Florida Department of Education
Bureau of Exceptional Education and Student Services (BEESS)
Least Restrictive Environment (LRE) Data Review Recommendations
2018-19
Bureau of Exceptional Education and Student Services (BEESS)
Least Restrictive Environment (LRE) Data Review Guidance

All states are required to submit data on LRE Placement for children ages 6 – 21 (SPP Indicator 5) and Early Childhood Settings for children ages 3 – 5 (SPP Indicator 6). These data are submitted via two data files to EDFacts. This document is developed to assist districts with meeting the targets for these indicators as well as assisting districts with the compliance component in LRE Determinations to receive points for valid and reliable data.

1. LRE data are derived from Survey 2 data submitted via the automated student database. The Survey 2 reporting schedule is as follows:

   October 8 – 12  FTE Survey 2 Week
   October 19  Survey 2 is due
   After October 19, preliminary reports for data verification can be generated
   First week of November, BEESS provides exceptional student education (ESE) administrators and management information system (MIS) directors a list of data errors to be corrected and an aggregated report with their preliminary placement data
   December 15  Close of Survey 2 and due date for all corrections

2. District MIS staff can begin requesting data quality reports from Northwest Regional Data Center (NWRDC) after October 19. While districts have until the close of Survey 2 on December 15, the data quality reports will be based upon those data submitted as of October 19. It is very important that the ESE administrators and MIS directors work together to ensure data are submitted timely and accurately.

3. Districts should review their Individuals with Disabilities of Education Act (IDEA) Education Environments, which are used in the federal reporting of LRE data and LRE calculations. Districts should pay close attention to those students in the McKay Scholarship program and other such scholarship programs where the student is attending a private school. Special attention should be paid to those students in correction or residential facilities or center schools or who are in the hospital or homebound program. There are many reports the district MIS staff can download from NWRDC to assist with data quality. One report specifically helpful for the LRE determinations is F71000 ESE IDEA Educational Environments. The formats and data elements required for this report are listed in Appendix A. The file layout and sample report can be found in Appendix B. If any corrections are required, they must be submitted by December 15, 2018, in order to be reflected in the LRE calculations.

4. Districts are required to use the appropriate IDEA Educational Environment Code that corresponds with the appropriate age. Age is determined by comparing the birth date with the Friday of survey week. The chart below summarizes this correlation.

<table>
<thead>
<tr>
<th>AGE</th>
<th>ESE IDEA Educational Environment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 2</td>
<td>Z (these students are not included)</td>
</tr>
<tr>
<td>3 – 5 (including kindergarten students who are age 5)</td>
<td>A, B, J, K, L, M or S</td>
</tr>
<tr>
<td>6 – 21</td>
<td>C, D, F, H, P or Z</td>
</tr>
</tbody>
</table>

Survey 2, 2018-19
5. Ensure data elements, “Time, Total School Week” and “Time with Non-Disabled Peers” are greater than zero, especially for students with an IDEA Educational Environment Code = F, H, P or Z. A crosswalk for these elements is provided in Appendix C.

6. Be sure to review all rejection and validation errors for the Exceptional Student format. MIS staff can provide these reports to you for review. Special attention should be paid to state validation/null edit rules 31 – 33.

   #31. For Survey Period Code = 2, if the student is age 3-5 and if Exceptionality, Primary or Exceptionality, Other contains a code other than L or Z, then the Exceptional Student, IDEA Educational Environments Code must be A, B, J, K, L, M or S. If Survey Period Code is 2 and if the student is age 3-5 and if Exceptionality, Primary equals L and Exceptionality, Other is all Z’s, then the Exceptional Student, IDEA Educational Environment Code must be Z. Age is determined using the student’s Birth Date on the Student Demographic Information record and the Friday of Survey Week. -state validation-

   #32. For Survey Period Code = 2, if the student is age 6-21, then the Exceptional Student, IDEA Educational Environments Code must be C, D, F, H, P or Z. -state validation-

   #33. For Survey Period Code = 2, if the student is age 0-2, then the Exceptional Student, IDEA Educational Environments Code must be Z. -state validation-

7. The correlation between the student’s age and the Exceptional Student, IDEA Education Environment Code must be correct or the student is not included in the child count submitted to EDFacts nor in the LRE calculation. Programming staff cannot programmatically determine which “bucket” to count the student in if the ages do not correlate to the correct Exceptional Student, IDEA Education Environment Code. See Appendix D for examples.

8. Recap:

   Ensure the IDEA Educational Environment Code is appropriate to the student’s age.

   Ensure Time, Total School Week and Time with Non-Disabled Peers is correct.

   Review validation and error reports.

   Ensure reporting timeline is met.

For helpful links and contacts, see Appendix E.
Appendix A

Required Formats and Data Elements Specific to LRE

Formats and Data Elements Required

**Exceptional Student**

- District Number, Current Enrollment
- School Number, Current Enrollment
- Student Number Identifier, Florida
- Survey Period Code
- Year
- Exceptional Student, IDEA Educational Environments
- Exceptionality, Primary
- Exceptionality, Other
- Time, Total School Week
- Time with Non-Disabled Peers

**Student Demographic**

- District Number, Current Enrollment
- School Number, Current Enrollment
- Student Number Identifier, Florida
- Survey Period Code
- Year
- Birth Date
## Exceptional Student, IDEA Educational Environment

A one character code to identify the educational environment in which a student with disabilities is served. Separate codes are provided for (1) students with disabilities ages 3-5 and (2) students with disabilities ages 6-21. Use codes applicable to the age of the student as of date certain survey 2. For students identified as gifted who are not also identified as disabled use code Z. For all students ages 0-2, use code Z. For all surveys other than survey 2, the element should be z-filled.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Ages 3-5</td>
<td>Home (ages 3-5 only) - Children with disabilities who do not attend an early childhood program or kindergarten provided in a separate class, separate school, or residential facility, but who receive special education and related services in the principal residence of the child’s family or caregivers. Include children who receive special education both at home and in a service provider location.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Special Education Program in a Residential Facility (ages 3-5 only) - Children with disabilities attending a residential school or residential medical facility on an inpatient basis that includes less than 50 percent nondisabled children.</td>
</tr>
<tr>
<td><strong>J</strong></td>
<td>Service Provider (ages 3-5 only) - Children with disabilities who do not attend an early childhood program, kindergarten, or special education program provided in a separate class, separate school, or residential facility, who receive all of their special education and related services from a service provider. Examples: speech instruction provided in private clinician’s office, clinician’s office located in a school building, hospital facility on an outpatient basis, library or other public location.</td>
</tr>
<tr>
<td><strong>K</strong></td>
<td>Early Childhood Program Receiving the Majority of Special Education Services Inside the Early Childhood Program (ages 3-5 only) - Children with disabilities attending an early childhood program or kindergarten that includes less than 50 percent or more nondisabled children and who are receiving the majority of special education and related services inside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services in that program. Examples: The child may receive therapy in the therapy room and the teacher and therapist collaborate regularly. Child may attend programs such as Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds.</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td>Special Education Program at a Regular School Campus or Community Based Setting (ages 3-5 only) - Children with disabilities attending an early childhood program or kindergarten that includes less than 50 percent nondisabled children in a regular school building, in a portable building outside a regular school building, in a community-based setting such as a child care facility, or in a hospital facility on an outpatient basis. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds.</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Early Childhood Program Receiving the Majority of Special Education Services Outside the Early Childhood Program (ages 3-5 only) - Children with disabilities attending an early childhood program or kindergarten with 50 percent or more nondisabled children and who are receiving the majority of special education and related services outside the early childhood program setting. Include any child attending an early childhood program or kindergarten with 50 percent or more nondisabled children for any portion of the week who gets the majority of special education and related services outside of that program. Examples: Head Start, private preschools, Voluntary Prekindergarten (VPK) programs, and group child care. Attendance at an early childhood program need not be funded by IDEA, Part B funds.</td>
</tr>
<tr>
<td>Data Element Number:</td>
<td>117525</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Data Element Name:</td>
<td>Exceptional Student, IDEA Educational Environments</td>
</tr>
</tbody>
</table>

**S**
Special Education Program In A Separate School (ages 3-5 only) - Children with disabilities attending an early childhood program or kindergarten in a school designed specifically for children with disabilities.

**NOTE:** FOR STUDENTS WITH DISABILITIES AGES 3-5,
(Including Kindergarten students who are age 5)
USE ONLY CODES K, L, M, S, B, A, OR J AND DETERMINE WHICH ONE OF THE CODES APPLY.

**Ages 0-21**

**C**
Correction Facility (ages 0-21 only) - Students with disabilities receiving special education and related services in Department of Juvenile Justice facilities, county jail or State prison (School Function/Setting D or J in Master School Identification File).

**D**
Separate School (ages 0-21 only) - Students with disabilities receiving special education and related services for greater than 50 percent of the school day in non-residential public or private separate day school facilities. (Also known as center schools, where all of the students are disabled.) This would also include students who may attend school at a residential facility but do not live there.

**F**
Residential Facility (ages 0-21 only) - Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities and live in the residential facility during the school week.

**H**
Home/Hospital (ages 0-21 only) - Students with disabilities receiving special education and related services at home or in an inpatient hospital program.

**P**
Private Schools (ages 0-21 only) - Students with disabilities enrolled by their parents or guardians in regular parochial or other private schools and who receive special education and/or related services at public expense from a local educational agency. Include McKay Scholarship students who have a services plan. Do not include charter school students.

**NOTE:** FOR STUDENTS WITH DISABILITIES AGES 5-21,
(Including Kindergarten students who are age 6 or older)
USE ONLY CODES C, P, D, F, H, OR Z AND DETERMINE WHICH ONE OF THE CODES APPLY.

**Other**

**Z**
None of the Above - For these students, educational environment will be calculated using the two elements, Time, Total School Week and Time with Non-disabled Peers found on the Exceptional Student Format.

**NOTE:** FOR ALL STUDENTS WITH DISABILITIES REPORTED USING ANY OF THE ABOVE CODES, DISTRICTS MUST ALSO REPORT ELEMENTS “TIME WITH NONDISABLED PEERS” AND “TIME TOTAL SCHOOL WEEK.”

*NOTE:* Use code Z for all students with disabilities ages 0-2, all students identified as gifted who are not also identified as disabled, and students with disabilities ages 5-21 for whom codes C, P, D, F, or H do not apply.

*NOTE:* Placement should be determined as of data current of survey week. The element is only reported for exceptional students during Survey 2. Districts must Z-fill this element for other survey periods.

**Length:** 1
**Data Type:** Alphabetic
**Year Implemented:** 0001
**State Standard:** Yes
**Use Types:**
- State Reporting: Yes

Page 2 of 3
The total amount of time a student with a disability is scheduled to attend school each week. This should be reported in minutes per week. All scheduled time i.e., class time, recess, lunch, and time between classes must be included in the total.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student A's school day begins at 7:30 A.M. and ends at 2:30 P.M. and the student attends five days per week. The total amount of time in school is calculated based on seven hours per day, five days per week. This equates to 2100 minutes per week.</td>
</tr>
<tr>
<td>2.</td>
<td>Student B's school day begins at 7:30 A.M. and ends until 12:30 P.M. The student then leaves the school campus to go to an on-the-job training site (OJT) on Monday, Wednesday, and Thursday. The student works until 5:00 P.M. on these days. For the three days the student goes to OJT, the minutes would equate to 570 minutes per day x 3 days = 1,710 minutes. For the two days the student does not work, the minutes would equate to 300 minutes per day x 2 days = 600 minutes. Then, the total time in the school week for this student is 1,710 minutes + 600 minutes = 2,310 minutes.</td>
</tr>
</tbody>
</table>

**NOTES:** This data should be reported only for Survey 2. Districts should zero-fill this element for all other survey periods.

This field should be zero-filled for students who are reported as gifted only—primary exceptionality is L and other exceptionality is all 2's.

For students with disabilities ages 3-5, Time, Total School Week must reflect all programs the child is attending including childcare, private kindergartens or preschools, home services, Head Start, and service provider locations, as well as public preschool classes and kindergarten.

**Length:** 4

**Data Type:** Numeric

**Year implemented:** 9798

**State Standard:** No

**Use Types:**

- State Reporting: Yes
- Local Accountability: Yes
- FASTER: Yes
- Migrant Tracking: Yes
- Required Grades: PK-12

**Programs Required:** Exceptional Student Education

**Formats Required:** Exceptional Student DB9 23x
FLORIDA DEPARTMENT OF EDUCATION
Doe INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS
Year: 2018-19

Data Element Number: 177925
Data Element Name: Time With Non-Disabled Peers

The total amount of time that a student with a disability is with non-disabled peers, including time with school and work place peers. This should be reported in minutes per week. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element</td>
</tr>
</tbody>
</table>

NOTES: This data should be reported only for Survey 2. Districts should zero-fill this element for all other survey periods.

This field should be zero-filled for students who are reported as gifted only—primary exceptionality is L and other exceptionalities are all Z's.

Length: 4
Data Type: Numeric
Year Implemented: 9768
State Standard: No

Use Types:
- State Reporting: Yes
- Local Accountability: Yes
- FASTER: No
- Migrant Tracking: No

Required Grades: PK-12
Programs Required:
- Exceptional Student Education
Format Required:
- Exceptional Student DB9 23x

Surveys Required:
- Survey 1 Default
- Survey 2 Yes
- Survey 3 Default
- Survey 4 Default
- Survey 5 Default

Appendices:
## District Name

### ABC ELEMENTARY SCHOOL

Report File F71000 ESE IDEA Education Environments. This report is available via the TSO Menu screen. Request must be made to MIS staff to get downloaded.

<table>
<thead>
<tr>
<th>BirthDate</th>
<th>Student # ID, Florida</th>
<th>Student # ID, Local</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>IDEA Environ</th>
<th>Exceptionality, Primary</th>
<th>Exceptionality, Other</th>
<th>Time, Total School Week</th>
<th>Time With Non-Disabled Peers</th>
<th>Percent of Time With Non-Disabled Peers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
## Appendix C

### LRE Crosswalk

<table>
<thead>
<tr>
<th>Category</th>
<th>Federal Reporting Authority</th>
<th>Description</th>
<th>IDEA Environment Code</th>
<th>How Placement is Determined</th>
<th>LRE Calculation for Local Educational Agency Determinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Classroom</td>
<td>Part B SPP Indicator 5A</td>
<td>Inside regular class 80 percent or more of the day</td>
<td>Z</td>
<td>Time With Non-Disabled Peers* divided by Time, Total School Week**</td>
<td>Number of students inside regular class 80 percent or more of the day divided by Total Codes Z + D + F + H</td>
</tr>
<tr>
<td></td>
<td>EDFacts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Classroom</td>
<td>EDFacts</td>
<td>Inside regular class between 40 and 79 percent of the day</td>
<td>Z</td>
<td>Time With Non-Disabled Peers* divided by Time, Total School Week**</td>
<td>Not included</td>
</tr>
<tr>
<td>Special Classroom</td>
<td>Part B SPP Indicator 5B</td>
<td>Inside the regular class less than 40 percent of the day</td>
<td>Z</td>
<td>Time With Non-Disabled Peers* divided by Time, Total School Week**</td>
<td>Number of students inside the regular class less than 40 percent of the day divided by Total Codes Z + D + F + H</td>
</tr>
<tr>
<td></td>
<td>EDFacts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separate School</td>
<td>Part B SPP Indicator 5C</td>
<td>Separate school, residential facility, hospital or homebound</td>
<td>D, F and H</td>
<td>By the IDEA Environmental Code</td>
<td>Total Codes D + F + H divided by Total Codes Z + D + F + H</td>
</tr>
<tr>
<td></td>
<td>EDFacts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>EDFacts</td>
<td>Correctional facilities</td>
<td>C</td>
<td>By the IDEA Environmental Code</td>
<td>Not included in LRE calculations</td>
</tr>
<tr>
<td>Parentally Placed in Private Schools</td>
<td>EDFacts</td>
<td>Private schools and McKay Scholarship recipients</td>
<td>P</td>
<td>By the IDEA Environmental Code</td>
<td>Not included in LRE calculations</td>
</tr>
</tbody>
</table>

*The total amount of time that a student with a disability is with peers without disabilities, including time with school and work-place peers. This should be reported in minutes per week.

**The total amount of time a student with a disability is scheduled to attend school each week. This should be reported in minutes per week.
Appendix D

Exceptional Student Format Validation Rules

31. For Survey Period Code = 2, if the student is age 3-6 and if Exceptionality, Primary or Exceptionality, Other contains a code other than L or Z, then the Exceptional Student, IDEA Educational Environments code must be A, B, J, K, L, M or S. If Survey Period Code is 2 and if the student is age 3-6 and if Exceptionality, Primary equals L and Exceptionality, Other is all Z's, then Exceptional Student, IDEA Educational Environments code must be Z. Age is determined using the student’s Birth Date on the Student Demographic Information record and the Friday of Survey Week. -state validation-

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments code and Birth Date.

Exceptional Student records

<table>
<thead>
<tr>
<th>District Number, Current Enrollment</th>
<th>Student Number</th>
<th>Survey Period Code</th>
<th>Exceptional Student, IDEA Educational Environments</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>0910</td>
<td>123456780X</td>
<td>A</td>
</tr>
<tr>
<td>* 36</td>
<td>0910</td>
<td>223456780X</td>
<td>D</td>
</tr>
<tr>
<td>36</td>
<td>0910</td>
<td>476543210X</td>
<td>B</td>
</tr>
</tbody>
</table>

Student Demographic Information records

<table>
<thead>
<tr>
<th>District Number, Current Enrollment</th>
<th>Student Number</th>
<th>Survey Period Code</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>123456780X</td>
<td>2</td>
<td>11152005</td>
</tr>
<tr>
<td>36</td>
<td>223456780X</td>
<td>2</td>
<td>09222006</td>
</tr>
<tr>
<td>36</td>
<td>476543210X</td>
<td>2</td>
<td>06092006</td>
</tr>
</tbody>
</table>

DISTRICT RESPONSIBILITY

The district must review both records and correct the record that is in error so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments code and Birth Date.
Appendix D continued

Exceptional Student Format Validation Rules

32. For Survey Period Code = 2, if the student is age 6-21 then the Exceptional Student, IDEA Educational Environments code must be C, D, F, H, P or Z. -state validation-

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments and Birth Date.

<table>
<thead>
<tr>
<th>District Number, Current Enrollment</th>
<th>Student Number Identifier, Florida</th>
<th>Survey Period Code</th>
<th>Exceptional Student, IDEA Educational Environments</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>123456780X</td>
<td>2</td>
<td>H</td>
</tr>
<tr>
<td>*36</td>
<td>223456780X</td>
<td>2</td>
<td>A</td>
</tr>
<tr>
<td>36</td>
<td>476543210X</td>
<td>2</td>
<td>C</td>
</tr>
</tbody>
</table>

Student Demographic Information records

<table>
<thead>
<tr>
<th>District Number, Current Enrollment</th>
<th>Student Number Identifier, Florida</th>
<th>Survey Period Code</th>
<th>Year</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>123456780X</td>
<td>2</td>
<td>1011</td>
<td>10151999</td>
</tr>
<tr>
<td>36</td>
<td>223456780X</td>
<td>2</td>
<td>1011</td>
<td>09222002</td>
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<td>476543210X</td>
<td>2</td>
<td>1011</td>
<td>06092001</td>
</tr>
</tbody>
</table>

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments and Birth Date.
Appendix E
Helpful Links and Contacts

Web Links

Automated Student/Staff Database Manuals:

http://fldoe.org/accountability/data-sys/database-manuals-updates/

Florida’s State Performance Report (SPP) and Annual Performance Report Calculation Guide:

http://fldoe.org/academics/exceptional-student-edu/data/

Bureau of Exceptional Student Education and Student Services (BEESS):

http://fldoe.org/academics/exceptional-student-edu/

LRE Related to Individual Education Plans:


BEESS Contacts

Cyndi Holleman, Data Coordinator, Cyndi.Holleman@fldoe.org

Steve Barnes, Data Specialist, Steve.Barnes@fldoe.org

Heidi Metcalf, Senior Educational Program Director, Heidi.Metcalf@fldoe.org