

## INSTRUCTIONS FOR COMPLETING DATA SHEET, DI-SE-F43B

### SECTION I - School Information

Contact Person: Write the name of the person who is to be contacted for clarification and/or additional areas. Complete the remaining blanks with school name and telephone number.

### SECTION II - School and Certification Information

Teacher Name: List each special education teacher for one school before naming teachers of another school. Record each teacher's name only once, regardless of the number of schools served by the teacher. Also, list-related service personnel (e.g., L/S, OT, PT).

Column (\*): Indicate those teachers who are participating members of the Assessment Team by placing an asterisk (\*) beside the teacher's name.

Complete the following blanks:

Teacher's Social Security Number (Last 4 digits)

Certificate number (Cert. Number)

Class Code Number, listed on teacher's certificate

Area(s) of Endorsement, Code Number(s) listed on teacher's certificate

Valid period of time of certification (Validity Date)

Attach a copy of each teacher's license which clearly denotes the areas of certification

Quarterly updates of data sheets will be necessary as changes in personnel or certification occur

### SECTION III - Program Information

Exceptionalities (Excep.): In this column specify the types of exceptionalities served in the class using the following abbreviations:

ID - Intellectual Disability  
SLD - Specific Learning Disability  
L/S - Language/Speech Impaired  
HI - Hearing Impaired  
VI - Visually Impaired  
DB - Deaf-Blind  
EMD - Emotional Disability

OHI - Other Health Impairment  
MD - Multiple Disabilities  
AU - Autism  
DD - Developmentally Delayed  
TBI - Traumatic Brain Injury  
OI - Orthopedic Impairment

Type Program (Type Prog.): List the type of program using the following abbreviations:

SC - Self-Contained  
RP - Resource Program  
HBD - Homebound

DD - Developmentally Delayed  
VP - Vocational Preparation (Cooperative)  
AUD - Audiology

### SECTION IV - Student Information

Ages: List number of children in each age group served in classes listed and record the total served by each teacher.

**NOTE: A faxed copy of the DI-SE-F43B form is not acceptable.**