

# *Fiscal & Data Updates*

## Special Education Personnel Employed & Contracted

The Special Education Personnel Employed (Including Contracted) Data Report for the 2025–26 school year is due to OSPI Special Education office no later than December 17, 2025. This one-page Excel template reports special education staff employed or contracted (regardless of funding source) that are needed to serve special education students in the LEA. This form can be accessed on the [Federal Data Collection Forms web page](#) in the Special Education Personnel Employed and Contracted accordion. Instructions are embedded within the Excel workbook. **Do not modify the template or delete worksheets.** Please send the completed report to the [special education data email box](#).

## Special Education November Federal Child Count

The November Federal Special Education Child Count Application located in the Education Data System (EDS) opened November 1, 2025. Local Education Agency (LEA) staff will have until December 17, 2025, to verify and submit their LEA's November 2025 federal child count. The data populating the application comes directly from CEDARS submissions. Any changes to the data must be completed through a CEDARS submission. For information on how students are included or excluded from this report, please see the [User Guide](#). If you have any CEDARS questions, please contact OSPI Student Information by [email](#).

To certify the report (opening November 1), please follow the instructions in the [User Guide](#). The Certification Page must then be printed, signed, and mailed to the address listed on the form. LEAs reporting no special education students must still go into the application, indicate zero students, and submit a signed Certification Page.

As the data is received and verified, an automated confirmation of receipt email will be generated acknowledging submission of the data report. If an auto-generated email is not received, review the submission steps outlined in the [User Guide](#) to ensure submission was completed. The Special Education Data Team will no longer be sending an additional confirmation email.

For a complete listing of LRE Codes for the 2025–26 school year, please refer to CEDARS Appendix W for definitions and examples. Additionally, a Decision Tree for determining early childhood LRE codes has been posted to the OSPI website. The Child Count User Guide is available on the [Federal Data Collection Forms web page](#) of the OSPI Special Education website. If you have questions, please contact the [special education data email](#).



## OSPI Special Education Data, Fiscal, and Program Office Hours

Please join us if you have questions or would like to talk about any topics related to Program Improvement, including, but not limited to:

- Correction of non-compliance (EGMS Form Package 442)
- Disproportionality and significant disproportionality
- Coordinated Early Intervening Services (CEIS) and Comprehensive Coordinated Early Intervening Services (CCEIS)
- WISM Systems Analysis reviews (including onsite visits, desk reviews, and self-assessments)
- Annual determinations

Special Education Data, Fiscal, and Program office hours will be held [through this Zoom link](#) from 1–1:30 pm every Wednesday (with a Winter Break scheduled the last two weeks of December). During these office hours, participants can chat about current issues and ask questions. Breakout rooms will be available as needed for discussions on specific topics.

If you have any questions regarding these office hours, please contact [the WISM team](#) or [the special education data team](#).

## Fiscal Monitoring Video Series

To support fiscal preparation, OSPI has also published a **12-part video series** explaining the OSPI Individuals with Disabilities Education Act (IDEA) Part B fiscal monitoring protocol. These videos provide fiscal and program administrators with a comprehensive overview and are **available near the bottom of the page** under the heading “[WA-OSPI IDEA Subrecipient Monitoring Training videos](#).”

For questions, contact [David.Green@k12.wa.us](mailto:David.Green@k12.wa.us).

## Fiscal Reminders

- The LEA Maintenance of Effort calculator is available. [The calculator is located on the OSPI Special Education website under the Tools & Templates section](#). Email questions to the [Special Education Fiscal team](#).
- Thank you for your patience as we work through reviewing and approving grant applications. Email questions to the [Special Education Fiscal team](#).
- If the LEA used IDEA Part B funds for Private School Participation in 2024–25, the LEA must upload a Private School Participation expenditure detail report as reported in the LEA’s year-end closing records. The expenditure detail report, preferably a transaction recap, should include the amount spent for allowable activities at the program/activity/object level for the entire 2024–25 school year. **This expenditure detail must be uploaded to EGMS on the Files & Forms tab.** Email questions to the [Special Education Fiscal team](#).