

EDPass Pre-Submission Checklist: IDEA Section 618 Data

Purpose and Use

This resource is designed for SEA staff to use as a final check before submitting data through EDPass. Use the checklist to pause, take a second look, and make sure key steps—like reviewing guidance, coordinating with partners, and running edit checks—are complete. It's a practical, reliable way to help ensure your IDEA Section 618 data are accurate, complete, and ready for submission, so you can move forward with confidence.

Key Resources

These resources can help support you throughout the EDPass submission process and are referenced throughout this resource. Keeping these links handy can help you answer questions, confirm requirements, and avoid submission issues.

- [EDPass General Documentation](#) webpage
- [EDPass User Guide](#)
- [EDPass login](#) page
- IDC's [Edit Check and Data Display Tools](#) webpage

In addition to these resources, remember to [contact your IDC State Liaison](#) with additional questions. IDC is available to help assist you with every step of the EDPass submission process.

Final Checks Before Submitting in EDPass

The checklist below highlights common items to confirm before submitting your data. Use it as a guide to check what applies to your submission.

- **Prepare for submission.**
 - ☐ Review the *EDPass User Guide* and the most current file specifications.
 - Coordinate with the ED*Facts* coordinator to confirm timelines and responsibilities.
 - Use IDC Edit Check Tools (recommended) to confirm accuracy and completeness.



- **Complete and verify metadata.**
 - Collect or verify all required information before responding to metadata prompts.
 - Collaborate with data stewards for each collection to ensure metadata responses reflect the SEA's most current policies and practices.
 - *Example:* The SEA assessment coordinator should confirm the most current proficiency levels for statewide assessments.
 - Respond to all required metadata prompts for each collection prior to uploading data files.
 - Don't forget FS5005 – Assessment Metadata – General
- **Upload and validate data files.**
 - Upload all required data files in EDPass.
 - Review file status for the following:
 - Format errors: If present, the file must be corrected and resubmitted.
 - Successful upload: This means the file has passed format checks and is ready for business rule validation.
- **Resolve validation errors.**
 - Review all business rule validation messages.
 - For each message, determine whether the issue reflects
 - A data error that requires correction and resubmission, or
 - An accurate but atypical result that requires explanation.
- **Write data notes (when applicable).**
 - Confirm the data are accurate and do not require file correction and resubmission before writing a data note.
 - Draft data notes *only* for confirmed, accurate data that require additional context, using these tips:
 - Collaborate with data stewards and program staff to develop clear, informative data notes.
 - Refer to [Writing Good EDFacts Data Notes](#) for examples and best practices.
 - Ensure data notes correctly reference the error message.
 - Describe specific, factual context about data anomalies or year-to-year changes.
 - Note data system or policy changes that influenced data quality.
 - Describe planned next steps to address or prevent similar issues in future submissions.
 - Identify the specific local education agencies the note applies to (if applicable).

- Describe steps that will be taken to resolve anomalies or underlying data quality issues in the future.
- Avoid data notes that
 - Simply state that “data match state records,”
 - Repeat the validation message without added context, or
 - Include sensitive or unnecessary internal information.
- **Review, finalize, and submit data notes.**
 - ☐ Review data notes for clarity, completeness, and appropriateness for public release.
 - ☐ Submit finalized data notes in EDPass.
- **Complete final verification.**
 - ☐ Ensure all required files and metadata are finalized before the due date.
 - ☐ If data anomalies are not addressed through data notes, consider updating the State Submission Plan (SSP).
- **Submit files and confirm success.**
 - ☐ Submit all finalized files through EDPass.
 - ☐ Confirm successful submission by reviewing the submission list.
 - ☐ Consider saving a screenshot of the submission list showing all files in “Submitted” status for your records.

IDEA Section 618 reporting includes multiple data collections, each with associated data files and metadata. Unless otherwise noted in EDPass, you must submit all required files and corresponding metadata for those data to be considered complete, accurate, and timely.



IDEA Section 618 Collections

The lists below summarize IDEA Section 618 data collections and corresponding files referenced in this checklist.

☐ **Assessment**

- FS175 – Academic Achievement in Mathematics
- FS178 – Academic Achievement in Reading/Language Arts
- FS185 – Assessment Participation in Mathematics
- FS188 – Assessment Participation in Reading/Language Arts
- FS5005 – Assessment Metadata – General
- FS5006 – Assessment Metadata – Mathematics
- FS5007 – Assessment Metadata – Reading/Language Arts

Note: Participation and performance files for science assessments (FS179 and FS189) are intentionally excluded from this checklist, as they are not part of the IDEA Section 618 Assessment data collection.

☐ **Child Count**

- FS002 – Children with Disabilities (IDEA) School Age
- FS089 – Children with Disabilities (IDEA) Early Childhood
- FS5002 – IDEA Part B Child Count Metadata
- FS5003 – IDEA Environments – School Age Metadata
- FS5004 – IDEA Environments – Early Childhood Metadata

☐ **Discipline**

- FS005 – Children with Disabilities (IDEA) Removal to Interim Alternative Educational Setting
- FS006 – Children with Disabilities (IDEA) Suspensions/Expulsions
- FS007 – Children with Disabilities (IDEA) Reasons for Unilateral Removal
- FS088 – Children with Disabilities (IDEA) Disciplinary Removals
- FS143 – Children with Disabilities (IDEA) Total Disciplinary Removals
- FS144 – Educational Services During Expulsion
- FS5012 – IDEA Discipline Metadata

☐ **Dispute Resolution**

- FS227 – IDEA Part B Written, Signed Complaints
- FS228 – IDEA Part B Mediation Requests
- FS229 – IDEA Part B Due Process Complaints
- FS230 – IDEA Part B Expedited Due Process Complaints

☐ **Exiting**

- FS009 – Children with Disabilities (IDEA) Exiting Special Education
- FS5014 – IDEA Exiting Metadata

☐ **MOE, CEIS, and CCEIS**

- FS231 – IDEA Part B Allocations
- FS232 – Maintenance of Effort (MOE) Status
- FS233 – MOE Funds
- FS234 – CEIS and CCEIS Provisions
- FS235 – Significant Disproportionality Reason
- FS236 – CEIS and CCEIS Reservations
- FS237 – Children Receiving CEIS
- FS238 – Children Receiving CCEIS
- FS5029 – Determination Data Year Metadata

Note: Some files in EDPass may be marked “Not Required to Submit” based on prior OSEP-approved decisions specific to your state.

☐ **Personnel**

- FS070 – Special Education Teachers (FTE)
- FS099 – Special Education Related Services Personnel
- FS112 – Special Education Paraprofessionals
- FS5013 – IDEA Staffing Metadata