ESE Student Registration Procedures for Exceptional Student Education

Ms. Shannon Gottardi
Executive Director

IEP EDUCATIONAL PLACEMENT

MIAMI-DADE COUNTY PUBLIC SCHOOLS
INDIVIDUALIZED EDUCATIONAL PLAN

DEMOGRAPHIC INFORMATION					Date [redacted]
PRINT STUDENT'S NAME (LAST) [redacted]	(FIRST) [redacted]	(M.I.)	DATE OF BIRTH [redacted]	Student ID. NO. [redacted]	
ADDRESS	CITY	STATE [redacted]	ZIP	PHONE	
ENROLLED SCHOOL [redacted]	GRADE LEVEL [redacted]		ASSIGNED SCHOOL Current Year: [redacted] Future Year: [redacted]		

EDUCATIONAL PLACEMENT
11/11/2016-6/8/2017 General Education Class
8/21/2017-11/10/2017 General Education Class

EXCEPTIONAL STUDENT EDUCATION (ESE) PROGRAM ELIGIBILITY
The student has been determined eligible for the following ESE program(s): [redacted]

IEP EDUCATIONAL PLACEMENT

- **Separate Class**
  - Spending 0 to 39 % of the day in a general education class setting
- **Resource**
  - Spending 40 % to 79% of day in a general education class setting
- **General Education**
  - Spending 80% to 100% of day in a general education class setting

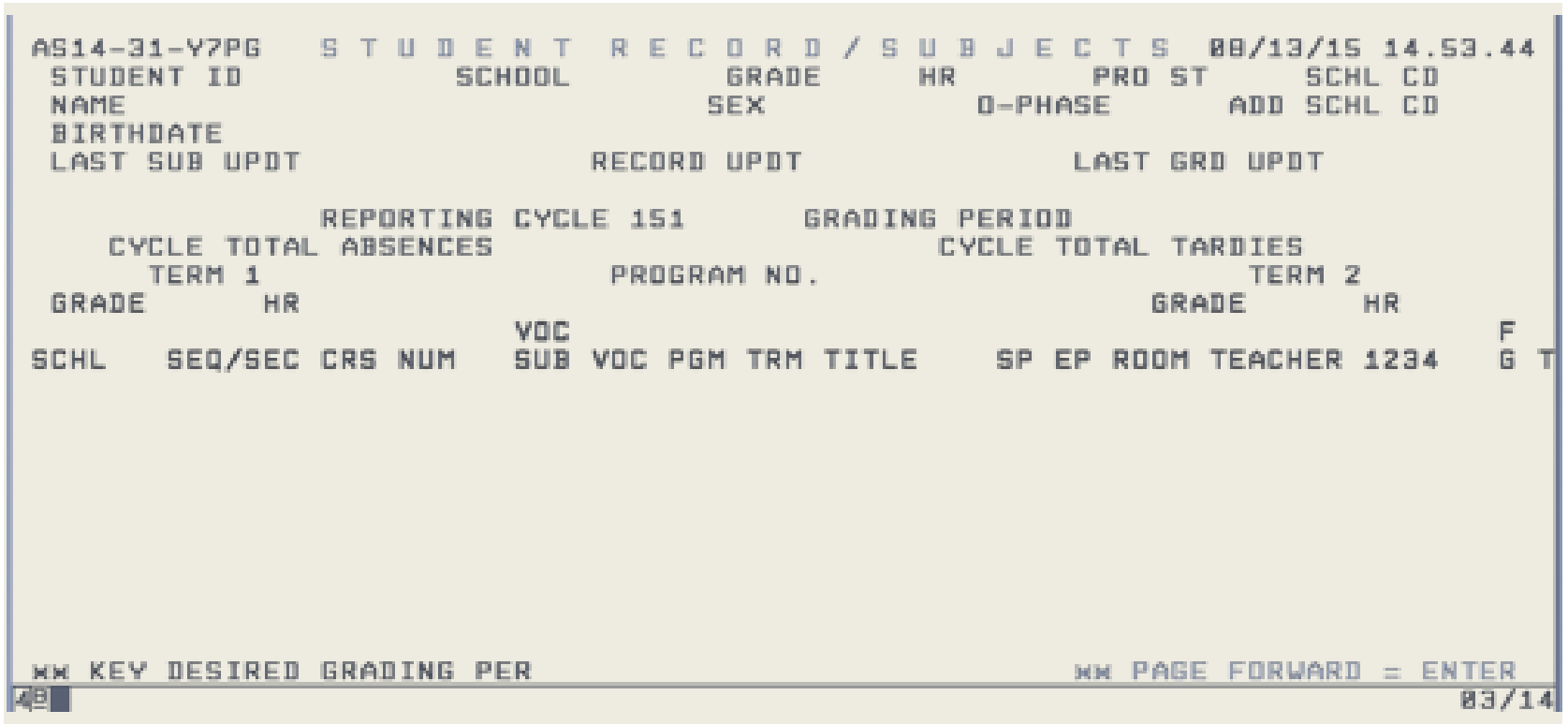
Types of Placements / Settings / Service Locations

- **ESE Setting (Resource)**
  - Pure ESE Class taught by ESE Teacher
  - ESE course code is used

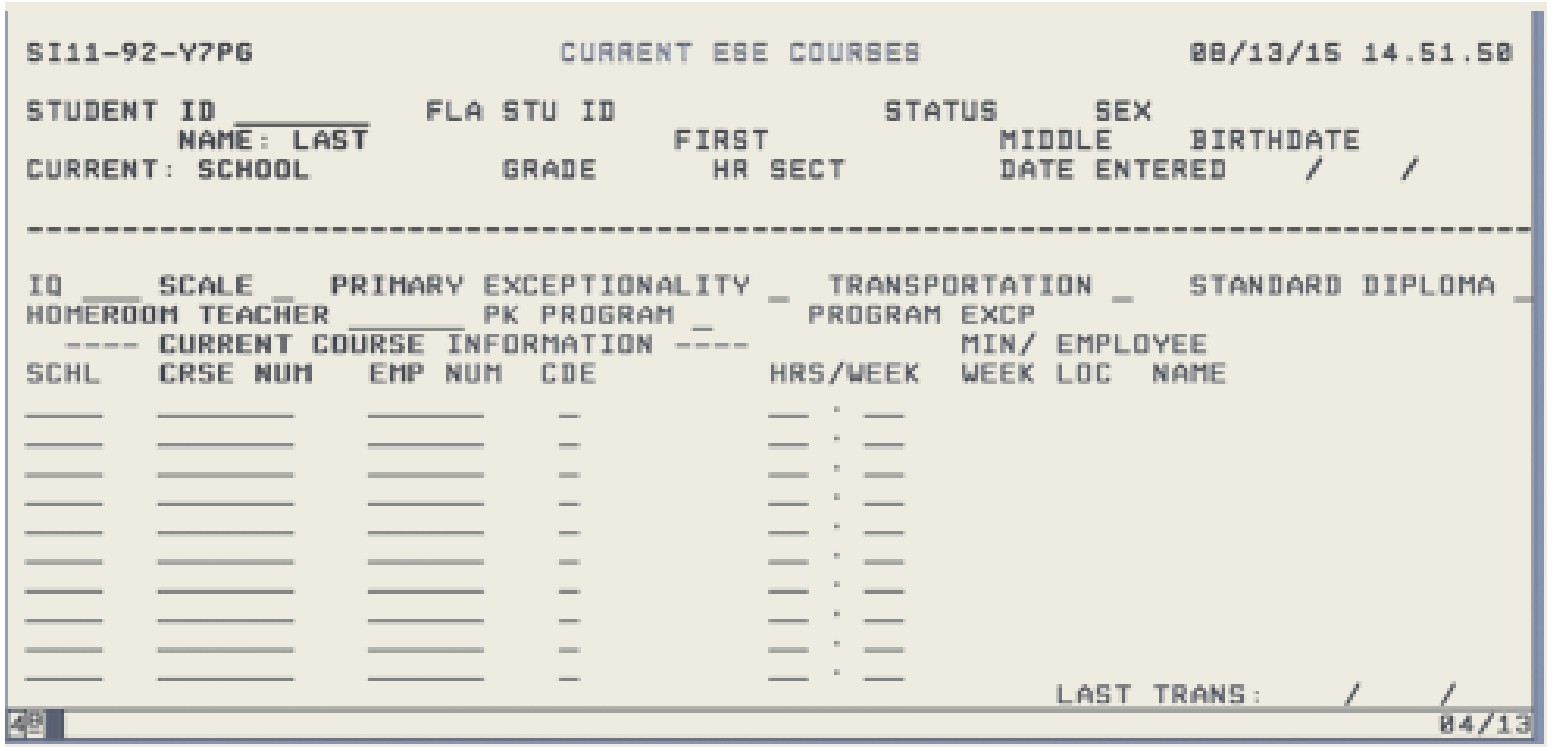
- **General Education Setting with Support (Inclusion)**
  - General Education course code is used
  - Co-Teach = General Education teacher & ESE Teacher teach together all class period
  - Support Facilitation = General Education Teacher is main teacher, ESE teacher visits class for part of the class period to work with students (frequency determined by IEP)
  - Consultation – General Education Teacher is the main teacher, ESE teacher provides external support to teacher

- **General Education Setting without Support (GE)**
  - General Education course code is used

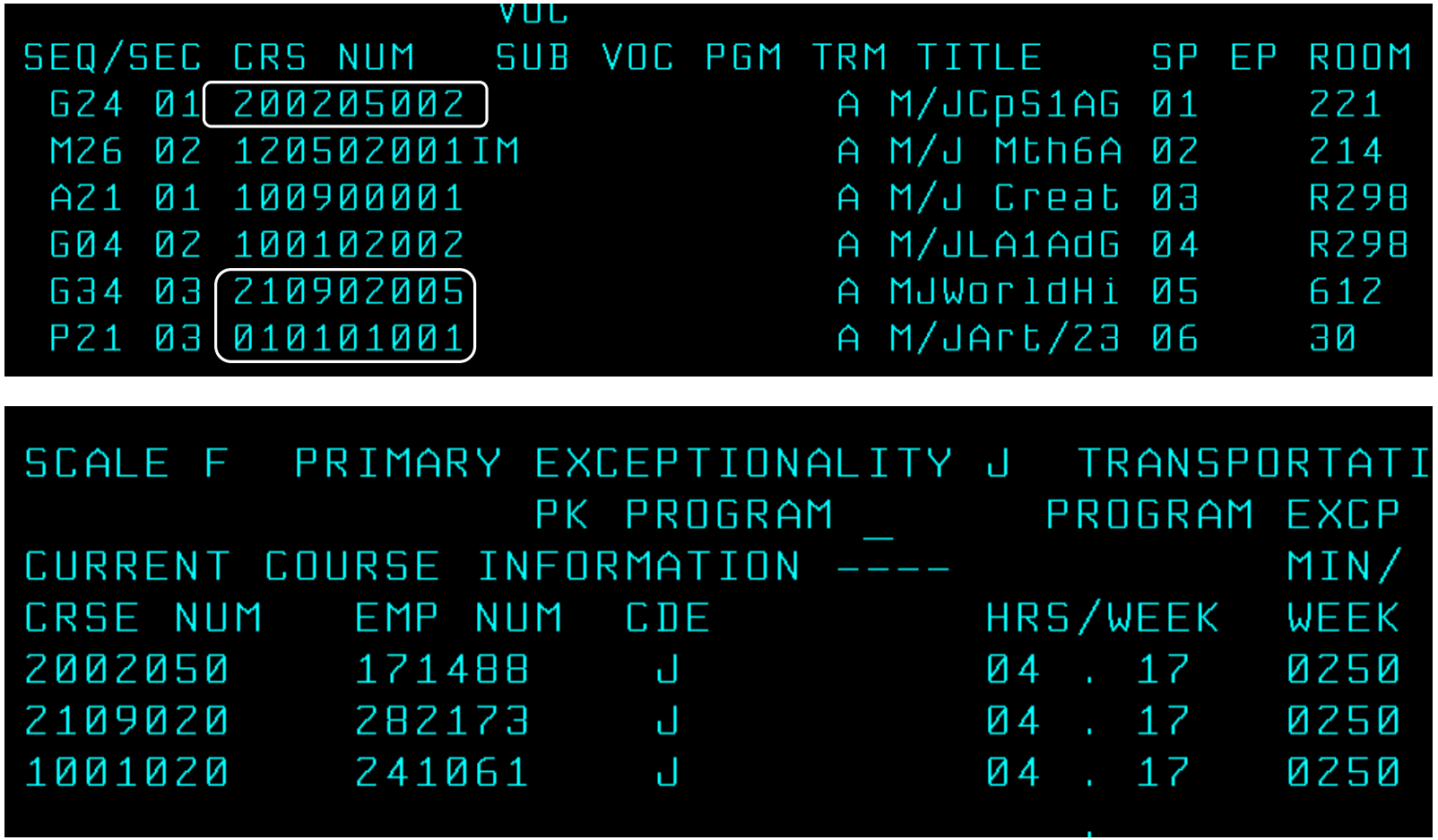
ESE Student Scheduling
DSIS PF-1



ESE Student Scheduling
DSIS PF-4

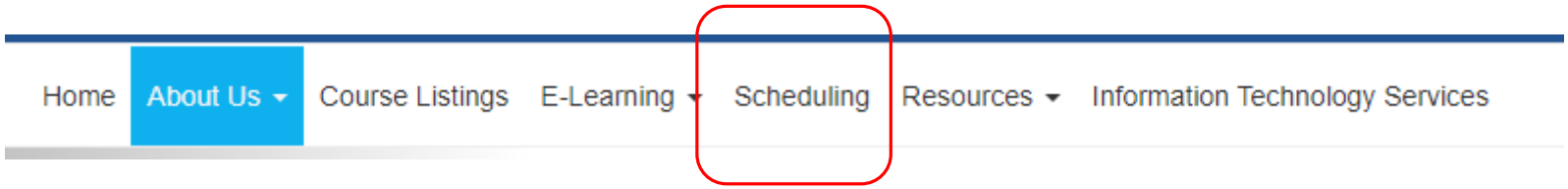


SCHEDULING & ISIS PF 1 & 4



Elementary Scheduling Resources

http://tlc.dadeschools.net



- Class Size eHandbook
- Curriculum Bulletin 1
- e-Handbooks
- Elementary Scheduling in DSIS
- DSIS Resource Page
- Elementary Articulation Cards
- Elementary Articulation Data
- 2020-2021 Summary of ESAP Changes
- 2020-21 ESAP and Course List *Revised 06/01/2020*
- ESE ESAP CODES 2020-21 *09/16/2020*
- Adding FBS to ESE ESAP Codes - Final June 2020 *09/16/2020*
- Elementary World Languages Courses
- Inclusive Scheduling
- Spring Registration & Transmittal Procedures
- Student Progression Plan

Elementary Scheduling

ELEMENTARY ESAP CODES

- **ESE** ESAP program numbers are only used when students with disabilities have one or more separate/pullout ESE classes.
- Elementary ESE Courses do NOT have to be manually hard-coded line 200; the hard-code is integrated programmatically into the course number.
- **GENERAL EDUCATION** ESAP program numbers are used for students with disabilities in general education for all courses.

DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION
2020-2021 ESAP CODES

CURRICULUM	ESE SETTING	GENERAL EDUCATION SETTING	GRADE LEVEL	ESE ESAP CODE	ESE/ESOL ESAP CODE
STANDARD	ALL		K-1	33	
		WORLD LANGUAGE	K-1		34
		WORLD LANGUAGE	2-5	33	34
STANDARD	ALL CORE - READING, LANGUAGE ARTS-WRITING, MATH, SCIENCE, SOCIAL STUDIES	PE	K-1	46	
		PE, WORLD LANGUAGE	K-1		14
		PE, ART, MUSIC, WORLD LANGUAGE	2-5	46	14
STANDARD	READING, LANGUAGE ARTS-WRITING, MATH	SCIENCE, SOCIAL STUDIES, PE	K-1	11	
		SCIENCE, SOCIAL STUDIES, PE, WORLD LANGUAGE	K-1		21
		SCIENCE, SOCIAL STUDIES, PE, ART, MUSIC, WORLD LANGUAGE	2-5	17	21
STANDARD	READING, LANGUAGE ARTS-WRITING	MATH, SCIENCE, SOCIAL STUDIES, PE	K-1	32	
		MATH, SCIENCE, SOCIAL STUDIES, PE, WORLD LANGUAGE	K-1		31
		MATH, SCIENCE, SOCIAL STUDIES, PE, ART, MUSIC, WORLD LANGUAGE	2-5	32	31
STANDARD	MATH	READING, LANGUAGE ARTS-WRITING, SCIENCE, SOCIAL STUDIES, PE	K-1	36	
		READING, LANGUAGE ARTS-WRITING, SCIENCE, SOCIAL STUDIES, PE, WORLD LANGUAGE	K-1		35
		READING, LANGUAGE ARTS-WRITING, SCIENCE, SOCIAL STUDIES, PE, ART, MUSIC, WORLD LANGUAGE	2-5	36	35
MODIFIED	ALL		K-1	12	25
		WORLD LANGUAGE	2-5	26	25
MODIFIED	ALL CORE - READING, LANGUAGE ARTS-WRITING, MATH, SCIENCE, SOCIAL STUDIES	PE, ART, MUSIC, WORLD LANGUAGE	2-5	44	48

ESAP CODE LIST SAMPLE

Grade	ESAP	ESAP DESCRIPTION	COURSE TITLE	DSIS MPW	Course Number	SEQ
02	32	ESE RDG/LA, GE SUBJ, W/WL	Elementary Homeroom	0	5400000D0	2001
02	32	ESE RDG/LA, GE SUBJ, W/WL	Language Arts Writing Grade 2 (ESE)	150	5010043D8	A72
02	32	ESE RDG/LA, GE SUBJ, W/WL	Language Arts Reading Grade 2 (ESE)	450	5010043DC	C69
02	32	ESE RDG/LA, GE SUBJ, W/WL	Mathematics - Grade Two	300	5012040D1	D66
02	32	ESE RDG/LA, GE SUBJ, W/WL	Science - Grade Two	150	5020030D1	E79
02	32	ESE RDG/LA, GE SUBJ, W/WL	Social Studies Grade Two	155	5021040D1	F68
02	32	ESE RDG/LA, GE SUBJ, W/WL	Art - Grade 2	60	5001030D1	G53
02	32	ESE RDG/LA, GE SUBJ, W/WL	Music - Grade 2	60	5013080D1	H55
02	32	ESE RDG/LA, GE SUBJ, W/WL	World Language - Spanish Grade 2	150	5007020DW	K68
02	32	ESE RDG/LA, GE SUBJ, W/WL	Physical Education - Grade 2	150	5015040D1	I57
	32 Total			**1625**		
02	33	ESE ALL SUBJECTS, W/WL	Elementary Homeroom	0	5400000D0	2001
02	33	ESE ALL SUBJECTS, W/WL	Language Arts Writing Grade 2 (ESE)	150	5010043D8	A72
02	33	ESE ALL SUBJECTS, W/WL	Language Arts Reading Grade 2 (ESE)	450	5010043DC	C69
02	33	ESE ALL SUBJECTS, W/WL	Mathematics - Grade Two (ESE)	300	5012040D8	D68
02	33	ESE ALL SUBJECTS, W/WL	Science - Grade Two (ESE)	150	5020030D8	E80
02	33	ESE ALL SUBJECTS, W/WL	Social Studies Grade Two (ESE)	155	5021040D8	F71
02	33	ESE ALL SUBJECTS, W/WL	Art - Grade 2 (ESE)	60	5001030D8	G54
02	33	ESE ALL SUBJECTS, W/WL	Music - Grade 2 (ESE)	60	5013080D8	H56
02	33	ESE ALL SUBJECTS, W/WL	World Language - Spanish Grade 2	150	5007020DW	K68
02	33	ESE ALL SUBJECTS, W/WL	Physical Education - Grade 2 (ESE)	150	5015040D8	I58
	33 Total			**1625**		

ESE STUDENTS & SCHEDULING INTERVENTIONS

Adding FBS to ESE ESAP Codes

DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION

ESE INTERVENTION SCHEDULING GUIDE

Scheduling of Interventions

- If a student is fully included in General Education, the General Education Intervention ESAP code should be used (15, 20, 59, 71, 72, 73, 74, 75 as appropriate)
- If a student is supposed to have classes taught in an ESE Setting per the IEP
  - Schedule the student into the appropriate ESE SAP code
  - Add the Intervention class per the attached instructions
  - Adjust the minutes for select classes per the attached instructions

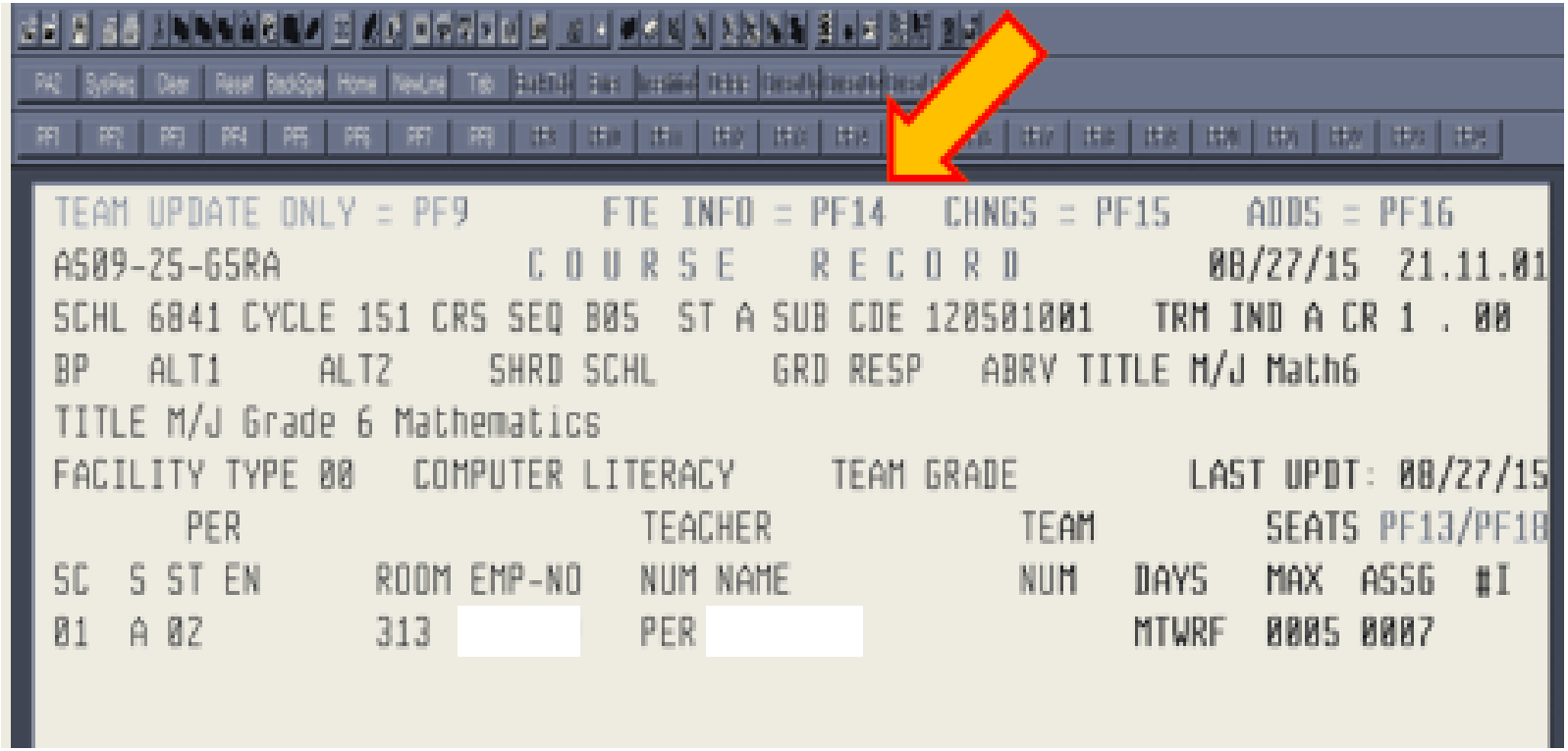
Secondary Scheduling

K-8, MIDDLE, SENIOR

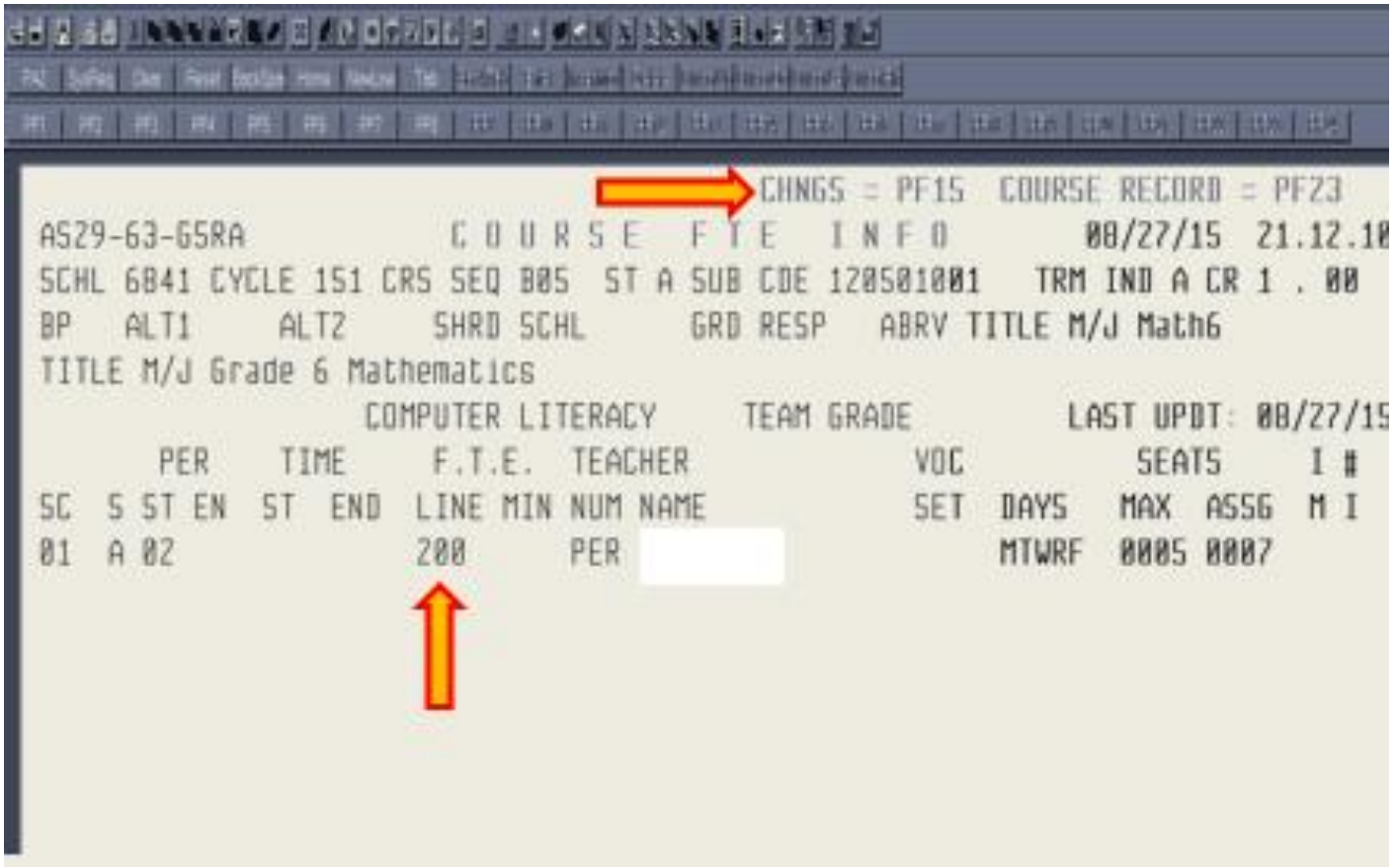
- General education course codes used for students in **separate ESE classes** taught by an ESE teacher must be hard-coded line 200.
- General education course codes used for students in **general education classes** taught by a general education teacher are NOT hard-coded line 200.
- All hard-coded courses taught by an ESE teacher will appear in ISIS PF4
- ACCESS courses do not need to be hard coded 200

HARD CODING OF ESE COURSES

Scheduling- DSIS PF-9



HARD CODING OF ESE COURSES
Scheduling – DSIS PF-9

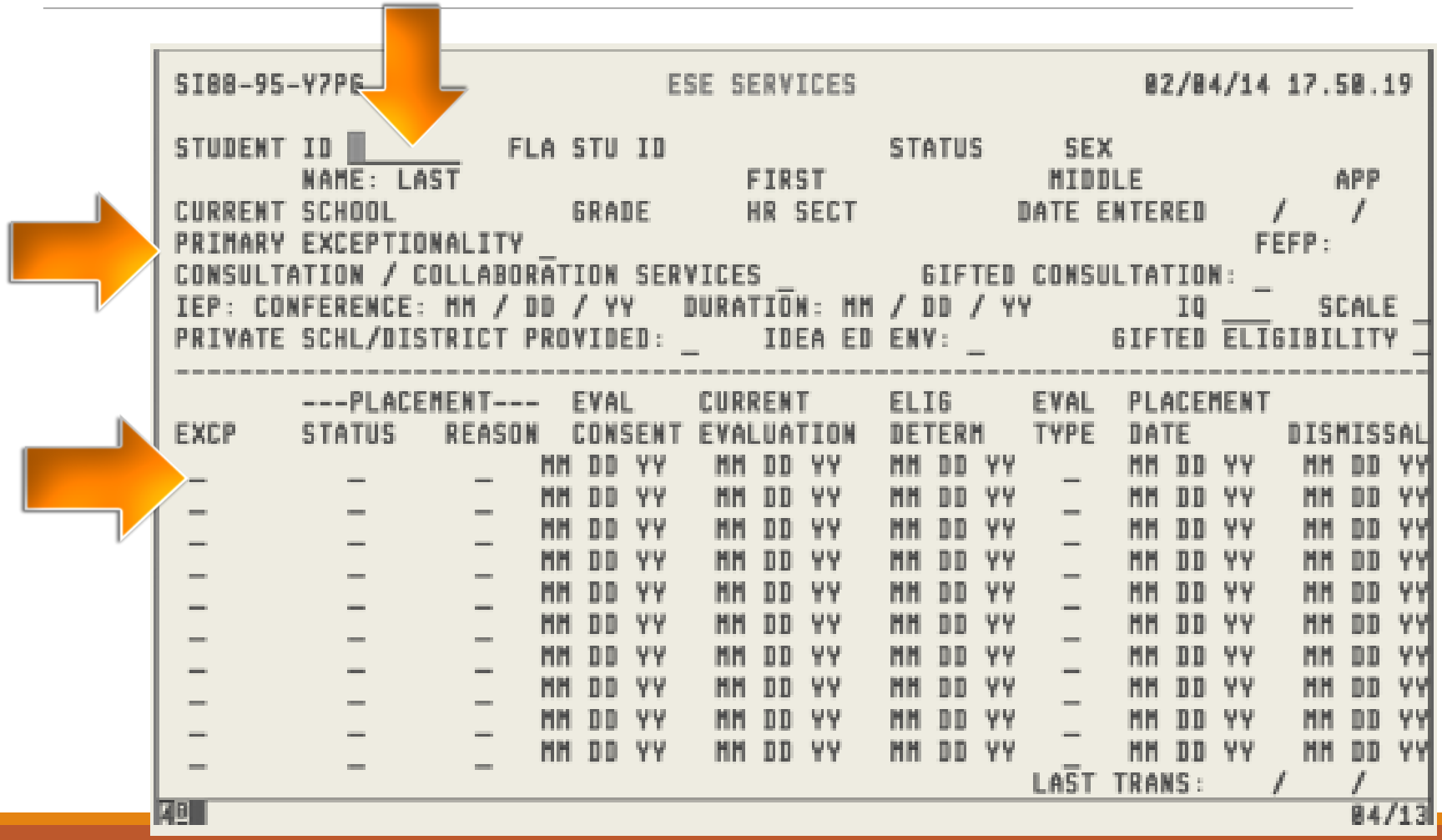


Scheduling Therapy Courses

- Therapy provided in an ESE setting must be documented in DSIS on PF4 for FTE funding
- Course SEQ / SEC needs to be created on PF9 for the same class period the therapy is occurring in. The therapy "class" needs to added to student's schedule on PF1.

Therapy	GRD Pk-5	GRD 6-8	GRD 9-12
Language Therapy	776304001	786604001	796604001
Occupational Therapy	776305002	786605001	796602001
Physical Therapy	776307002	786607001	796601001
Speech Therapy	776303001	786603001	796603001
Unique Skills Vision: PK-5	776308002		
Orientation and Mobility	776306001	786306001	796306001

ESE Services – ISIS PF-17

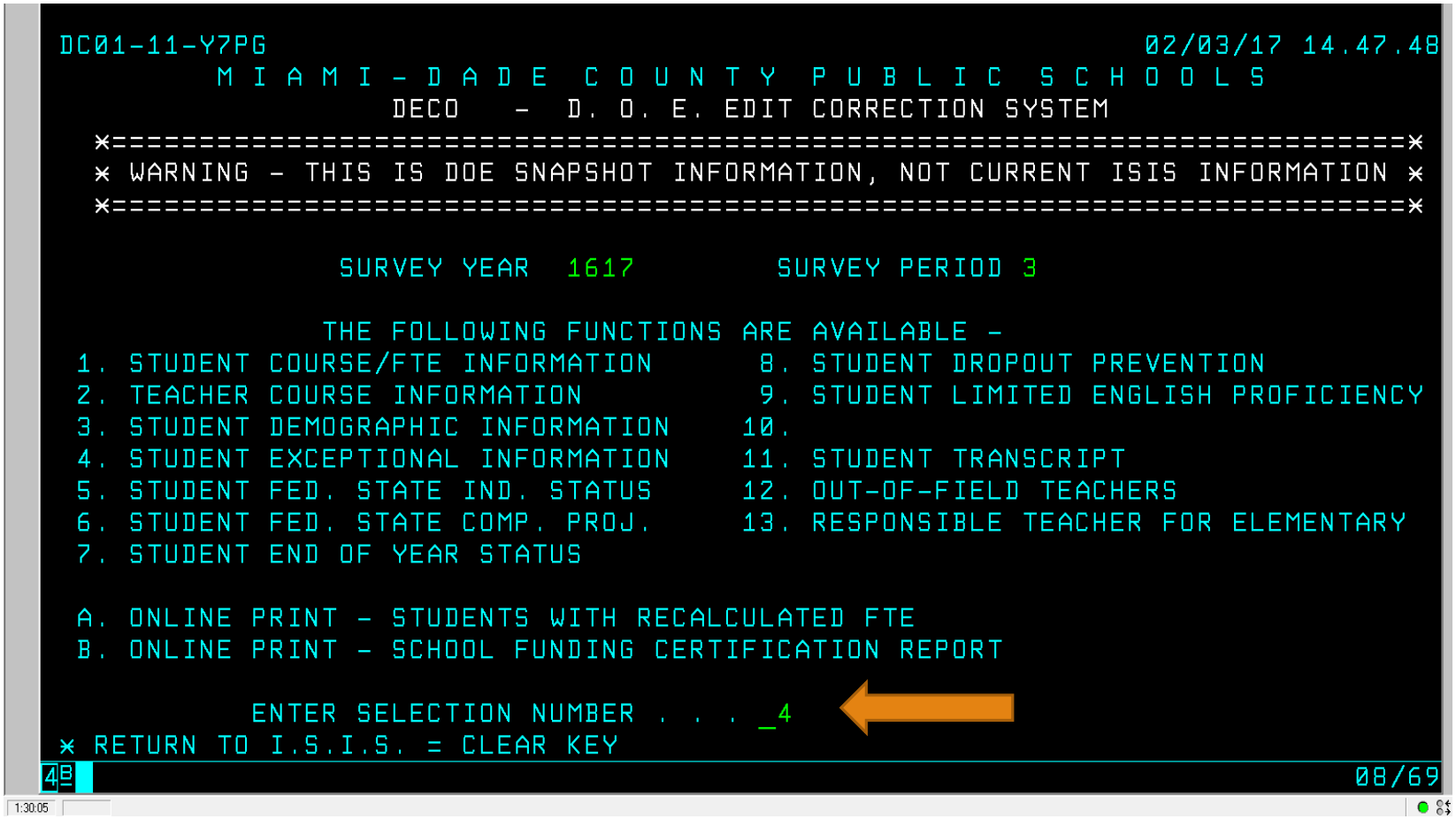


FTE and ESE

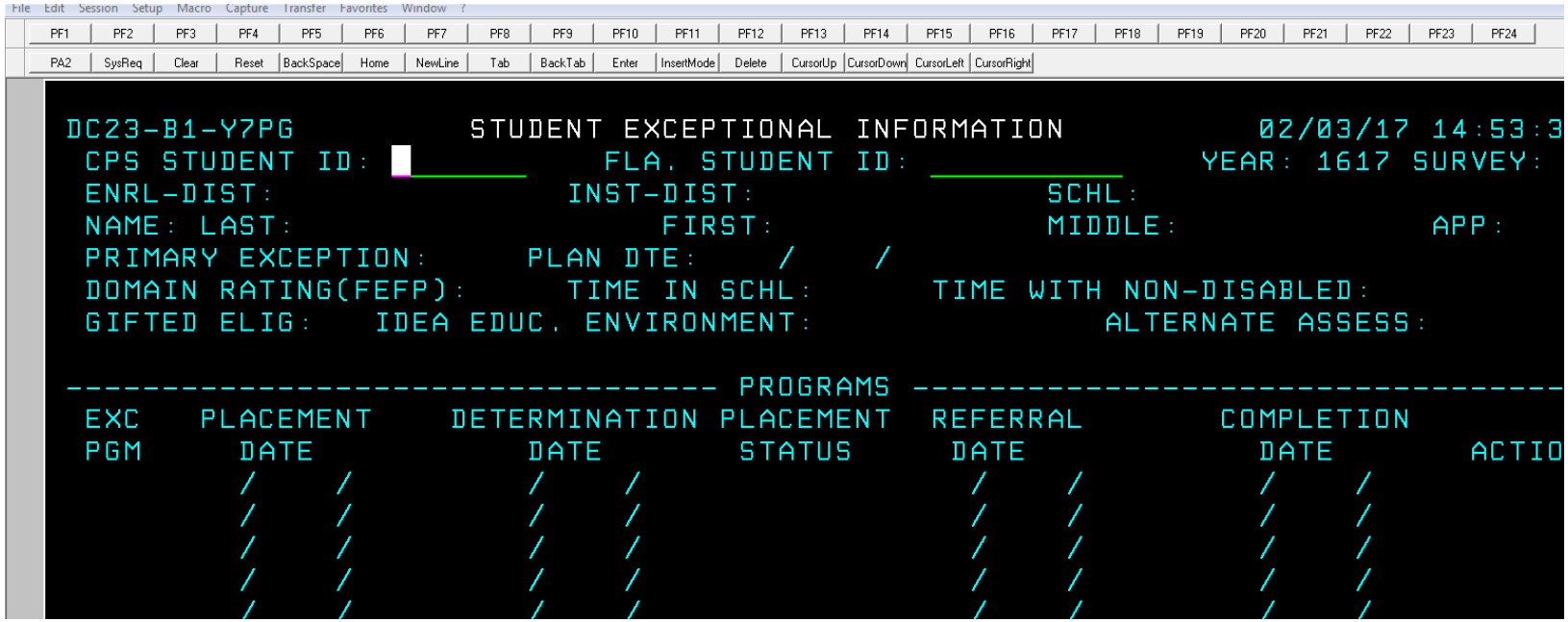
ESE ERROR CODE	Explanation
SW-19	ESE Student without ESE courses or a Y on PF17 for Inclusion Support
SW-20	ESE Student without ESE courses or a Y on PF17 for Inclusion Support
SW-21	Student that has ESE courses, but no primary exceptionality
SW-22	ESE student with an expired IEP

- Every effort should be made to correct ESE student records before the end of FTE week.
- Schools need to make sure that all ESE information is correct in DECO

FTE SURVEY – DECO ESE RECORD



FTE SURVEY – DECO ESE RECORD



PF15 – Update an existing ESE Record (update Plan date or FEFP)

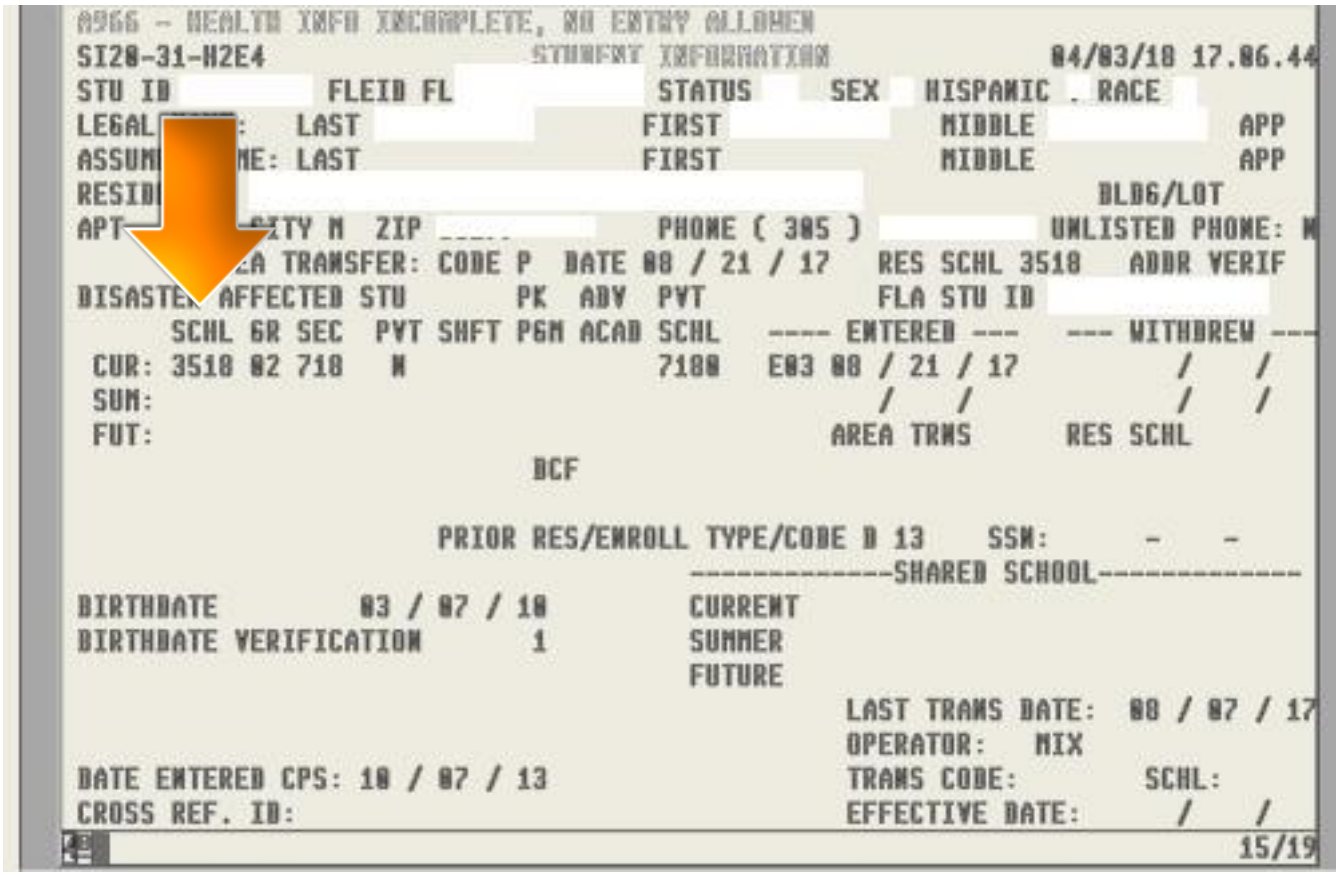
PF16 – Add an ESE Record

ESE REPORTS / RESOURCES

- **File Download Manager**
  - ESE HOURS Report
  - SPED FTE Report
  - Basic FDM report with ESE Fields
- **Portal Reports Tab**
  - ESE IEP Monitoring Report
  - Student Exceptionality List One School
  - ESE FTE Analysis

- **Control-D Reports**
  - Teacher Workload Report (T13094201)
  - FTE Special Program Roster (T13241401)
  - FTE Student Membership Error Report (T13248701)
  - ESE students that changed FEFP (P08150-01)
  - Unduplicated Exceptionality Count (T0510P72-01)

John McKay Scholarship Program



LOC 3518 – McKay Scholarship

The McKay Scholarship Program is for Students with Disabilities. This program allows parents to choose the best educational public or private setting available for their children. Parents can transfer their child to another public school, if they desire.

- Do not send cumulative folders to LOC 3518
- School must retain students records
- District Office must be contacted to withdraw a student from LOC 3518
- Refer to Weekly Briefing # 28830

McKay Contact Information

- AnSeing Partridge (High Schools)
  - A_partridge@dadeschools.net
- Yvette Lavista (K-8 and Middle)
  - ylavista1@dadeschools.net
- Carla Magluta (PK and Elementary)
  - cmagluta@dadeschools.net

ESE PERSONNEL CONTACT INFORMATION

Contact Name	Support Area	Phone Number
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Mary Paz	FTE, Compliance, Audit, Supplements, ESE-EMS	305-995-2037
Reagan Chalmers	Scheduling, Inclusion, SLD, IND, Modified Curriculum	786-268-4757
Gigi Arrieta	South Region Instructional Supervisor	786-268-4757
Alfredia Robinson	Central Region Instructional Supervisor	305-756-2132
Latonya Troutman	North Region Instructional Supervisor	305-430-1055

Department of Exceptional Student Education
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Department of Exceptional Student Education
ESE
Exceptional Student Education
Ms. Ava Goldman, Administrative Director
agoldman@dadeschools.net
305-995-2037
The Department of Exceptional Student Education serves children and families throughout the district by developing, coordinating and overseeing programs that support students with disabilities in order to insure that curriculum, instructional and behavioral practices are tailored to meet their educational needs. The Department is also committed to enhancing academic success for all students by providing access to age appropriate school and community
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