

**Neglected or Delinquent (N or D) Evaluation Data Handbook**

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The Student Information Management System (SIMS) is a student-level data collection system that allows the Department to collect and analyze accurate and comprehensive information, to meet federal and state reporting requirements, and to inform policy and programmatic decisions.

The N or D Evaluation Data Handbook is a compilation of some of the primary identifying and demographic elements of SIMS, as well as required elements for N or D facilities.

This handbook provides a detailed description of all the data elements that are currently required in each student record. Many of these elements are validated against one another so it is very important that each element be reported accurately. Following the listing of the data elements there are four appendices to assist you in submitting an acceptable and correct value for each data element.

The following information is provided for each data element:

* Name Name of the data element
* Definition A brief definition of the element
* Data Type Alphanumeric or Integer
* Maximum Length The maximum number of characters allowed
* Minimum Length The minimum number of characters allowed
* Acceptable Values A list of the values that can be submitted for the element.
* Notes Any additional information pertaining to the element
* Dependency Any relationships that exist between this data element and other elements

## SIMS Data Elements

**DOE001 Locally Assigned Student Identifier (LASID)\***

A code, assigned and maintained by the local school district *(or N or D site, in this usage*), that is unique for each student and remains the same over time.

**DOE002 State Assigned Student Identifier (SASID)**

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.

**DOE003 First Name**

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**DOE004 Middle Name**

A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**DOE005 Last Name**

The name borne in common by members of a family.

**DOE006 Date of Birth\***

The month, day, and year on which an individual was born.

**DOE008 City/Town of Birth\***

The name of the city (or comparable unit) in which an individual was born.

**DOE009 Gender\***

The gender identity of a student.

**DOE010 Race/Ethnicity\***

The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.

**DOE014 City/Town of Residence – Student\***

The 3-digit code for the city or town where the student lives at the time of reporting or the student's last known city or town of residence if the reporting district is no longer sending or receiving the student. Please see Appendix A for a listing of city and town codes

**DOE015 School Identification Number**

Each school in Massachusetts has a 4-digit code assigned by Department of ESE. In combination with the 4-digit district code, each school in MA has a unique, 8-digit code number. Each student's record must contain the 8-digit code of the school in which the student is enrolled at the time of reporting or the code for the student's last known school of enrollment if the reporting district is no longer sending or receiving the student. A listing of DOE school codes can be found at: <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>

**DOE016 Grade Level\***

Grade in which student is enrolled as of most recent enrollment.

**DOE020 Title 1 Participation\***

An indication of the type of Title I Services being received at the specified time of reporting.

**DOE025 English Learner\***

English Learners are defined as children who:

1. have indicated a language other than English on the Home Language Survey; AND

2. who are less than proficient on an English language proficiency assessment; AND

3. who are unable to perform ordinary classroom work in English

**DOE034 Special Education Placement Information\***

An indication of the Special Education placement of a student at the specified time of reporting. There is an interrelation of DOE034 with DOE036.

**DOE036 Special Education – Nature of Primary Disability\***

The major overriding disability condition that has been identified by a Team of people pursuant to federal and state special education law. The identified disability is known to be causal to an inability to make effective progress in education and requires special education services in order to access the general curriculum or specially designed curriculum. There is an interrelation of DOE036 with DOE034.

**DOE040 Special Education – Evaluation Results**

An indication of the result of a special education evaluation (initial or re-evaluation) that has been done since the end of the last school year (July 1).

**N or D Data Elements - Facility**

ND01 Facility ID\*

Facility Identification Number assigned by Massachusetts Department of Education.

**ND02 Facility Program\***

Type of Program provided to student by the Title I, Part D – funded facility.

**N or D Data Elements – Enrollment**

**ND20 Visit Number\***

Students with multiple admissions during the reporting year will be reported in a separate record for each admission (or visit). Visit number refers to the order of the visit within the reporting period.

**ND21 Entry/Booking Date\***

Date student entered facility/program on this visit.

**ND22 Departure/Release Date\***

Date student exited facility/program during this visit.

**ND23 Total Days This Visit\***

Cumulative number of consecutive calendar days student was enrolled during this visit that lie within the reporting period.

**ND24 Days Served\***

Cumulative number of days that the student participated in educational services within the reporting period

**N or D Data Elements – Academic and Vocational Outcomes**

**ND30 Awarded High School Course Credits While In Facility/Program**

The facility offers the option to earn transferable high school course credits **in house** **or** outside (through the local schools or other programs) and the student was able to take advantage of this option to earn credits ***only*** while enrolled in the facility.

**ND32 Enrolled In A GED Program While in Facility/Program**

The student enrolled in and attended a program or course aimed at helping students pass the GED. Participation in this program should have occurred ***only*** while enrolled in the facility.

**ND40 Enrolled In Their Local District School While In Facility/Program**

The student returned to or enrolled in a local district school while enrolled in this facility.

**ND41 Awarded A GED In The Facility/Program**

The student earned a GED **from the facility** or **outside the facility** (through the local schools or other ) while enrolled in the facility/program..

**ND43 Awarded A HS Diploma While In The Facility/Program**

The student earned a high school diploma **from the facility** or **outside the facility (**through the local schools or other programs) while enrolled in the facility/program.

**ND45 Accepted/Enrolled Into Postsecondary Education While In The Facility/Program**

The student was **accepted** into a postsecondary program and/or enrolled in a postsecondary program while in the facility/program, . Enrollment is defined as the student’s acceptance of the offer.

**ND47 Enrolled In Elective Job Training Course While In The Facility/Program**

The student enrolled in and attended program/courses that provided job training. Participation in this program/course should have occurred **only** while enrolled in the facility. This may be internal or external and is not a part of a two or four year degree program.

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**ND48 Obtained Employment While In The Facility/Program**

The student obtained employment (i.e. received a job offer). This job offer may have occurred while the

 student was in the facility/program.

**ND60 Other Outcome(s)**

The student attained other outcomes not previously listed.

**ND61 Transitional Services**

 **The student received transitional services that address further schooling and/or employment.**

**N or D Data Elements – Academic Progress in Reading and Math**

**ND70 Tests Used To Assess Progress In Reading**

Assessments used for pre- and post – testing of reading skills while in the program.

**ND71 Tested Below Grade Level In Reading**

The student tested below grade level in reading upon entry into the facility/program.

**ND72 Took Both The Pre- And Post-Test Reading Exam**

**Student for whom a *complete set of pre- and post-test reading data is available*.**

**ND73 Grade-Level Change From Pre- To Post-Test Reading Exam**

This is the result of a comparison between student’s pre-test and post-test reading scores.

**ND80 Tests Used To Assess Progress In Math**

Assessments used for pre- and post – testing of math skills while in the program.

**ND81 Tested Below Grade Level In Math**

The student tested below grade level in math upon entry into the facility/program.

**ND82 Took Both The Pre- And Post-Test Math Exam**

Student for whom a *complete set of pre- and post-test math data is available*.

**ND83 Grade-Level Change From Pre- To Post-Test Math Exam**

This is the result of a comparison between student’s pre-test and post-test math scores.

**ND90 Other Academic Performance Indicators**

Indicate you are reporting results of other academic performance assessments that are not appropriate for pre- and post-test use.

**ND130 Awarded High School Course Credits within 90 Days of Exit**

The student earned high school credits within 90 calendar days of leaving the program/facility..

**ND132 Enrolled in a GED Program within 90 Days of Exit**

The student enrolled in and attended a program or course aimed at helping students pass the GED. Participation in this program should have occurred only within 90 calendar days of leaving the program/facility.

**ND140 Enrolled in their Local School District within 90 Days of Exit**

The student returned to or enrolled in local school district upon leaving the facility program or within 90 days after exit.

**ND141 Awarded a GED within 90 Days of Exit**

The student earned a GED from the facility or outside the facility (through the local schools or other programs) within 90 days of exiting a program/facility.

**ND143 Awarded a HS Diploma within 90 Days of Exit**

The student earned a high school diploma outside the facility (through the local schools or other programs) within 90 days of exiting a program/facility.

**ND145 Accepted/Enrolled into Postsecondary Education within 90 Days of Exit**

The student was accepted into a postsecondary program and/or enrolled in a postsecondary program within 90 days of exiting the program/facility. Enrollment is defined as the student’s acceptance of the offer.

**ND147 Enrolled in External Job Training Education within 90 Days of Exit**

The student enrolled in a job training program that is not part of a two or four year degree program. Enrollment will have occurred within 90 days after exit. Actual attendance may not be known.

**ND148 Obtained Employment within 90 Days of Exit**

The student obtained employment (i.e., received a job offer). This job offer must have occurred within 90 days of exit.

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| DOE001 Locally Assigned Student Identifier  |
|  |
| A code assigned and maintained by the facility that is **unique** for each student within the facility over time. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 1Maximum 32 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
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|  |
| **Notes:** |
| 1. The Locally Assigned Student Identifier (LASID) will be used as directory information in the State Student Registration System to verify and assign State Student Identifiers.
2. The Locally Assigned Student Identifier must be created and maintained by the local organization to provide a unique identifier for students.
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| **Dependencies:**  |
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| DOE002 State Assigned Student Identifier (SASID)  |
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| A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 10Maximum 10 |  |  |
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|  |
| Acceptable Values/Code Description: |
|  |
| 10-digit state-assigned identification number**. Do not use out of state SASIDS**. |
|  |
| **Notes:** |
| 1. In order to track students within and across districts over time and to keep student information secure and confidential at both the state and local levels, two student identifiers will be used - one assigned by the district in which the student is enrolled (LASID) and a State Assigned number (SASID).
2. State Assigned Student Identifiers will be assigned through the State Student Registration System. Districts will need to use the State Assigned Student Identifier and the Locally Assigned Student Identifier on all individual data submitted to the Department of Education.
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| **Dependencies:**  |

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| DOE003 First Name – (FOR PURPOSES OF THIS REPORT – LEAVE BLANK) |
|  |
| A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 1Maximum 32 |  |  |
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|  |
| Acceptable Values/Code Description: |
|  |
| Student's first name as recorded on a legal document, such as a birth certificate, should be used. |
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| **Notes:** |
| 1. **For the purposes of the NorD information this will be set blank.**
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| **Dependencies:**  |
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| DOE004 Middle Name (FOR PURPOSES OF THIS REPORT – LEAVE BLANK) |
|  |
| A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 1Maximum 32 |  |  |
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|  |
| Acceptable Values/Code Description: |
|  |
| Student's middle name as recorded on a legal document, such as a birth certificate, should be used. |
| A student with no middle name must be reported as NMN as the middle name. |
| **Notes:** |
| 1. **For the purposes of the NorD information this will be set blank.**
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| **Dependencies:**  |
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| DOE005 Last Name (FOR PURPOSES OF THIS REPORT – LEAVE BLANK) |
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| The name borne in common by members of a family. |
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| **Type:** | Alphanumeric | Length: | Minimum 1Maximum 50 |  |  |
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|  |
| Acceptable Values/Code Description: |
|  |
| Student's last name as recorded on a legal document, such as a birth certificate, should be used. |
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| **Notes:** |
| 1. **For the purposes of the NorD information this will be set blank.**
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| **Dependencies:**  |
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| DOE006 Date of Birth |
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| The month, day, and year on which an individual was born. |
|  |
| **Type:** | mm/dd/yyyy | Length: | Minimum 10Maximum 10 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| Student’s age as of reporting date can be through 20 years old for state agencies and through 17 years old for residential facilities. |
|  |
| **Notes:** |
| 1. Federal and state statutes require reporting enrollment by age for special education and early childhood students and for monitoring the delivery of an appropriate education to all school-age children.
2. Date of Birth will also be used as directory information in the State Student Directory to verify and assign SASIDs.
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| **Dependencies:** |
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| DOE008 City/Town of Birth |
|  |
| The name of the city (or comparable unit) in which an individual was born. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 1Maximum 50 |  |  |
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|  |
| Acceptable Values/Code Description:  |
|  |
| City/Town of Birth as recorded on a legal document, such as a birth certificate, should be used.Data in this field should include the name of only the city or town of birth (or comparable unit if the student was born in a country other than the US) and should not include the state or country of birth.The value for this field **should not contain any punctuation marks** (e.g., St. Louis should be entered as St Louis). |
|  |
| **Notes:** |
| 1. City/Town of Birth will also be used as directory information in the State Student Directory to verify and assign SASIDs.
2. **No Punctuation Marks allowed in this field**
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| **Dependencies:**  |
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| DOE009 Gender |
|  |
| The classification of a student as male or female |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **F**  Female – A girl or a woman**M**  Male – A boy or a man. |
|  |
| **Notes:** |
| 1. Student gender is required for many state and federal reports.
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| **Dependencies:**  |
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| DOE010 Race/Ethnicity |
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| The general racial and ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. |
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| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| HI | Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish origin, regardless of race. |
| AM | American Indian or Alaskan Native – a person who has origins in any of the original peoples of North or South America (includes Central America) and who maintains tribal affiliation or community attachment. |
| AS | Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| BL | Black - A person having origins in any of the black racial groups of Africa. |
|  PI | Native American or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| WH | White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| MU | **Two or More** – A person who is two or more races listed above AND is NOT a person of Hispanic origin. |

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| **Notes: Amended June 2011** |
| 1. Student race/ethnicity is used in many state and federal statistical reports.
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| 2. All categories except HI are non-Hispanic/Latino. |
| 3. Portuguese and Cape Verdean students are not considered Hispanic; they should be included either in Black (not of Hispanic origin) or in White (not of Hispanic origin). |
| **Dependencies:**  |
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| DOE014 City/Town of Residence – Student  |
|  |
| The 3-digit code for the city or town where the student lives at the time of reporting or the student's last known city or town of residence if the reporting district is no longer sending or receiving the student. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 3Maximum 3 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| See Appendix A for a listing of codes between 001and 352 for municipalities in Massachusetts, including 888 for out of state.Students that live outside of Massachusetts and attend school in your district should use code 888. |
|  |
| **Notes:**  |
| 1. Data used for foundation enrollment calculations.1. Tie breaker for SASID
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| **Dependencies:**  |
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| DOE015 School Identification Number |
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| Each school in Massachusetts has a 4-digit code assigned by DESE. In combination with the 4-digit district code, each school in MA has a unique, 8-digit code number. Each student's record must contain the 8-digit code of the school in which the student is enrolled at the time of reporting or the code for the student's last known school of enrollment if the reporting district is no longer sending or receiving the student. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 8Maximum 8 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| Only school codes currently reported as being open in Directory Administration will be accepted.For a list of school codes, please go to <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html> |
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| **Notes:** |
| 1. Enrollment by school is needed for fund allocation, monitoring, reports and analyses.
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| **Dependencies:**  |
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| DOE016 Grade Level |
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| Grade in which student is enrolled as of the most recent enrollment |
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| **Type:** | Alphanumeric | Length: | Minimum 1Maximum 2 |  |  |
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|  |
| Acceptable Values/Code Description: |
|  |
| 1. Grade 1
2. Grade 2
3. Grade 3
4. Grade 4
5. Grade 5
6. Grade 6
7. Grade 7
8. Grade 8
9. Grade 9
10. Grade 10
 | 1. Grade 11
2. Grade 12

**SP** Special Education beyond Grade 12**PK** Pre-Kindergarten **K** Kindergarten |
|  |
| **Notes:**  |
| 1. Enrollment by grade data is used for statistical purposes, including completing federal and state reports..
2. SP – Beyond grade 12 special education student.
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| **Dependencies:**  |
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| DOE020 Title I Participation |
|  |
| An indication of the type of Title I Services at the specified time of reporting  |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |  |  |
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|  |
| Acceptable Values/Code Description: |
|  |
| 1. Not Title 1
2. School-wide
3. Targeted assistance/reading
4. Targeted assistance/math
5. Targeted assistance/reading and math
6. Targeted assistance/science
7. Targeted assistance/social studies
8. Targeted assistance/vocational career
9. Targeted assistance/reading and science
10. Targeted assistance/reading and social studies
11. Targeted assistance/reading and vocational career
12. Targeted assistance/math and science
13. Targeted assistance/math and social studies
14. Targeted assistance/math and vocational career
15. Targeted assistance/science and social studies
16. Targeted assistance/science and vocational career
17. Targeted assistance/social studies and vocational career
 | 1. Targeted assistance/reading, math and science
2. Targeted assistance/reading, math and social studies
3. Targeted assistance/reading, math and vocational career
4. Targeted assistance/reading, science and social studies
5. Targeted assistance/reading, science and vocational career
6. Targeted assistance/reading, math, science and social studies
7. Targeted assistance/reading, math science and vocational career
8. Targeted assistance/math, science and social studies
9. Targeted assistance/math, science and vocational career
10. Targeted assistance/science, social studies and vocational career
11. Other
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| **Notes:** |
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| **Dependencies:**  |
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| DOE025 English Learner |
|  |
| English Learners are defined as children who:1. 1. have indicated a language other than English on the Home Language Survey; AND
2. 2. who are less than proficient on an English language proficiency assessment; AND
3. 3. who are unable to perform ordinary classroom work in English
 |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
|  **00** Student is not an English Learner, as defined above 1. Student is an English Learner, as defined above
 |
|  |
| **Notes:** |
| 1. Massachusetts General Laws Chapter 71A require that school districts ascertain the number of English learner (EL) students enrolled in the district. The data are required for state and federal reporting and educational equity monitoring.
2. Districts should report the last known EL status for students who are not currently enrolled.
3. Report the last known EL status for students whose status has changed over time.
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| **Dependencies:**  |
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| DOE034 Special Education Placement Information |
|  |
| An indication of the educational environment of a student with disabilities at the specific time of reporting (e.g. October 1). Note the interrelation of DOE034 with DOE36. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **00** Not a Special Education Student**01** Not currently a Special Education student, but was previously a Special Education student during the current school year**10** All ages, Full Inclusion – special education services outside the general education classroom less than 21% of the time**20** All ages, Partial Inclusion – special education services outside the general education classroom 21% to 60% of the time**40** All ages, Substantially Separate Classroom – special education services outside the general education classroom more than 60% of the time**41** All ages, Public Separate Day School**50** All ages, Private Separate Day School**60** All ages, Residential School1. All ages, Homebound/Hospital

**90** All ages, Public Residential Institutional Facilities (0370XXXX schools) |
|  |
| **Notes:** |
| 1. Federal Child Count, Part B of the Individuals with Disabilities Education Act Implementation of FAPE requirements.
2. Report data as of the specified time of reporting; if a student has a diagnostic prototype, report the code for the most appropriate prototype for that student.
3. Please see Appendix E for more detailed definitions of the acceptable values.
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| **Dependencies: DOE34 -> DOE36** |
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| DOE036 Special Education – Nature of Primary Disability |
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| The major overriding disability condition that has been identified by a Team of people pursuant to federal and state special education law. The identified disability is known to be causal to an inability to make effective progress in education and requires special education services in order to access the general curriculum or specially designed curriculum. There is an interrelation of DOE036 with DOE034. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 3 |  |  |
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|  |
| Acceptable Values/Code Description: |
|  |
| **Code Descriptions**1. Intellectual
2. Sensory/Hard of Hearing or Deaf
3. Communication
4. Sensory/Vision Impairment or Blind
5. Emotional
6. Physical
7. Health
8. Specific Learning Disabilities
9. Sensory/Deafblind
10. Multiple Disabilities
 | 1. Autism
2. Neurological
3. Developmental Delay (ages 3-9 only)

**500** Does not apply to student |
|  |
| **Notes:** |
| 1. Data element used for Federal Child Count, Part B of the Individuals with Disabilities Education Act Implementation of FAPE requirements, statistical use, and informing policy making.
2. Extended definitions may be found in Appendix E.
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| **Dependencies: DOE36->DOE34** |
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| DOE040 Special Education Evaluation Results  |
|  |
| An indication of the result of a special education evaluation (initial or re-evaluation) that has been done since the end of the last school year (July 1st). |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| 1. Student is not a special education student and has not been evaluated in the current school year.
2. Student is a continuing special education student and has not been evaluated in the current school year (or re-evaluation is in process).
3. Initial evaluation result found student not eligible for special education services.
4. Re-evaluation result found student no longer eligible for special education services.
5. Initial evaluation result found student eligible for special education services and requiring specially designed instruction with or without related services.
6. Initial evaluation result found student eligible for special education services and requiring only related services to access the general curriculum.
7. Re-evaluation result found student to continue to be eligible for special education services and requiring specially designed instruction with or without related services.
8. Re-evaluation result found student to continue to be eligible for special education services and requiring only related services to access the general curriculum.
9. Initial evaluation in process at time of data reporting.
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| **Notes:** |
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| **Dependencies:**  |
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| ND01 Facility ID |
|  |
| Facility Identification Number assigned by Massachusetts Department of Elementary and Secondary Education |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 8Maximum 8 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| See Neglected or Delinquent application for facility ID |
|  |
| **Notes:** |
|  |
| **Dependencies:**  |
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| ND02 Facility Program |
|  |
| Type of Program provided to student by the Title I, Part D– funded facility. |
|  |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **State Agency Title I, Part D, Subpart 1 Facilities** **11**  Neglected**21**  Juvenile Detention**22**  Juvenile Corrections **23** Adult Corrections1. Other

**Local Education Agency Title I, Part D, Subpart 2 Facilities** **01** At-Risk Programs**02** Neglected**03** Juvenile Detention**04** Juvenile Corrections **05** Adult Corrections**06** Other |
|  |
| **Notes:** |
| See Appendix **O** for further definitions. |
| **Dependencies:**  |
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| --- |
| ND20 Visit Number |
|  |
| Students with multiple admissions during the reporting year will be reported in a separate record for each admission (or visit). |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| * 1. Number of visits within the **current** reporting year. **The first visit or a carryover visit must be 1. Visit numbers need to be in chronological order.**
 |
|  |
| **Notes:** |
| This information is necessary because the Federal report requires that we provide both a ***duplicated*** and an ***unduplicated*** count of students.**Duplicated Count** – one that *counts students more than once* if they were admitted to a facility or program multiple times in the reporting year.**Unduplicated Count** – one that *counts students only once*, even if they were admitted to a facility or program multiple times within the reporting year, |
| **Dependencies:** |
|  |

|  |
| --- |
| ND21 Entry/Booking Date |
|  |
| The month, day and year student entered facility/program on *this* visit. |
|  |
| **Type:** | Datemm/dd/yyyy | Length: | Minimum 10Maximum 10 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| The entry/booking date of the student’s visit that was within the **current** reporting year  |
|  |
| **Notes:** |
| The entry/booking date may be before the start of the FY if admission continued into current reporting year. |
| **Dependencies:** |
| Must not be before the prior visit’s end date. |

|  |
| --- |
| ND22 Departure/Release Date |
|  |
| The month, day and year student exited facility/program on *this* visit. |
|  |
| **Type:** | Datemm/dd/yyyy | Length: | Minimum 10Maximum 10 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| The departure/release date of the student’s visit that was within the **current** reporting year  |
|  |
| **Notes:** |
| **If the departure/release date is after FY end, end date should be left blank.** |
| **Dependencies:** |
| May not end after the following visit’s start date. |

|  |
| --- |
| ND23 Total Days This Visit |
|  |
| Cumulative number of *consecutive calendar days* student was enrolled during *this visit*. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 3 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **1-365** Number of ***consecutive calendar days*** student was enrolled for this admission that lie within the period of July 1-June 30 of current reporting FY.  |
|  |
| **Notes:**Zero is not allowed. |
|  |
| **Dependencies:** |
|  |
|  |

|  |
| --- |
| ND24 Days Served |
|  |
| Cumulative number of days that the student participated in educational services within the reporting period  |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 3 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **1-260** Cumulative number of days that the student participated in educational services within the reporting period of July 1-June 30 of current reporting FY.  |
|  |
| **Notes:**Zero is not allowed. |
|  |
| **Dependencies: Must be less than ND23 value** |

|  |
| --- |
| ND30 Awarded High School Course Credits while in Facility/Program |
|  |
| The facility offers the option to earn transferable high school course credits **in house or outside *(***through the local schools or other programs) and the student was able to take advantage of this option to earn credits ***only*** while enrolled in the facility. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* earn credits**1 –** Student *did* earn credits |
|  |
| **Notes:** |
| Credits awarded prior to exiting facility/program or EOY |
| **Dependencies:** |
|  |

|  |
| --- |
| ND32 Enrolled In a GED Program while in Facility/Program |
|  |
| The student enrolled in and attended a program or course aimed at helping students pass the GED. Participation in this program should have occurred **only** while enrolled in the facility. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* enroll**1 –** Student *did* enroll and attend |
|  |
| **Notes:** |
| Enrollment occurred while enrolled in facility/program or EOY |
| **Dependencies:** |
|  |

|  |
| --- |
| ND40 Enrolled in their Local District School while in Facility/Program |
|  |
| The student returned to or enrolled in a local district school while enrolled in this facility/program . |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* enroll**1 –** Student *did* enroll and attend |
|  |
| **Notes:** |
| Outcome was achieved *either* during the enrollment period *in the* facility/program.  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND41 Awarded a GED or HiSETwhile in the Facility/Program |
|  |
| The student earned a GED or HiSET **from the facility** *or* **outside the facility** (through the local schools or other programs) while enrolled in the facility/program. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not receive* GED or HiSET while in the facility**1 –** Student *awarded* a GED or HiSET while in the facility |
|  |
| **Notes:** |
| Outcome was achieved during the enrollment period in the facility/program.  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND43 Awarded a HS Diploma while in the Facility/Program |
|  |
| The student earned a high school diploma **from the facility** *or* **outside the facility** (through the local schools or other programs) while enrolled in the facility/program. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not receive* a high school diploma while in the facility**1 –** Student *awarded* a high school diploma while in the facility |
|  |
| **Notes:** |
| Outcome was achieved during the enrollment period in thefacility/program.  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND45 Accepted/Enrolled into Postsecondary Education while in the Facility/Program |
|  |
| The student was **accepted** into a postsecondary program and/or enrolled in a postsecondary program while in the facility/program.. Enrollment is defined as the student’s acceptance of the offer. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *was not accepted* into a postsecondary program while in the facility**1 –** Student *was accepted* into a postsecondary program while in the facility |
|  |
| **Notes:** |
| Outcome was achieved while in the facility/program.  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND47 Enrolled in Elective Job Training Course while in the Facility/Program |
|  |
| The Student enrolled in and attended program/courses that provided job training. Participation in this program/course should have occurred **only while enrolled in the facility**. This may be internal or external and is not a part of a two or four year degree program. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not enroll* in an elective job training course while in the facility**1 –** Student *did enroll* in an elective job training course while in the facility |
|  |
| **Notes:** |
| Outcome was achieved while in the facility/program.  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND48 Obtained Employment while in the Facility/Program |
|  |
| The student obtained employment (i.e. received a job offer). This job offer may have occurred while thestudent was in the facility/program |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* receive a job offer while in the facility**1 –** Student *did* receive a job offer while in the facility |
|  |
| **Notes:** |
| Outcome was achieved while in the facility/program. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND60 Other Outcome(s) |
|  |
| The student attained other outcomes not previously listed. *See separate sheet*. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* attain other outcome while in the facility**1 –** Student *did* attain other outcome while in the facility |
|  |
| **Notes:** |
| Outcome was achieved while in thefacility/program.  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND61 Transitional Services |
|  |
| The student received transitional services that address further schooling and/or employment. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* receive transitional services while in the facility**1 –** Student *did* receive transitional services while in the facility |
|  |
| **Notes:** |
|  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND70 Tests Used To Assess Progress In Reading |
|  |
| Assessments used for pre- and post – testing of reading skills while in the program facility/program. Provide the name of the test used. Please go to the link provided. <https://neglected-delinquent.ed.gov/>. |
|  |
| **Type:** | Alphanumeric | Length: | Maximum 75 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **BDTAC** publishes a list of the most commonly used tests.. Please go to the link provided for the full name and version of the test. <https://neglected-delinquent.ed.gov/> |
|  |
| **Notes:** |
|  |
| **Dependencies: ND70 -> ND71** |
|  |

|  |
| --- |
| ND71 Student Tested Below Grade Level In Reading |
|  |
| The student tested *below grade level* in reading upon entry into the facility/program  |
|  |
| **Type:** | Integer  | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* test below grade level**1 –** Student *did* test below grade level |
|  |
| **Notes:** |
|  |
| **Dependencies: ND71 -> ND70** |
|  |

|  |
| --- |
| ND72 Student Took Both The Pre- And Post-Test Reading Exam |
|  |
| Student for whom a *complete set of pre- and post-test reading data is available*  |
|  |
| **Type:** | Integer  | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* take both pre – and post-test reading exams**1 –** Student *did* take both pre – and post-test reading exams |
|  |
| **Notes:** |
|  |
| **Dependencies: ND72 -> ND73** |
|  |

|  |
| --- |
| ND73 Grade-Level Change From Pre- To Post-Test Reading Exam |
|  |
| This is the result of a comparison between student’s pre-test and post-test reading scores  |
|  |
| **Type:** | Integer  | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **1 –** Student showed *negative* grade level change**2 –** Student showed *no change* in grade level **3 –** Student showed *improvement of up to 1/2* grade level**4 –** Student showed *improvement of up to 1 full* grade level**5 –** Student showed *improvement of up to more than 1 full* grade level |
|  |
| **Notes:** |
|  |
| **Dependencies:** |
| Should be completed only if **ND72 = ‘1’** |

|  |
| --- |
| ND80 Tests Used To Assess Progress in Math |
|  |
| Assessments used for pre- and post – testing of math skills while in the program. Provide the name of the test used. Please go to the link provided. <https://neglected-delinquent.ed.gov/>. |
|  |
| **Type:** | Alphanumeric | Length: | Maximum 75 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
| **BDTAC** publishes a list of the most commonly used tests.. Please go to the link provided for the full name and version of the test. <https://neglected-delinquent.ed.gov/> |
|  |
|  |
| **Notes:** |
|  |
| **Dependencies: ND80 -> ND81** |
|  |

|  |
| --- |
| ND81 Student Tested Below Grade Level In Math |
|  |
| The student tested *below grade level* in math upon entry into the facility/program  |
|  |
| **Type:** | Integer  | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* test below grade level**1 –** Student *did* test below grade level |
|  |
| **Notes:** |
|  |
| **Dependencies: ND81 -> ND80** |
|  |

|  |
| --- |
| ND82 Student Took Both The Pre- And Post-Test Math Exam |
|  |
| Student for whom a *complete set of pre- and post-test* math *data is available*  |
|  |
| **Type:** | Integer  | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* take both pre – and post-test math exams**1 –** Student *did* take both pre – and post-test math exams |
|  |
| **Notes:** |
|  |
| **Dependencies: ND82 -> ND83** |
|  |

|  |
| --- |
| ND83 Grade-Level Change From Pre- To Post-Test Math Exam |
|  |
| This is the result of a comparison between student’s pre-test and post-test math scores  |
|  |
| **Type:** | Integer  | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **1 –** Student showed *negative* grade level change**2 –** Student showed *no change* in grade level **3 –** Student showed *improvement of up to 1/2* grade level**4 –** Student showed *improvement of up to 1 full* grade level**5 –** Student showed *improvement of up to more than 1 full* grade level |
|  |
| **Notes:** |
|  |
| **Dependencies:** |
| Should be completed only if **ND82 = 1** |

|  |
| --- |
| ND90 Other Academic Performance Results |
|  |
| Indicate you are reporting results of other academic performance assessments that are not appropriate for pre-test and post-test use. Academic performance in areas other than reading and math were measured. *See separate sheet* |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *was not tested in other areas***1 –** Student *was tested in other areas* |
|  |
| **Notes:** |
| Outcome was achieved during the enrollment period..  |
| **Dependencies:** |
|  |

|  |
| --- |
| ND130 Awarded High School Course Credits within 90 Days of Exit |
|  |
| The student earned high school credits within 90 days of leaving the program/facility. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* earn credits**1 –** Student *did* earn credits |
|  |
| **Notes:** |
| Credits awarded **within 90 days of exiting the facility/program**.Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND132 Enrolled in a GED/HiSET Program within 90 Days of Exit |
|  |
| The student enrolled in and attended a program or course aimed at helping students pass the GED/HiSET. Participation in this program should have occurred **only** within 90 calendar days of leaving the program/facility. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* enroll**1 –** Student *did* enroll and attend |
|  |
| **Notes:** |
| Enrollment occurred within **90 calendar days of exiting the facility/program.**Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND140 Enrolled in their Local District School within 90 Days of Exit |
|  |
| The student returned to or enrolled in a local district school upon leaving the facility/program or within 90 days after exit.. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* enroll**1 –** Student *did* enroll and attend |
|  |
| **Notes:** |
| Outcome was achieved **within 90 days of exiting the program/facility.** Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND141 Awarded a GED/HiSET within 90 Days of Exit |
|  |
| The student earned a GED/HiSET **from the facility** *or* **outside the** facility (through the local schools or other programs) within 90 days of exiting a program/facility... |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not receive* GED/HiSET**1 –** Student *awarded* a GED/HiSET  |
|  |
| **Notes:** |
| Outcome was achieved **within 90 days of exiting the program/facility.**Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND143 Awarded a HS Diploma within 90 Days of Exit |
|  |
| The student earned a high school diploma **outside the facility** (through the local schools or other programs) within 90 days of exiting a program/facility. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not receive* a high school diploma **1 –** Student *awarded* a High School diploma |
|  |
| **Notes:** |
| Outcome was achieved **within 90 days of exiting the program/facility.**Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND145 Accepted/Enrolled into Postsecondary Education within 90 Days of Exit |
|  |
| The student was **accepted** into a postsecondary program and/or enrolled in a postsecondary program within 90 days of exiting the program/facility. Enrollment is defined as the student’s acceptance of the offer. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *was not accepted* into a postsecondary program**1 –** Student *was accepted* into a postsecondary program |
|  |
| **Notes:** |
| Outcome was achieved **within 90 days of exiting the program/facility.**Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND147 Enrolled in External Job Training Education within 90 Days of Exit |
|  |
| The student enrolled in a job training program that is not part of a two or four year degree program. Enrollment will have occurred within 90 days after exit. Actual attendance may not be known. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not enroll* in external job training education.**1 –** Student *did enroll* in job training education. |
|  |
| **Notes:** |
| Outcome was achieved **within 90 days of exiting the program/facility.** Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

|  |
| --- |
| ND148 Obtained Employment within 90 Days of Exit |
|  |
| The student obtained employment (i.e. received a job offer) within 90 days after exit. |
|  |
| **Type:** | Integer | Length: | Minimum 1Maximum 1 |  |  |
|  |
|  |
| Acceptable Values/Code Description: |
|  |
| **0 –** Student *did not* receive a job offer**1 –** Student *did* receive a job offer |
|  |
| **Notes:** |
| Outcome was achieved **within 90 days of exiting the program/facility.**Leave blank if student is still in the facility at the end of the fiscal year. |
| **Dependencies:** |
|  |

**Appendix A:**

**DOE015 – City/Town of Residence Codes**

| **Code** | **City/Town Name** |
| --- | --- |
| 001 | Abington |
| 002 | Acton |
| 003 | Acushnet |
| 004 | Adams (non-op) |
| 005 | Agawam |
| 006 | Alford (non-op) |
| 007 | Amesbury |
| 008 | Amherst |
| 009 | Andover |
| 010 | Arlington |
| 011 | Ashburnham (non-op) |
| 012 | Ashby (non-op) |
| 013 | Ashfield (non-op) |
| 014 | Ashland |
| 015 | Athol (non-op) |
| 016 | Attleboro |
| 017 | Auburn |
| 018 | Avon |
| 019 | Ayer |
| 020 | Barnstable |
| 021 | Barre (non-op) |
| 022 | Becket (non-op) |
| 023 | Bedford |
| 024 | Belchertown |
| 025 | Bellingham |
| 026 | Belmont |
| 027 | Berkley |
| 028 | Berlin |
| 029 | Bernardston (non-op) |
| 030 | Beverly |
| 031 | Billerica |
| 032 | Blackstone (non-op) |
| 033 | Blandford (non-op) |
| 034 | Bolton (non-op) |
| 035 | Boston |
| 036 | Bourne |
| 037 | Boxborough |
| 038 | Boxford |
| 039 | Boylston |
| 040 | Braintree |
| 041 | Brewster |
| 042 | Bridgewater (non-op) |
| 043 | Brimfield |
| 044 | Brockton |
| 045 | Brookfield |
| 046 | Brookline |
| 047 | Buckland (non-op) |
| 048 | Burlington |
| 049 | Cambridge |
| 050 | Canton |
| 051 | Carlisle |
| 052 | Carver |
| 053 | Charlemont (non-op) |
| 054 | Charlton (non-op) |
| 055 | Chatham |
| 056 | Chelmsford |
| 057 | Chelsea |
| 058 | Cheshire (non-op) |
| 059 | Chester (non-op) |
| 060 | Chesterfield (non-op) |
| 061 | Chicopee |
| 062 | Chilmark (non-op) |
| 063 | Clarksburg |
| 064 | Clinton |
| 065 | Cohasset |
| 066 | Colrain (non-op) |
| 067 | Concord |
| 068 | Conway |
| 069 | Cummington (non-op) |
| 070 | Dalton (non-op) |
| 071 | Danvers |
| 072 | Dartmouth |
| 073 | Dedham |
| 074 | Deerfield |
| 075 | Dennis (non-op) |
| 076 | Dighton (non-op) |
| 077 | Douglas |
| 078 | Dover |
| 079 | Dracut |
| 080 | Dudley (non-op) |
| 081 | Dunstable (non-op) |
| 082 | Duxbury |
| 083 | East Bridgewater |
| 084 | East Brookfield (non-op) |
| 085 | Eastham |
| 086 | Easthampton |
| 087 | East Longmeadow |
| 088 | Easton |
| 089 | Edgartown |
| 090 | Egremont (non-op) |
| 091 | Erving |
| 092 | Essex (non-op) |
| 093 | Everett |
| 094 | Fairhaven |
| 095 | Fall River |
| 096 | Falmouth |
| 097 | Fitchburg |
| 098 | Florida |
| 099 | Foxborough |
| 100 | Framingham |
| 101 | Franklin |
| 102 | Freetown |
| 103 | Gardner |
| 104 | Aquinnah (non-op) |
| 105 | Georgetown |
| 106 | Gill (non-op) |
| 107 | Gloucester |
| 108 | Goshen (non-op) |
| 109 | Gosnold |
| 110 | Grafton |
| 111 | Granby |
| 112 | Granville |
| 113 | Great Barrington (non-op) |
| 114 | Greenfield |
| 115 | Groton (non-op) |
| 116 | Groveland (non-op) |
| 117 | Hadley |
| 118 | Halifax |
| 119 | Hamilton (non-op) |
| 120 | Hampden (non-op) |
| 121 | Hancock |
| 122 | Hanover |
| 123 | Hanson (non-op) |
| 124 | Hardwick (non-op) |
| 125 | Harvard |
| 126 | Harwich |
| 127 | Hatfield |
| 128 | Haverhill |
| 129 | Hawley (non-op) |
| 130 | Heath (non-op) |
| 131 | Hingham |
| 132 | Hinsdale (non-op) |
| 133 | Holbrook |
| 134 | Holden (non-op) |
| 135 | Holland |
| 136 | Holliston |
| 137 | Holyoke |
| 138 | Hopedale |
| 139 | Hopkinton |
| 140 | Hubbardston (non-op) |
| 141 | Hudson |
| 142 | Hull |
| 143 | Huntington (non-op) |
| 144 | Ipswich |
| 145 | Kingston |
| 146 | Lakeville |
| 147 | Lancaster (non-op) |
| 148 | Lanesborough |
| 149 | Lawrence |
| 150 | Lee |
| 151 | Leicester |
| 152 | Lenox |
| 153 | Leominster |
| 154 | Leverett |
| 155 | Lexington |
| 156 | Leyden (non-op) |
| 157 | Lincoln |
| 158 | Littleton |
| 159 | Longmeadow |
| 160 | Lowell |
| 161 | Ludlow |
| 162 | Lunenburg |
| 163 | Lynn |
| 164 | Lynnfield |
| 165 | Malden |
| 166 | Manchester (non-op) |
| 167 | Mansfield |
| 168 | Marblehead |
| 169 | Marion |
| 170 | Marlborough |
| 171 | Marshfield |
| 172 | Mashpee |
| 173 | Mattapoisett |
| 174 | Maynard |
| 175 | Medfield |
| 176 | Medford |
| 177 | Medway |
| 178 | Melrose |
| 179 | Mendon (non-op) |
| 180 | Merrimac (non-op) |
| 181 | Methuen |
| 182 | Middleborough |
| 183 | Middlefield (non-op) |
| 184 | Middleton |
| 185 | Milford |
| 186 | Millbury |
| 187 | Millis |
| 188 | Millville (non-op) |
| 189 | Milton |
| 190 | Monroe (non-op) |
| 191 | Monson |
| 192 | Montague (non-op) |
| 193 | Monterey (non-op) |
| 194 | Montgomery (non-op) |
| 195 | Mount Washington (non-op) |
| 196 | Nahant |
| 197 | Nantucket |
| 198 | Natick |
| 199 | Needham |
| 200 | New Ashford (non-op) |
| 201 | New Bedford |
| 202 | New Braintree (non-op) |
| 203 | Newbury (non-op) |
| 204 | Newburyport |
| 205 | New Marlborough (non-op) |
| 206 | New Salem (non-op) |
| 207 | Newton |
| 208 | Norfolk |
| 209 | North Adams |
| 210 | Northampton |
| 211 | North Andover |
| 212 | North Attleborough |
| 213 | Northborough |
| 214 | Northbridge |
| 215 | North Brookfield |
| 216 | Northfield (non-op) |
| 217 | North Reading |
| 218 | Norton |
| 219 | Norwell |
| 220 | Norwood |
| 221 | Oak Bluffs |
| 222 | Oakham (non-op) |
| 223 | Orange |
| 224 | Orleans |
| 225 | Otis (non-op) |
| 226 | Oxford |
| 227 | Palmer |
| 228 | Paxton (non-op) |
| 229 | Peabody |
| 230 | Pelham |
| 231 | Pembroke |
| 232 | Pepperell (non-op) |
| 233 | Peru (non-op) |
| 234 | Petersham |
| 235 | Phillipston (non-op) |
| 236 | Pittsfield |
| 237 | Plainfield (non-op) |
| 238 | Plainville |
| 239 | Plymouth |
| 240 | Plympton |
| 241 | Princeton (non-op) |
| 242 | Provincetown |
| 243 | Quincy |
| 244 | Randolph |
| 245 | Raynham (non-op) |
| 246 | Reading |
| 247 | Rehoboth (non-op) |
| 248 | Revere |
| 249 | Richmond |
| 250 | Rochester |
| 251 | Rockland |
| 252 | Rockport |
| 253 | Rowe |
| 254 | Rowley (non-op) |
| 255 | Royalston (non-op) |
| 256 | Russell (non-op) |
| 257 | Rutland (non-op) |
| 258 | Salem |
| 259 | Salisbury (non-op) |
| 260 | Sandisfield (non-op) |
| 261 | Sandwich |
| 262 | Saugus |
| 263 | Savoy |
| 264 | Scituate |
| 265 | Seekonk |
| 266 | Sharon |
| 267 | Sheffield (non-op) |
| 268 | Shelburne (non-op) |
| 269 | Sherborn |
| 270 | Shirley |
| 271 | Shrewsbury |
| 272 | Shutesbury |
| 273 | Somerset |
| 274 | Somerville |
| 275 | Southampton |
| 276 | Southborough |
| 277 | Southbridge |
| 278 | South Hadley |
| 279 | Southwick (non-op) |
| 280 | Spencer (non-op) |
| 281 | Springfield |
| 282 | Sterling (non-op) |
| 283 | Stockbridge (non-op) |
| 284 | Stoneham |
| 285 | Stoughton |
| 286 | Stow (non-op) |
| 287 | Sturbridge |
| 288 | Sudbury |
| 289 | Sunderland |
| 290 | Sutton |
| 291 | Swampscott |
| 292 | Swansea |
| 293 | Taunton |
| 294 | Templeton (non-op) |
| 295 | Tewksbury |
| 296 | Tisbury |
| 297 | Tolland (non-op) |
| 298 | Topsfield |
| 299 | Townsend (non-op) |
| 300 | Truro |
| 301 | Tyngsborough |
| 302 | Tyringham (non-op) |
| 303 | Upton (non-op) |
| 304 | Uxbridge |
| 305 | Wakefield |
| 306 | Wales |
| 307 | Walpole |
| 308 | Waltham |
| 309 | Ware |
| 310 | Wareham |
| 311 | Warren (non-op) |
| 312 | Warwick (non-op) |
| 313 | Washington (non-op) |
| 314 | Watertown |
| 315 | Wayland |
| 316 | Webster |
| 317 | Wellesley |
| 318 | Wellfleet |
| 319 | Wendell (non-op) |
| 320 | Wenham (non-op) |
| 321 | Westborough |
| 322 | West Boylston |
| 323 | West Bridgewater |
| 324 | West Brookfield (non-op) |
| 325 | Westfield |
| 326 | Westford |
| 327 | Westhampton |
| 328 | Westminster (non-op) |
| 329 | West Newbury (non-op) |
| 330 | Weston |
| 331 | Westport |
| 332 | West Springfield |
| 333 | West Stockbridge (non-op) |
| 334 | West Tisbury (non-op) |
| 335 | Westwood |
| 336 | Weymouth |
| 337 | Whately |
| 338 | Whitman (non-op) |
| 339 | Wilbraham (non-op) |
| 340 | Williamsburg |
| 341 | Williamstown |
| 342 | Wilmington |
| 343 | Winchendon |
| 344 | Winchester |
| 345 | Windsor (non-op) |
| 346 | Winthrop |
| 347 | Woburn |
| 348 | Worcester |
| 349 | Worthington (non-op) |
| 350 | Wrentham |
| 351 | Yarmouth (non-op) |
| 352 | Devens (non-op) |
| 353 | Southfield (non-op) |
| 888 | Out Of State |

**Appendix E:**

**DOE034 and DOE036 – Special Education Definitions and Codes**

**(DOE034) SPED Placement Information**

**(00)** Not a Special Education Student

This category includes students who do not have a valid IEP and who are not receiving Special Education services.

**(01)** Not currently a Special Education student, but was previously a Special Education student during the current school year

This category includes students who were receiving services during the current school year but who are no longer receiving services at the time of reporting.

**(10)** All Ages, Full Inclusion – special education services outside the general education classroom for less than 21% of the time

Students 3 to 21 years of age who receive special education services outside the general education classroom for less than 21% of the time. This may include students with disabilities placed in:

* Public preschools, head start, child care, nursery school facilities, or other community-based settings with Special Education provided outside of the general education classroom for less than 21% of the time;
* Separate school/early childhood combinations;
* Classes with special/related services provided outside the general education classroom for less than 21% of the time;
* Home-schooled environments receiving Special Education services outside the general education classroom for less than 21% of the time;
* Correctional/DYS facilities receiving Special Education services outside the general education classroom for less than 21% of the time; or
* Collaborative programs within a public school building that provide special education services.

**(20)** All Ages, Partial Inclusion – special education services outside the general education classroom 21% to 60% of the time

Students 3 to 21 years of age who receive special education services outside the general education classroom for at least 21% and not more than 60% of the time. This may include students placed in:

* Public preschools, head start, child care, nursery school facilities, or other community-based settings with special education provided outside of the general education classroom for 21% to 60% of the time;
* Classes with special/related services provided outside the general education classroom for 21% to 60% of the time;
* Home-schooled environments receiving Special Education services outside the general education classroom for at least 21% and no more than 60% of the time;
* Correctional/DYS facilities receiving Special Education services outside the general education classroom for at least 21% and not more than 60% of the time; or
* Collaborative programs within a public school building that provide special education services.

**(40)** All Ages, Substantially Separate Classroom – special education services outside the general education classroom for more than 60% of the time

Students 3 to 21 years of age who receive special education services outside the general education classroom for more than 60% of the time. Do not include students who receive special education programs in public or private day or residential facilities. This category may include students placed in:

* Public preschools, head start, child care, nursery school facilities, or other community-based settings with special education provided outside of the general education classroom for more than 60% of the time;
* Classes with special education services provided outside the general education classroom for more than 60% of the time;
* Home-schooled environments receiving Special Education services outside the general education classroom for more than 60% of the time;
* Correctional/DYS facilities receiving Special Education services outside the general education classroom for more than 60% of the time; or
* Collaborative programs within a public school building that provide special education services for more than 60% of the student’s school time.

**(41)** All Ages, Public Separate Day School

Students 3 to 21 years of age who receive all day special education and/or related services in a public separate day school according to their IEP. The public separate day school must be a special education day school located in a building or facility outside of the general education environment that provides special education services and is approved under 603 CMR 28.09. This includes students placed in:

* Public day schools in separate buildings that provide full day special education services; or
* Collaborative day schools in separate buildings that provide full day special education services.

**(50)** All Ages, Private Separate Day School

Students 3 to 21 years of age who receive all day special education and/or related services in a private separate day school according to their IEP. The private separate day school must be a special education day school located in a building or facility outside of the general education environment that provides full day special education services and is approved under 603 CMR 28.09.

**(60)** All Ages, Residential School

Students 3 to 21 years of age who receive special education and/or related services *including residential services* in a public or a private residential school at public expense and according to the student's IEP. The residential school must be a special education school located in a building or facility outside of the general education environment that provides 24-hour special education services and is approved under 603 CMR 28.09.

**(70)** All Ages, Homebound/Hospital

Students 3 to 21 years of age who are at home or in a hospital pursuant to doctors’ orders and who are receiving all of their special education and related services in the principal residence of the students’ family or caregivers or at hospital facilities.

**(90)** All Ages, Public Residential Institutional Facilities (0370nnnn schools)

Students 3 to 21 years of age who receive their special education and/or related services in public residential institutional facilities. This category is limited to those students attending Tri-County Hospital (Taunton, 03700015), Mass Hospital School (Canton, 03700026), East District (Belmont, 03700040), and Central/West (Westborough, 03700012).

(DOE036) Special Education – Nature of Primary Disability

Students should be counted in the categories that reflect the primary disability.

1. Intellectual Impairment - The permanent capacity for performing cognitive tasks, functions, or problem solving is significantly limited or impaired and is exhibited by more than one of the following: a slower rate of learning; disorganized patterns of learning; difficulty with adaptive behavior; and/or difficulty understanding abstract concepts. Such term shall include students with mental retardation.
2. Sensory/Hard of Hearing or Deaf - The capacity to hear, with amplification, is limited, impaired, or absent and results in one or more of the following: reduced performance in hearing acuity tasks; difficulty with oral communication; and/or difficulty in understanding auditorally-presented information in the education environment. The term includes students who are deaf and students who are hard-of -hearing.
3. Communication Impairment *-* The capacity to use expressive and/or receptive language is significantly limited, impaired, or delayed and is exhibited by difficulties in one or more of the following areas: speech, such as articulation and/or voice; conveying, understanding, or using spoken, written, or symbolic language. The term may include a student with impaired articulation, stuttering, language impairment, or voice impairment if such impairment adversely affects the student's educational performance.
4. Sensory/Vision Impairment or Blind - The capacity to see, after correction, is limited, impaired, or absent and results in one or more of the following: reduced performance in visual acuity tasks; difficulty with written communication; and/or difficulty with understanding information presented visually in the education environment. The term includes students who are blind and students with limited vision.
5. Emotional Impairment - As defined under federal law at 34 CFR §300.7, the student exhibits one or more of the following characteristics over a long period of time and to a marked degree that adversely affects educational performance: an inability to learn that cannot be explained by intellectual, sensory, or health factors; an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal or school problems. The determination of disability shall not be made solely because the student's behavior violates the school's discipline code, because the student is involved with a state court or social service agency, or because the student is socially maladjusted, unless the Team determines that the student has a serious emotional disturbance.
6. Physical Impairment - The physical capacity to move, coordinate actions, or perform physical activities is significantly limited, impaired, or delayed and is exhibited by difficulties in one or more of the following areas: physical and motor tasks; independent movement; performing basic life functions. The term shall include severe orthopedic impairments or impairments caused by congenital anomaly, cerebral palsy, amputations, and fractures if such impairment adversely affects a student's educational performance.
7. Health Impairment - A chronic or acute health problem such that the physiological capacity to function is significantly limited or impaired and results in one or more of the following: limited strength, vitality or alertness including a heightened alertness to environmental stimuli resulting in limited alertness with respect to the educational environment. The term shall include health impairments due to asthma, attention deficit disorder or attention deficit with hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, and sickle cell anemia, if such health impairment adversely affects a student's educational performance.
8. Specific Learning Disability - The term means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think speak, read, write, spell, or to do mathematical calculations. Use of the term shall meet all federal requirements given in federal law at 34 CFR §300.7(c)(10) and §300.541.
9. Sensory/Deaf Blind - Concomitant hearing and visual impairments, the combination of which causes severe communication and other developmental and educational needs.
10. Multiple Disabilities – This category should be selected only if the child has multiple primary disabilities.
11. Autism - A developmental disability significantly affecting verbal and nonverbal communication and social interaction. The term shall have the meaning given it in federal law at 34 CFR §300.7.
12. Neurological Impairment - The capacity of the nervous system is limited or impaired with difficulties exhibited in one or more of the following areas: the use of memory, the control and use of cognitive functioning, sensory and motor skills, speech, language, organizational skills, information processing, affect, social skills, or basic life functions. The term includes students who have received a traumatic brain injury.
13. Developmental Delay - The learning capacity of a young child (3-9 years old) is significantly limited, impaired, or delayed and is exhibited by difficulties in one or more of the following areas: receptive and/or expressive language; cognitive abilities; physical functioning; social, emotional, or adaptive functioning; and/or self-help skills.

(500) Does not apply to student – This category is used for a child who is not eligible for special education services.

**Appendix O:**

 **ND02 – Facility Program Definitions**

|  |  |
| --- | --- |
| **Adult Corrections** | An adult correctional institution is a facility in which persons, including youth under 21 years of age, are confined as a result of conviction for a criminal offense. |
| **At-Risk Programs** | Programs operated through LEAs that target students who are at risk of academic failure, have a drug or alcohol problem, are pregnant or parenting, have been in contact with the juvenile justice system in the past, are at least 1 year behind the expected age/grade level, have limited English proficiency, are gang members, have dropped out of school in the past, or have a high absenteeism rate. Again, note that this category only applies to Subpart 2 programs. |
| **Juvenile Corrections** | An institution for delinquent children and youth is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision. **NOTE:** States should include any programs serving adjudicated youth (including non-secure facilities and group homes) in the JC category. |
| **Juvenile Detention** | Detention facilities are shorter-term institutions that provide care to children who require secure custody pending court adjudication, court disposition, or execution of a court order, or care to children after commitment.  |
| **Multiple Purpose Facility** | An institution/facility/program that serves more than one programming purpose. For example, the same facility may run both a juvenile correction program and a juvenile detention program. |
| **Neglected Programs** | An institution for neglected children and youth is a public or private residential facility, other than a foster home, that is operated primarily for the care of children and youth who have been committed to the institution or voluntarily placed there under applicable State law due to (1) abandonment, (2) neglect, or (3) death of their parents or guardians. |
| **Other** | Any other programs, not defined above, which receive Title I, Part D funds and serve non-adjudicated children and youth. |