

General Instructions for Submitting 2002-2003 Exit data

Exit dates must be between July 1, 2002 and June 30, 2003.

The Department of Education's SpedSys special education data system is to be used for submission of data on students exiting the educational system.

Specific Instructions for Submitting 2002-2003 Exit data

When you are ready to submit your exit file, log on to SpedSys using the Single Sign On for Web Applications process, and click on the Special Ed Exit option in the Welcome screen (not Special Ed Membership or Special Ed Tuition Reimbursement).

In the required data screen, for each student who has exited:

1. Select the appropriate exit category from the table in the exit category field
2. Enter the exit date (correct format must be used: mm/dd/yyyy)
3. Remember to "save" data changes before exiting the system

Instructions for creating the exit extract file in SpedSys:

1. In the Import/Extract Screen, import your data file (if not already imported).

Go to the Required Data Screen (any student record).

3. Click on the Validate button.
4. Select Exit validation.
5. If the validation step identifies data errors, correct the errors and save the file. Validate the data again to confirm that there are no errors, then proceed.

6. In the Import/Extract Screen, enter the user's e-mail address.
7. In the Import/Extract Screen, click on Type of Extract File.
8. From the Type of Extract File table, select Exit SMF.
9. In the Import/Extract Screen, click on Create Extract. The Extract SMF File created will be stored in the same folder from which the user imported the data file. Check the file location in the Extract File Name field.
10. The program will display the number of records included in the Exit Extract. To be included in the extract file, records must have a valid exit code and the exit date must fall within the appropriate range.

Instructions for submitting the extract file to DOE:

1. Minimize the school division application.
2. Return to the DOE SpedSys Web site.
3. In the DOE Web site SpedSys Welcome Page, click on submit data.
4. In the submit data page, click on the browse button.
5. In the browse window, go to the folder that contains the Exit extract file.

Note: When you are in the correct folder, you may have to select "All Files" to display the exit extract file.

6. Highlight the exit extract file, and click open (or double click on the file).
7. In the Data Submission page, click on Submit File to DOE.
8. Wait to receive confirmation that the file was transmitted to DOE.

9. After receiving confirmation, click on Status Tracking.
10. You will probably see a message "Data Not yet Validated".
11. After the file is validated, you will see either "Successful" or "Errors". An e-mail message will be sent notifying the sender of the status of the file.
12. If your file has no errors, you are finished.
13. If you see the word "Errors", the file you submitted has some incorrect data and your file has not been accepted. Click on the word "Errors" to get a listing of what needs to be corrected (if you validate your data, you should get the same listing of errors).
14. After correcting any data errors, follow the extract creation steps again. After creating a new extract file, follow the submission steps again until you have a successful submission.

Contact Paul Raskopf at 804-225-2080 or send e-mail to [praskopf@mail.vak12ed.edu](mailto:praskopf@mail.vak12ed.edu) if you need assistance.