School Year Reporting Requirements APSCN
Special Education Module
School Age and Early Childhood

APSCN Module	Cycle in which data are collected	Best time to enter data In APSCN	Deadline(s) for data entry*	Review and update in My Sped Resource*
Employee	Cycle 4	At the beginning of the school year and for Dec. 1. Make sure that staff appendix is up-to-date.	December 1 (Based on December 1 personnel)	January 2rd-31st
School Age	Cycle 4	When a special education student transfers into your school or when a referred student is placed in special education.	December 15 (December 1 child count)	January 2rd – 31st
	Cycle 7		June 15 (Exits, Referral Tracking, Secondary Trans, Discipline & CEIS)	September 1st - 30th
Referral Tracking	Cycle 7	When your school receives a referral for special education services *and* when the due process is complete.	June 15 (Fiscal year: July through June 30)	September 1st - 30th
Coordinated Early Intervening (School Age only)	Cycle 7	As students are placed in and exiting early intervening services.	June 15 (Fiscal year: July 1 through June 30)	September 1st - 30th
Early Childhood	Cycle 4	When a special education student transfers into your program or when a referred student is placed in special education.	December 15, (December 1 child count)	January 2rd – 31st
	Cycle 7		June 15 (Referral Tracking, EC Exits, Kindergarten Conferences, EC Outcomes)	September 1st - 30th

* Deadlines are subject to each district's submission. Special Education data must be submitted prior to the district submission.