

TABLE 3 - **RE5 (5 race/ethnicity reporting categories as used prior to 2007 guidance)**

REPORT ON INFANTS AND TODDLERS EXITING PART C  
2008 - 2009

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0557. The time required to complete this information collection is estimated to average 51 hours per State response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Special Education Programs, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Authorization: P.L. 108-446, Section 618(a)(1)(C)

Due Date: November 1, **2009**

Sampling Allowed: Yes

Send Form to: **William Knudsen**, Acting Director  
Office of Special Education Programs  
Part B Data Reports  
Program Support Services Group  
Mail stop 2600  
550 12th Street, S.W.  
Washington, D.C. 20202  
Attn: Cheryl Broady

General Instructions

1. Report the number of infants and toddlers who exited Part C or reached age 3 during a 12-month reporting period, according to their race/ethnicity, gender, and reason for exit.
2. States should report counts for a 12-month reporting period. The State can determine the 12-month reporting period of data collection. States must indicate on the form the 12-month period used for reporting.
3. Include any child who was under age 3 and had an active individualized family service plan (IFSP) in place at some point during the reporting period and at the end of the reporting period either was not in Part C or had reached his/her third birthday.

4. These must be an unduplicated count; no child should be counted more than once in the same reporting period. If a child exited more than once during the reporting period, and exited again at the end of the reporting period, report only the last time the child exited (i.e., report the child in the category that corresponds to the most recent reason for exit)
5. Do NOT report a child as exiting Part C if:
  - the child was already age 3 at the start of the reporting period; or
  - services were temporarily interrupted and subsequently resumed before the end of the reporting period; or
  - the child was under age 3 at the end of the reporting period and had an active IFSP, even if services were intermittently stopped during the reporting period.
6. If your State serves children who are at risk of having substantial delays if early intervention services are not provided, include these children in the table counts if they exited Part C services or reached age 3 during the reporting period.
7. All reported totals must equal the sum of the subsequent rows or columns.
8. For each exit reason, the total number of children reported by race/ethnicity in Section A must equal the total number of children reported for that exit reason by gender in Section B.
9. STATES SHOULD NOT PROVIDE PERCENTAGES IN SECTIONS A AND B. THESE WILL BE CALCULATED BY OSEP'S DATA TRANSMISSION SYSTEM.
10. In providing data for this collection, the State is to submit complete and unsuppressed data.

#### Specific Row (Exit Reason) Instructions

Report each child who reached age 3 or exited Part C as of the end of the reporting period according to his/her (most recent) exit reason. There are two major groupings of exit reasons: program completion and other exit reasons. The categories within each of these groupings are defined below.

#### Program Completion

1. Completion of IFSP *prior to reaching age 3*. Include all children who have *not reached age 3*, have completed their IFSP, and no longer require services under IDEA, Part C.
2. Part B eligible, exiting Part C. Include all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.
3. Part B eligible, continuing in Part C. Include all children determined to be eligible for Part B, whose parents chose to remain in Part C until the child is eligible for kindergarten.

The Part B eligible, continuing in Part C category may ONLY be used by states whose application for funds includes a policy under which parents of children with disabilities

who were eligible for services under Section 619 and previously received services under Part C may continue to receive early intervention services under Part C until the child is eligible to enter kindergarten. States that do not offer this option may NOT report children in this category.

4. Not eligible for Part B, exit with referrals to other programs. Include all children *who reached age 3*, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.
5. Not eligible for Part B, exit with no referrals. Include all children *who reached age 3*, were evaluated and determined not eligible for Part B, but were not referred to other programs. This category may be used to report children whose parent did not consent to transition planning.
6. Part B eligibility not determined. Include all children who reached their third birthday and their Part B eligibility has not been determined. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported and children for whom parents did not consent to transition planning. Include in this category any child *who reached age 3*, and who has not been reported in categories 2-5 above.

#### Other Exit Reasons

7. Deceased. Include all children who died before their third birthday, even if their death occurred at the age of exit. Include only children who died during the reporting period.
8. Moved out of State. Include all children who moved out of state before their third birthday. Include only children who moved during the reporting period. Do not report a child who moved within State (i.e., from one program to another) if services are known to be continuing.
9. Withdrawal by parent (or guardian). Include all children whose parents declined all services after an IFSP was in place, as well as children whose parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services.
10. Attempts to contact the parent and/or child were unsuccessful. Include all children, under the age of 3, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts. Include in this category any child who did not complete their IFSP and exited Part C before reaching age 3, and who has not been reported in categories 7-9 above.

#### Specific Column Instructions for Section A: Race/Ethnicity

STATES MUST REPORT THE RACE/ETHNICITY OF THE CHILD, NOT THE FAMILY. FOR EACH OF THE RACE/ETHNICITY CATEGORIES, REPORT AN UNDUPLICATED COUNT OF CHILDREN EXITING.

In October 2007, the Department of Education published its Final Guidance on Maintaining, Collecting and Reporting Racial and Ethnic Data to the U.S. Department of Education in the Federal Register (Vol. 72, No. 202, available at <http://www.gpoaccess.gov/nara/index.html> ), referred to in these instructions as the *new guidance*. The procedures for collecting, aggregating, and reporting race and ethnicity, as described in the new guidance, must be implemented by no later than the report of the 2010-11 Exiting data. Although not required to do so prior to the 2010-11 report, States may, as early as for reports referencing SY 2008-09, collect and aggregate their data as specified in the new guidance and then must use the alternate Table 3 form (Table 3 – RE7) for reporting aggregate race/ethnicity data in the seven (7) categories. When implementing the new reporting guidance, States must do so at the beginning of the relevant reporting period and must apply the guidance consistently to ALL data reported within that period.

To report Settings under the five race/ethnicity categories, you must use this data collection form, Table 3 – RE5 (5 race/ethnicity reporting categories as used prior to 2007 guidance). DO NOT USE THIS form (Table 3 – RE5) if you are reporting race/ethnicity according to the new guidance.<sup>1</sup>

States not yet fully prepared to implement the new race/ethnicity reporting guidance may continue to report race/ethnicity using the five (5) race/ethnicity categories as defined and applied prior to the new guidance, but must transition to procedures described in the new guidance no later than for report of the 2010-11 Exiting.

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<sup>1</sup> If your State is collecting race/ethnicity information in a manner that is not in full accordance with the new guidance (including the two-part question format for ascertaining and reporting Hispanic ethnicity), you should use the 5-category format until your State is prepared to fully implement the new guidelines, and to do so for all of the IDEA Part C collections associated with the given reporting reference year (e.g., 2009-10 year). Until you make that full transition, you should continue to use either of two options to account for students who are identified multiracial or two or more races, as described in the document entitled, “Handling Missing Data When Reporting Race/Ethnicity” (<https://www.ideadata.org/docs/PartCRaceEthnicity.doc>).

The race/ethnicity categories are defined as follows:

American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian or Other Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, Hawaii, Guam, and Samoa.
Black (not Hispanic)	A person having origins in any of the Black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White (not Hispanic)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Total	The unduplicated total across the race/ethnicity designations.

Note that children can be reported in ONLY one race/ethnicity category.

### Sampling Guidelines

States may use sampling to obtain data from State and local service agencies on counts of infants and toddlers exiting Part C programs. When sampling is used, a description of the sampling methodology outlining how the design will yield valid and reliable estimates must be submitted to OSEP for approval. The level of precision of the estimates to be obtained must be specified in this description. States *must* submit sampling plans to OSEP for approval by September 1 of the reporting period.

OSEP will evaluate the validity of the sampling plan using the following guidelines:

1. The sampling framework may include all programs or service units or a sample of those programs or units. If a State chooses to sample, programs or service units for the most populous areas in the State must be included.
2. States that serve at-risk infants and toddlers must collect data separately for eligible infants and toddlers and at-risk infants and toddlers.

States that use sampling will provide OSEP with weighted rather than unweighted data. A description of the final sample sizes and the weights used must be provided at the time the data are submitted.

STATE: \_\_\_\_\_

SECTION A

REASON FOR EXIT	TOTAL	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN OR OTHER PACIFIC ISLANDER	BLACK (NOT HISPANIC)	HISPANIC	WHITE (NOT HISPANIC)
TOTAL NUMBER OF INFANTS AND TODDLERS EXITING BY RACE/ETHNICITY (ROWS 1-10)						
PROGRAM COMPLETION						
1. COMPLETION OF IFSP PRIOR TO REACHING MAXIMUM AGE FOR PART C						
2. PART B ELIGIBLE, EXITING PART C						
3. PART B ELIGIBLE, CONTINUING IN PART C						
4. NOT ELIGIBLE FOR PART B, EXIT WITH REFERRALS TO OTHER PROGRAMS						
5. NOT ELIGIBLE FOR PART B, EXIT WITH NO REFERRALS						
6. PART B ELIGIBILITY NOT DETERMINED						
OTHER EXIT REASONS						
7. DECEASED						
8. MOVED OUT OF STATE						
9. WITHDRAWAL BY PARENT (OR GUARDIAN)						
10. ATTEMPTS TO CONTACT UNSUCCESSFUL						

ORIGINAL SUBMISSION/REVISION (Circle one)

CURRENT DATE: \_\_\_\_\_

SECTION A : PERCENT\*

REASON FOR EXIT	TOTAL	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN OR OTHER PACIFIC ISLANDER	BLACK (NOT HISPANIC)	HISPANIC	WHITE (NOT HISPANIC)
PERCENT* EXITING BY RACE/ETHNICITY (ROWS 1-10)	100%					
PROGRAM COMPLETION						
1. COMPLETION OF IFSP PRIOR TO REACHING MAXIMUM AGE FOR PART C	100%					
2. PART B ELIGIBLE, EXITING PART C	100%					
3. PART B ELIGIBLE, CONTINUING IN PART C	100%					
4. NOT ELIGIBLE FOR PART B, EXIT WITH REFERRALS TO OTHER PROGRAMS	100%					
5. NOT ELIGIBLE FOR PART B, EXIT WITH NO REFERRALS	100%					
6. PART B ELIGIBILITY NOT DETERMINED	100%					
OTHER EXIT REASONS						
7. DECEASED	100%					
8. MOVED OUT OF STATE	100%					
9. WITHDRAWAL BY PARENT (OR GUARDIAN)	100%					
10. ATTEMPTS TO CONTACT UNSUCCESSFUL	100%					

\* STATES SHOULD NOT PROVIDE PERCENTAGES IN THIS SECTION, AS THEY WILL BE CALCULATED AFTER THE COUNTS ARE SUBMITTED.

ORIGINAL SUBMISSION/REVISION (Circle one)  
 CURRENT DATE: \_\_\_\_\_

STATE: \_\_\_\_\_

SECTION B

REASON FOR EXIT	TOTAL	MALE	FEMALE
TOTAL NUMBER OF INFANTS AND TODDLERS EXITING BY GENDER (ROWS 1-10)			
PROGRAM COMPLETION			
1. COMPLETION OF IFSP PRIOR TO REACHING MAXIMUM AGE FOR PART C			
2. PART B ELIGIBLE, EXITING PART C			
3. PART B ELIGIBLE, CONTINUING IN PART C			
4. NOT ELIGIBLE FOR PART B, EXIT WITH REFERRALS TO OTHER PROGRAMS			
5. NOT ELIGIBLE FOR PART B, EXIT WITH NO REFERRALS			
6. PART B ELIGIBILITY NOT DETERMINED			
OTHER EXIT REASONS			
7. DECEASED			
8. MOVED OUT OF STATE			
9. WITHDRAWAL BY PARENT (OR GUARDIAN)			
10. ATTEMPTS TO CONTACT UNSUCCESSFUL			

ORIGINAL SUBMISSION/REVISION (Circle one)

CURRENT DATE: \_\_\_\_\_



SECTION B: PERCENT\*

REASON FOR EXIT	TOTAL	MALE	FEMALE
PERCENT* EXITING BY GENDER (ROWS 1-10)	100%		
PROGRAM COMPLETION			
1. COMPLETION OF IFSP PRIOR TO REACHING MAXIMUM AGE FOR PART C	100%		
2. PART B ELIGIBLE, EXITING PART C	100%		
3. PART B ELIGIBLE, CONTINUING IN PART C	100%		
4. NOT ELIGIBLE FOR PART B, EXIT WITH REFERRALS TO OTHER PROGRAMS	100%		
5. NOT ELIGIBLE FOR PART B, EXIT WITH NO REFERRALS	100%		
6. PART B ELIGIBILITY NOT DETERMINED	100%		
OTHER EXIT REASONS			
7. DECEASED	100%		
8. MOVED OUT OF STATE	100%		
9. WITHDRAWAL BY PARENT (OR GUARDIAN)	100%		
10. ATTEMPTS TO CONTACT UNSUCCESSFUL	100%		

\* STATES SHOULD NOT PROVIDE PERCENTAGES IN THIS SECTION, AS THEY WILL BE CALCULATED AFTER THE COUNTS ARE SUBMITTED.

ORIGINAL SUBMISSION/REVISION (Circle one)  
 CURRENT DATE: \_\_\_\_\_