

ESE Student Registration Procedures for Exceptional Student Education

**Ms. Shannon Gottardi
Executive Director**



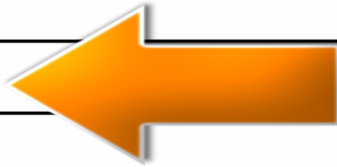
IEP EDUCATIONAL PLACEMENT



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

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AS14-31-Y7PG  S T U D E N T  R E C O R D / S U B J E C T S  08/13/15 14.53.44
STUDENT ID      SCHOOL          GRADE      HR      PRO ST      SCHL CD
NAME            SEX            D-PHASE    ADD SCHL CD
BIRTHDATE
LAST SUB UPDT          RECORD UPDT          LAST GRD UPDT

                REPORTING CYCLE 151          GRADING PERIOD
CYCLE TOTAL ABSENCES          CYCLE TOTAL TARDIES
  TERM 1                      PROGRAM NO.          TERM 2
GRADE      HR                GRADE      HR
SCHL  SEQ/SEC CRS NUM      VOC SUB VOC PGM TRM TITLE      SP EP ROOM TEACHER 1234      F
                                                                G T

** KEY DESIRED GRADING PER          ** PAGE FORWARD = ENTER
AB                                     03/14
  
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SCHEDULING & ISIS PF 1 & 4

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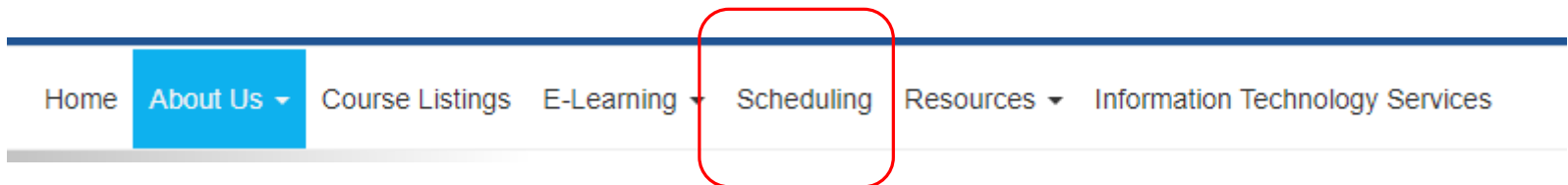
                                VOC
SEQ/SEC  CRS  NUM      SUB VOC  PGM  TRM  TITLE      SP  EP  ROOM
G24  01  200205002
M26  02  120502001IM
A21  01  100900001
G04  02  100102002
G34  03  210902005
P21  03  010101001
                                A  M/JCpS1AG  01      221
                                A  M/J  Mth6A  02      214
                                A  M/J  Creat  03      R298
                                A  M/JLA1AdG  04      R298
                                A  MJWorldHi  05      612
                                A  M/JArt/23  06      30
  
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SCALE F  PRIMARY EXCEPTIONALITY J  TRANSPORTATI
          PK PROGRAM      PROGRAM EXCP
CURRENT COURSE INFORMATION ---- MIN/
CRSE NUM  EMP NUM  CDE          HRS/WEEK  WEEK
2002050   171488   J             04 . 17   0250
2109020   282173   J             04 . 17   0250
1001020   241061   J             04 . 17   0250
  
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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

AS29-63-65RA COURSE FTE INFO 08/27/15 21.12.18
SCHL 6841 CYCLE 151 CRS SEQ 005 ST A SUB CODE 120501001 TRM IND A CR 1 . 00
BP ALT1 ALT2 SHRD SCHL GRD RESP ABRV TITLE M/J Math6
TITLE M/J Grade 6 Mathematics

PER	TIME	F.T.E.	TEACHER	VOC	SEATS	I #
SC	S ST EN	ST END	LINE MIN NUM NAME	SET	DAYS	MAX ASSG M I
01	A 02		200 PER		MTWRF	0005 0007

COMPUTER LITERACY TEAM GRADE LAST UPDT: 08/27/15

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 be 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

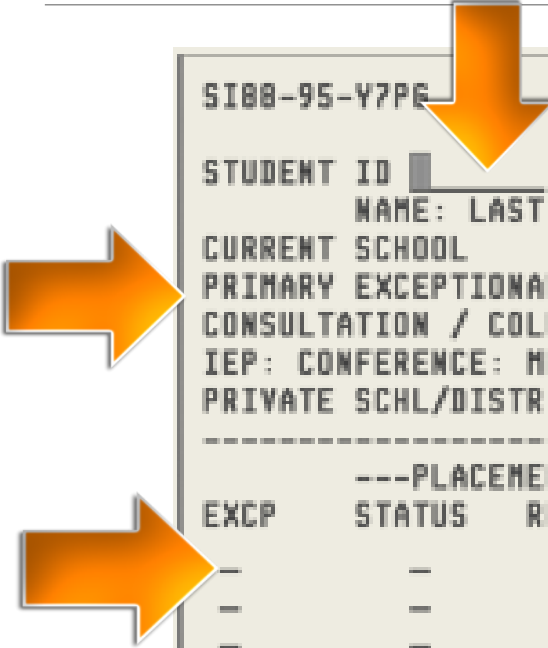
ESE Services – ISIS PF-17

SI88-95-Y7PE ESE SERVICES 02/04/14 17.50.19

STUDENT ID █ FLA STU ID STATUS SEX
 NAME: LAST FIRST MIDDLE APP
 CURRENT SCHOOL GRADE HR SECT DATE ENTERED / /
 PRIMARY EXCEPTIONALITY _____ FEFP: _____
 CONSULTATION / COLLABORATION SERVICES _____ GIFTED CONSULTATION: _____
 IEP: CONFERENCE: MM / DD / YY DURATION: MM / DD / YY IQ _____ SCALE _____
 PRIVATE SCHL/DISTRICT PROVIDED: _____ IDEA ED ENV: _____ GIFTED ELIGIBILITY _____

EXCP	---PLACEMENT---		EVAL	CURRENT	ELIG	EVAL	PLACEMENT	DISMISSAL
	STATUS	REASON	CONSENT	EVALUATION	DETERM	TYPE	DATE	
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY
-	-	-	MM DD YY	MM DD YY	MM DD YY	-	MM DD YY	MM DD YY

LAST TRANS: / /



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

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DC01-11-Y7PG                                02/03/17 14.47.48
  M I A M I - D A D E C O U N T Y P U B L I C S C H O O L S
    DECO - D. O. E. EDIT CORRECTION SYSTEM
*=====*
* WARNING - THIS IS DOE SNAPSHOT INFORMATION, NOT CURRENT ISIS INFORMATION *
*=====*

      SURVEY YEAR  1617          SURVEY PERIOD  3

      THE FOLLOWING FUNCTIONS ARE AVAILABLE -
1. STUDENT COURSE/FTE INFORMATION          8. STUDENT DROPOUT PREVENTION
2. TEACHER COURSE INFORMATION             9. STUDENT LIMITED ENGLISH PROFICIENCY
3. STUDENT DEMOGRAPHIC INFORMATION        10.
4. STUDENT EXCEPTIONAL INFORMATION        11. STUDENT TRANSCRIPT
5. STUDENT FED. STATE IND. STATUS         12. OUT-OF-FIELD TEACHERS
6. STUDENT FED. STATE COMP. PROJ.        13. RESPONSIBLE TEACHER FOR ELEMENTARY
7. STUDENT END OF YEAR STATUS

A. ONLINE PRINT - STUDENTS WITH RECALCULATED FTE
B. ONLINE PRINT - SCHOOL FUNDING CERTIFICATION REPORT

      ENTER SELECTION NUMBER . . . _4
* RETURN TO I.S.I.S. = CLEAR KEY
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08/69

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

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#966 - HEALTH INFO INCOMPLETE, NO ENTRY ALLOWED
SI28-31-H2E4          STUDENT INFORMATION          04/03/18 17.06.44
STU ID          FLEID FL          STATUS          SEX          HISPANIC . RACE
LEGAL          : LAST          FIRST          MIDDLE          APP
ASSUM          ME: LAST          FIRST          MIDDLE          APP
RESID          BLDG/LOT
APT          CITY N ZIP          PHONE ( 305 )          UNLISTED PHONE: M
          A TRANSFER: CODE P DATE 00 / 21 / 17          RES SCHL 3510          ADDR VERIF
DISASTER AFFECTED STU          PK ADV PVT          FLA STU ID
          SCHL GR SEC PVT SHFT PGM ACAD SCHL          ----- ENTERED ----- WITHDREW -----
CUR: 3510 02 710          N          7100          E03 00 / 21 / 17          / /
SUM:          / /          / /
FUT:          AREA TRNS          RES SCHL

          BCF

          PRIOR RES/ENROLL TYPE/CODE D 13          SSN:          - -
          -----SHARED SCHOOL-----
BIRTHDATE          03 / 07 / 18          CURRENT
BIRTHDATE VERIFICATION          1          SUMMER
          FUTURE
          LAST TRANS DATE: 00 / 07 / 17
          OPERATOR: NIX
          TRANS CODE:          SCHL:
          EFFECTIVE DATE:          / /
DATE ENTERED CPS: 10 / 07 / 13
CROSS REF. ID:
  
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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
Shannon Gottardi	Budget, FTE, Allocations, Scheduling, Audit	786-268-4757
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



Ms. Ava Goldman, Administrative Director
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305-995-2037

CONTACT US

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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