

## Key Points:

- Warnings do not need to be addressed in order to certify the Indicator 11
- Begin by looking at the last column in the Exceptions tab “Missing Delay Reason” and work through ensuring the Parental Consent for Services response and date is entered for all Eligible students and then verify all remaining students with the subtraction category “Delayed” and missing a Delay Reason are a true delay and not missing data or due to clerical errors.
  - Reminder: Parental Consent date is the date that the consent was actually signed rather than created. The signed consent (either granting or refusing consent) should be uploaded into ECATS.
- Always start with the Student History screen when confronted with an exception. Look to ensure that the referral and forms following the referral are in the correct order and that the dates reflect the actual meeting dates.
- The referral received by school date for out of state transfers is the date of enrollment or date the district became aware that the student was either identified or in the process of being identified as a child with a disability in another state. It is extremely rare that this would also be the date of the referral meeting.
- If you need to inactivate a student event, this will not delete the associated document. This document will remain in your Documents history for future reference.
- Every time you make a correction to a student record go to the Student Level Report View screen and click Update Report, this removes the error from your LEA report as well as the Certification page errors.
- Now that the EC Process and Data Collection screens have been made available for Inactive Students, please do not reactivate records. If you have done so, please submit a ticket to ZenDesk requesting the student be made Inactive again.
- The statement *There are 0 student records with this error in ECATS,* means that this error is not occurring on any records in the state as of 10/26/2020.
- The Indicator 11 report should be run at least monthly beginning with your 2020-2021 data and exceptions corrected on an ongoing basis. This will allow for easier correction to clerical errors and allow districts to identify systemic issues with the EC Process and or data entry mistakes for training purposes. This will also prevent a backlog of errors for the next Indicator 11 submission.

Warning Type	Exception	Action
Error	Duplicate Referral	Same student ID and same referral date exists on another LEA's Indicator 11. Work with the other LEA where the student duplicated to determine which district needs to resolve this via exclusion in ECATS. Find LEA Data Manager <a href="#">here</a> . Once the student is excluded both districts should click Update Report on the Student Level Report View Page to clear the error.

Warning	Potential Duplicate Referral	Student has similar demographic-level information as another student at a different, or within the same, LEA but has a different ID. Resolve via exclusion if student is actually a duplicate. No action required if student is not a duplicate.
Error	School Code is Blank	Student is missing a school code. Update this in PowerSchool. <i>There are 0 student records with this error in ECATS.</i>
Error	Grade is Blank	Student is missing a grade code. Update this in PowerSchool <i>There are 0 student records with this error in ECATS.</i>
Error	School Student Placement	Student's school code is Private and Enrollment Type is Null. Update this on the Personal Info screen in ECATS. <i>We are waiting for a response from the vendor on correction of this error.</i>
Error	Referral Received by School Date Must be After the Date of Birth	Student's Referral Date is before their Date of Birth. Update this in PowerSchool (DOB) or ECATS (Referral) <i>There are 0 student records with this error in ECATS.</i>
Error	Referral Determination Date Must be >= Referral Received by School Date	Students' Referral Determination Date is less than their Referral Date. Update this in ECATS on the Student History screen. <i>There are 0 student records with this error in ECATS.</i>
Error	Consent to Evaluate Date Must be >= Referral Received by School Date	Student's Consent to Evaluate is less than Referral Date. Update this in ECATS on the consent page. Once corrected, delete the student event with the incorrect date. <i>There are 0 student records with this error in ECATS.</i>
Warning	Consent to Evaluate Date Required	Ignore this column. This error is only a warning and will not prevent certification.
Warning	Consent to Evaluate Purpose Required	Ignore this column. This error is only a warning and will not prevent certification.
Error	Consent to Evaluate Given Required	Update this in ECATS on the consent page. Once corrected, delete the student event with the incorrect information. <i>There are 0 student records with this error in ECATS.</i>
Error	Consent to Evaluate is N, Referral for Evaluation be N.	Student's Consent to Evaluate Response is "No" and a Referral for Evaluation Response of "No". Update this in ECATS. <i>There are 0 student records with this error in ECATS.</i>

Error	Evaluation Purpose can not be Null	<p>Look at Student History Screen:</p> <p>Are the Referral, Eligibility and IEP Dates in consecutive order? - If not, this must be corrected.</p> <p>Was there a clerical error that has been corrected in forms but the event still exists with the error? - If Yes, the event with the error must be inactivated.</p>
Error	Eligibility Date Must be > = Referral Received by School Date	Student's Eligibility Date is less than their Referral Date. Update this in ECATS.

Error	Eligibility Date Must be < = Initial Placement Date	<p>Student's Eligibility Date is greater than their Initial Placement date.</p> <p>Look at Student History Screen:</p> <p>Are the Referral, Eligibility and IEP Dates in consecutive order? - If not, this must be corrected.</p> <p>Was this supposed to be a reevaluation but referral was accidentally selected? - If Yes, Exclude this student on Student Level Report View and Update the Report.</p>
Error	Eligibility Date Cannot be Null if Initial Placement Date is Not Null	<p>Student's Eligibility Date is Null but they have an Initial Placement Date. Update this in ECATS.</p> <p>Look at Student History Screen:</p> <p>Was this supposed to be a reevaluation but referral was accidentally selected? - If Yes, Exclude this student on Student Level Report View and Update the Report.</p>
Error	Eligibility Date is Required if Eligibility Purpose and Eligible is provided	<p>Student's Eligibility Date is Null but they have an Eligibility Purpose and Eligible is not null. Update this in ECATS.</p> <p><i>There are 0 student records with this error in ECATS.</i></p>
Error	Eligible is Required if Eligibility Date is provided	<p>Student has an Eligibility Date but Eligible is null. Update this in ECATS.</p> <p><i>There are 0 student records with this error in ECATS.</i></p>
Error	Eligible cannot be Y when Consent to Evaluate Given and Referred to Evaluation are N	<p>Student's Consent to Evaluate Given and Referral for Evaluation are "No" and Eligible is "Yes". Update this in ECATS.</p> <p><i>There are 0 student records with this error in ECATS.</i></p>
Error	Pvt School Non-Participant Notice Date cannot be < = Referral Received by School Date	<p>Student's Private School Non-Participation Notice Date is less than their Referral Date. Update this in ECATS.</p> <p><i>There are 0 student records with this error in ECATS.</i></p>
Error	Pvt School Non-Participant Notice Date cannot be < = Part C to Part B Plan Date	<p>Student's Private School Non-Participation Notice Date is greater than their Part C to Part B Plan Date. Update this in ECATS.</p>

		<i>There are 0 student records with this error in ECATS.</i>
Error	Initial Placement Date Must be Blank if Eligible = N	<p>Student has an Initial Placement Date but Eligible is "No".</p> <p>Look at Student History Screen:</p> <p>Are the Referral, Eligibility and IEP Dates in consecutive order? - If not, this must be corrected.</p> <p>Was there a clerical error that has been corrected in forms but the event still exists with the error? - If Yes, the event with the error must be inactivated.</p> <p>Examples to look for: Student has a non-eligibility determination and an Eligibility form showing the student to be eligible. Determine which event is correct and remove the incorrect event.</p>
Error	Initial Placement Date Must be > = Referral Received by School Date	<p>Student's Initial Placement Date is less than their Referral Received by School Date. Update this in ECATS.</p> <p><i>There are 0 student records with this error in ECATS.</i></p>
Error	Initial Placement Date must be > = the Eligibility Date	<p>Student's Initial Placement Date is less than their Eligibility Date. Update this in ECATS.</p> <p>Look at Student History Screen:</p> <p>Are the Referral, Eligibility and IEP Dates in consecutive order? - If not, this must be corrected.</p> <p>Was there a clerical error that has been corrected in forms but the event still exists with the error? - If Yes, the event with the error must be inactivated.</p> <p>Examples to look for: Student IEP Meeting date is 1 day before the Eligibility. This must be corrected.</p>

Error	Consent for Services Response must = YES, NO, or NO RESPONSE	Student's Consent for Services Response is null or invalid. Update this in ECATS on the Consent Page. All Eligible students must have a consent for services response recorded in ECATS or they will be counted as delayed.
Error	Consent for Services Date is required if Consent for Services Response is provided	Student has a Consent for Services Response but their Consent for Services Response date is null. Update this in ECATS on the Consent Page. All Eligible students must have a consent for services response recorded in ECATS or they will be counted as delayed.
Error	Consent for Services Response must = YES, NO, or NO RESPONSE if Consent for Services Date is provided	<p>Student's Consent for Services Date Signed was provided but the Parent's response is null or invalid. Update this in ECATS on the Consent Page. All Eligible students must have a consent for services response recorded in ECATS or they will be counted as delayed.</p> <p>Was this a parent revocation of services? - Services can only be revoked if the student was actively receiving services and parent signs a Parent Consent for Services marked "Revoked Consent".</p> <p>N - If this does not apply to the record, select the appropriate response and update the record.</p> <p>Y - Exclude the record from Indicator 11 - this is a bug in the system. Revoked Consent is not coded for Indicator 11.</p>
Error	Consent for Services Date must be >= Referral Received by School Date	<p>Student's Consent for Services Date Signed is less than their Referral Date. Update this in ECATS.</p> <p><i>There are 0 student records with this error in ECATS.</i></p>
Error	Consent for Services Date must be >= Initial Placement Date	<p>Student's Consent for Services Date Signed is less than their IEP Meeting Date. Update this in ECATS.</p> <p><i>This error will be corrected when Column 31 "Consent for Services Response must = YES, NO, or NO RESPONSE if Consent for Services Date is provided" is resolved.</i></p>

Error	Initial Placement Delay Reason is Required	<p>Student is missing and Initial Placement Delay Reason. Update this in ECATS on the Data Collection Screen - Part B Referral.</p> <p>Before selecting a Delay Reason, ensure all other data fields are correctly documented and student is truly delayed. Specifically look for a Parental Consent for Services Response for students who are Eligible.</p> <p>Filter <b>Student Details tab</b> by the following elements:</p> <p>Eligible (Column 29) = Y</p> <p>Initial Placement Date (Column 31) = Remove Blanks</p> <p>Consent for Placement Date (Column 33) = Blank</p> <p>Consent for Placement Given (Column 34) = Blank</p> <p>Subtraction Category (Column 36) = Delayed</p> <p>These students are most likely missing a Parental Consent for Services Response.</p> <p>Pull up each record in ECATS under Student Search</p> <p>Go to EC Process&gt;Consent and enter the Consent Response and Date the consent was signed and click submit.</p> <p>Then go to the Student Level Report View and click Update Report.</p> <p>Notice that the subtraction category changes from Delayed to Eligible on the Student Level Report View.</p> <p>*If the student is no longer in your LEA, this error can still be corrected using the steps above by using the Inactive Student Search. Go to Admin&gt;School System&gt;Administration&gt;Inactive Students – once the record is found, follow the steps to enter the consent response and update the Student Level Report View.</p>
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