

Standards for Maintaining Student Data Systems

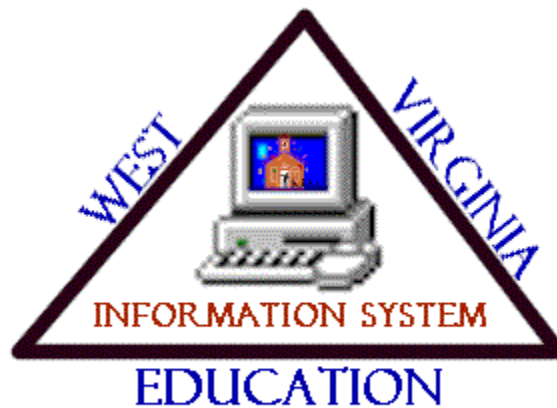


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STUDENT MANAGEMENT SYSTEM (DEMOGRAPHICS)

BASIC STUDENT INFORMATION

Figure 1 - Basic Student Information Screen

```

3/15/04  FY 04          KANAWHA COUNTY SCHOOLS          11:27:49 MALINDA1
SMS              Basic Student Information              Ref: STU.301 .11
File ID  Last      First      Middle      Other
720021730  DOE          JOHN          LEE
Sex: M      DOB: 12/18/91  Age: 12      Birthplace: CHARLESTON  WV
Dis        Sch        Cl        Number        Stu Rec Restricted? N
Current:    039        235        05        720021730    Orig Enroll: 8/26/02
Next Year:  _____      _____      _____      SSN#: 123-45-6789
Last Attended: 039        204        05        720021730    ALT#: 31400093
Transfer from:
Family 1: 21730 172      Family 2: _____      Resides: 1 (1/2) Privacy: N
JAMES DOE              Stu Ph: 123-4567 304 Unl? N
673 MAIN DR           Fam Ph: 765-4321 304 Unl? N
ANYWHERE              WV
HR Number              HR Teacher              Counselor
AM Bus                 PM Bus                 Locker
Year of Graduation    Graduation Plan
Native Language       EN                     Career Cluster
Ethnic Group          W                     Targeted Assist
Transportation        01                    Transcript Exchange
Mode: Change      F3=Exit F4=Index F5=Reset      F10=Special Inst F12=Cance
  
```

School Districts

[\(See Figure 1\)](#)

- 0xx** - West Virginia school district for counties
- Gxx** - West Virginia school district for graduates
- Pxx** - West Virginia school district for pre-enrollment
- Rxx** - West Virginia school district for private/parochial/home
- Vxx** - West Virginia school district for vocational adults leaving or graduating

Note: "xx" represents the state-defined county code number

Sex

[\(See Figure 1\)](#)

F	Female
M	Male

Class Levels

[\(See Figure 1\)](#)

EC	4 Year-old Students in a community based early childhood program
PK	Pre-enrolled – Should not have a register
P1-P9	Pre-Kindergarten (defined per attendance pattern, based on percentage of time enrolled)
NK	Next Year Kindergarten – Should not have a register, pre-enrolled
0K, HK	Kindergarten
01-12	Class levels 01-12
PG	Post Graduates
13	Adult Preparatory
14	Adult Secondary Program
15	Adult Supplement
SS	Summer school graduates

Notes:

- 1) Registers are defined by class level, with male and female sub-registers. For example, “C11 F” is for eleventh grade females; “C11 M” is for eleventh grade males.
- 2) P1 through P9 is used for pre-school student enrollments by attendance patterns. PK and NK can only be used for pre-enrolling students. 0K and HK may be used to differentiate between two attendance patterns; e.g., full-day kindergarten and half-day kindergarten.
- 3) Beginning with the 2002-2003 school year, Registers “UG” and “SE” are not valid.
- 4) The CEC register is used for the students enrolled in the community based, early childhood programs.
- 5) When a student’s class level changes the register code must change at the same time. Examples are: A student is double promoted, A student failed to attend summer school, so should not have been promoted,

Privacy

If the privacy code is set to “Y” then the student will not print on reports.

General Student Attributes

[\(See Figure 1\)](#)

Attribute 1 – Year of Graduation

(The two digit year of graduation)

Attribute 2 - Native Language

AR	Arabic	HI	Hindi	PO	Polish
CA	Cambodia	HM	Hmong	PT	Portuguese
CC	Chinese (Cantonese)	IT	Italian	RU	Russian
CM	Chinese (Mandarin)	JA	Japanese	SP	Spanish
CR	Creole (French)	KO	Korean	TA	Tagalog
EN	English	LA	Laotian	TH	Thai
FR	French	NA	Navajo	VT	Vietnamese
GR	German	OT	Other		

Attribute 3 - Ethnic Group

A	Asian/Pacific Islands
B	Black
H	Hispanic
I	American Indian/Alaskan
W	White

Attribute 4 - Transportation

01	Bus student
02	Non-bus student
03	Bus student paid
04	Non-bus student paid

Attribute 5 - Reserved

Attribute 6 – Graduation Plan

(Graduation Plans are defined using program STU.310 – Graduation Requirements)

Attribute 7 - Career Cluster

(A career cluster must be in all student records for class levels 8-12)

BM	Business/Marketing
ET	Engineering/Technical
FH	Arts/Humanities
HE	Health Services
HU	Human Services
SN	Science/Natural Resources

Attribute 8 - Title I – Targeted Assistance Students

- 01** Math
- 02** Reading
- 03** Reading and Math
- 04** Pre-school Program
- 05** Parents as Teachers

Attribute 9 - Transcript Exchange

- TE** Include record in the Transcript Exchange
- R** Remove record from the Transcript Exchange
- R*** Record has been removed from the Transcript Exchange

Attribute 10 - Pathway

- E** Entry
- P** Professional
- S** Skilled

Attribute 12 – Medically Fragile

- E** Emergency Medical
- F** Medically or Mentally Fragile

Attribute 13 - Reserved

Attribute 14 - Reserved

Attribute 15 - Reserved

Required Tags

WVEIS student tags are used to identify students who meet certain criteria or belong to specific groups. Schools and/or counties may use tags as needed. There are two tags that are collected by the WVDE and are required for selected students. These tags are listed below.

504 Students identified as receiving services based on Section 504 of federal law but who are not active special education students must be tagged using 504. This is a restricted tag: special access must be granted.

MIG Migrant students must be identified by using this tag.

504 Testing Accommodation Codes and Descriptions:

If any 504 student should have special accommodations when testing please use the following codes with the 504 Testing Accommodations programs.

Code	Description
P02	HAVE TEST READ ALOUD VERBATIM (EXCEPT RLA)
P03	USE BRAILLE OR OTHER TACTILE FORM OF PRINT (VI)
P06	HAVE TEST PRESENTED THROUGH SIGN LANGUAGE (EXCEPT RLA)
P13	HAVE TEST PRESENTED THROUGH A TEXT-TALK CONVERTER (VI)
P15	HAVE DIRECTIONS ONLY READ ALOUD ON THE RLA TEST
P16	HAVE DIRECTIONS PRESENTED THROUGH SIGN LANGUAGE FOR RLA TEST
P17	USE ELECTRONIC BRAILLE NOTE TAKER
P18	HAVE DIRECTIONS REPHRASED BY A TRAINED EXAMINER
P19	USE LARGE-PRINT EDITION OF TEST WHEN IT IS TYPICAL ACCESS
R02	INDICATES RESPONSES TO A SCRIBE (SELECTED RESPONSE)
R03	USE BRAILLE OR OTHER TACTILE FORM OF PRINT (VI)
R04	INDICATE RESPONSES, SPECIFY ALL ELEMENTS SCORED (CONST RESP)
R05	USE AN ABACUS ALL PARTS MATHEMATICS TEST FOR BLIND STUDENTS
R11	USE COMPUTER, TYPEWRITER, OR OTHER DEVICE TO RESPOND
R13	PROVIDE PHYSICAL SUPPORT BY AIDE IF ROUTINE AND AIDE TRAINED
R14	USE ELECTRONIC TRANSLATOR/SIGN DICTIONARY (EXCEPT RLA)
R15	ELECTRONIC TRANSLATOR/SIGN DICTIONARY-DIRECTIONS ONLY RLA
R16	MARK RESPONSES ON LARGE-PRINT TEST BOOKLET
T03	TAKE MORE BREAKS (NO STUDYING)
T04	USE EXTRA TIME FOR ANY TIMED TEST (NOT WESTEST, NOT TIMED)
T07	FLEX SCHEDULING WITH EXTRA TIME (SAME DAY, NO STUDYING)

CHILD NUTRITION PROGRAM

Figure 2 – WVEIS Lunch Room Programs

```
ACS          Testing Work Area copy Will Schruver (WVEIS) Ref: ACS.002 .01

MENU WVR00: WVEIS LUNCH ROOM PROGRAMS

1. Maintain Child Nutrition Application Letters      WVS.HDR
2. Print Letters / Extract File for Download . . . WVS.LET
3. Download Original/Changed CIMS Records to PC    WVS.604
4. Free and Reduced Meal Table for Qualification   WVS.605
5. Free and Reduced Meal Applications . . . . . WVS.606
6. Update CNP Lunch Codes Using Student Lists . . WVS.607
7. Manually Update CNP Field in Student Record . . WVS.602
8. Download Original CIMS Records to PC . . . . . WVS.604NEW
9. Access to Multiple Student Records . . . . . STU.301M
10. Basic Student Information . . . . . STU.301
11. CNP Code Detail/Summary Report . . . . . WVS.616
12. Direct Certification Download . . . . . WVS.609
13. Maintain CHIP flag using student list . . . . BAS.608
14. Create CHIP File . . . . . CHIP
15. Free/Reduced Lunch Audit Report . . . . . WVS.650      More...

Option or Menu Item _____
```

```
ACS          Testing Work Area copy Will Schruver (WVEIS) Ref: ACS.002

MENU WVR00: WVEIS LUNCH ROOM PROGRAMS

16. Enrollment W/O CNP Code Report . . . . . WVS.613
17. Print child nutrition labels . . . . . FSB.515

89. Change Assignment
90. Exit ACS
```

The status of students as related to their participation in the Child Nutrition Program must be maintained within WVEIS. These values can be updated for students using the Free and Reduced Meal Applications, Update CNP Lunch Codes Using Student Lists, or Manually Update CNP Field in Student Record from the menu shown above ([Figure 2](#)).

The valid values for participation in the Child Nutrition Program are:

- 01 Free Meals
- 02 Reduced Meals
- 03 Free Meals Temporary
- 04 Reduced Meals Temporary
- 05 Eligible/Non-participating
- 06 Applied/Denied
- 07 Direct Certification
- 08 Paid

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Figure 3 - Bilingual Education Record

```

3/15/04  FY 04          KANAWHA COUNTY SCHOOLS          11:49:49 MALINDA1
SMS          Bilingual Education Record          Ref: STU.307.11
Student No.: 720021730 JOHN L. DOE          MALE          Age: 12
KAN CITY EL          Class: 05 Year: 04          Phone: 123-4567

ENGLISH          Active? Y          Parent Request? N          Parent Waiver? N

Placement:  ___          Entry:  _____          Class:  ___
Exit:  _____          Class:  ___

Language Proficiency          Native          English
          Date          Disposition          Score Cat          Score Cat
Initial:  _____          ___          ___          -          ___          -
Current:  _____          ___          ___          -          ___          -

Native Language Achievement
          Class          Reading          Lang.Arts          Math
          ___          ___          ___          ___
          ___          ___          ___          ___
          ___          ___          ___          ___
          ___          ___          ___          ___
          ___          ___          ___          ___
          ___          ___          ___          ___
          ___          ___          ___          ___

Mode: Add          F3=Exit          F4=Index          F5=Reset          F12=Cancel
  
```

School must enter the correct native language codes for students. [\(See Figure 1\)](#)

Complete the Bilingual Education Record [\(Figure 3\)](#) for each student receiving LEP services as indicated below.

Active: If student's native or home language is other than English, indicate by entering **Y**.

Parent Removal: **Y** indicates that the parent removed student from language program.

Parent Waiver: **Y** indicates that the parent waived the right to receive language services.

Placement: **E** - English as Second Language (ESL)
B - Bilingual
N - Not enrolled
F - Fully Proficient
M - Monitoring

Entry: Six-digit date of first entry into any U.S. school.

Exit: Date when the student has been reclassified as no longer Limited English Proficient and has exited language service program.

Initial Date: Date of initial entry in this screen (does not change)

Current Date: Date of most recent entry (to be updated yearly)

Disposition: 1 - Negligible
2 - Very limited
3 - Limited
4 - Average
5 - Advanced
6 - Very advanced

English Score: Student's three-digit "W" score on the *Broad English Ability* measure of the Woodcock Munoz language survey.

LEP Testing Accommodation Codes and Descriptions:

If any LEP student should have special accommodations when testing please use the following codes with the LEP Testing Accommodations programs.

Code Description

P02	HAVE TEST READ ALOUD VERBATIM (EXCEPT RLA)
P15	HAVE DIRECTIONS ONLY READ ALOUD ON THE RLA TEST
P17	USE ELECTRONIC TRANSLATOR/BI-LINGUAL DICTIONARY (EXCEPT RLA)
P18	HAVE DIRECTIONS REPHRASED BY A TRAINED EXAMINER
R02	INDICATES RESPONSES TO A SCRIBE
R04	INDICATE RESPONSES, SPECIFY ALL ELE SCORED (CONST RESP)
R11	USE COMPUTER, TYPEWRITER, OR OTHER DEVICE TO RESPOND
R14	USE AN ELECTRONIC TRANSLATOR/BILINGUAL DICTIONARY (EXCEPT RLA)
T03	TAKE MORE BREAKS (NO STUDYING)
T04	USE EXTRA TIME FOR ANY TIMED TEST
T07	FLEX SCHEDULING WITH EXTRA TIME (SAME DAY, NO STUDYING)

PROGRAM OF STUDY – CAREER CLUSTERS, PATHWAYS AND CAREER MAJORS

West Virginia Board of Education Policy 2510, Assuring the Quality of Education: Regulations for Education Programs, in section 6.3.1.a. – f. indicates that during the eighth grade, students shall select a broad career cluster and pathway. The career cluster will be explored during the ninth and tenth grades and during the tenth grade a career major will be selected. The plan may be amended or changed at the end of any semester. The effective date of the current policy is July 1, 2005.

The career cluster, major and pathway information is reported using the WVEIS system.

A Career Cluster and Pathway must be entered for all students in grade level 8-12. Any student, in the West Virginia Public School system, shall select a career cluster and pathway by the end of the eighth grade.

The career cluster, major and pathway information is reported using the WVEIS system and collected during the tenth month collections.

Career Cluster - Career clusters are broad grouping of related occupations representative of the types of occupations available in the world of work. There are six valid Career Cluster codes, which are maintained using attribute six of the student’s basic information screen. They are:

- BM Business/Marketing
- ET Engineering/Technical
- FH Fine Arts/Humanities
- HE Health Services
- HU Human Services
- SN Science/Natural Resources

Career Major – A grouping of occupations with significant commonalities within a career cluster. Required career majors will be determined by county boards of education. Career majors must reflect, where appropriate, professional, skilled, and entry pathway components.

West Virginia Department of Education Model Revised Career Clusters and Career Majors Revised 8/03

CAREER CLUSTERS	ARTS AND HUMANITIES	BUSINESS/MARKETING	ENGINEERING/TECHNICAL	HEALTH	HUMAN SERVICES	SCIENCE/NATURAL RESOURCES
	(FA)	(BM)	(ET)	(HE)	(HU)	(SN)
CAREER MAJORS	Communications (P, S, E) (COMM)	Administrative Support (P, S, E) (AS)	Construction Technology (P, S, E) (CONST)	Diagnostic Services (P, S, E) (DIAG)	Personal & Family Services (P, S, E) (FAMSRV)	Agriculture/Agribusiness (P, S, E) (AGBUS)
	Fine or Performing Arts (P, S, E) (FINEPA)	Finance/Accounting (P, S, E) (FIN)	Information Technology Support Systems (P, S, E) (ITSS)	Health Information Services (P, S, E) (HIS)	Public Safety/Legal Services (P, S, E) (PUBLEG)	Natural Resources (P, S, E) (NATRES)
	Visual Design (P, S, E) (VISDES)	Information Technology (P, S, E) (IT)	Manufacturing/Production Technology (P, S, E) (MPT)	Therapeutic Services (P, S, E) (TS)	Social Services/Education (P, S, E) (SSED)	Research & Development (P, S, E) (R&D)
		Management/Marketing (P, S, E) (MM)	Mechanical Services Technology (P, S, E) (MST)		Hospitality (P, S, E) (HOSP)	

			Transportation Technology (P, S, E) (TT)			
--	--	--	---------------------------------------------------	--	--	--

P = Professional Level Careers – 4 Year College
 S = Skilled Level Careers – Technical Preparation (post-secondary less than 2 year associate degree) and TPAD (2 year associate degree)
 E = Entry Level Careers – Technical Certificate

Pathway – Designation of a student’s intended postsecondary goal within the individualized student transition plan and the level and sequence of courses needed to achieve that goal. There are three Pathway codes, which are entered in attribute 10 on the student’s basic information screen. They are:

P	Professional	Baccalaureate Degree or above
S	Skilled	Associate Degree or Postsecondary Certificate
E	Entry	Entry into the workplace directly after high school

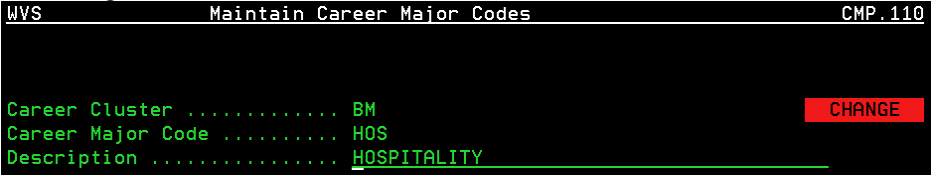
In conjunction there is a Career Majors and Pathways Module menu. (CMP000)

MENU CMP000: CAREER MAJORS/PATHWAYS MODULE

- 1. Career Major Codes CMP.110
- 2. Maintain Student Major/Pathways CMP.300
- 3. Print Student Majors and Pathways Report . . . CMP.500

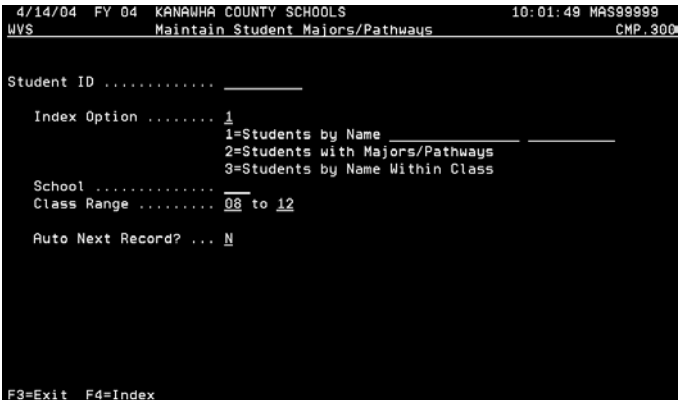
CMP.110 Career Major Codes

This program is used to enter and maintain all county defined career majors. Career major codes within a career cluster. The career cluster field may be indexed, using F4, to view valid codes. The career major code field may be indexed, using F4, to view existing codes.

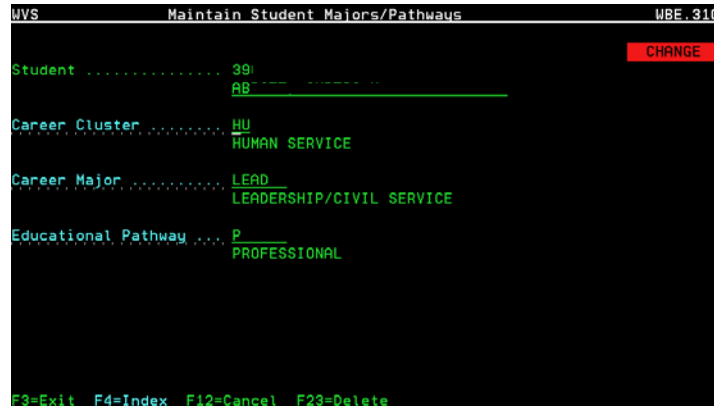


CMP.300 Maintain Student Majors/Pathways

This program is used to enter the student’s Career Major information. If a Career Cluster has not been entered for the student, entering it here will update attribute six in the basic student record. If a Pathway has not been entered for the student, entering it here will update attribute 10 in the basic student record.



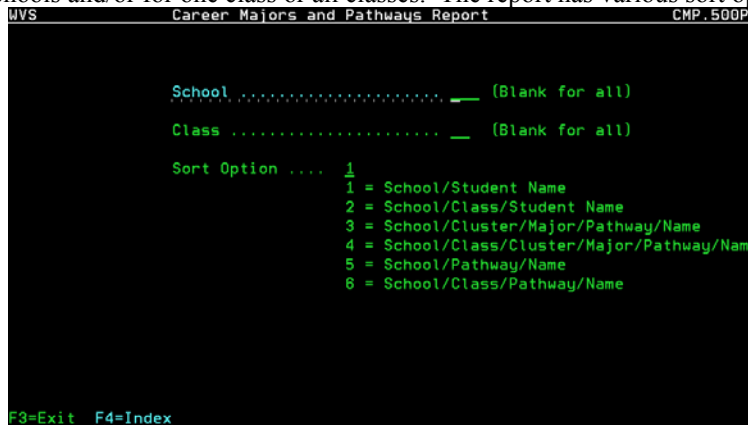
Enter a student number or index to select the student to add/change/delete the career majors/pathways record. By answering “Y” to “Auto Next Record?” and selecting a student from the index, the next student in the index will automatically display when the enter key is pressed or press F13 to skip the record.



Each field on the detail screen may be indexed. A career cluster must be entered for a student before selecting a career major. The career majors are defined within career cluster. If a career major is selected without a career cluster being entered the program will not continue until one is entered. All fields are required to complete the screen.

CMP.500 Career Majors and Pathways Report

The program is used to generate a report of Career Majors information on file. It allows the report to be generated for one school or all schools and/or for one class or all classes. The report has various sort options.



```

Prog:  CMP.500                KANAWHA COUNTY SCHOOLS
Date:  2/02/05                Career Majors and Pathways Report
Time:  15:42:34
-----
SCH  Student#  Student Name                Class  Career Cluster              Career Major/Career Pathway
-----
511  39         AB-----          1.          12    HU HUMAN SERVICE           LEAD  LEADERSHIP/CIVIL SERVICE
                                           P      PROFESSIONAL
511  39         AB          ED J.       12    HU HUMAN SERVICE           PUBLEG PUBLIC SAFETY/LEGAL SERVICES
                                           S      SKILLED
511  39         AB          K.          12    ET ENGINEERING/TECH       MST   MECHANICAL SERVICES TECHNOLOGY
                                           S      SKILLED
511  39         AB          02         02    ET ENGINEERING/TECH       CONST CONSTRUCTION TECHNOLOGY
                                           E      ENTRY
511  39         AD          D.          12    HE HEALTH                  DIAG  DIAGNOSTIC SERVICES
                                           S      SKILLED
511  39         AD          1.          02    FH FINE ART/HUMANIT       LIBART LIBERAL ARTS
                                           P      PROFESSIONAL
511  39         AH          03         03    FH FINE ART/HUMANIT       LIBART LIBERAL ARTS
  
```

The report shows the school number, student id, student name, class level and the students current Career Major and related data.

STUDENT ATTENDANCE/ENROLLMENT SYSTEM

The following absence reason codes are state standards effective FY 2004-2005.

Excused Absences		
Code	Description	Full/Half
A1	In Alternative Setting	Full
A2	In Alternative Setting	Half
B1	Bus, Failure to Run	Full
B2	Bus, Failure to Run	Half
C1	Calamity (Fire, Flood, Etc)	Full
C2	Calamity (Fire, Flood, Etc)	Half
C3	Health Exclusions (Example: Lice)	Full
C4	Health Exclusions (Example: Lice)	Half
D1	Death In Family	Full
D2	Death In Family	Half
H1	Homebound Instruction	Full
H2	Homebound Instruction	Half
I1	Illness in Family	Full
I2	Illness in Family	Half
I3	Illness Verified by Physician	Full
I4	Illness Verified by Physician	Half
I5	Illness Verified by Parent	Full
I6	Illness Verified by Parent	Half
L1	Leave of Educational Value	Full
L2	Leave of Educational Value	Half
L3	Legal Obligation (w/verification)	Full
L4	Legal Obligation (w/verification)	Half
M1	Medical Appointment	Full
M2	Medical Appointment	Half
M3	Military	Full
M4	Military	Half
R1	Religious Holiday	Full
R2	Religious Holiday	Half
X1	School Approved Curricular/Extra-Curricular Activity	Full
X2	School Approved Curricular/Extra-Curricular Activity	Half

STUDENT ATTENDANCE/ENROLLMENT SYSTEM

Unexcused Absences

Code	Description	Full/Half
U1	Unexcused	Full
U2	Unexcused	Half
S1	Out of School Suspension (Other than Safe Schools)	Full
S2	Out of School Suspension (Other than Safe Schools)	Half
S3	Suspension for Safe Schools Violation	Full
S4	Suspension for Safe Schools Violation	Half
P1	Parent Notes in Excess of Policy	Full
P2	Parent Notes in Excess of Policy	Half
P3	Pursuing Judicial Remedies	Full
P4	Pursuing Judicial Remedies	Half

The state attendance director will be the only person defining new reason codes.

Tardy Codes

Code	Description	Full/Half
TE	Excused Tardy	Does not deduct
TU	Unexcused Tardy	Does not deduct

STUDENT ATTENDANCE/ENROLLMENT SYSTEM

Attendance Code Interpretations by the state attendance director.

Codes	Description	Interpretation
A1 A2	In Alternative Setting	Absences that could be due to in school suspension or an out of school placement
B1 B2	Bus, Failure to Run	Failure of the bus to run in hazardous conditions
C1 C2	Calamity (Fire, Flood, etc.)	Calamity, such as fire in the home, flood, or family emergency
C3 C4	Health Exclusion (Example: Lice)	Contagious parasite conditions, such as lice
D1 D2	Death in Family	Death in family – family may be defined as mother, father, stepparent, brother, sister, grandmother, grandfather, uncle, aunt, brother-in-law, brother’s child, sister-in-law, sister’s child, student’s child, or any person living in the same household
H1 H2	Homebound Instruction	Participation in home/hospital instruction due to an illness/injury or other extraordinary circumstance that warrants home or hospital confinement
I1 I2	Illness in Family	Illness or injury in the family may require student absence to be verified in writing by physician
I3 I4	Illness verified by Physician	Illness verified by a physician’s note
I5 I6	Illness Verified by Parent	Illness verified by parent or guardian in writing may set limits as to how many are allowed
L1 L2	Leave of Educational Value	Leave of educational value may include: college visits, other sites of learning, family educational trips, 4-H educational activities, etc. These absences may require specific stipulations from the individual school or county.
L3 L4	Legal Obligation (w/verification)	Legal obligation that is verified, which may include court proceedings, court subpoenas or appointments required by the courts
M1 M2	Medical Appointment	Illness or injury of the student requiring physician’s verification
M3 M4	Military	Military could include requirements for students enlisting into the military when verified or could include parents/guardians on leave for visitation with family
R1 R2	Religious Holiday	Observance of religious holidays may include verification
X1 X2	School Approved Curricular/Extra-Curricular Activity	School, county or state approved curricular or extra-curricular activities

U1 U2	Unexcused	Any absence not meeting the excused absence reason codes
S1 S2	Out of School Suspension (Other than Safe Schools)	Any absence due to out of school suspension that is not a safe school violation
S3 S4	Suspension for Safe Schools Violation	Absences due to safe school violations
P1 P2	Parent Notes in Excess of Policy	Absence notes presented by parent that exceed the allotted county amount
P3 P4	Pursuing Judicial Remedies	Absences after the attendance director has pursued judicial remedies
TE	Excused	Student was tardy for school or class and it was excused.
TU	Unexcused	Student was tardy for school or class and it was unexcused.

DEFINING ABSENCE REASONS

Use ATT.260, Absence Reasons, to record the reason for absences. At least one reason code must be defined, and it should match the reason specified for the *Default Daily Reason for Absence* field in ATT.101, Attendance Options. If absence is variable by reason, all absence reason codes must be defined to identify deduction values.

```

3/19/04  FY 04          KANAWHA COUNTY SCHOOLS          08:15:47 MALINDA1
SAS              Absence Reasons                      Ref: ATT.260 .11

Reason B1      School 511   District 039
Desc 1  on:   SCHOOL APPROVED/CURRICULAR/CO-CURRICULAR
Excused 2 Y   Non-deduct for accountability only (Y/N) Y 4
3
If this is a District reported absence:
What code is printed on the District report? B1 5
6
Desc 7  on:   SCHOOL ACTIVITY 8
Does this reduce ADA? N      Exact Amount is: 1.000
                               (If absence varies by reason)

Mode: Change          F3=Exit  F4=Index  F5=Reset  F12=Cancel
  
```

1. In the *Reason* field, type a 2 character unique identifier.
2. In the *Description* field, type a detailed description of the absence reason.
3. Review the default (Y) in the *Excused* field. Change the default if necessary.

Y indicates an excused absence; N is an unexcused absence.

The system uses this distinction when reporting Ae and Au absences.

4. In the *Non-deduct for accountability only* field, review the default (N). Y indicates that the reason does not count against accountability; N indicates that the reason does count against accountability.
5. In the *What code is printed on the District report* field, type a valid absence reason code for district-reported absences.

The system prints this code on official attendance reports. It should be the same as the absence reason code.

6. In the *Description* field, type a description of the district-reported absence reason code.

7. If this absence reason reduces Average Daily Attendance (ADA), select the *Reduces ADA* option. The system reduces the student's attendance by the amount specified in the *Exact Amount is* field in Step 8.

Leave the field blank if this absence reason does not reduce ADA.

||| At least one absence reason should be selected to reduce ADA.

8. If you selected the *Reduces ADA* option, type the amount that the absence reason reduces ADA. This field accepts 2 digits with 3 decimal positions. A value of .5 indicates a half-day absence.

This program creates/maintains three files.

PATT260/SMSFILESXX	Basic Absence Reason Definition
PATT260L/SMSFILESXX	Excused/Unexcused Field
PACT260/WVEISSMS	Accountability

T4	Transferred out of the United States
T5	Deceased student
TA	Pre-kindergarten student who withdrew
TB	In-county non-public education
TG	Early graduate
TH	In-county home school
TS	Summer school graduate

Dropout Codes

01	Academic difficulty
02	Behavior difficulty
03	Dislike of school experience
04	Economic reasons
05	Employment
06	Exceeded allowable absences
07	Family care responsibilities
08	Lack of appropriate curriculum
09	Lack of interest or motivation
10	Marriage
11	Pregnancy
12	Marriage/pregnancy
13	Needed at home
14	Parental influence
15	Physical illness/disability
16	Poor pupil/staff relationship
17	Poor relationship with fellow students
18	Transportation difficulties
19	Unknown
20	Other
21	Expelled (no option to return to the school for the remainder of the school year or 12 consecutive months)
22	Completed feeder school but did not enter high school (only applies when articulating from one school to another)

Codes to remove student from Dropout List by October 1st.

01	Deceased
02	Returned/Transferred to Public/Non-Public School
03	Received GED Diploma
04	Transferred to In-state Home Instruction/Home-Schooling

Note: When using the TS, for Summer School Graduates, or TG, for Early Graduates **DO NOT DROP THE STUDENT.** Change the existing enrollment line to the appropriate code and also change the Next Year Information in the Basic Student Record. For Summer School Graduates the next year line will be GXX for the district, the current school number and the previous year for the year of graduation under class. For Early Graduates the next year line will be GXX for the district, the current schools number and the current year for the year of graduation for the class. **Verify before promotion at the end of the school year.**

Course Codes

Beginning with the 2002-2003 school year, a revised set of WVEIS course codes is in place. Two major changes: 1) the numbering system and 2) course titles are now standardized. The entire listing of course codes can be viewed on the Internet at <http://wveis.k12.wv.us>.

Fifth Character of Course Codes

The fifth character of the course code is available for use as needed by the county school system. The only exception to this is when a Virtual School course is offered, a “V” should be entered as the fifth character.

Sixth Character of Course Codes

A	Advanced Placement
B	Behavior Disorders
C	Blind/Partially Sighted
D	Communications Disorders
E	Deaf and Blind
F	Deaf/Hard of Hearing
G	Gifted (class levels 1-8)
H	Honors
I	Mentally Impaired - Mild
J	Mentally Impaired - Moderate
K	Mentally Impaired - Severe
L	Mentally Impaired - Profound
M	Other Health Impaired
N	Physically Handicapped/Orthopedically Impaired
P	Preschool Handicapped
Q	Exceptionally Gifted (class levels 9-12)
R	Specific Learning Disabilities
S	Satellite Course, Advanced
T	Multiple categories (BD, SLD, Mildly Mentally Impaired)
U	Autistic
V	Non-Vocational Course taught at vocational center
W	Traumatic Brain Injury
X	College Course
Y	Satellite Course
Z	Teacher of alternative program

Note: Do not use any special characters when defining course codes. Only numbers and alphabetic characters should be used. Special characters will not transfer when using the Grade Quick program.

Discipline Codes - Offense Codes

Due to requirements of the federal **No Child Left Behind Act**, as well as West Virginia Board of Education Policy 4373, Student Code of Conduct (which is effective beginning July 7, 2002), certain state-defined discipline offense codes were generated. Offense codes that are printed in **bold letters** will be obtained from the discipline module in WVEIS for federal- and state-mandated reports.

Persistently Dangerous Violations are listed at the end of the list.

EXCEPTION: For offense types printed in **bold letters**, use the three-character state-defined code. It is allowable to use other offense codes in these three categories.

B Disrespectful/Inappropriate Conduct

BDT Disobeying a school staff member in a willful manner

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test, or do any other class or school related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop.

BPE Profane language/obscene gestures/indecent acts directed toward a school employee

A student will not use profane language directed toward a school employee. Using profane language may include, but is not limited to: verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school employee.

BPS Profane language/obscene gestures/indecent acts directed toward a student

A student will not use profane language directed toward another student. Using profane language may include, but is not limited to: verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

B01 Display of affectionate behavior

Students will not engage in an inappropriate display of affection, such as kissing, or embraces of an intimate nature.

B02 Disrespectful behavior

Behavior is considered disrespectful if teachers are prevented from starting an activity or lesson, or have to stop instruction to address the disruption.

B03 Derogatory racial, sexual and/or ethnic remarks

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward another student that causes embarrassment, discomfort, or reluctance to participate in school activities.

B04 Antisocial conduct
Engaging in behavior that violates accepted norms.

C Aggressive Conduct

CHB Harassment/Bullying/Intimidation

A student will not bully/intimidate/harass another student. "Harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal, or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of: (a) harming a student; (s) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or 94) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student (W.Va. Code §18-2C-2).

CHR Harassment-race/religious/ethnic/sexual

RACIAL HARASSMENT consists of physical, verbal or written conduct relating to a person's race and includes, but is not limited to:

1. use of demeaning language with racial connotations
2. use of language or gestures which imply inferiority of a race
3. gestures or words that are disrespectful to a race or individual (jokes included)
4. intolerance of cultural differences.

RELIGIOUS/ETHNIC/NATIONAL ORIGIN HARASSMENT consists of physical, verbal or written conduct which is related to an individual's religion, ethnic background or national origin and includes, but is not limited to:

1. use of demeaning language with religious, ethnic or national origin connotations
2. use of language or gestures which imply inferiority or a religious, ethnic or national origin group
3. gestures or words that are disrespectful to a religion, ethnic or national origin group or individual (jokes included).

SEXUAL HARASSMENT consists of unwelcome sexual advances, requests for sexual favor, sexually motivated physical contact and other inappropriate verbal or physical conduct or communication of a sexual nature when made by any student to another student or staff member and may include, but is not limited to the following:

1. unwelcome verbal harassment or abuse in matters pertaining to sexuality
2. unwelcome pressure for sexual activity
3. unwelcome touching, patting, physical contact

4. unwelcome sexual behavior or words with demeaning implications or gestures
5. unwelcome demands for sexual favor accompanied by promises (implied or overt) of preferential treatment
6. unwelcome behavior, verbal or written words or symbols directed at an individual because of gender
7. the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student's full enjoyment of educational benefits, climate or opportunities.

CHZ Hazing

A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which: a) recklessly or intentionally endangers the mental or physical health or safety of another person or persons; or b) causes another person or persons to destroy, damage, or remove public or private property, for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization or activity (whether curricular, co-curricular, or extra-curricular) affiliated with any public school.

CP1 Physical Fight

A student will not participate in a physical altercation with another person while under the authority of school personnel.

CP2 Assault against school employee (verbal)

A student will not commit any verbal act which places a school employee in reasonable apprehension or fear of immediate injury.

CP3 Battery against school employee

Unlawfully and intentionally making physical contact of an insulting, provoking, or injurious nature with the person of a school employee.

C01 Assault against student (verbal)

A student will not commit any verbal act which places another student in reasonable apprehension or fear of immediate injury.

C02 Battery against student (physical)

A student will not unlawfully and intentionally make physical contact of an insulting, provoking, or injurious nature against another student.

C03 Disruptive behavior/disorderly conduct

A student will not act in any manner that disrupts the educational process whenever 1) any of the basic processes of education such as classroom work, instruction, orderly movement/travel from class to class or activity to activity are disrupted by the student; 2) a reasonable person could have anticipated that the actions taken by the student would have disrupted one or more of these basic processes of education; and 3) disruption caused by talking, making noises,

throwing objects, or otherwise distracting another student or other person, constitutes disorderly conduct.

C04 Inciting behavior that causes disruption

A student will not create any disturbance or disorder that leads to a disruption.

C05 Stalking

A student will not follow or pursue or prey on an employee or another student, either physically or in writing, causing them to be in reasonable fear of harm to his or her person.

C06 Threat of injury or injury

A student will not threaten to injure, or in any manner injure, another student, a teacher, administrator or other school personnel.

F **Failure to Obey Rules/Authority**

FMV Improper or negligent operation of a motor vehicle

A student will not intentionally or recklessly operate a motor vehicle on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health, or welfare of others.

FRH Violation of school rules or policies

A student will not intentionally violate any rule or policy established by the school.

F01 Disobeying class rules

A student will not intentionally violate class rules or classroom management plans.

F02 Insubordinate, or defiant behavior

A student will not ignore or refuse to comply with directions or instructions given by school authorities.

F03 Vehicle parking violations

A student will not engage in improper parking of a motor vehicle on school property.

F04 Inappropriate wearing apparel

A student will not dress or groom in a manner that disrupts the educational process, violates the school dress code, or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes drug-, alcohol- or tobacco-related products that are prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions.

- F05** Loitering
A student will not remain or linger on school property without a legitimate purpose and/or proper authority.
- F06** Technology abuse
Computer technology will be used for educational purposes only, and students will not violate the terms of West Virginia Board of Education Policy 2460, WV Code 126CSR41 (Safety and Acceptable Use of the Internet by Students and Educators).
- F07** Possession of inappropriate personal property
A student will not possess personal property that is prohibited by school rules or that is disruptive to the educational process.
- F08** Trespassing
A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities. If removed, or suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- F09** Cheating
A student will not plagiarize, copy, gain unauthorized access to, or tamper with educational materials.

G Gang Activities

- GAW** Wearing/displaying things that intentionally identifies student as a member of or supportive of a gang.
- GAU** Using words/gestures that intentionally identifies student as a member of or supportive of a gang
- GAG** Gathering of 2 or more persons for purposes of engaging in activities or discussions promoting gangs
- GAR** Recruiting student(s) for gangs

L Legal Concerns

- LDP** Defacing school property/Vandalism
To spoil or mar the surface or appearance of; disfigure to impair the usefulness value; writing or carving in textbooks, library books, desks, walls; intentionally clogging the plumbing system; breaking light bulbs; spray painting surfaces; damaging school equipment; etc.

- LTM** Theft or possession of stolen property valued at between \$100 and \$999

- L01** Theft or possession of stolen property valued under \$100
- L02** Gambling
A student will not engage in any game of chance wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official functions.
- L03** Forgery
A student will not sign another person's name for purpose of defrauding.
- L04** Falsifying school documents
A student will not falsify any school documents such as passes, notes, grade reports, transcripts, health records, etc.
- L05** Setting off fire alarm
- L06** Fraud
A student will not give false or misleading information to obtain anything of value.
- L07** False Identification
A student will not use another person's identification or give false identification with intent to deceive or obtain money, property or admittance.
- L08** Falsely Reporting Violations
Intentionally providing false information when making a report of a student code of conduct violation.
- M Medication/Over The Counter (OTC) Drugs/Prescription Drugs/Controlled Substances**
- MD1** Improper unauthorized use of an OTC/prescription medication
The ingestion, injection, absorption or inhalation of a nonprescription or a prescription drug in any amount other than the recommended administration.
- MD2** Improper unauthorized possession of an OTC/prescription medication
The presence of nonprescription or prescribed drugs on a student in any amount intended for use by another person or student as well as in any item under the general control or responsibility of the student (i.e., locker, automobile, etc.).
- MD3** Sale of an OTC/prescription medication
The exchange of goods, services or monetary gain for a nonprescription or prescription drug in any amount.
- MD4** Distribution of an OTC/prescription medication
The giving, transfer, delivery, trade or exchange in any manner of an OTC/prescription medication.

S Illegal Drugs, Tobacco, Alcohol

SA1 Possession of alcoholic beverages

The presence of any intoxicating liquid that contains alcohol on a student in any amount or in any item belonging under the general control of the student (i.e., locker, automobile, etc.).

SA2 Use of alcoholic beverages

The ingestion, injection, absorption or inhalation of any intoxicating liquid that contains alcohol in any amount.

SD1 Possession of illegal drugs/substances

The presence of any drug and/or substance which is not legally obtained and/or is being used by a student other than the person for who it was prescribed. Any amount of illegal substance on a student or in any item belonging under general control or responsibility of the student (i.e., locker, automobile, etc.) is determined to be possession.

SD2 Use of illegal drugs/substances

The ingestion, injection, absorption or inhalation of any drug/substance in any amount which is not legally obtained and/or is being used by a student other than the person for whom it was prescribed.

SD3 Distribution of illegal drugs/substances

The giving, transfer, delivery, trade or exchange in any manner of any drug and/or substance which is not legally obtained. Includes, but not limited to, alcohol, tobacco and marijuana.

SD4 Sale of illegal drugs/substances

The exchange of goods, services or monetary gain for a drug and/or substance which is not legally obtained. Includes, but not limited to, alcohol, tobacco and marijuana.

SD5 Possession of imitation drugs

The presence of any drug and/or substance in any amount which is on a student which appears to have a likeness or resemblance to an illegal drug/substance.

SD6 Use of imitation drugs

The ingestion, injection, absorption or inhalation of any drug/substance which appears to have a likeness or resemblance to an illegal drug/substance.

SD7 Distribution of imitation drugs

The giving, transfer, delivery, trade or exchange in any manner of any drug and/or substance which appears to have a likeness or resemblance to an illegal drug/substance.

- SD8** Sale of imitation drugs
The exchange of goods, services or monetary gain for a substance which appears to have a likeness or resemblance to an illegal or controlled drug.
- SM1** Simple possession of marijuana
A student will not possess or be under the influence of marijuana in an educational facility, on school grounds, a school bus or at any school-sponsored function.
- SN1** Sale of a narcotic drug
Exchange of money or services for any drug, synthetic or naturally occurring with effects similar to those of opium and opium derivatives, capable of inducing a stuporous state
- ST1** Possession of tobacco products
The presence of any substance that contains tobacco in any form or in any item belonging under the general control or responsibility of the student (i.e., locker, automobile, etc.).
- ST2** Use of tobacco products
The ingestion, injection, absorption or inhalation of any substance that contains tobacco in any amount.
- T Tardiness and Truancy**
- T01** Tardiness
Failure to be in his/her place of instruction at the assigned time unless presenting a valid excuse.
- T02** Skipping class
Failure to attend his/her place of instruction during a class period or multiple class periods unless presenting a valid excuse.
- T03** Skipping school
Failure to attend school after leaving one's residence without parental/guardian knowledge. May also be truancy.
- T04** Leaving school grounds without permission
A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- T05** Truancy
Failure to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.
Truancy is failure to cause a child or children under the age of 18 to attend school (W.Va. code §18-8-2A).

V Violation of Detention/Suspension/Expulsion

V01 Not completing detention

The student did not serve the full amount of assigned time in detention (in-school, after-school, or Saturday) by leaving early, arriving late, or missing a period of time during the detention.

V02 Failure to attend detention

The student was not present for the entire assigned time of detention.

V03 Violation of suspension

The student broke a condition of the suspension notice or period such as returning to school during the period of exclusion or failed to complete the required period of exclusion that was assigned.

V04 Violation of expulsion

The student broke a condition as set forth in the county's Board of Education Expulsion Decision/Determination.

Other Violations

O Other violations

OV1 Possession of imitation weapons

The presence of an object that gives the appearance of any type of weapon. This may include, but is not limited to, toy guns, toy knife, cap guns, bb guns and pellet guns.

OK1 Possession of knife or knife-like implement under three and one-half inches (3 ½")

Persistently Dangerous Violations

C Aggressive Conduct

CP3 Battery against school employee

Unlawfully and intentionally making physical contact of an insulting, provoking, or injurious nature with the person of a school employee.

S Illegal Drugs, Tobacco, Alcohol

SN1 Sale of a narcotic drug

Exchange of money or services for any drug, synthetic or naturally occurring with effects similar to those of opium and opium derivatives, capable of inducing a stuporous state

W Weapons

WD1 Possession and/or use of dangerous weapons other than firearm or knife/knife-like implement

A “dangerous weapon” means a device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, nunchuka, or metallic or false knuckles. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs with the intent to harm another.

WF1 Possession and/or use of handguns

Possession and/or use of a hand held firearm.

WF2 Possession and/or use of rifles/shotguns

Possession and/or use of a firearm fired from the shoulder.

WF3 Possession and/or use of other firearms

Possession and/or use of firearms other than handguns, rifles, or shotguns (Note: This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.)

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- the frame or receiver of any weapon described above;
- any destructive device which includes:

(a) any explosive, incendiary, or poison gas

1) Bomb

2) Grenade

3) Rocket having a propellant charge of more than four ounces

4) Missile having an explosive or incendiary charge of more than one-quarter ounce,

5) Mine, or

6) Similar device

(b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

(c) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

WK1 Possession and/or use of knives or knife-like implement

An instrument intended to be used or readily adaptable to be used as a weapon, consisting of a sharp-edged or sharp-pointed blade, usually made of steel,

attached to a handle which is capable of inflicting cutting, stabbing or tearing wounds. Any blade over three and one-half inches in length or any blade under three and one-half inches in length that is knowingly used or intended to be used to produce serious bodily injury or death (§61-7-2).

X Felony

XF1 Felony

Committed an act or engaged in conduct considered more serious than a misdemeanor and punishable by a more stringent sentence under the laws of this state if committed by an adult.

XBT Bomb Threat

SCHOOL HEALTH

MEDICATION GROUP CODES

(Groups defined to designate specific categories of drugs)

CODE	DESCRIPTION	DRUGS
AINF	ANTI-INFECTIVES	Amebicides and antiprotozoals Anthelmintics Antifungals Antimalarials Antituberculars and antileprotics Aminoglycosides Penicillins Cephalosporins Tetracyclines Sulfonamides Fluoroquinolones Antivirals Macrolide anti-infectives Miscellaneous anti-infectives
ANEO	ANTINEOPLASTIC	Alkylating drugs Antimetabolites Antibiotic antineoplastic drugs Antineoplastics that alter hormone balance Miscellaneous antineoplastic drugs
ANS	AUTONOMIC NERVOUS SYSTEM	Cholinergics (parasympathomimetics) Anticholinergics Adrenergics (sympathomimetics) Adrenergic blockers (sympatholytics) Skeletal muscle relaxants Neuromuscular blockers
CARDIO	CARDIOVASCULAR	Inotropics Antiarrhythmics Antianginals Antihypertensives Antilipemics Miscellaneous cardiovascular drugs
CNS	CENTRAL NERVOUS SYSTEM	Nonnarcotic analgesics and antipyretics Nonsteroidal anti-inflammatory drugs Narcotic and opioid analgesics Sedative-hypnotics Anticonvulsants Antidepressants Antianxiety drugs Antipsychotics CNS stimulants Antiparkinsonian drugs Miscellaneous CNS drugs
ELYTE	FLUID/ELECTROLYTE BALANCE	Diuretics Electrolytes and replacement solutions Acidifier and alkalizers
GI	GASTROINTESTINAL TRACT	Antacids, absorbents, and antiflatulents Digestive enzymes and gallstone solubilizers Antidiarrheals Laxatives Antiemetics Antiulcer drugs

HEMA	HEMATOLOGIC	Hematinics Anticoagulants Blood derivatives Thrombolytic enzymes
HERB	HERBAL	
HORM	HORMONAL	Corticosteroids Androgens and anabolic steroids Estrogens and progestins Gonadotropins Antidiabetic drugs and glucagon Thyroid hormones Thyroid hormone antagonists Pituitary hormones Parathyroid-like drugs
IMMUNO	IMMUNOMODULATION	Immunosuppressants Vaccines and toxoids Antitoxins and antivenins Immune serums Biological response modifiers
MISC	MISCELLANEOUS	Antigout drugs Enzymes Oxytocics Spasmolytics Gold salts Miscellaneous antagonists and antidotes Uncategorized drugs
NAS	NASAL	Ophthalmic vasoconstrictors Miscellaneous ophthalmics Otics Nasal drugs
NUTR	NUTRITIONAL	Vitamins and minerals Calories
OPHTH	OPHTHALMIC	Ophthalmic anti-infectives Ophthalmic anti-inflammatory drugs Miotics Mydriatics
OTIC	OTIC	
RESP	RESPIRATORY TRACT	Antihistamines Bronchodilators Expectorants and antitussives Miscellaneous respiratory drugs
TOP	TOPICAL	Local anti-infectives Scabicides and pediculicides Topical corticosteroids

Data Screen where this code is used: Medication Log

SYMPTOM CODES

(The symptoms that prompt a visit to the School Health Center)

<i>CODE</i>	<i>DESCRIPTION</i>
SKIN	ABNORMAL SKIN COLOR
BLOOD	BLEEDING
BREATH	BREATHING PROBLEMS
DIA	DIARRHEA
DIZZY	DIZZINESS
EAR	EARACHE
EYE	EYE DISCHARGE/PAIN
FEVER	FEVER
HA	HEADACHE
ITCH	ITCHING
NV	NAUSEA/VOMITING
NUMB	NUMBNESS
PAIN	PAIN
SWEATS	PERSPIRING
NOSE	RHINORRHEA/CONGESTION
SEIZUR	SEIZURE
THROAT	SORE THROAT
SWELL	SWELLING
SOB	SHORTNESS OF BREATH

Data Screen where this code is used: Health Log

FIRST AID CODES

(The treatment that is received during a visit to the School Health Center)

<i>CODE</i>	<i>DESCRIPTION</i>
DSG	DRESSING, SOAP, WATER, BANDAID
ICE	ICE
IRRIG	IRRIGATION – EYE/SKIN
POMED	MEDICATION – ORAL
SQMED	MEDICATION – SQ
TOPMED	MEDICATION – TOPICAL
REST	REST
SPLINT	SPLINT
COMP	HOT/WARM COMPRESS
IMMOB	IMMOBILIZE
TEACH	TEACHING

Data Screen where this code is used: Health Log

DIAGNOSIS CODE

(Defines the diagnosis made during a School Health Center visit)

CODE	DESCRIPTION
ANX	ANXIETY
TEMP	BODY TEMPERATURE, ALTERED
BOWEL	BOWEL ELIMINATION, ALTERED
COPING	COPING, INEFFECTIVE INDIVIDUAL
FATIG	FATIGUE
FEAR	FEAR
FBODY	FOREIGN BODY
GRIEF	GRIEVING
INFECT	INFECTION, RISK FOR
INJURY	INJURY, RISK FOR
MOBILE	MOBILITY, IMPAIRED
NUTRI	NUTRITION, ALTERED
POMEMB	ORAL MUCOUS MEMBRANE, ALTERED
PAIN	PAIN
LICE	PEDICULOSIS
POISON	POISONING, RISK FOR
RELOCA	RELOCATION STRESS SYNDROME
SDEFIC	SELF-CARE DEFICIT
ESTEEM	SELF-ESTEEM DISTURBANCE
SCAB	SCABIES
CONJ	CONJUNCTIVITIS
SMUTIL	SELF-MUTILITATION
SEX	SEXUALITY PATTERNS ALTERED
SKIN	SKIN INTEGRITY, IMPAIRED
SWALLO	SWALLOWING, IMPAIRED
TISSUE	TISSUE INTEGRITY, IMPAIRED TISSUE PERFUSION, ALTERED
URINE	URINARY ELIMINATION, ALTERED
VENTIL	VENTILATION, INEFFECTIVE
VILENT	VIOLENCE, RISK FOR

Data Screen where this code is used: Health Log

DISPOSITION CODES

(The final outcome of a School Health Center Visit)

<i>CODE</i>	<i>DESCRIPTION</i>
DEATH	DEATH
HOSP	REFERRED TO HOSPITAL/URGENT CARE CENTER
DENTAL	REFERRED TO DENTIST
DIET	REFERRED TO DIETICIAN
EARSP	REFERRED TO EAR SPECIALIST
EYESP	REFERRED TO EYE SPECIALIST
MENTAL	REFERRED TO MENTAL HEALTH COUNSELOR
PCP	REFERRED TO PRIMARY CARE PROVIDER
SBC	REFERRED TO SCHOOL BASED CLINIC
COUNSE	REFERRED TO SCHOOL COUNSELOR
PSYCH	REFERRED TO SCHOOL PSYCHOLOGIST
HC	RESTS IN SCHOOL HEALTH CENTER THE REMAINDER OF THE DAY
CLASS	RETURNS TO CLASS
HOME	SENT HOME

Data Screen where this code is used: Health Log

RESULTS CODES

(Test Results you record for Hearing and Vision Screening)

<i>CODE</i>	<i>DESCRIPTION</i>
FAIL	FAILED THE TEST
INCONC	INCONCLUSIVE TEST RESULTS
PASS	PASSED THE TEST
RETEST	RETEST REQUIRED

Data Screen where this code is used: Vision/Hearing

IMMUNIZATION CODES

(Defines a code that represents an Immunization or Vaccination)

CODE	DESCRIPTION
DENTAL	DENTAL
DPT/DT	DIPHTHERIA, PERTUSSIN/TET
HIB	HAEMPHILUS INFLUENZA
HEARING	HEARING
HEP B	HEPATITUS B
MMR	MEASLE/MUMPS/RUBELLA
POLIO	POLIO
RV	ROTOVIRUS
SCOLIOS	SCOLIOSIS
SPE/LAN	SPEECH/LANGUAGE
BCG	TB (OUT OF COUNTRY)
TB SKIN	TB SKIN
TD	TETANUS/DIPHTHERIA
VAR	VARICELLA
VISION	VISION

STATUSES DESIGNATED FOR IMMUNIZATIONS

CODE	DESCRIPTION
HR	HIGH RISK
IC	INCOMPLETE SERIES
ME	MEDICAL EXEMPTION
XX	MORE INFORMATION
NR	NO RECORD
PR	PARENT REFUSED TESTING
RCK	RECHECK
OK	RECORD COMPETE/PASS
REF	REFERRED
RE	RELIGIOUS
RR	REPEATED REFERRALS
WG	WITH GLASSES (VISION ONLY)
UTT	UNABLE TO TEST

U.S. POSTAL REGULATIONS

The following information is taken from the U.S. Post Office's Publication 28, "Postal Addressing Standards." The entire document can be downloaded from their website (<http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf>).

Format

- Use uppercase letters
- Have uniform left margin
- Omit punctuation
- Use common abbreviations (see **Abbreviations**)
- Use the ZIP+4 code

Layout of Address

- There are at least three lines to a standardized address:

1) Recipient Line → JOHN DOE
2) Delivery Address Line → 123 MAIN ST APT 4
3) Last Line (city, state, ZIP+4 code) → HILLTOWN WV 25322-0224

- For secondary address unit designators, such as *APARTMENT* or *SUITE*, the preferred location is at the end of the Delivery Address Line.

- If all Delivery Address Line information cannot be continued in the Delivery Address Line above the Last Line, place secondary address information on the line immediately above the Delivery Address Line.
M E MARTIN JR
APT 14C
123 SPRINGFIELD GARDENS
HILLTOWN WV 25322-0224

- Rural Route Addresses. Print rural route addresses on mailpieces as: RR N BOX NN. Do not use the words *RURAL*, *NUMBER*, *NO.*, or the pound sign (#). Two examples:

- 1) RR 2 BOX 152
- 2) RR 9 BOX 23A

Change the designations *RFD* and *RD* (as a meaning for rural or rural free delivery) to *RR*.
Example:

- 1) RR 4 BOX 87A instead of RFD ROUTE 4 #87A

- Highway Contract Route Addresses. Print highway contract route addresses on a mailpiece as: HC N BOX NN. Do not use the words *HIGHWAY CONTRACT, ROUTE, NUMBER, NO., STAR ROUTE*, or the pound sign (#). Example:

1) HC 68 BOX 23A instead of HIGHWAY CONTRACT ROUTE 68 BOX 23A

- Star Route Designations. Change the designation *STAR ROUTE*, which usually refers to highway contract route, to *HC*. Example:

1) HC 68 BOX 23A instead of HIGHWAY CONTRACT ROUTE 68 BOX 23A

There should be no additional designations, such as town or street names, on the Delivery Address Line of highway contract route addresses. Street names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

SAM SAMUELS
SAMUELS DAIRY ROAD
HC 72 BOX 18
HILLTOWN WV 25322-0018

- Post Office Box Addresses. Post Office Box addresses are output as *PO BOX NN* on the mailpiece. Two examples:

- 1) PO BOX 11890
- 2) PO BOX G

PO BOX addresses often appear with the word *CALLER, FIRM CALLER, BIN, LOCKBOX, or DRAWER*. Change these to *PO BOX* as output on a mailpiece.

1) PO BOX L instead of DRAWER L

Abbreviations

- Unit Designators

APT	Apartment
BLDG	Building
FL	Floor
STE	Suite
UNIT	Unit
RM	Room
DEPT	Department

- Direction

N	North
S	South
E	East
W	West
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest

- Street Suffix

AVE	Avenue
BLVD	Boulevard
CTR	Center
CIR	Circle
CT	Court
DR	Drive
EST	Estate
EXPY	Expressway
FWY	Freeway
JCT	Junction
LN	Lane
LOOP	Loop
MTN	Mountain
PARK	Park
PKWY	Parkway
PIKE	Pike
PL	Place
PLZ	Plaza
RD	Road
SQ	Square
STA	Station

Abbreviations (cont.)

ST	Street
TER	Terrace
TPKE	Turnpike
VLY	Valley
VIS	Vista
WALK	Walk

NON-PUBLIC SCHOOLS - Issuance of School Code Numbers

- ▶ To have a school code generated for a non-public school, one of the following conditions must first be met: 1) the school has been granted Exemption A or 2) the school has received Exemption K status. Schools without Exemption A or K will not be given a school code number. Exemption B (home schools) will not be given a school code number.
 - Requests for Exemption A status are handled at the county level. The county notifies the appropriate WVDE staff member (Mike Cox) when requests for Exemption A status have been granted, giving the appropriate information.
 - Requests for Exemption K status are handled at the state level. The appropriate WVDE staff member (Karen Larry) will notify the county when a letter of intent to operate has been received, giving the appropriate information.
 - After the exemption status (A or K) has been given, a school code number will be generated by the WVEIS office.
- ▶ Non-public schools without a school code number will not be included on the WVDE or WVEIS websites, in the **West Virginia Education Directory**, nor on any address labels.
- ▶ Up-to-date information for Exemptions A and K schools must be maintained by the county on the WVEIS Master List of Schools.
- ▶ A disclaimer will be included on the WVDE website and in printed copies of the **West Virginia Education Directory** stating that non-public schools which are listed are not approved by the West Virginia Department of Education, but merely have received Exemption A or K status.

MASTER LIST OF SCHOOLS

Figure 6 – Master List of Schools (WVS.210)

```

WVS                               Maintain Master List of Schools                               WVS.210

District ..... 039
School ..... 511
                SOUTH CHARLESTON HIGH SCHOOL
                1 EAGLE WAY
                _____
                SOUTH CHARLESTON           WV 25309
                Phone: 304 766 0352   Fax: 768 4663

Principal ..... WALT W WALTON, WILLIAM
Periods Per Day ..... 04
Block Schedule ..... Y
    Alternate Days .... N
Open Date ..... 7/01/1969
Close Date ..... _____
ACT Location ..... 491220
NCESS Code ..... 540060000442
Title I Flag ..... 1

F3=Exit  F4=Index  F12=Cancel

```

(Note: The District, School, and Address must be maintained for public and non-public schools.)

District

The three-digit county code number (from School Information (STU.320))

School

The three-digit school code number (from School Information (STU.320))

Address

- The first line is the school name (from School Information (STU.320)). Spell out the entire school name (e.g., Marshall Patton Elementary School; Doris White Memorial Middle School; Nancy Walker High School.)
- The second line is the street address or the route and box number (from School Information (STU.320)). Do NOT put the city name on this line!
- The third line is for additional street address information (STU.320).
- The fourth line is for the city, state, and zip code (from School Information (STU.320)). Put the four-digit zip code extension number.
- The phone number (from School Information (STU.320)); put the FAX number on the fifth line.

Principal

Gives short name (from School Information (STU.320)). Index to choose from persons employed at the school to get full name (from personnel records). (For public schools only.)

Periods Per Day

Enter a number. (For public schools only.)

Block Schedule

Enter Y or N. (For public schools only.)

Alternate Days

Enter Y or N. (For public schools only.)

Open Date

Date original school was opened; NOT the date school opened for the current school year. Put approximate date when true date is not known. Put MMDDYYYY. This must be maintained for both public and non-public schools.

Close Date

Date original school was closed; NOT the date school closes for the current school year. Put approximate date when true date is not known. Put MMDDYYYY. This must be maintained for both public and non-public schools.

ACT Location

Put six-digit number that is used for both ACT and SAT testing. The first two numbers are always 49, which indicates West Virginia. (For public schools only.)

NCESS Code

Must have for a school; leave blank for county or locations where students are not served (e.g., bus garages, county board office). (For public schools only.)

Title I Flag

1 = Not Title I
8 = Targeted Assistance
9 = School-wide
(For public schools only.)

Notes:

- 1) Do NOT delete schools from the Master List of Schools when they close. Just complete the "Close Date" field.

SPECIAL EDUCATION AND MEDICAID BILLING

Figure 7 – Student Special Education Information

```

WVS                               Student Special Education Information                               WVS.302
-----
District ..... 039
Student ID ..... 720021730

Index Option ..... _
                    1=Special Ed Students by Name
                    2=Special Ed Students by ID
                    3=Special Ed Students by Name Within Class
                    4=All Students by Name
                    5=Multiple Student Selection

Index Name ..... _____
Index School ..... _____
Index Class ..... _ to _

Select Information to Display (X to Select):
-----
Basic Information ... X   Services ..... X   Referral/Re-eval .... X
IEP ..... X             Transportation ..... X   Medicaid Billing .... X
Testing ..... X         Discipline ..... X

Automatic Record Advance?: N
E3=Exit  E4=Index
  
```

The Student Special Education Information screen (Figure 7) allows you to maintain the special education information for any student on your system. The Special Education records are restricted to selected personnel, access must be granted before information can be view or maintained. If you have authority to the special education records you can access them by selecting record 10 (Special Education) from the Maintain Student Records Programs, STU.301E or STU.301M or the Special Education program WVS.302.

The records are used for collecting information on special education students for the purposes of Teacher Assignment Schedules, Second Month Report, various special education reports, for determining special education students for state and federal funding purposes, for any special testing procedures and for Medicaid billing.

It is important the information current by using the following screens for each special education student in your county.

Figure 8 – Special Education Student Basic Information

```

WVS                               Special Education Student Basic Information          WVS.302
                                                                                   CHANGE
Student ..... 720021730 Sex M Race W Age 12 Date of Birth .... 12/18/91
                               DOE, JOHN L.                               Native Language ... EN

School ..... KANAWHA CITY ELEMENTARY SCHOOL          235
Parent/Guardian .... JAMES D. DOE
Mailing Address .... 673 MAIN DR
City/State/Zip ..... ANYWHERE, WV 00000              Phone: 304 123 4567
Home School .....
Homerom Teacher ....
Class ..... 05

Active? (Y/N) ..... Y
Social Security# .... 123-45-6789
Medicaid# ..... 00100153385 Closing Date: _____
Diagnosis Code ..... 31531 DEVELOPMENTAL EXP/REC LANGUAGE DISORDER

Extended Year? (Y/N): _ Edit Surrogate Family Info?: N
Diploma ..... _

                                                                                   F14=Print Service Form
F3=Exit F4=Index F12=Cancel                                                       F23=Delete This Record

```

The Special Education Student Basic Information screen (Figure 8) must exist for any student receiving special services.

- | | | |
|--------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active? | Y | Yes, the student is currently enrolled in the local education system and receiving special services. |
| | N | No, the student is not currently receiving special services. |
| Social Security # | | Necessary for Medicaid billing purposes. |
| Medicaid # | | Necessary for Medicaid billing purposes. |
| Diagnosis Code | | Necessary for Medicaid billing purposes. Press F4 for a current list of Diagnosis Codes. The WVDE Medicaid specialist maintains diagnosis codes. A listing can be found following this section. |
| Diploma | M | Modified Diploma |
| | R | Regular Diploma |

Figure 9 – Maintain Special Education Services Detail

```

WVS                               Maintain Special Ed Services Detail                               WVS.302
                                                                                               LOOKUP
Student ..... 720021730                School: 235
          DOE, JOHN L.

E/R Code ..... CD                SPEECH/LANGUAGE IMPAIRMENT

D/U Flag ..... D                                Next IEP Due: 5/12/2004
Entry Date ..... 11/12/2002                Re-evaluation Due: 11/08/2005
Exit Date ..... 9/02/2003
Minutes Per Week ... 60
LRE Code ..... 0                REGULAR EDUCATION - FULL-TIME
Status Code ..... 85                MOVED, NOT KNOWN TO BE CONTINUING
Teacher ID ..... GRAF S

Comment .....
_____
_____
_____

This record originated in district: 072

F3=Exit  F4=Index                                F23=Delete This Record
  
```

Use the Maintain Special Education Services Detail screen (Figure 9) to indicate the student’s exceptionality and related services. Each service is a separate record.

- | | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E/R Code | Exceptionality/Related Services: Press F4 for a valid index of codes. A listing of codes may be found at the end of this section. |
| D/U Flag | Duplicated/Unduplicated Services |
| D | Use this code to indicate additional services or exceptionalities for a student. |
| U | Each student may be counted under only one area of exceptionality; use this code to indicate a student’s primary or only special education service. |
| LRE Code | Least Restrictive Environment: Press F4 for a valid index of codes. A listing of codes may be found at the end of this section. |
| Status Code | The status code refers to the student’s current status in relation to the service. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section. |
| Teacher Id | Press F4 for an index of valid teacher ids for the current school. |

Figure 10 – Maintain Referral Information

```

WVS                               Maintain Referral Information                               WVS.302
                                                                                   CHANGE
Student ..... 720021730                School: 235
          DOE, JOHN L.
Referral Source ..... 3  TEACHER/SAT
Referral Date ..... 2/06/2003

Initial Evaluation
Consent/Refusal (C/R) ..... C  Date Received: 3/05/2003
Evaluation/Eligibility
Meeting Due Date ..... 5/24/2003

Date Eligibility Determined ... _____
Eligibility Status ..... _
E/R Code ..... _
Placement
Consent/Refusal (C/R) ..... _  Date Signed: _____

Re-evaluation Due ..... _____

F3=Exit  F4=Index                               F23=Delete This Record
  
```

Use the Maintain Referral Information screen (Figure 10) to record referral information for a student.

Referral Source Used to record where the referral was initiated. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

Record the response from the responsible party. If consent has been granted for an initial evaluation the results need to be recorded.

Eligibility Status Use to record the eligibility established. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

E/R Code **Exceptionality/Related Services Code** Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

The Re-evaluation Due date will automatically calculate for three years from the Date Eligibility Determined.

Figure 11 – Maintain Re-evaluation Information

```

WVS                               Maintain Re-evaluation Information                               WVS.302
                                                                                               ADD
Student ..... 720021730                School: 235
          DOE, JOHN L.
Consent Request(s):
Sent: _____ Method: ___ Response: _
      _____                _____
      _____                _____
Date Eligibility Determined ... _____
Eligibility Status ..... _
E/R Code ..... _
Re-evaluation Due ..... _____

F3=Exit  F4=Index
    
```

Use the Maintain Re-evaluation Information screen (Figure 11) to record when notices for re-evaluation have been sent.

- Method** The method refers to the way the notice was sent to the parent or guardian. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.
- Response** The response refers to the reply received about the notification. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

If the response results in re-evaluation of the student the eligibility information needs to be recorded.

- Eligibility Status** Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.
- E/R Code** **Exceptionality/Related Services** Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

The Re-Evaluation Due date will automatically calculate for three years from the Date Eligibility Determined.

Figure 12 – Maintain IEP Information

```
WVS                               Maintain IEP Information                               WVS.302
                                                                                   CHANGE
Student ..... 720021730                School: 235
                DOE, JOHN L.
Notice of IEP Meeting:
Sent: _____ Method: ___ Response: _
      _____                _____
      _____                _____
IEP Completed ... 5/12/2003
Next IEP Due .... 5/12/2004
F3=Exit  F4=Index                               F23=Delete This Record
```

Use the Maintain IEP Information screen (Figure 12) to record Individual Education Plan (IEP) information for the student.

- Method** The method refers to the way the notice was sent to the parent or guardian. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.
- Response** The response refers to the reply received about the notification. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

Once the IEP has been completed record the date and the Next IEP Date will automatically calculate for one year.

Figure 13 – Maintain Special Education Transportation Information

```
WVS                               Maintain Special Ed Transportation Information                               WVS.302
                                                                                               ADD
Student ..... 720021730                School: 235
                DOE, JOHN L.

AM Bus .....
PM Bus .....

Transportation Method ... __

Note ..... _____
                _____

F3=Exit  F4=Index  F12=Back
```

Use the Maintain Special Education Transportation Information screen (Figure 13) to record the transportation method for the student.

Transportation Method The way the student is transported. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

Figure 14 – Maintain Special Education Medicaid Billing Detail

WVS		Maintain Special Ed Medicaid Billing Detail		WVS.302	
				CHANGE	
Student	720021730	School: 235			
	<u>DOE, JOHN L.</u>				
Medicaid#	00100153385				
Diagnosis Code	31531 <u>DEVELOPMENTAL EXP/REC LANGUAGE DISORDER</u>				
Pay-to Provider ...	0012144000				
Treatment Provider:	0154076000 KELLI ROSS				
<u>Dates of Service:</u>			Status	B BILLED	
Beginning	9/01/2003		Date Billed	10/15/2003	
Ending	9/30/2003		FFP Percentage ...	75.04%	
Procedure Code	W3057		FFP Payment	24.38	
			Note: Code:		
Units	5.00		_____		
Unit Cost	6.50		_____		
Extended Cost	32.50		_____		
F3=Exit F4=Index			F23=Delete This Record		

Use the Maintain Special Education Medicaid Billing Detail screen (Figure 14) to record information for billing Medicaid for services the student receives. The Medicaid number and the diagnosis code come from the Special Education Student Basic Information screen (Figure 8).

Treatment Provider The individual or group that provided billable services to the student. Press F4 for a current list of valid providers. Providers are unique for each district.

Procedure Code The billable procedure code for the service provided to the student. Press F4 for a valid index of codes. A listing of codes may be found at the end of this section.

Figure 15 – Maintain Special Education Testing Information

```

WVS                               Maintain Special Ed Testing Information                               WVS.302
                                                                                               CHANGE
Student ..... 720021730           School: 235
                DOE, JOHN L.
Regular Testing? (Y/N) ..... N
Assessment with Accommodation? (Y/N) .. Y
Alternate Assessment? (Y/N) ..... _

F3=Exit  F12=Back                               F23=Delete This Record

```

Use the Maintain Special Education Testing Information screen (Figure 15) to record any special testing information from the student’s IEP.

If you answer ‘Y’ to Assessment with Accommodation, a second screen will appear so that you may enter the appropriate accommodations. Select an item from the index to update or press F6 to Add a Record.

```

Testing Accommodations Detail
- Student: 720021730           School: 235
                DOE, JOHN L.
Code  Description
-----
NO RECORDS

F6=Add Record                               F12=Back

```

With cursor in the Accommodation Code field the F4 key may be pressed to see an index of valid codes.

ADD

Student 720021730 School: 235
 DOE, JOHN L.

Accommodation
Code _____

Comment _____

F3=Exit F4=Index

SPECIAL EDUCATION STANDARD CODES

Codes for Entering Student Data into Special Education Record 2003-2004

ACTIVE - Y- Yes; N - N Enter Y if the student is an eligible exceptional student receiving IEP services.

EXCEPTIONALITY/RELATED SERVICES (E/R) CODES

Exceptionality Codes:

AU - Autism
BD - Behavior Disorders
CD - Speech/language Impairment
DB - Deaf/Blind
EG - Exceptional Gifted (grades 9-12)
GF - Gifted (grades 1-8)
HI - Deaf and Hard of Hearing
LD - Specific Learning Disabilities
MM - Mildly Mentally Impaired
MD - Moderately Mentally Impaired
MS - Severely Mentally Impaired
MP - Profoundly Mentally Impaired
OH - Other Health Impaired
PH - Orthopedically Impaired
PS - Preschool Special Needs
VI - Blind and Partially Sighted
TB - Traumatic Brain Injury

Related Services codes:

RT - Transportation
RA - Audiology
RL - Speech and Language Pathology Services
RP - Psychological Services
RY - Physical Therapy
RO - Occupational Therapy
RC - Clean Intermittent Catheterization (CIC)
RR - Recreation
RU - Therapeutic Recreation
RN - Counseling Services
RB - Rehabilitation Counseling
RS - Social Work Services
RH - School Health Services
RE - Early Identification and Evaluation
RM - Medical Services (Diagnostic/Evaluation Only)
RG - Parent Training
RZ - Other
AD - Assistive Technology Device
AS - Assistive Technology Service
TS - Transition Services

DUPLICATED/UNDUPLICATED

D - Use this code to indicate the additional services or exceptionalities a student has.

U - Each student may be counted under only one area of exceptionality; use this code to indicate a student's primary special education service.

LRE CODES - CHILDREN AGES 3-5

To enter LRE codes for students ages 3-5, enter A through H in the LRE column next to the unduplicated exceptionality (E/R code) in the student's Special Education Record. In a memorandum dated September 12, 2003, the Office of Special Education Programs (OSEP) clarified the definitions of the age 3 to 5 placement options as follows. The age 3-5 placement options represent the time the student is receiving **special education services**. **IEP Teams should be informed of these definitions to ensure appropriate choices are marked on the IEP form.**

A - Home

Children who receive all their special education and related services in the principal residence of the child's family or caregivers

B - Early Childhood Setting

Children who receive **all** of their special education and related services in educational programs designed primarily for children without disabilities. No **special** education or related services are provided in separate special education settings. This may include, but is not limited to **special education services provided in:**

1. regular kindergarten classes;
2. public or private preschools;
3. Head Start centers;
4. child care facilities;
5. preschool classes offered to an eligible pre-kindergarten population by the public school system;
6. home/early childhood combinations;
7. home/Head Start combinations; and
8. other combinations or early childhood settings.

*(If the student is pulled out of this setting for **any** special education or related services provided through an IEP, then the student is **not** in the Early Childhood Setting. Choose another option.)*

C - Part-Time Early Childhood/Part-Time Early Childhood Special Education Setting

Children who receive special education and related services in multiple settings, such that: (1) special education and related services are provided at home or in educational programs designed primarily for children without disabilities, and (2) special education and related services are provided in programs designed primarily for children with disabilities. This may include, but is not limited to special education services provided in:

1. home/early childhood special education combinations;
2. Head Start, child care, nursery school facilities, hospital facilities on an outpatient basis, or other community-based settings and outside of the regular class **combinations**;
3. regular kindergarten classes **and** special education provided outside of the regular class;
4. separate school/early childhood combinations; and
5. residential facility/early childhood combinations.

D - Reverse Mainstream Setting

Children who receive all of their special education and related services in educational programs designed primarily for children with disabilities but that include 50 percent or more children without disabilities.

E - Early Childhood Special Education Setting

Children who receive **all** of their special education and related services in educational programs designed primarily for children with disabilities housed in regular school buildings or other community-based settings. No **special** education or related services are provided in early childhood settings. This may include, but is not limited to **special education and related services provided in:**

1. special education classrooms in regular school buildings; and
2. special education classrooms in child care facilities, hospital facilities on an outpatient basis, or other community-based settings.

F - Itinerant Service Outside the Home

Children who receive all of their special education and related **services at a school, hospital facility on an outpatient basis or other location** for a short period of time (i.e. **no more than 3 hours per week**). This does not include children receiving services at home. These services may be provided individually or to a small group of children. This may include, but is not limited to: speech instruction up to 3 hours per week in a school, hospital, or other community-based setting.

G - Separate School

Children who receive all of their special education and related services in educational programs in **public or private day schools specifically for children with disabilities**.

H - Residential Facility

Children who received all of their special education and related services in publicly or privately operated **residential schools** or residential medical facilities on an inpatient basis.

LRE CODES FOR STUDENTS AGES 6-21

For students ages 6-21, enter the LRE code number (0 through 7) in the LRE column next to the unduplicated exceptionality (E/R code) in the student's Special Education Record. To calculate the percentage of time outside the regular classroom, divide the number of hours the student receives special education and related services outside the regular classroom by the total number of hours in the **school day**.

0 - Regular Education - Full-Time

wherein the student's specially designed instruction and related services are delivered outside regular education classes or integrated community settings for less than 21% of the school day.

1 - Regular Education - Part-Time

wherein the student's specially designed instruction and related services are delivered outside regular education classes or integrated community settings for at least 21% but not more than 60% of the school day.

2 - Special Education - Separate Class

wherein the student's specially designed instruction and related services are delivered outside regular classes or integrated community settings for more than 60% of the school day.

3 - Special Education: Special School - Public

wherein the student's specially designed instruction and related services are delivered in a public special school that services only exceptional students for more than 50% of the student's school day.

4- Special Education: Special School - Private

wherein the student's specially designed instruction and related services are delivered in a private special school that services only exceptional students for more than 50% of the students school day.

5 - Special Education: Out-of School Environment

wherein the student's specially designed instruction and related services are temporarily delivered in: (a) a non-school environment, such as a public library, group home or mental health center; (b) a medical treatment facility/hospital; or (c) the home. (This does not include students whose parents have opted to home-school them, but who also receive special education services at public expense. Home schooled students are reported as 0, 1 or 2, as appropriate.)

6 - Special Education: Residential Facility - Public

wherein the student's specially designed instruction and related services are delivered in a public facility which provides twenty-four hour care and supervision.

7 - Special Education: Residential Facility - Private

wherein the student's specially designed instruction and related services are delivered in a private facility which provides twenty-four hour care and supervision.

STATUS CODES

The following codes are entered in the status field in the special education record (Maintain Special Education Services Detail screen) for special education students ages 14 through 22 exiting special education. An exit date also must be entered. **The required exit codes are indicated in bold.** Other codes are optional, as indicated.

For purposes of the Special Education Exit Report, all students ages 14+ who exited from July 1 through June 30 must be reported as **one** of the options in bold. The exit report is an unduplicated report.

- 10 - In evaluation (optional) Active = N
- 20 - Did not qualify (optional) Active = N
- 30 - In program (optional)

35 – No longer receives special education (formerly “Returned to regular education”) - Received special education but at some time during the twelve month period between July 1 and June 30 were exited from the special education program due to completing IEP objectives and no longer meeting eligibility requirements for special education. Also includes students whose parents removed them from services (e.g., removed to home schooling).

40 - Graduated with regular diploma – Met graduation standards and credits and exited with a regular high school diploma.

50 - Graduated with modified diploma/high school equivalent diploma – Exited with a modified diploma signifying completion of the IEP objectives under Policy 2510 **OR, student was enrolled in the district during the reporting year in an approved alternative education program under Policy 2418, during which time they received GED preparation and received special education services in accordance with an IEP, and who exited with a high school equivalency diploma in compliance with the requirements outlined in Policy 2444.4: *High School Equivalent Diploma.***

70 - Reached maximum age – Exited special education services due to reaching maximum age, that is, a student who is age 21 prior to September 1 of the school year has reached maximum age for that subsequent school year, and therefore, the right to free appropriate public education under WV Code and Policy 2419 terminates.

75 - Died

80 - Moved, known to be continuing – Moved out of the catchment area or otherwise transferred to another district and are known to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that the student is continuing in an educational program. This includes students in correctional facilities and other programs operated by the Office of Institutional Education Programs, and students placed by state agencies (i.e., Department of Health and Human Resources) in out-of-county or out-of-state facilities in which they receive education.

85 - Moved, not known to be continuing – This code is being phased out. Moved out of the catchment area and are not known to be continuing in another education program, that is, there is no evidence (e.g., a record request) to indicate they have enrolled in another educational program, and the LEA has verified that the family is no longer at their last known residence. **For reporting purposes, these students are counted as dropouts.**

90 - Dropped out – Was enrolled at some point in the reporting year and was not enrolled at the end of the reporting year and did not exit through any of the other options described (35, 40, 50, 70, 75, 80).

95 - Other (Optional, for other use; not to be used as an exit code)

TEACHER - Enter the teacher's identification code or "short name" as entered in the STU.240 teacher record. Should be the first four letters of the last name, space and the first letter of the first name.

EXIT DATE - Enter the date a student exits a special education service.

Special education reports on WVEIS require the following files: PSTU.302: Special Education Record, PSTU.301: Basic Student Record, and PATT.270 Attendance Register (enrollment record) . Students served by IEPs or Services Plans (private school students) but not enrolled in the public school must be enrolled in an R district.

TRANSPORTATION CODES

The following are special education transportation codes:

- 01 – Regular bus
- 02 – Regular bus with adaptive equipment
- 03 – Regular bus with lift
- 04 – Regular bus with aide
- 05 – Regular bus with nurse
- 06 – Special bus
- 07 – Special bus with adaptive equipment
- 08 – Special bus with lift
- 09 – Special bus with aide
- 10 – Special bus with nurse
- 11 – Public transportation
- 12 – Private transportation
- 13 – Walks

REFERRAL SOURCE

- 1 – Part C – WV Birth to Three
- 2 – Parent
- 3 – Teacher/Student Assistance Team (SAT, SBAT)
- 4 – Other
- 5 - Health care professional – (e.g., physician, nurse, physical therapist, occupational therapist)
- 6 - Head Start/Early Head Start
- 7 – Public childcare
- 8 - Private preschool

ELIGIBILITY STATUS

- 1 – Eligible
- 2 – Not eligible

REQUEST METHOD

- 01 – Regular mail
- 01 – Phone
- 03 – Hand delivered
- 04 – Certified mail

DISCIPLINE CODES

The following are WVEIS Discipline Codes from the Standards Manual for use in the WVEIS Discipline Module. Removals from school (suspensions or expulsions) that are not under the specific conditions described below for AS1 and AS2 are reported using the various required actions codes for suspension and expulsion. The following additional definitions from the U.S. Department of Education, Office of Special Education Programs required annual data report and Policy 2419: *Regulations for the Education of Exceptional Students* on discipline are provided to clarify frequently misused action codes.

Disposition (Action Code) AS1

This code is to be used when a school administrator unilaterally removes a student with a disability from school and places the student in an “Interim Alternative Educational Setting” as defined by the Individuals with Disabilities Education Act and Policy 2419. Please note, **unilateral removal of a student with a disability is allowed only for drug and weapons offenses**, and, while removal may be unilateral, the Interim Alternative Educational Setting must be determined by the IEP Team.

Unilateral Removal – Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 days. **The IEP team is responsible for determining the interim alternative educational setting.** Unilateral removals do NOT include decisions by the IEP team to change a student’s placement.

Interim Alternative Educational Setting – An appropriate setting determined by the child’s IEP team in which the child is placed for no more than 45 days. This setting enables the child to continue to progress in the general curriculum; to continue to receive the services and modifications, including those described in the child’s current IEP; and to meet the goals set out in the IEP. Setting includes services and modifications to address the problem behavior and to prevent the behavior from recurring.

Drug Offenses – The use, possession, sale, or solicitation of drugs as identified in 21 U.S.C. §812. These offenses do not include use, possession, sale, or solicitation of alcohol or tobacco.

Dangerous Weapon – means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm as further defined in W.Va. Code §61-7-2 and Policy 4373: *Student Code of Conduct*.

Disposition (Action) Code AS2

This code is to be **used only when a student is removed to an Interim Alternative Educational Setting by a Special Education Due Process Hearing Officer** as a result of a due process hearing filed with the West Virginia Department of Education, Office of Special Education. As defined by Policy 2419:

Removal by a Hearing Officer – Those instances in which an impartial hearing officer orders the removal of students with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer’s determination that the public agency has demonstrated by substantial evidence that maintaining the child’s current placement is substantially likely to result in injury to the child or others.

SEE WVEIS STANDARDS FOR MAINTAINING STUDENT DATA SYSTEMS FOR REMAINING REQUIRED DISCIPLINE CODES

WVEIS SPECIAL EDUCATION RECORD – TESTING ACCOMMODATIONS CODES

When a student’s IEP indicates statewide testing with accommodations, enter the appropriate code(s) in the special education testing screen.

Presentation

- P02 Have directions, stimulus material, questions, and/or answer choices read aloud verbatim to the student for the Mathematics, Science and Social Studies Test.
- For a blind/partially-sighted student who does not read Contracted Braille or Nemeth code, have directions, stimulus material questions and/or answer choices read aloud verbatim to the student for the Mathematics, Science and Social Studies Tests.
- P03 Use Braille or other tactile form of print when that is the student’s typical mode of accessing written material
- Student responses must be transcribed to a regular-sized test booklet.
- P06 Have directions, stimulus material, questions, and/or answer choices present through sign language for the Mathematics, Science and Social Studies Tests.
- Only the directions may be signed for the Reading/Language Arts Test. (see P16)
- P13 Use a text-talk converter to present stimulus material, questions, and/or answer choices verbatim for a blind/partially sighted student, when that is the student’s typical mode of accessing written material
- P15 Have *directions only* read aloud on Reading/Language Arts Test.
- P16 Have *directions only* presented through sign language for Reading/Language Arts Test
- P17 Use a secure electronic Braille note taker for directions and test stimulus materials.
- P18 Have directions rephrased by a trained examiner in a way that does not breach security of the test items or give away an answer.
- P19 Use a large-print edition (20 point font) of the test when it is the student’s typical mode of accessing written material.
- Student responses must be transcribed to a regular-sized test booklet.

Response

- R02 Indicate responses to a scribe for selected-response items.
- R03 Use Braille or other tactile form of print to respond when that is the student’s typical mode of responding to written material
- Student responses must be transcribed to a regular-sized test booklet.
- R04 Indicate responses to a scribe for constructed-response items, when the student is physically unable to response otherwise.
- R05 Use an abacus on all parts of the Mathematics Test for blind students.
- R11 Use computer, typewriter or other device (assistive technology) to respond
- Student responses must be transcribed to a regular-sized booklet.
- R13 Provide physical support for a student by an aide if this support is provided routinely and if the aide has been trained as an examiner.
- R14 Use an electronic translator or sign-dictionary to present directions, stimulus material, questions and/or answer choices for the Mathematics, Science and Social Studies Tests.
- Except for the WESTEST Reading/Language Arts test
- R15 Use an electronic translator or sign-directory to *present the directions only* for the WESTEST Reading/Language Arts Test.

Timing/Scheduling

- T03 Provide more breaks than are scheduled as long as the breaks do not allow an opportunity for the student to study information on a test already started. Security measures must be followed during the breaks. Tests must be completed on the same day they are started.
- T04 Use extra time for any timed test
- Not applicable to WESTEST, which is not timed
- T07 Have flexible scheduling that allows for students who may not complete the testing before a scheduled meal break. Flexible scheduling shall not result in an opportunity for the student to study information on a test already started. Tests must be completed on the same day they are started.

**Data Collected for Special Education Reports
Through WVEIS Student Management System**

Basic Student Record

1. Student identification number
2. Student birthdate
3. Race/ethnicity
4. County code
5. School code
6. Sex code

Student Enrollment/ Register

1. Student identification number
2. Student enrollment code (entry/withdrawal)
3. Attendance register identification (class level and sex)

Special Education Record

1. Student identification number
2. Active/inactive
3. Exceptionality
4. Unduplicated
5. Status code (exit)
6. Exit date
7. Teacher (short name)
8. LRE
9. Referral date and source
10. IEP date
11. Eligibility date
12. Testing accommodations
13. Diploma

Teacher Information (school, personnel, special education record)

1. Teacher identification
2. Teacher Social Security Number
3. Teacher Name

MEDICAID STANDARD CODES

TREATMENT TYPES

Type	Description
AUD	AUDIOLOGY
NEW	IEPS, CARE COOR, PERSONAL CARE, SP TRANS
OT	OCCUPATIONAL THERAPY EVAL, SESSIONS, CON
PSY	PSYCHOLOGICAL EVALUATIONS AND THERAPY
PT	PHYSICAL THERAPY EVAL, SESSIONS, CONSULT
RN	NURSING EVAL, SPECIALIZED PROC, CONSULT
SP	SPEECH THERAPY EVALS, SESSIONS, CONSULTS

DIAGNOSIS CODES

Type	Description
V400	PROBLEMS WITH LEARNING
V623	DISSATISFACTION WITH SCHOOL ENVIRONMENT - EDUCATIONAL HANDICAP
V624	SOCIAL MALADJUSTMENT, CULTURAL DEPRIVATION. SOCIAL ISOLATION/PERSECUTION.
V6289	OTHER PSYCHOLOGICAL OR PHYSICAL STRESS
V7109	OTHER SUSPECTED MENTAL CONDITION
V799	UNSPECIFIED MENTAL DISORDER AND DEVELOPMENTAL HANDICAP
1916	MALIGNANT NEOPLASM OF BRAIN (CEREBELLUM)
23770	NEUROFIBROMATOSIS, UNSPECIFIED
23771	NEUROFIBROMATOSIS, TYPE I (VON RECKLINGH AUSEN'S DISEASE)
23772	NEUROFIBROMATOSIS - TYPE II (ACOUSTIC NEUROFIBROMATOSIS)
25090	DIABETES WITH UNSPECIFIED COMPLICATION, TYPE II OR UNSPECIFIED TYPE
25091	DIABETES WITH UNSPECIFIED COMPLICATION, TYPE I OR UNSPECIFIED TYPE
25092	DIABETES WITH UNSPECIFIED COMPLICATION, TYPE II OR UNSPECIFIED TYPE
25093	DIABETES WITH UNSPECIFIED COMPLICATION, TYPE I OR UNSPECIFIED TYPE
2533	PITUITARY DWARFISM
2701	PHENYLKETONURIA (OHI)
2775	MUCOPOLYSACCHARIDOSIS
2793	IMMUNITY DEFICIENCY, UNSP
2860	CONGENITAL FACTOR VIII DISORDER: HEMOPHILIA
29660	BIPOLAR AFFECTIVE DISORDER, MIXED, UNSPECIFIED
29661	BIPOLAR AFFECTIVE DISORDER, MIXED, MILD MODERATE
29663	BIPOLAR AFFECTIVE DISORDER, MIXED, SEVERE, WITHOUT MENTION OF PSYCHOTIC BEHAVIOR
29664	BIPOLAR AFFECTIVE DISORDER, MIXED, SEVERE, SPECIFIED AS WITH PSYCHOTIC BEHAVIOR
29665	BIPOLAR AFFECTIVE DISORDER, MIXED, IN PARTIAL OR UNSPECIFIED REMISSION
29666	BIPOLAR AFFECTIVE DISORDER, MIXED, IN FULL REMISSION
2989	PSYCHOSIS, UNSP
29900	INFANTILE AUTISM, CURRENT OR ACTIVE STATE
29901	INFANTILE AUTISM, RESIDUAL STATE
29980	PERVASIVE DEVELOPMENTAL DISORDER NOS
29990	UNSPECIFIED PSYCHOSES WITH ORIGIN SPECIFIC TO CHILDHOOD, CURRENT OR ACTIVE STATE

MEDICAID STANDARD CODES

DIAGNOSIS CODES

Type	Description
30023	SOCIAL PHOBIA
3070	STAMMERING & STUTTERING
30720	TIC DISORDER, UNSPECIFIED
30722	CHRONIC MOTOR OR VOCAL TIC
30723	TOURETTE'S SYNDROME
3077	ENCOPRESIS
3079	OTHER UNSPECIFIED SPECIAL SYMPTOMS
3090	BRIEF DEPRESSIVE REACTION
30923	SPECIFIC ACADEMIA OR WORK INHIBITION
30924	ADJ REACTION W/ANXIOUS MOOD
30928	ADJ REACTION W/MIXED EMOTIONAL
3093	PREDOMINANT DIS OF CONDUCT
3094	ADJ REACTION W/MIX DISTURBANCE
30981	PROLONGED POSTTRAUMATIC STRESS DISORDER
30982	ADJ REACTION W/PHYSICAL COMPLAINT
30983	ADJ REACTION W/WITHDRAWAL
3099	UNSPECIFIED ADJUSTMENT REACTION
311	DEPRESSIVE DISORDER, NOT ELSEWHERE CLASSIFIED
3122	SOCIALIZED CONDUCT DISORDER
31281	CONDUCT DISORDER, CHILDHOOD ONSET TYPE
3129	BEHAVIOR DISORDERS
3130	OVERANXIOUS DISORDER
31321	AVOIDANT DISORDER ADOLES
31323	ELECTIVE MUTISM
31381	OPPOSITIONAL DEFIANT DISORDER
31389	OTHER OR MIXED EMOTIONAL DISTURBANCE
3139	DISORDER OF INFANCY, CHILDHOOD, OR ADOLESCENCE NOS
31400	ATTENTION-DEFICIT/HYPERACTIVITY DISORDER, PREDOMINANTLY INATTENTIVE TYPE
31401	ATTENTION-DEFICIT/HYPERACTIVITY DISORDER
3149	HYPERKINETIC SYNDROME, UNSPECIFIED
31500	DEVELOPMENTAL READING DISORDER, UNSPECIFIED
31502	DEVELOPMENTAL DYSLEXIA
31509	OTHER READING DISORDER
3152	OTHER SPECIFIC LEARNING DIFFICULTIES
31531	DEVELOPMENTAL EXP/REC LANGUAGE DISORDER
31532	RECEPTIVE LANGUAGE DISORDER (MIXED)
31539	DEVELOPMENTAL ARTICULATION DISORDER
3154	DEVELOPMENTAL COORDINATION DISORDER
3155	MIXED DEV DISORDER
3158	OTHER SPECIFIED DELAYS IN DEVELOPMENT
3159	LEARNING DISORDER NOS
317	MILD MENTAL IMPAIRMENT
3180	MODERATE MENTAL IMPAIRMENT
3181	SEVERE MENTAL IMPAIRMENT

MEDICAID STANDARD CODES

DIAGNOSIS CODES

Type	Description
3182	PROFOUND MENTAL IMPAIRMENT
319	UNSPECIFIED MENTAL RETARDATION
3302	CEREBRAL DEGEN LIPIDOSES
3313	COMMUNICAT HYDROCEPHALUS
3314	OBSTRUCTIVE HYDROCEPHALUS
33181	REYE'S SYNDROME
3319	CEREBRAL DEGENERATION, UNSPECIFIED
3331	ESSENTIAL AND OTHER SPECIFIED FORMS OF TREMOR
33510	SPINAL MUSCULAR ATROPHY, UNSPECIFIED
34200	FLACCID HEMIPLEGIA, EFFECTING UNSPECIFIED SIDE
34201	FLACCID HEMIPHEGIA, AFFECTING DOMINANT SIDE
34202	FLACCID HEMIPHEGIA, AFFECTING NONDOMINANT SIDE
3429	HEMIPHEGIA, UNSPECIFIED
3430	DIPLEGIA, SPASTIC
3431	HEMIPLEGIA (CEREBRAL PALSY)
3432	QUADRIPLEGIC
3434	INFANTILE HEMIPLEGIA
3438	OTHER SPECIFIED INFANTILE CEREBRAL PALSY
34400	QUADRIPLEGIA, UNSPECIFIED
34401	C1-C4 COMPLETE
34402	C1-C4 INCOMPLETE
34403	C5-C7 COMPLETE
34404	C5-C7 INCOMPLETE
3441	PARAPLEGIA, LOWER LIMBS
3442	DIPLEGIA OF UPPER LIMBS
3449	PHYSICALLY HANDICAPPED
34500	EPILEPSY, PETIT MAL
3451	GENERAL CONVULSIVE EPILEPSY
34510	EPILEPSY, GRAND MAL
3452	PETIT MAL STATUS
3453	GRAND MAL STATUS
34540	EPLIEPSY, PARTIAL, WITH IMPAIRMENT OF CONSCIOUSNESS
34550	EPILEPSY, PARTIAL, WITHOUT IMPAIRMENT OF CONSCIOUSNESS
34590	EPILEPSY, UNSPECIFIED, WITHOUT MENTION OF INTRACTABLE EPLILEPSY
34591	EPILEPSY, UNSPECIFIED, WITH INTRACTABLE EPILEPSY
3480	CEREBRAL CYSTS
3481	ANOXIC BRAIN DAMAGE
3483	ENCEPHALOPATHY
3499	UNSPECIFED DISORDERS OF NERVOUS SYS
3510	BELLS PALSY
3561	PERONEAL MUSCULAR ATROPHY
3570	GULLAIN-BARRE SYNDROME
3591	DUCHENE MUSCULAR DYSTROPHY
3592	MYOTONIC DISORDER
3629	UNSPECIFIED RETINAL DISORDER

MEDICAID STANDARD CODES

DIAGNOSIS CODES

Type	Description
3699	VISUALLY IMPAIRED
3884	OTHER ABNORMAL AUDITORY PERCEPTIONS
38910	SENSORINEURAL HEARING LOSS, UNSPECIFIED
38911	SENSORY HEARING LOSS
38912	NEURAL HEARING LOSS
38914	CENTRAL HEARING LOSS
38918	SENSORINEURAL HEARING LOSS OF COMBINED TYPES
3897	DEAF NEC (BLIND) NOT ELSEWHERE CLASSIFIED
3899	HEARING IMPAIRED
4160	PRIMARY PULMONARY HYPERTENSION
4267	ANOMALOUS ATRIOVENTRICULAR EXCITATION
43821	HEMIPLEGIA AFFECTING DOMINANT SIDE
49390	ASTHMA, UNSPECIFIED
39391	ASTHMA, UNSPECIFIED, WITH STATUS ASTHMATICUS
39392	ASTHMA, UNSPECIFIED, WITH (ACUTE) EXACERBATION
5191	TRACHEOSTENOSIS
591	HYDRONEPHROSIS
5970	URETHRAL ABSCESS
7143	JUVENILE CHRONIC POLYARTHRITIS
7149	UNSPECIFIED INFLAMMATORY POLYARTHRITIS
7159	OSTEOARTHRITIS, UNSPECIFIED WHETHER GENERALIZED OR LOCALIZED
71840	CONTRACTURE OF JOINT, SITE UNSPECIFIED
71841	CONTRACTURE OF JOINT, SHOULDER REGION
71842	CONTRACTURE OF JOINT, UPPER ARM
71843	CONTRACTURE OF JOINT, FOREARM
71844	CONTRACTURE OF JOINT, HAND
71845	CONTRACTURE OF JOINT, PELVIC REGION AND THIGH
71846	CONTRACTURE OF JOINT, LOWER LEG
71847	CONTRACTURE OF JOINT, ANKLE AND FOOT
71848	CONTRACTURE OF JOINT, OTHER SPECIFIED SITES
71849	CONTRACTURE OF JOINT, MULTIPLE SITES
7283	OTHER SPECIFIC MUSCLE DISORDERS; ARTHROGRYPOSIS
73730	SCIOLIOSIS (AND KYPHOSCOLIOSIS), IDIOPATHIC
74100	SPINA BIFIDA, WITH HYDROCEPHALUS, UNSPECIFIED REGION
74101	SPINA BIFIDA, WITH HYDROCEPHALUS, CERVICAL REGION
74100	SPINA BIFIDA, WITH HYDROCEPHALUS, DORSAL (THORACIC) REGION
74100	SPINA BIFIDA, WITH HYDROCEPHALUS, LUMBAR REGION
74190	SPINA BIFIDA, WITHOUT MENTION OF HYDROCEPHALUS, UNSPECIFIED REGION
74191	SPINA BIFIDA, WITHOUT MENTION OF HYDROCEPHALUS, CERVICAL REGION
74192	SPINA BIFIDA, WITHOUT MENTION OF HYDROCEPHALUS, DORSAL (THORACIC) REGION
74191	SPINA BIFIDA, WITHOUT MENTION OF HYDROCEPHALUS, LUMBAR REGION
7420	ENCEPHALOCELE
7421	MICROCEPHALUS
7422	REDUCTION DEFORMITIES OF BRAIN

MEDICAID STANDARD CODES

DIAGNOSIS CODES

Type	Description
74259	OTHER SPECIFIED ANOMALIES OF SPINAL CORD
7450	COMMON TRUNCUS
7467	HYPOPLASTIC LEFT HEART SYNDROME
74687	ECTOPIA CORDIS
7469	UNSPECIFIED ANOMALY OF THE HEART
74900	CLEFT PALATE, UNSPECIFIED
74903	CLEFT PALATE, BILATERAL, COMPLETE
74904	CLEFT PALATE, BILATERAL, INCOMPLETE
7513	HIRSCHSPRUNG'S DISEASE
7560	ANOMALIES OF SKULL AND FACE BONES
7564	ACHONDROPLASIA DWARFISM
7580	DOWN'S SYNDROME
7582	EDWARD'S SYNDROME
7583	CRI-DU-CHAT SYNDROME
7587	KLINEFELTER'S SYNDROME
7595	TUBEROUS SCLEROSIS
7597	MULTIPLE CONGENITAL ANOMALIES
75983	FRAGILE X SYNDROME
75989	FREEMAN/SHELDON SYNDROME
7599	CONGENITAL ANOMALY UNSPECIFIED
76071	FETAL ALCOHOL SYNDROME
7670	BRAIN HEMOR/BIRTH TRAUMA
7679	BIRTH INJURY NOS
7711	CYTOMEGALOVIRUS INFECTION
7803	CONVULSIONS
78039	CONVULSIVE/SEIZURE DISORDER NOS
7812	ABNORMALITY OF GAIT
7813	HYPOTONIA
78340	LACK OF NORMAL PHYSIOLOGICAL DEVELOPMENT, UNSPECIFIED
7844	VOICE DISTURBANCE
78441	FAILURE TO THRIVE
7845	DYSPHASIA
78461	ALEXIA & DYSLEXIA W/AGRAPHIA
78469	OTHER SYMBOLIC DYSFUNCTION
7999	DEFERRED
8051	FRACTURED VERTEBRAL COLUMN
85400	INTRACRANIAL INJURY WITHOUT MENTION OF OPEN INTRACRANIAL WOUND, UNSPECIFIED
85401	INTRACRANIAL INJURY WITHOUT MENTION OF OPEN INTRACRANIAL WOUND WITH LOSS OF CONSCIOUSNESS
9529	SPINAL CORD INJURY, UNSPECIFIED
95901	HEAD INJURY, UNSPECIFIED
9895	VENOM

MEDICAID STANDARD CODES

PROCEDURE CODES

Type/Mod	Description	Type	Cost
H2000	AFTER JAN 1 04 INITIAL/TRIENNIAL TREATMENT PLAN	NEW	662.29
H2000 TS	AFTER JAN 1 04 ANNUAL UPDATE TREATMENT PLAN	NEW	161.77
T1000	AFTER JUL 1 04 RN SERVICES, INDIVIDUAL SERVICES, MUST BE FACE TO FACE	RN	7.25
T1001	AFTER JUL 1 04 RN ASSESSMENT/EVALUATION	RN	120.00
T1020	AFTER JAN 1 04 PERSONAL CARE FULL DAY STUDENT	NEW	173.79
T1020 U5	AFTER JAN 1 04 PERSONAL CARE PARTIAL DAY STUDENT	NEW	86.90
T2001	AFTER JAN 1 04 SPEC TRANS AIDE	NEW	21.40
T2002	AFTER JAN 1 04 SPEC TRANS VEHICLE	NEW	26.10
T2022	AFTER JAN 1 04 CARE COORDINATION	NEW	92.63

***CODE W1510 THROUGH W3075 ARE NOT VALID FOR
SERVICES AFTER JULY 1, 2004***

W1510	HOME VISIT MILEAGE (UNIT=MILE)	SP	.35
W3000	NURSING EVALUATION	RN	28.80
W3001	NURSING SERVICES, INDIVIDUAL 15 MIN	RN	7.20
W3005	NURSING SERVICES, CONSULTATION 15 MIN	RN	7.20
W3010	OCCUPATIONAL THERAPY EVALUATION	OT	58.39
W3011	OCCUPATIONAL THERAPY RE-EVALUATION	OT	35.14
W3012 OT	INDIVIDUAL 15 MIN SESSION	OT	11.25
W3013 OT	INDIVIDUAL 30 MIN SESSION	OT	22.50
W3014 OT	INDIVIDUAL 45 MIN SESSION	OT	33.75
W3015 OT	INDIVIDUAL 60 MIN SESSION	OT	45.00
W3016 OT	SMALL GROUP (2-3) 15 MIN SESSION	OT	3.75
W3017 OT	SMALL GROUP (2-3) 30 MIN SESSION	OT	7.50
W3018 OT	SMALL GROUP (2-3) 45 MIN SESSION	OT	11.25
W3019 OT	SMALL GROUP (2-3) 60 MIN SESSION	OT	15.00
W3020 OT	LARGE GROUP (4-5) 15 MIN SESSION	OT	2.25
W3021 OT	LARGE GROUP (4-5) 30 MIN SESSION	OT	4.50
W3022 OT	LARGE GROUP (4-5) 45 MIN	OT	6.75
W3023 OT	LARGE GROUP (4-5) 60 MIN SESSION	OT	9.00
W3025 OT	CONSULT 15 MIN UNIT	OT	11.25
W3030	PHYSICAL THERAPY EVALUATION	PT	55.06
W3031 PT	INDIVIDUAL 15 MIN SESSION	PT	11.25
W3032 PT	INDIVIDUAL 30 MIN SESSION	PT	22.50
W3033 PT	INDIVIDUAL 45 MIN SESSION	PT	33.75
W3034 PT	INDIVIDUAL 60 MIN SESSION	PT	45.00
W3035	PHYSICAL THERAPY RE-EVALUATION	PT	29.09
W3036 PT	SMALL GROUP (2-3) 15 MIN SESSION	PT	3.75
W3037 PT	SMALL GROUP (2-3) 30 MIN SESSION	PT	7.50
W3038 PT	SMALL GROUP (2-3) 45 MIN SESSION	PT	11.25
W3039 PT	SMALL GROUP (2-3) 60 MIN SESSION	PT	15.00
W3040 PT	LARGE GROUP (4-5) 15 MIN SESSION	PT	2.25
W3041 PT	LARGE GROUP (4-5) 30 MIN SESSION	PT	4.50
W3042 PT	LARGE GROUP (4-5) 45 MIN SESSION	PT	6.75

MEDICAID STANDARD CODES

PROCEDURE CODES

Type/Mod	Description	Type	Cost
W3043 PT	LARGE GROUP (4-5) 60 MIN SESSION	PT	9.00
W3045 PT	CONSULT 15 SESSION	PT	11.25
W3050	SPEECH/LANGUAGE EVALUATION	SP	67.72
W3051	SPEECH INDIVIDUAL 15 MIN SESSION	SP	9.10
W3052	SPEECH INDIVIDUAL 30 MIN SESSION	SP	18.20
W3053	SPEECH INDIVIDUAL 45 MIN SESSION	SP	27.30
W3054	SPEECH INDIVIDUAL 60 MIN SESSION	SP	36.40
W3056	SPEECH SMALL GROUP (2-3) 15 MIN SESSION	SP	3.50
W3057	SPEECH SMALL GROUP (2-3) 30 MIN	SP	6.50
W3058	SPEECH SMALL GROUP (2-3) 45 MIN SESSION	SP	10.00
W3059	SPEECH SMALL GROUP (2-3) 60 MIN SESSION	SP	18.20
W3060	SPEECH LARGE GROUP (4-5) 15 MIN SESSION	SP	2.00
W3061	SPEECH LARGE GROUP (4-5) 30 MIN SESSION	SP	4.00
W3062	SPEECH LARGE GROUP (4-5) 45 MIN SESSION	SP	6.00
W3063	SPEECH LARGE GROUP (4-5) 60 MIN SESSION	SP	7.70
W3065	SPEECH CONSULTATION 15 MIN SESSION	SP	10.00
W3075	AUDIOLOGICAL CONSULTATION 15 MIN SESSION	AUD	10.00

CODE W3080 THROUGH W3089 ARE NOT VALID FOR SERVICES AFTER JANUARY 1, 2004

W3080	INITIAL/TRIENNIAL IEP	NEW	662.29
W3081	ANNUAL IEP UPDATE	NEW	161.77
W3084	PERSONAL CARE AIDE (FULL-TIME STUDENT)	NEW	173.79
W3085	PERSONAL CARE AIDE (PART-TIME STUDENT)	NEW	86.90
W3086	SPECIALIZED TRANSPORTATION (VEHICLE)	NEW	26.10
W3087	SPECIALIZED TRANSPORTATION (AIDE)	NEW	21.40
W3089	CARE COORDINATION	NEW	92.63

90801	PSYCHIATRIC DIAGNOSTIC INTERVIEW EXAMINATION (REPLACES W0402)	PSY	113.77
90804	INDIVIDUAL PSYCHOTHERAPY (REPLACES W0404)	PSY	38.35
90806	INDIVIDUAL PSYCHOTHERAPY (REPLACES W0403)	PSY	62.58
90853	GROUP PSYCHOTHERAPY (REPLACES W0406)	PSY	17.49

CODE W92506 THROUGH W92508 ARE VALID FOR SERVICES AFTER JULY 1, 2004

92506	SPEECH/LANGUAGE EVALUATION, 1 PER 6 MONTHS	SP	69.69
92507	SPEECH INDIVIDUAL THERAPY SESSION, 15 MINUTES	SP	9.10
92508	SPEECH TREATMENT OF SPEECH LANGUAGE, GROUP (2+)	SP	2.50
92551	AUDIOLOGICAL SCREENING TEST, PURE TONE, AIR ONLY	AUD	13.65
92552	AUDIOLOGICAL PURE TONE AUDIOMETRY (THRESHOLD) AIR ONLY	AUD	12.36

MEDICAID STANDARD CODES

PROCEDURE CODES

Type/Mod	Description	Type	Cost
92553	AUDIOLOGICAL PURE TONE AUDIOMETRY AIR AND BONE-THRESHOLD	AUD	18.79
92555	AUDIOLOGICAL SPEECH AUDIOMETRY:THRESHOLD	AUD	10.91
92556	AUDIOLOGICAL SPEECH AUDIOMETRY THRESHOLD WITH SPEECH RECOGNITION	AUD	16.22
92557	AUDIOLOGICAL BASIC COMPREHENSIVE AUDIOMETRY (92553 & 92556)	AUD	34.23
92561	BEKESY AUDIOMETRY DIAGNOSTIC	AUD	20.33
92562	LOUDNESS BALANCE TEST ALTERNATE BINAURAL OR MONAURAL	AUD	11.58
92567	TYMPANOMETRY IMPEDANCE TESTING	AUD	15.19
92568	ACOUSTIC REFLEX TESTING	AUD	10.31
92569	ACOUSTIC REFLEX DELAY TEST	AUD	11.58
92571	FILTERED SPEECH TEST	AUD	11.07
92582	CONDITIONING PLAY AUDIOMETRY	AUD	20.46
92587	EVOKED OTOACOUSTIC EMISSIONS; LIMITED SINGLE STIMULUS LEV, EITHER TRANS. OR DIS	AUD	42.44
92589	CENTRAL AUDITORY FUNCTION TEST(S) SPECIFY	AUD	15.44
92590	HEARING AID EXAMINATION AND SELECTION; MONAURAL	AUD	34.65
92591	HEARING AID EXAMINATION AND SELECTION; BINAURAL	AUD	32.75
92592	HEARING AID CHECK; MONAURAL	AUD	16.80
92593	HEARING AID CHECK - BINAURAL	AUD	18.90
92595	HEARING AID CHECK; BINAURAL	AUD	16.80
96100	PSYCHOLOGICAL TESTING (REPLACES W0400, W 0410, W0420, W0430, AND W0440)	PSY	50.56
96110	DEVELOPMENTAL TESTING; LIMITED PER EVENT	PSY	30.03
96111	EXTENDED WITH INTERPRETATION AND REPORT (REPLACES W0401 AND W0450)	PSY	50.56
<i>CODE 97001 THROUGH 97533 ARE VALID FOR SERVICES AFTER JULY 1, 2004</i>			
97001	PT EVALUATION 1 PER YEAR	PT	52.26
97002	PT RE-EVALUATION, 1 PER 6 MONTHS	PT	27.03
97003	OCCUPATIONAL THERAPY EVALUATION 1 PER YEAR	OT	58.39
97004	OCCUPATIONAL THERAPY RE-EVALUATION 1 PER 6 MON	OT	34.91
97110 GO	OT THERAPEUTIC PROCEDURE, ONE OR MORE AREAS, 1:1, 15 MINUTES	OT	21.07
97110 GP	PT THERAPEUTIC PROCEDURE, ONE OR MORE AREAS, 1:1, 15 MINUTES	PT	21.07
97112 GO	OT NEUROMUSCULAR RE-EDUCATION, 1:1, 15 MINUTES	OT	21.37
97112 GP	PT NEUROMUSCULAR RE-EDUCATION, 1:1, 15 MINUTES	PT	21.37
97113 GO	OT AQUATIC THERAPY, 1:1, 15 MINUTES	OT	22.27

MEDICAID STANDARD CODES

PROCEDURE CODES

Type/Mod	Description	Type	Cost
97113 GP	PT AQUATIC THERAPY, 1:1, 15 MINUTES	PT	22.27
97116 GO	OT GAIT TRAINING, 1:1, 15 MINUTES	OT	18.36
97116 GP	PT GAIT TRAINING, 1:1, 15 MINUTES	PT	18.36
97150 GO	OT THERAPEUTIC PROCEDURE, GROUP (2+) PER EVENT	OT	13.54
97150 GP	PT THERAPEUTIC PROCEDURE, GROUP (2+) PER EVENT	PT	13.54
97530 GO	OT THERAPEUTIC ACTIVITIES, 1:1 15 MINUTES	OT	21.07
97530 GP	PT THERAPEUTIC ACTIVITIES, 1:1 15 MINUTES	PT	21.07
97532 GO	OT DEVELOPMENT OF COGNITIVE SKILLS, 1:1, 15 MINUTES	OT	18.06
97532 GP	PT DEVELOPMENT OF COGNITIVE SKILLS, 1:1, 15 MINUTES	PT	18.06
97533 GO	OT SENSORY INTEGRATIVE TECHNIQUES, 1:1, 15 MINUTES	OT	18.96
97533 GP	PT SENSORY INTEGRATIVE TECHNIQUES, 1:1, 15 MINUTES	PT	18.96

PROCEDURE NOTE CODES

Code	Note Code	Description
<i>ALL T2022 CODES ARE EFFECTIVE FOR ALL SERVICES AFTER JANUARY 1, 2004</i>		
T2022	A	MET WITH SPECIAL ED OR REGULAR ED TEACHER REGARDING STUDENT'S SERVICE NEEDS/PROGRESS
T2022	B	MET WITH THERAPIST REGARDING SERVICE NEEDS/PROGRESS
T2022	C	MET WITH PSYCHOLOGIST REGARDING SERVICE NEEDS/PROGRESS
T2022	D	MET WITH SOCIAL WORKER
T2022	E	MET WITH COUNSELOR REGARDING S ERVICE NEEDS/PROGRESS
T2022	F	MET WITH PERSONAL CARE AIDE REGARDING NEEDS/PROGRESS
T2022	G	MET WITH OTHER HEALTH CARE PROVIDER REGARDING STUDENT'S SERVICE NEEDS/PROGRESS
T2022	H	ISSUED LETTER/MEMORANDUM REGARDING STUDENT'S SERVICE NEEDS/P ROGRESS
T2022	I	CONTACTED PROVIDER(S) TO SCHEDULE TESTING/CONSULTATION
T2022	J	MET WITH PARENT(S)/GUARDIAN(S) REGARDING STUDENT'S TREATMENT NEEDS/PROGRESS
T2022	K	MET WITH PARENT(S)/GUARDIAN(S) ON TESTING RESULTS
T2022	L	ISSUED LETTER/MEMORANDUM TO PARENT(S)/GUARDIAN(S)
T2022	M	CONTACTED PARENT(S)/GUARDIAN(S) TO SCHEDULE CONSULTATION
T2022	N	MET WITH STUDENT TO DISCUSS PROGRESS
T2022	O	MET WITH STUDENT TO DISCUSS SERVICE NEEDS
T2022	P	MET WITH STUDENT TO DISCUSS SOCIAL/BEHAVIORAL ISSUES
T2022	Q	REVIEWED PROVIDER ASSESSMENT/TESTING RESULTS
T2022	R	REVIEWED PROVIDER NOTES/MEMORANDA REGARDING STUDENT'S SERVICE NEEDS/PROGRESS
T2022	S	PREPARED PROGRESS NOTES

MEDICAID STANDARD CODES

PROCEDURE NOTE CODES

Code	Note Code	Description
T2022	T	PREPARED SUMMARY OF PROVIDER CONSULTATION
T2022	U	PREPARED SUMMARY OF PARENT/GUARDIAN CONSULTATION
T2022	V	PREPARED SUMMARY OF STUDENT CONSULTATION
T2022	W	PREPARED OTHER DOCUMENTATION OF SERVICE TREATMENT/PROGRESS
T2022	X	OTHER:

***ALL OTHER CODES ARE EFFECTIVE UNTIL JANUARY 1, 2005
FOR BACK BILLING ONLY***

W3051	A	IEP OBJ: START TIME: END TIME: ACTIVITY/DATA:
W3089	A	MET WITH SPECIAL ED OR REGULAR ED TEACHER REGARDING CHILD'S SERVICE NEEDS/PROGRESS. CONTINU
W3089	NEW	MET WITH STUDENT TO DISCUSS PROGRESS. WILL CONTINUE IEP.
W3089	W3089B	MET WITH THERAPIST REGARDING SERVICE NEEDS/PROGRESS. CONTINUE CURRENT IEP.
W3089	W3089C	MET WITH PSYCHOLOGIST REGARDING SERVICE NEEDS/PROGRESS. CONTINUE CURRENT IEP.
W3089	W3089D	MET WITH SOCIAL WORKER. CONTINUE WITH CURRENT IEP.
W3089	W3089E	MET WITH COUNSELOR REGARDING SERVICE NEEDS/PROGRESS. CONINUE PLAN
W3089	W3089F	MET WITH PERSONAL CARE AIDE REGARDING NEEDS/PROGRESS. CONTINUE PLAN.
W3089	W3089G	MET WITH OTHER HEALTH CARE PROVIDER REGARDING CHILD'S SERVICE NEEDS/PROGRESS. CO
W3089	W3089H	ISSUED LETTER/MEMORANDUM REGARDING CHILD'S SERVICE NEEDS/PROGRESS.
W3089	W3089I	CONTACTED PROVIDER(S) TO SCHEDULE TESTING/CONSULTATION.
W3089	W3089J	MET WITH PARENT(S)/GUARDIAN(S) REGARDING CHILD'S TREATMENT N EEDS/PROGRESS. CONTINUE PLAN.
W3089	W3089K	MET WITH PARENT(S)/GUARDIAN(S) ON TESTING RESULTS.
W3089	W3089L	ISSUED LETTER/MEMORANDUM TO PARENT(S)/GUARDIAN(S).
W3089	W3089M	CONTACTED PARENT(S)/GUARDIAN(S) TO SCHEDULE CONSULTATION.
W3089	W3089N	MET WITH CHILD TO DISCUSS PROGRESS. CONTINUE PLAN.
W3089	W3089O	MET WITH CHILD TO DISCUSS SERVICE NEEDS. CONTINUE PLAN.
W3089	W3089P	MET WITH CHILD TO DISCUSS SOCIAL/BEHAVIORAL ISSUES. CONTINUE PLAN.
W3089	W3089Q	REVIEWED PROVIDER ASSESSMENT/TESTING RESULTS. CONTINUE PLAN.
W3089	W3089R	REVIEWED PROVIDER NOTES/ MEMORANDA REGARDING CHILD'S SERVICE NEEDS/PROGRESS. CONINUE PLAN.
W3089	W3089S	PREPARED PROGRESS NOTES.
W3089	W3089T	PREPARED SUMMARY OF PROVIDER CONSULTATION.

MEDICAID STANDARD CODES

PROCEDURE NOTE CODES

Code	Note Code	Description
W3089	W3089U	PREPARED SUMMARY OF PARENT/GUARDIAN CONSULTATION.
W3089	W3089V	PREPARED SUMMARY OF CHILD'S CONSULTATION.
W3089	W3089W	PREPARED OTHER DOCUMENTATION OF SERVICE TREATMENT/PROGRESS.