Annual Directory/Building Discovery Process

Discovery Process

In July, meet with administrators and use the prior year's Directory Chart as a starting point to gather class schedules and the type of preschool program and special education programs offered by the organization by building.

- Confirm all program starting time, dismissal time and lunch time minutes and days per week in session.
- Confirm the program types and setting codes align before creating a MIS setting code list. Corrections in the Directory should be made before creating a MIS settings code list.
- The intended ratio of IEP student and non-identified peers is established for both special education programs and general education programs.
- The Chart is customizable. Add or remove details that may or may not be applicable.
- The default classroom types for the special education program buildings are found in the Data Dictionary.

Directory Alignment

The chart can be shared with board clerk who completes the Directory Updates. Provide the local board clerk with building attributes in early August.

- Do not reference MIS codes when presenting or discussing classroom types with local board clerks. The board clerk would not know what a "B / R / W" is. Address the classroom types by name.
- After the classroom sessions and program types are entered in the Directory Updates application, then the corresponding settings are entered into SPEDPro.
- Review the building information from the directory.

Chart Example

Org	Building Name	Bldg Number	Daily schedule time	Lunch	Preschool schedule	PR Program type	# of PR session entered	KG schedule	KG Program type	# of KG session entered
D0123	Community based preschool	7891	8:00 - 3:35	35	8:00 - 11:30	All other Dist.	1	N/A		
D0123	Home	2859	8:00 - 3:35	35	8:00 - 11:30	All other Dist.	1	8:00 - 3:35, 35 min. Lunch	All day every day	1
D0123	Hospital	3434	7:50 - 3:20	30	N/A			N/A		
D0123	Incarceration	2069	7:50 - 3:20	30	N/A			N/A		
D0123	Off site non-public	3111	7:50 - 3:20	30	8:00 - 11:30	All other Dist.	1	8:00 - 3:35, 35 min. Lunch	All day every day	1
D0123	Public Off campus	4788	8:00 - 3:35	35						
D0123	Public off site preschool	2955	7:15 - 3:45	30	7:15 - 11:15	Reverse Mainstream	1	N/A		
D0123	Public off site preschool	2955	^^ ^^	^^	11:45 -3:45	Integrated	1	N/A		
D0123	K time after school program	7788	8 am - 4pm	0	8 am - 4pm, zero lunch	All other Dist.	1	N/A		