**Abbreviated Day Collection**

**End of Year Submission Requirements Checklist**

The Abbreviated Day Collection submission is due and must be completed and finalized by July 5, 2024. **Due to the creation of a new application to collect these data for next school year 2024-2025, there will be no extensions past this due date**.

Check for and correct all errors via Review Errors then Error Management/Review Errors.

Be sure to leave “Program End Date” blank if the student will still be on an Abbreviated School Day Program in school year 2024-2025. This will ensure the record is available for updating/editing in the new application next year. Records with Program End Dates will not be accessible for updating/editing.

Enter a “Program End Date” for all students who are exiting special education, a 504 plan, or school at the end of this school year 2023-2024. These students are not expected to return for 504 services or special education services during the summer or fall of 2024.

* This includes students who received a regular high school diploma, received a certificate or a modified diploma, or a special education student who reached maximum age, returned to regular education or received an extended diploma.
* Check with your June Special Education Exit data submitter for information on students with disabilities who are not expected to return in the school year 2024-2025.

All districts are required to verify their submission in Status Tracking even if reporting zero records.

* Verify your submission by clicking on the small triangle expand button located to the left of the collection name, then click the Verify Submission Button.
* The system will roll to the new school year on July 1, so make sure to use the School Year drop menu to change the year to 2023-2024, if necessary.

**Not Required but Advised:**

Work with your District Security Administrator (DSA) to get your permissions to the new application set now. The estimated date this will be available for your DSA to assign permissions is July 1,2024. Data submitters need Primary Submitter and Modify Rights to submit and edit data. Contact the ODE HelpDesk, if your DSA has questions or needs help.