

Guidance for Special Education Service Schools

New Special Education Service Schools have been created for reporting students who do not receive general education instruction through their public school district. The following students should be enrolled in a district's Special Ed Service School in the Student Information System (SIS) in order to generate a state student ID (SSID) and to document eligibility, evaluation, and services in TN PULSE.

K-12 Students

- Parentally-placed private or homeschooled students who come to public school to be evaluated for a disability and special education services.
- Parentally-placed private or homeschooled students who are served under an Individual Service Plan (ISP).

Pre-K Students

- Pre-K students not enrolled in a district pre-K program but who come to public school to be evaluated for a disability and special education services. This includes children imported into TN PULSE from the Tennessee Early Intervention Data System (TEIDS).
- Pre-K students receiving services from the district through an IEP while attending a private or community-based program.
- Pre-K students receiving services from the district through an ISP while attending a private school that meets the definition of an elementary school.

Student Information System (SIS) Considerations

- If a student is found eligible for a disability and special education services, the student should remain enrolled in a Special Ed Service School in the local education agencies' (LEA) SIS.
- If a K-12 student is **not** found eligible for a disability and special education services and continues to attend either a private school or homeschool, the LEA should withdraw the student from the Special Ed Service School using:
 - Withdrawal code 06 (private school), or
 - Withdrawal code 10 (homeschool)
- If a pre-K student is **not** found eligible for a disability and special education services and will not otherwise attend an LEA-operated preschool program, the LEA should withdraw the student from the Special Ed Service School using:
 - Withdrawal code 15 (TEIS transition, not eligible for special education services)
- After the eligibility determination, if a student subsequently enrolls in a Tennessee public school or LEA-operated preschool program for instruction, the LEA should:
 - Withdraw the student from the "Special Ed Service School" using Withdrawal Code 03 or 04 (similar to a no-show), and

- Re-enroll the student in public school using reason code TR.

TN PULSE Considerations

- If a student is found eligible for a disability and special education services, the LEA will develop an ISP or IEP in TN PULSE, if appropriate.
 - For eligible parentally-placed private or homeschooled K-12 students, the LEA must update the "Private School/Home School" tab in the "Personal Info" section, regardless of whether the student elects to receive services through an ISP. The LEA must also keep these students active in TN PULSE to conduct triennial reevaluations, as required by law.
 - For eligible pre-K students receiving services through an IEP or ISP, the LEA must update the "Preschool LRE" tab in the "Preschool" section. For eligible pre-K students receiving services through an ISP, the LEA must also update the "Private School/Home School" tab in the "Personal Info" section.
- Children imported to TN PULSE from TEIDS should be assigned to the Special Ed Service School. Once a TEIDS record is imported, please contact the TN PULSE Help Desk and request that the child be assigned to the Special Ed Service School.
- Note: If a student is not found eligible for a disability and special education services, do not inactivate the record in TN PULSE.

Funding and Accountability

- Students enrolled in a Special Education Service School do not generate funding through the Tennessee Investment in Student Achievement (TISA) funding formula.
- Students enrolled in the service school are excluded from federal and state accountability measures, including the school letter grade calculation.
- Students are, however, included in Special Education Annual Performance Report (APR) Indicators 5, 6, 7, 9, 10, 11, and 12 calculations.
- Pre-K students receiving services from the district through an IEP while attending a private or community-based program may generate funding through the State Special Education Preschool Grant, provided they are scheduled in the district's SIS to reflect the time of services received.