operating system:</b> Microsoft Windows 2000 with SP3; Windows XP with SP2; Windows Server 2003; Windows Vista</li><li>• <b>.NET Framework 2.0:</b> If you need to install the .NET Framework 2.0, you can get it through Windows Update or <a href="http://tinyurl.com/758p8">http://tinyurl.com/758p8</a> Please make sure you meet the system requirements for the .NET Framework 2.0.</li><li>• 220kb of disk space (in addition to the space requirements of the .NET Framework 2.0)</li></ul>
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1. Launch IEPWriter's *Import File Validator* program by double-clicking its program icon.
2. Click **Open File**. Navigate to and open the file you want to test. Remember that the file must be saved as a CSV file.
3. Select the appropriate radio button under the *Select which System the Import File is for* heading. A list of types related to your selection will display; click the appropriate radio button under the *Select the type of Import file* heading.
4. Click **Validate File**. A message will display indicating whether errors were found in the file. Click **OK**. If no errors were found, click **Exit** to close the application or proceed to the next file you want to validate. If errors were found, do *one* of the following:
  - Click **View Error File** to display the errors found in the file. You can optionally save the error file from this screen to a comma-separated text file.
  - Click **Save Error File** to save the file to your computer as a comma-separated text file. Open the file in Microsoft Excel or a text editor like Notepad to view the errors.

## Common Errors

A table of common errors follows. Make corrections to your original file, re-convert the file to CSV, and run it through the validator again until it doesn't have any errors.

TIPS	
<b>Commas in your data:</b>	<p>The <b>most common error</b> is caused by having commas in your data. For example, if you have a last name formatted as:</p> <p style="text-align: center;">Jones, Jr.</p> <p>change it to:</p> <p style="text-align: center;">Jones Jr.</p> <p>before you convert your file to a CSV.</p>
<b>Leading zeros:</b>	<p>If you have a CSV file and open it in Excel (by double-clicking it, or using <i>File &gt; Open</i> in Excel), you will probably lose the leading zeros in your data (e.g., 00201 turns into 201). To avoid this problem:</p> <ol style="list-style-type: none"> <li>1. Edit the CSV file using Notepad (right-click the CSV file, choose <i>Open with...</i>, and select Notepad); or</li> <li>2. Open Excel. Click on <i>Data &gt; Import External Data &gt; Import Data</i> (in Excel 2007, click on <i>Data &gt; From Text</i>). Navigate to and select the CSV file. A Text Import Wizard will open. <ul style="list-style-type: none"> <li><b>Step 1:</b> Select <i>Delimited</i> and click <i>Next</i>.</li> <li><b>Step 2:</b> Under <i>Delimiters</i>, select <i>Comma</i> and click <i>Next</i>.</li> <li><b>Step 3:</b> Click on each column, then click the <i>Text</i> radio button. Click <i>Finish</i>. Remember to <i>Save As</i> a CSV file when you're done making corrections.</li> </ul> </li> </ol>

### Legend:

- [fieldname] = the name of the field shown on the error file.
- [number] = On the error file, you will see the specific number within the field.

Error Message	Meaning	Solution
[fieldname] is a required field.	This field must have information in it.	Enter the appropriate information for that field.
Maximum length of [fieldname] [number] exceeded.	This field can have only [number] of characters in it.	Check the field on that line and remove any additional characters.
[fieldname] is not a valid field in the appendix.	The information in this field doesn't match what it should be according to the codes in the Appendix of the technical guide.	Change the value in this field to match the appropriate code according to the Appendix.
[fieldname] is not a valid date.	The information in this field is not formatted in the proper date format.	Correct the entry to conform to the date format as required in the Appendix.
[fieldname] is not a valid number.	This field needs to have information formatted as a number.	Reformat or change the information to a number.

[fieldname] must be either Y or N.	This field requires a Yes or No answer, formatted as Y or N.	Change the information to reflect the requirement.
The file has [number] fields per line; this line of the CSV file has [number] fields.	The file is supposed to have only X number of fields per line; this line has too little or too many.	The most common cause for this error is that there is a comma in one of the fields on that line; remove it.
Exit Reason is a required field when the Exit Date exists.	This line contains an exit date, but no exit reason.	Add the exit reason, according to the Appendix.
Teacher Assignment is a Required field when Related Service Provider is Y	Related Service provider is Yes on this line, but there is no Teacher Assignment.	Add the teacher assignment, according to the Appendix.
End date must be on or after the Begin date.	Related service start date is after the end date.	Correct the dates on this line.
Withdraw Date must be on or after the Entry Date.	The withdraw date is before the entry date.	Correct the dates on this line.

5. Correct any errors that were identified before submitting files to Leader for processing.

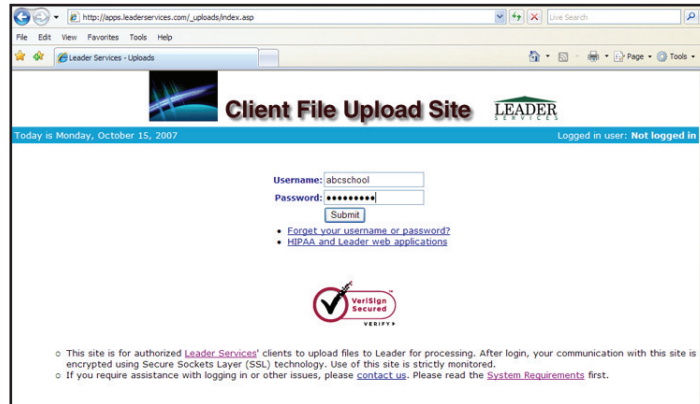
Now that you have verified your file format and corrected any errors that were found, your data is ready to be transferred to Leader for pre-load.

## Client File Upload Site

Leader stresses security when transferring students' data and will only accept data through secure methods. Leader has a web site available for the secure upload of data files (see Figure C). This is the preferred method for submitting data files. You may also submit your LEA's data file(s) on a CD. We will not pre-load data from lists submitted on paper unless arrangements have been made to use our data-entry services.

Use of this site requires a username and password. Communication with the site after login is protected by Secure Socket Layer (SSL) encryption. If you need a username/password for the Client File Upload Site, e-mail Leader Services at: [uploads@leaderservices.com](mailto:uploads@leaderservices.com)

Figure C: Client File Upload Site



The recommended web browsers for using the Uploads site include Internet Explorer 6.0 or higher, or Firefox 2.0 or higher, with JavaScript and Cookies enabled. If you do not have one or more of these components, click the **System Requirements** link for instructions and links.

#### Navigate to the Upload Site and Upload a File(s):

1. Type the following address into your web browser's address or location bar and press the Enter key:

<http://www.leaderservices.com/uploads>

2. Enter your username and password in the fields provided and click *Submit*.
3. Select an IEP- or Children-Count-related file from your local computer by clicking the *Browse...* button and selecting a file type.
4. Choose *IEPWriter of Children Count Related* as the type of file. This will automatically notify the proper staff at Leader when your file is submitted.
5. You may enter additional information about the file in the *Note to Leader* field. Then click *Upload* to begin the upload process.

**Note:** You are limited to submitting files that are less than 10Mb in size. For files over this size, please contact Leader at (800) 360-8511 or e-mail [uploads@leaderservices.com](mailto:uploads@leaderservices.com) for instructions.

6. After you finish uploading, click *Log out* to close your session and exit the site.

#### Contacting Leader

If you are mailing your LEA's data files, please use the following address:

*US Postal Service:*  
Leader Services  
Attn: IEPWriter Support  
PO Box O  
Hazleton, PA 18201

*Other Shippers (UPS/FedEx):*  
Leader Services  
Attn: IEPWriter Support  
75 Kiwanis Boulevard  
West Hazleton, PA 18202

For technical assistance or more information on preloading your school's data, call our Help Desk at (877) 456-8777 weekdays from 8 AM-6 PM or e-mail [helpdesk@leaderservices.com](mailto:helpdesk@leaderservices.com).

## Appendix A – Formatting Data for IEPWriter

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

Student File	Guardian File
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. PA Secure ID</li> <li>3. First Name*</li> <li>4. Middle Initial</li> <li>5. Last Name*</li> <li>6. Gender* (M or F)</li> <li>7. Date of Birth* (mm/dd/yyyy format)</li> <li>8. Grade*<sup>1</sup></li> <li>9. Graduation Year*</li> <li>10. Student Email</li> <li>11. Home District* (AUN)</li> <li>12. Building Name</li> <li>13. Building Location Code (4-digit State code)</li> <li>14. Primary Exceptionality*<sup>1</sup></li> <li>15. Secondary Exceptionality<sup>1</sup></li> <li>16. Ethnicity<sup>1</sup></li> <li>17. Status*<sup>1</sup></li> <li>18. Exit/Inactive Date</li> <li>19. Exit Reason<sup>1</sup></li> <li>20. MA Eligible (Y or N)</li> <li>21. MA Number</li> <li>22. ESL (Y or N)</li> <li>23. Migrant (Y or N)</li> <li>24. IEP Meeting Date (mm/dd/yyyy format)</li> <li>25. Date of Last ER/RR (mm/dd/yyyy format)</li> <li>26. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> STUFILE.CSV or STUFILE.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Salutation</li> <li>3. Guardian First Name*</li> <li>4. Guardian Last Name*</li> <li>5. Parent/Guardian Type<sup>1</sup></li> <li>6. Address1*</li> <li>7. Address2</li> <li>8. City*</li> <li>9. State*</li> <li>10. County</li> <li>11. Postal Code*</li> <li>12. Home Phone</li> <li>13. Work Phone</li> <li>14. Cell Phone</li> <li>15. Home Email</li> <li>16. Work Email</li> <li>17. Primary Guardian* (Y or N)</li> <li>18. Display Guardian Name/Address on IEP (Y or N)</li> <li>19. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> GUARDIAN.CSV or GUARDIAN.TXT</p>
Staff File	Building File
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Last Name*</li> <li>2. First Name*</li> <li>3. Title*</li> <li>4. Phone</li> <li>5. Fax</li> <li>6. Email</li> <li>7. Building Name</li> <li>8. Building Location Code (4-digit State code)</li> <li>9. IEPWriter User (Y or N)</li> <li>10. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> STAFF.CSV or STAFF.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Building Name*</li> <li>2. Building Location Code* (4-digit State code)</li> <li>3. Address1</li> <li>4. Address2</li> <li>5. City</li> <li>6. State</li> <li>7. ZIP</li> <li>8. Phone</li> <li>9. Fax</li> <li>10. Email</li> <li>11. Building Principal</li> <li>12. Start Time</li> <li>13. End Time</li> <li>14. Vo-tech (Y or N)</li> <li>15. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> BUILDING.CSV or BUILDING.TXT</p>

## Appendix A – Formatting Data for IEPWriter

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

Student Roster File	District Goal/Objective Bank File
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Staff Last Name*</li> <li>3. Staff First Name*</li> <li>4. Type* (IEP Case Manager, Contributor, Evaluation, View-only)</li> <li>5. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> ROSTER.CSV or ROSTER.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Goal Subject*</li> <li>2. Sub-Category</li> <li>3. Goal Level</li> <li>4. Type* (Goal or Objective)</li> <li>5. Description</li> <li>6. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> GOALOBJ.CSV or GOALOBJ.TXT</p>
IEP/ER File	
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Date* (mm/dd/yyyy)</li> <li>3. Type* (IEP or ER)</li> <li>4. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> IEPER.CSV or IEPER.TXT</p>	

## Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

<sup>2</sup> Exit Date only required if child exited special education. Exit Reason only required if Exit Date exists.

Student File	Staff File
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. PA Secure ID</li> <li>3. First Name*</li> <li>4. Middle Initial</li> <li>5. Last Name*</li> <li>6. Gender* (M or F)</li> <li>7. Date of Birth* (mm/dd/yyyy format)</li> <li>8. Grade*<sup>1</sup></li> <li>9. Graduation Year</li> <li>10. Student Email</li> <li>11. Home District* (AUN)</li> <li>12. Building Name</li> <li>13. Building Location Code (4-digit State code)</li> <li>14. Primary Exceptionality*<sup>1</sup></li> <li>15. Secondary Exceptionality<sup>1</sup></li> <li>16. Status*<sup>1</sup></li> <li>17. Exit Date*<sup>2</sup></li> <li>18. Exit Reason*<sup>1 2</sup></li> <li>19. Primary Teacher (Staff ID)</li> <li>20. Ethnicity* <sup>1</sup></li> <li>21. MA Eligible (Y or N)</li> <li>22. MA Number</li> <li>23. Transition*<sup>1</sup> (multiple values allowed separated by semicolons)</li> <li>24. Special Ed. Entry Date (mm/dd/yyyy)</li> <li>25. Referral Date (mm/dd/yyyy)</li> <li>26. Transition Plan Date (mm/dd/yyyy)</li> <li>27. Limited English Proficient (Y or N)</li> <li>28. Migrant (Y or N)</li> <li>29. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> STUFILE.CSV or STUFILE.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Staff ID*</li> <li>2. First Name*</li> <li>3. Last Name*</li> <li>4. Middle Initial</li> <li>5. Ethnicity<sup>1</sup></li> <li>6. Special Education Teacher* (Y or N)</li> <li>7. Related Service Provider* (Y or N)</li> <li>8. Paraprofessional* (Y or N)</li> <li>9. Highly Qualified* (Y or N)</li> <li>10. Teacher Assignment*<sup>1</sup> (only required if Special Education Teacher = Y)</li> <li>11. Other Special Ed<sup>1</sup> (only required if Related Service Provider = Y)</li> <li>12. Children Served*<sup>1</sup></li> <li>13. Provider<sup>1</sup></li> <li>14. Location of Intervention<sup>1</sup></li> <li>15. Fully Certified (Y or N)</li> <li>16. Gifted Teacher (Y or N)</li> <li>17. Include Staff in Fed/State Reporting (Y or N)</li> <li>18. FTE* (9.99; use FTE of 0 if you don't want the staff member to be counted for PennData purposes)</li> <li>19. Active Date*</li> <li>20. Inactive Date</li> <li>21. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> STAFF.CSV or STAFF.TXT</p>
Unilateral Removal	Suspensions
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Removal Date*</li> <li>3. Reason for Removal*<sup>1</sup></li> <li>4. Number of Days Removed*</li> <li>5. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> UNILAT.CSV or UNILAT.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Suspension Start Date*</li> <li>3. Number of Days Suspended*</li> <li>4. Type Suspension*<sup>1</sup></li> <li>5. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> SUSPEN.CSV or SUSPEN.TXT</p>

## Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

Assignments	Compliance Dates
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Active Date*</li> <li>3. Inactive Date* (only required if assignment is inactive)</li> <li>4. Assignment Code*<sup>1</sup></li> <li>5. Major Assignment* (Y or N)</li> <li>6. Type of Service/Amount of Special Ed.*<sup>1</sup></li> <li>7. Provider<sup>1</sup></li> <li>8. Building Name*</li> <li>9. Building Location Code* (4-digit State code)</li> <li>10. Serving District* (AUN)</li> <li>11. Home District* (AUN)</li> <li>12. Primary Exceptionality*<sup>1</sup></li> <li>13. Secondary Exceptionality<sup>1</sup></li> <li>14. Teacher (Staff ID)*</li> <li>15. Residence Status*<sup>1</sup></li> <li>16. LRE/Educational Environment*<sup>1</sup> (Required for students educated in regular buildings with non-disabled students)</li> <li>17. LRE Pct./Educational Environment Pct.*</li> <li>18. Funding Eligibility*<sup>1</sup></li> <li>19. Neighborhood School*<sup>1</sup></li> <li>20. Integration District (AUN)</li> <li>21. Dually Enrolled (Y or N)</li> <li>22. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> ASSIGN.CSV OR ASSIGN.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Active Date*</li> <li>3. Inactive Date</li> <li>4. IEP Meeting/Conference Date</li> <li>5. IEP Implementation Date</li> <li>6. IEP Duration Date</li> <li>7. Date of Last IEP Revision</li> <li>8. Initial Eval Date</li> <li>9. Reevaluation Date</li> <li>10. Date Perm. To Eval Requested by Parent</li> <li>11. Date Received Permission to Evaluate</li> <li>12. Date Received Permission to Reevaluate</li> <li>13. Date Received Invitation to Participate Response</li> <li>14. Date Received Consent to Excuse Members</li> <li>15. Date Received NOREP Response</li> <li>16. Date Received Reevaluation Waiver</li> <li>17. Reevaluation Waived Date</li> <li>18. NOREP Date</li> <li>19. Permission to Evaluate Date</li> <li>20. Permission to Reevaluate Date</li> <li>21. Services Plan Date</li> <li>22. Initial Eval Found to be Eligible (Y or N)</li> <li>23. Initial Eval Completed in Timeline (Y or N)</li> <li>24. Reevaluation Found to be Eligible (Y or N)</li> <li>25. Special Reason Initial Eval not Completed<sup>1</sup></li> <li>26. Non-Compliance Reason</li> <li>27. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> COMPLIANCE.CSV or COMPLIANCE.TXT</p> <p><b>Note:</b> If a student has an IEP Meeting/Conference Date, IEP Implementation Date, Evaluation, Reevaluation and NOREP dates, these fields are required.</p>

## Appendix B – Formatting School Age/Gifted Data for Children Count and Dual Users

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

Related Service	Building File
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Related Service* <sup>1</sup></li> <li>3. Provider<sup>1</sup></li> <li>4. Funding Source<sup>1</sup></li> <li>5. Teacher Name (Staff ID)</li> <li>6. Location</li> <li>7. Start Date*</li> <li>8. End Date*</li> <li>9. Frequency</li> <li>10. Times Per Frequency</li> <li>11. Length Of Service (Minutes)</li> <li>12. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> RSRVC.CSV or RSRVC.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Building Name*</li> <li>2. Building Location Code* (4-digit State code)</li> <li>3. Address1</li> <li>4. Address2</li> <li>5. City</li> <li>6. State</li> <li>7. ZIP</li> <li>8. Phone</li> <li>9. Fax</li> <li>10. Email</li> <li>11. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> BUILDING.CSV or BUILDING.TXT</p>
Student Address	Expulsions
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Salutation</li> <li>3. Guardian First Name*</li> <li>4. Guardian Last Name*</li> <li>5. Parent/Guardian Type<sup>1</sup></li> <li>6. Address1*</li> <li>7. Address2</li> <li>8. City*</li> <li>9. State*</li> <li>10. County</li> <li>11. Postal Code*</li> <li>12. Home Phone</li> <li>13. Work Phone</li> <li>14. Cell Phone</li> <li>15. Home Email</li> <li>16. Work Email</li> <li>17. Primary Guardian* (Y or N)</li> <li>18. Display Guardian Name/Address on IEP (Y or N)</li> <li>19. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> ADDRESS STUFILE.CSV or ADDRESS.TXT</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Expulsion Start Date*</li> <li>3. Received Educ. Services (Y or N)*</li> <li>4. Number of Days Expelled*</li> <li>5. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> EXPULSION.CSV or EXPULSION.TXT</p>

## Appendix C – Formatting Early Intervention Data for Children Count and Dual Users

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

EI Student File	EI Staff File
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. PA Secure ID</li> <li>3. First Name*</li> <li>4. Last Name*</li> <li>5. Middle Initial</li> <li>6. Status*<sup>1</sup></li> <li>7. Gender* (M or F)</li> <li>8. Date of Birth* (mm/dd/yyyy format)</li> <li>9. Grade*<sup>1</sup></li> <li>10. Graduation Year</li> <li>11. Student Email</li> <li>12. Home District* (AUN)</li> <li>13. Building Name</li> <li>14. Building Location Code (4-digit State code)</li> <li>15. Type EI*<sup>1</sup></li> <li>16. Date Received Parent Consent</li> <li>17. Reason Date Received Parent Consent Blank<sup>1</sup></li> <li>18. Date ER Issued to Parent</li> <li>19. Reason ER not within 60 Days of Parent Permission<sup>1</sup></li> <li>20. Date IEP Developed</li> <li>21. Reason IEP not Developed by Age 3<sup>1</sup></li> <li>22. EI Preschool Referral Source<sup>1</sup></li> <li>23. Primary Exceptionality*<sup>1</sup></li> <li>24. Secondary Exceptionality<sup>1</sup></li> <li>25. Exit Date*</li> <li>26. Exit Reason*<sup>1</sup></li> <li>27. Primary Teacher (Staff ID)</li> <li>28. Ethnicity*<sup>1</sup></li> <li>29. MA Eligible (Y or N)</li> <li>30. MA Number</li> <li>31. Special Ed. Entry Date (mm/dd/yyyy)</li> <li>32. Referral Date (mm/dd/yyyy)</li> <li>33. Transition Plan Date (mm/dd/yyyy)</li> <li>34. Limited English Proficient (Y or N)</li> <li>35. Migrant (Y or N)</li> <li>36. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> EISTUFILE.TXT or EISTUFILE.CSV</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Staff ID*</li> <li>2. First Name*</li> <li>3. Last Name*</li> <li>4. Middle Initial</li> <li>5. Ethnicity<sup>1</sup></li> <li>6. Special Education Teacher* (Y or N)</li> <li>7. Related Service Provider* (Y or N)</li> <li>8. Paraprofessional* (Y or N)</li> <li>9. Highly Qualified* (Y or N)</li> <li>10. Teacher Assignment*<sup>1</sup> (only required if Special Education Teacher = Y)</li> <li>11. Other Special Ed*<sup>1</sup> (only required if Related Service Provider = Y)</li> <li>12. Children Served*<sup>1</sup></li> <li>13. Provider<sup>1</sup></li> <li>14. Location of Intervention<sup>1</sup></li> <li>15. Fully Certified (Y or N)</li> <li>16. Gifted Teacher (Y or N)</li> <li>17. Include Staff in Fed/State Reporting (Y or N)</li> <li>18. FTE* (9.99; use FTE of 0 if you don't want the staff member to be counted for PennData purposes)</li> <li>19. Active Date*</li> <li>20. Inactive Date</li> <li>21. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> EISTAFF.TXT or EISTAFF.CSV</p>

## Appendix C – Formatting Early Intervention Data for Children Count and Dual Users

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

EI Related Service File	EI Student Address File
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Related Service*<sup>1</sup></li> <li>3. Provider<sup>1</sup></li> <li>4. Funding Source<sup>1</sup></li> <li>5. Teacher Name (Staff ID)</li> <li>6. Location</li> <li>7. Start Date</li> <li>8. End Date</li> <li>9. Frequency</li> <li>10. Times Per Frequency</li> <li>11. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> EIRSRVC.TXT or EIRSRVC.CSV</p>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Salutation</li> <li>3. Guardian First Name*</li> <li>4. Guardian Last Name*</li> <li>5. Parent/Guardian Type<sup>1</sup></li> <li>6. Address1*</li> <li>7. Address2</li> <li>8. City*</li> <li>9. State*</li> <li>10. County</li> <li>11. Postal Code*</li> <li>12. Home Phone</li> <li>13. Work Phone</li> <li>14. Cell Phone</li> <li>15. Home Email</li> <li>16. Work Email</li> <li>17. Primary Guardian* (Y or N)</li> <li>18. Display Guardian Name/Address on IEP (Y or N)</li> <li>19. Delimiter (Enter * to denote end of record)*</li> </ol> <p><b>Save as:</b> EIADDRESS.TXT or EIADDRESS.CSV</p>

## Appendix C – Formatting Early Intervention Data for Children Count and Dual Users

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

EI Assignments File	EI Compliance Dates
<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Active Date*</li> <li>3. Inactive Date* (only required if assignment is inactive)</li> <li>4. Assignment Code*<sup>1</sup></li> <li>5. Major Assignment* (Y or N)</li> <li>6. LRE/EI Preschool Education Environment Code*<sup>1</sup></li> <li>7. Attends Regular Early Childhood Program (Y or N)*</li> <li>8. Pct. Of Time Spent in Reg. Early Childhood Program (number)</li> <li>9. Pct. Time Educated in Reg. Early Childhood Program (code)*<sup>1</sup></li> <li>10. EI Preschool Funding Status*<sup>1</sup></li> <li>11. Provider<sup>1</sup></li> <li>12. Building Name*</li> <li>13. Building Location Code* (4-digit State code)</li> <li>14. Serving District* (AUN)</li> <li>15. Home District* (AUN)</li> <li>16. Primary Exceptionality*<sup>1</sup></li> <li>17. Secondary Exceptionality<sup>1</sup></li> <li>18. Teacher (Staff ID)</li> <li>19. Residence Status*<sup>1</sup></li> <li>20. EI Funding Eligibility*<sup>1</sup></li> <li>21. Integration District (AUN)</li> <li>22. Dually Enrolled (Y or N)</li> <li>23. Delimiter (Enter * to denote end of record)* Save as: EIASSIGN.TXT or EIASSIGN.CSV</li> </ol>	<p><b>Column Headers:</b></p> <ol style="list-style-type: none"> <li>1. Student ID*</li> <li>2. Active Date*</li> <li>3. Inactive Date</li> <li>4. IEP Meeting/Conference Date</li> <li>5. IEP Implementation Date</li> <li>6. IEP Duration Date</li> <li>7. Date of Last IEP Revision</li> <li>8. Initial Evaluation Date</li> <li>9. Reevaluation Date</li> <li>10. Date Perm. To Evaluation Requested by Parent</li> <li>11. Date Received Permission to Evaluate</li> <li>12. Date Received Permission to Reevaluate</li> <li>13. Date Received Invitation to Participate Response</li> <li>14. Date Received Consent to Excuse Members</li> <li>15. Date Received NOREP Response</li> <li>16. Date Received Reevaluation Waiver</li> <li>17. Reevaluation Waived Date</li> <li>18. NOREP Date</li> <li>19. Permission to Evaluate Date</li> <li>20. Permission to Reevaluate Date</li> <li>21. Services Plan Date</li> <li>22. Initial Evaluation Found to be Eligible (Y/N)</li> <li>23. Initial Evaluation Completed in Timeline (Y/N)</li> <li>24. Reevaluation Found to be Eligible (Y/N)</li> <li>25. Special Reason Initial Evaluation not Completed<sup>1</sup></li> <li>26. Delimiter (Enter * to denote end of record)* Save as: EICOMPLIANCE.CSV or EICOMPLIANCE.TXT</li> </ol> <p><b>Note:</b> If a student has an IEP Meeting/Conference Date, IEP Implementation Date, Evaluation, Reevaluation and NOREP dates, these fields are required.</p>

## Appendix C – Formatting Early Intervention Data for Children Count and Dual Users

\* Denotes required fields

<sup>1</sup> Refer to Appendix D – Penn DATA Code Reference Guide (page 24)

### EI MAWA Transition File

#### Column Headers:

1. Student ID\*
2. EIRS ID\*
3. Date of 90 Day Meeting Notification
4. Part C Approved Invitation Format Used<sup>1</sup>
5. Received IFSP (Y or N)
6. Transition Meeting Date
7. MAWA Attended (Y or N)
8. Reason MAWA Did Not Attend<sup>1</sup>
9. MAWA Eligible (Y or N)
10. Delimiter (Enter \* to denote end of record)\*  
Save as: EIMAWA.txt or EIMAWA.csv

## Appendix D – Penn DATA Code Reference Guide

(in Alphabetical Order)

Category	Code	Description
Assignment Code	01 02 03 04 06 07 08 10 11 26 16 17 18 27 28 29 30 99	Learning Support Life Skills Support Multiple Disabilities Support Emotional Support Deaf or Hearing Impaired Support Speech and Language Support Physical Support Blind or Visually Impaired Support Gifted Support Autistic Support Preschool Home Based Preschool Classroom Based Preschool Combination Preschool/Non-classroom Preschool Community Based Preschool/Inclusive Preschool Intensive Classroom Based Preschool Early Intervention
Children Served(Staff)	01 02	Children Ages 3-5 Children Ages 6-21
Delimiter	*	Denotes the end of the current record
EI Funding Eligibility	0 1 2 3	None Selected District Funded Preschool Funded 4010 Funded/APS
EI Preschool Referral Source	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18	Hospitals (including prenatal & postnatal facilities) Physicians Parents Child Care Programs Local Education Agency Transfer from DPW Public Health Facility EPSDT Screening Facility Other Social Service Agencies Other Health Care Providers Early Childhood Program CONNECT Direction Service Other Family Center Homeless Shelter Head Start/Early Head Start Media/Public Awareness CAPTA Referral

## Appendix D – Penn DATA Code Reference Guide

(in Alphabetical Order)

Category	Code	Description
Ethnicity(Student Demo & Staff Demo)	01 02 03 04 05	American Indian or Alaska Native Asian or Pacific Islander Black or African American (Non Hispanic) Hispanic White (Non Hispanic)
Exit Reason	01 02 03 04 05 06 08 09 10 11 12 13	Graduated with Regular High School Diploma Received GED and/or Certificate (Correctional Facilities and Facilities for Adjudicated Youth only) Reached Maximum Age Dropped Out Transferred to Regular Education Moved, Known to be continuing Parent Withdrawn (MAWA Only) Deceased Child transitioned to school age (SA), known to be continuing Child transitioned to school age (SA), not known to be continuing Child exiting preschool prior to school age: no longer needs special education Child exited preschool special education upon turning school age: no longer needs special
Funding Eligibility	0 1 2 X 9 10	IDEA Chapter 15 (504) Not Yet Determined Not Eligible Gifted Only Early Intervening
Funding Source	A B C E	Education Welfare Health Other

## Appendix D – Penn DATA Code Reference Guide

(in Alphabetical Order)

Category	Code	Description
Grade	PS	Pre School
	KF	Kindergarten Full Day
	KH	Kindergarten Half Day
	01	First Grade
	02	Second Grade
	03	Third Grade
	04	Fourth Grade
	05	Fifth Grade
	06	Sixth Grade
	07	Seventh Grade
	08	Eighth Grade
	09	Ninth Grade
	10	Tenth Grade
11	Eleventh Grade	
12	Twelfth Grade	
LRE EI Preschool Educational Environment Early Intervention	01	Early Childhood Environment
	02	Early Childhood Environment – Head Start
	03	Early Childhood Special Education Environment
	04	Home Environment
	05	Part-Time Early Childhood/Part Time Early Childhood Special Education Environment
	06	Residential Facility Environment
	07	Separate (Day) School Environment
	08	Itinerant Service Outside the Home Environment
	09	Reverse Mainstream Environment
	10	Residential Facility – APS Environment
	11	Separate (Day) School – APS Environment
LRE/Educational Environment School Age	(Blank)	Gifted without Disability
	1	Approved Private School (Non Residential)
	2	Approved Private School (Residential)
	5	Public Separate Facility (Residential)
	6	Other Private Facility (Residential)
	9	Hospital/Home Bound
	12	Public Separate Facility (Non Residential)
	14	Out of State Facility
	15	Instruction in the Home
	16	Other Private Separate Facility (Non Residential)
	18	Correctional Facility
	19	Inside the regular class 80% or more of the day
	20	Inside regular class no more than 79% of day and no less than 40% of the day
	21	Inside the regular class less than 40 percent of the day

## Appendix D – Penn DATA Code Reference Guide

(in Alphabetical Order)

Category	Code	Description
Location of Intervention for Assignments & Staff	01 02 03 04 05 06 07 09 14 15 16 17	Public School Special Education Center Family Child Care Regular Nursery School Early Intervention Classroom Approved Private School/Residential Head Start Hospital Out-of-State Facility In-Home Approved Private School/Day Residential Facility
Neighborhood School	(Blank) 01 02 03	EGifted without Disability Student attending neighborhood school Student NOT attending neighborhood school – Required Special Education Support and Services Student NOT attending neighborhood school – Other Reasons
Non-Compliance Reason	P A E	Parental Reason Administrative For SLD Extension allowed under Federal Regulation 34 CFR 300.309
Other Special Ed and Related Services (Staff)	2 3 19 25 54 56 57 A1 A2 A3 A5	Medical/Nursing Service Staff Orientation and Mobility Specialists Social Workers Psychologists Speech-Language Pathologists Occupational Therapists Physical Therapists Audiologists Interpreters Physical Education Teachers and Recreation and Therapeutic Rec. Specialists Counselors and Rehabilitation Counselors
Part C Approved Invitation Format Used	01 02 03	Yes No No Notification (Written or Otherwise) Received
Pct. Time Educated in Reg. Early Childhood Program	0 1 2 3	None 80% or More Between 40% and 79% Less than 40%

## Appendix D – Penn DATA Code Reference Guide

(in Alphabetical Order)

Category	Code	Description
Primary Exceptionality	01 02 04 05 06 09 10 11 12 13 15 16 21 22	Traumatic Brain Injury Hearing Impairment including Deafness Specific Learning Disability Gifted without Disability Mental Retardation Orthopedic Impairment Emotional Disturbance Speech or Language Impairment Visual Impairment including Blindness Deaf Blindness Developmental Delay (3-6 in EI Program) Multiple Disabilities Autism Other Health Impairments
Provider (Related Services & Staff)	A B D E F G H I K L	School District Intermediate Unit Head Start MH/MR Program Public Health Center Private Practitioner Hospital Clinical Other APS
Reason Date Received Parent Consent is Blank	01 02 03 04	Parent Withdrawal Parent Choice Parent/Child Moved Child exited 0-3 Program Prior to Transition Meeting; No Longer Eligible for Part C
Reason ER Not Within 60 Days of Parent Permission	02 04 05 06 07	Withdrawal Agency Difficulties Parent Choice Parent/Child Unavailable Parent/Child Moved
Reason for Removal	01 02 03 04	Weapon Offense – Removed by School Personnel Drug Offense – Removed by School Personnel Likely Injury – Determined by Hearing Officer Serious Bodily Injury – Removed by School Personnel
Reason IEP Not Developed By Age 3	02 03 04 07	Parent Withdrawal Late Referral Agency Difficulties Parent/Child Moved

## Appendix D – Penn DATA Code Reference Guide

(in Alphabetical Order)

Category	Code	Description
Reason MAWA Did Not Attend	01 02 03 04	Notice of Transition Meeting Not Received Parent Withdrawal Parent/Child Moved Child exited 0-3 Program Prior to Transition Meeting; No longer Eligible for Part C
Related Service	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18	Transportation Audiological Services Psychological Services Physical Therapy Occupational Therapy Counseling Services School Health Services Social Work Services Parent Counseling, Training Speech and Language Pathology/Therapy Adaptive Physical Education Behavior Intervention Program Assistive Technology Devices and Services Rehabilitation Counseling Interpreter Orientation and Mobility Mental Health Services provided by other than IU/SD Other
Residence Status	(Blank) 01 02 05 06	Resident Ward of State 1302 – Living with Adult other than Parent 1305 – Foster Child 1306 – Institutionalized Child
Secondary Exceptionalities	01 02 04 05 06 09 10 11 12 13 15 16 21 22	Traumatic Brain Injury Hearing Impairment including Deafness Specific Learning Disability Gifted without Disability Mental Retardation Orthopedic Impairment Emotional Disturbance Speech or Language Impairment Visual Impairment including Blindness Deaf Blindness Developmental Delay (3-6 in EI Program) Multiple Disabilities Autism Other Health Impairments
Special Reason Initial Evaluation not Completed	1 2	Parent fails to produce child for evaluation Enrolls in another school prior to determination

## Appendix D – Penn DATA Code Reference Guide

(in Alphabetical Order)

Category	Code	Description
Status	0 1 2 3 4	Inactive Active In Process Not Eligible Screened, not in need of evaluation
Transition	(Blank) 01 02 03	Less than 14 or 16, depending on the date of the IEP, or Gifted without Disability Post Secondary Education and Training Goal Employment Goal Independent Living Goal, if Appropriate
Type EI	01 02 03 04 05 06	Transitioned from DPW to MAWA program at 3 EI Preschool program - not in transition status K-5 Eligibility in home dist, remain in EI for K year EI Eligibility in July & August, K-5 Eligibility in Sept. K-5 Eligibility previous year, exit to school age in Sept. All APS Children including Transition
Type of Parent	01 02 03 04 05	Birth Legal Guardian Custodial Foster Non-Custodial
Type of Service	01 04 05 06	Itinerant Full-Time Gifted Supplemental
Type Suspension	01 02	In School Out of School
Teacher Assignment	1 2 3 4	Speech impaired certified Hearing impaired certified Visually impaired certified Comprehensive certified