

PRIMARY DISABILITY COLLECTION REPORT INFORMATION

About this Report:

A Primary Disability is required for all students who reported in the ED166 that have a Special Education status of Yes. This report identifies students who do not have a Primary Disability identified in SEDAC. The Primary Disability can not be entered into the ED166 directly.

How to Access the Report:

Log into the ED166 → Reports → Primary Disability Collection (under the Data Cleaning Reports header)

How to Clear the Report:

You must have authorization for the SEDAC (Batch and On-line Entry) system to follow the steps below. If you are not the SEDAC application manager for your LEA please work with that individual to clear the report.

- 1) Log into SEDAC.
- 2) Select **Reporting** from the SEDAC Management menu.
- 3) Select the **Data Cleaning**.
- 4) Select **ED166 Primary Disability Collection** under Case Management
- 5) An **ED166 RECORD** is created for a student when a student
 - a. is reported in ED166 with a Disciplinary Incident, and
 - b. has a NEXUS DISTRICT in PSIS REGISTRATION and
 - c. were not reported in the previous SEDAC October 1 collection.
- 6) Do any students display?
 - a. **Yes** - Go to Step 7.
 - b. **No** (District Total Number of Cases: 0) – No action is needed
- 7) Select the appropriate PRIMARY DISABILITY for each student and click Save. The student will be removed from your ED166 Primary Disability Report. Districts must resolve all cases.

PLEASE NOTE THE FOLLOWING:

- **Students without disabilities may also be included in this student report** due to the rules for reporting general education state agency placement grants. A district will be able to designate these students with a primary disability code indicating “general education”.
- **If a student was recently identified as a student with disabilities, the district is required to report the disability.** We will attribute the Disciplinary Incidents that occurred before eligibility to the student as “general education” and after eligibility as the disability reported by the district.
- **SEDAC has a 20 minute inactivity time-out period.** If there is no activity the system will display the screen for you to log-in again. If obtaining the student’s primary disability will take more than 20 minutes, you should print the report and note the Primary Disability. Once you have all students’ disabilities notated, log back into SEDAC and enter all disabilities into the report and then click save.