# DECEMBER 2023 CHILD COUNT DATA COLLECTION

- This PowerPoint presentation is intended to walk a school district special education staff person through the December 2023 Child Count data submission process. There are several screenshots included in this presentation, don't be alarmed if the dates on the screens reflect 2016 or 2017 or some other previous year, the information on how the program works or the actions needed to be completed remain the same for the current data collection.

# Getting Started

- Access website: https:doe.sd.gov/ofm/data-childcount.aspx

- District Login and Password is required.
  - Login information is the same as previous years.
  - If password is forgotten or misplaced, contact DOE to have it reset.
    - MdRezwane Sadik – 605-773-3783
    - Krislyn Norgaard – 605-773-4748
    - Bobbi Leiferman – 605-773-5407

- Extract data file for <u>all schools</u> in the district from district's Infinite Campus and save to your files.
  - Best format for uploading = csv
  - If uploading an excel file, the worksheet name must be entered.
  - **Excel data files must use a file with an extension of .xlxs**. Older versions of Excel will result in a failure to upload.

From Infinite Campus you will need to run the below report and save as a CSV file. Make sure to select all schools for the district in the extract.



Click on this report

MUST BE 12/01/2023

**Extract format MUST be .csv**

Below is a sample of the data file from Campus, <u>several columns have been removed</u> to be able to display here.

Make sure date column is **<span style="color:red">12/01/2023</span>**, there are all zeros in the flagged column and no student has more than one enrollment record in the upload.

| School_Name | State_ID | Student_Name | Gender | State_Race_Ethnicity | Age | Grade | Flagged | Special_Ed_Category | Special_Ed_Program | Primary_Disability | State_School_Number | District_Number | Serving_District | Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| District 67-1 | 111111112 | Student Name | F | WH | 10 | 4 | 0 | 110 | A | 555 | 2 | 21001 | 21001 | 12/01/2023 |
| District 67-1 | 111111113 | Student Name | M | WH | 7 | 1 | 0 | 100 | A | 550 | 2 | 21001 | 21001 | 12/01/2023 |
| District 67-1 | 111111114 | Student Name | F | WH | 11 | 5 | 0 | 110 | A | 560 | 2 | 21001 | 21001 | 12/01/2023 |
| District 67-1 | 111111115 | Student Name | M | TR | 6 | KG | 0 | 100 | A | 525 | 2 | 21001 | 21001 | 12/01/2023 |
| District 67-1 | 111111116 | Student Name | F | WH | 11 | 5 | 0 | 100 | A | 525 | 2 | 21001 | 21001 | 12/01/2023 |
| District 67-1 | 111111117 | Student Name | M | WH | 8 | 2 | 0 | 100 | A | 550 | 2 | 21001 | 21001 | 12/01/2023 |
| District 67-1 | 111111118 | Student Name | F | WH | 3 | EC | 0 | 315 | D | 570 | 2 | 21001 | 21001 | 12/01/2023 |

If there are flags in your data extract or errors in your upload for students ages 3-5, please contact your Special Education Regional Representative:

Access the web application to upload data file:
https:doe.sd.gov/ofm/data-childcount.aspx

Enter login and password, click on SUBMIT.

**Launchpad 2013**

**Launchpad Applications for State of South Dakota**

**Logon Name:** 

**User Password:** 

Submit

System is to be used by authorized personnel.

Usage is logged.

Click on DE64SEChild Count…..



Launchpad 2013

Last Logon: 11/13/2014 9:55:58 AM

**Launchpad Applications for State of South Dakota**

Applications

Production Internet Applications
DE64SEChildCount

Change Password

About

Choose the appropriate file type; csv or excel (**you may only use Excel 2010, file ends with \*.xlsx**). If choosing excel, you must note the name of the worksheet that includes the data).  Then click on Browse to find data file and finally Upload File.  If the file has no errors, you will get a summary of the count of records and a button to IMPORT RECORDS.



The menu items:  PPPS Students and PPPS Signoff will only be displayed if the district is required to submit private school student data.

Note:  On the below <u>example,</u> we are uploading an excel file – the name of the worksheet is prism.  If uploading a CSV file – no sheet name is required.

## Child Count Upload

File Type [Excel ▼]

Sheet Name [prism]

C:\Users\Depr14748\Des [ Browse... ]          View File Layout    View Upload History
[ Upload File ]

This example file has errors and therefore it will not load...each line will identify the student for which the error has been detected AND a short description of the type of error. The errors must be corrected in Campus and a new extract will need to be taken before attempting another upload.

## Child Count Upload

File Type csv ▾

[                    ] Browse...          View File Layout    View Upload History

Upload File

| Record | Errors |
|---|---|
| Parkston 33-3,Elementary,777777777,student 7,F,WH,03/02/2009,6,KG,1,315,,,,,,,,,0.67,,,,,C,550,,,,,,2,,,33003,33003,12/01/2015 | This record has been flagged |
| Parkston 33-3,SPED Out of District Placement,1000000001,student 10,M,WH,04/08/2008,7,1,0,100,,,,,,,,,0.67,,,,,C,505,,,,,,97,,,33003,49317,12/01/2015 | State must be 8 or 9 digits |

Total number of rows read: 10

Number of rows with errors: 2

Below is the screen that will reflect a successful upload – **you must click on Import Records** to proceed.
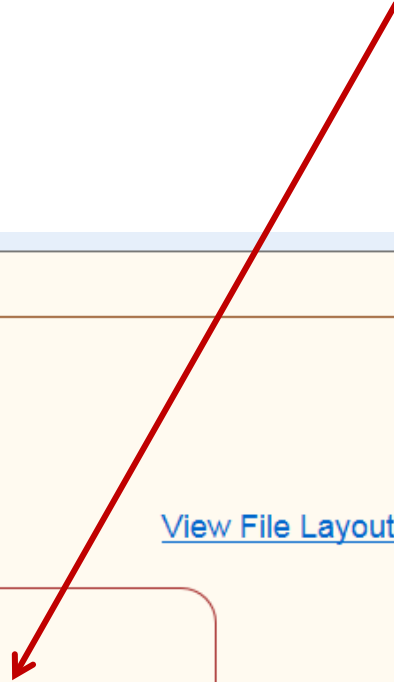


## Child Count Upload

File Type  Excel ▼

Sheet Name  prism

[                    ] Browse...          View File Layout    View Upload History

Upload File

Total number of rows read: 15

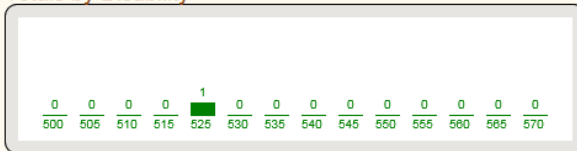Number of rows with errors: 0          Import Records

Below is the submission signoff page – providing a summary count by LRE and primary disability.  Sign here after reviewing and verifying your data.

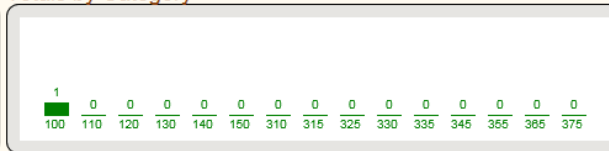## December 2023 Child Count Totals by Category and Disability

Aberdeen 06-1

| Category | 500 Deaf-Blind | 505 Emotional Disturbance | 510 Cognitive Disability | 515 Hearing Loss | 525 Specific Learning Disability | 530 Multiple Disabilities | 535 Orthopedic Impairment | 540 Vision Loss |
|---|---|---|---|---|---|---|---|---|
| 100 - Gen Class w/ Modifications | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 110 - Resource Room | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 120 - Self-Contained Classroom | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 130 - Separate Day School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 140 - Residential Facility | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 150 - Home/Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 310 - EC 10 hrs, in district | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 315 - EC 10 hrs, other location | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 325 - EC less 10 hrs-in district | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 330 - EC less 10 hrs-oth location | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 335 - Home/Hospital | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 345 - Separate School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 355 - Residential Facility | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 365 - Home | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 375 - Service Provider Location | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Totals** | **0** | **0** | **0** | **0** | **1** | **0** | **0** | **0** |

Totals by Disability

| 500 | 505 | 510 | 515 | 525 | 530 | 535 | 540 | 545 | 550 | 555 | 560 | 565 | 570 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Totals by Category

| 100 | 110 | 120 | 130 | 140 | 150 | 310 | 315 | 325 | 330 | 335 | 345 | 355 | 365 | 375 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Submitted By: test

Title: test

Date: 9/29/2017

Submit    Print

# OPTIONS FOR REVIEWING DATA

- Menu item – Summary by District provides a count by disability for either the entire district or for a selected school

- Menu item – Summary by School provides an option to choose a school and view student data.

- DVR Reports:  Education Setting & Grade vs Age
  - DVR Ed Setting – includes any child reported for which the educational setting code may not be appropriate
  - DVR Grade vs Age – includes any child for which the grade assignment reported is not typical for the age of the child

- Summary by Instructional Program Type
  - Provides a listing of all children and their reported instructional program type;  this is a report your school business official may be interested to review.

# Child Count Summary

There are two options to review data for each student; click on student's name OR click on paper/pencil icon under column VIEW. This is read only access – you are not able to make any corrections. If a correction is needed, contact DOE.

Using this menu option, you can expand by clicking on the + sign to see each student reported for that disability.

**School**

Parkston Elementary - 02

| View | | Student Disabilities | Total |
|---|---|---|---|
| | | 500 - Deaf-Blind | 0 |
| | | 505 - Emotional Disturbance | 0 |
| | | 510 - Cognitive Disability | 0 |
| | | 515 - Hearing Loss | 0 |
| | | 525 - Specific Learning Disability | 2 |
| 📝 | 🗑 | sample2, student | |
| 📝 | 🗑 | sample3, student | |
| | | 530 - Multiple Disabilities | 0 |
| | | 535 - Orthopedic Impairment | 0 |
| | | 540 - Vision Loss | 0 |
| | | 545 - Deafness | 0 |
| | | 550 - Speech/Lang Disorder | 0 |
| | | 555 - Other Health Impaired | 0 |
| | | 560 - Autism | 1 |
| 📝 | 🗑 | sample1, student | |
| | | 565 - Traumatic Brain Injury | 0 |
| | | 570 - Dev. Delay | 1 |

# REPORT OPTIONS

- Click on the Menu item – Reports

- Select Report Group dropdown – District

- Reports available:
    - Child Count List  - will need to click on OPEN at bottom of screen, this report is the same as the child count listing that you have received in previous years.

    - Disability Report – will preload with data for all schools, all disabilities – however report may be filtered using parameters at the top of the screen for a selection of a school and/or disability (click View Report to update based on new parameters requested).

    - Multiple Disability Report – will need to click on OPEN button at the bottom of the screen, this report provides a detailed review of the data for reported MD students and also their funding level.

# REPORTS CONTINUED.....

- <u>Statistical Profile Report</u> – this report will preload with data for all schools, all disabilities – similar to the Disability Report you may select a school and/or disability.  To view previous year data, you must return to main menu bar and change year to any previous year.

School: ALL SCHOOLS    Primary Disability: ALL DISABILITIES    [View Report]

|◄ ◄ 1 of 1 ► ►|   ⇦   100%   ▼         Find | Next   🖫 ▼   ↻

## 2014 STATISTICAL PROFILE SUMMARY

**Primary Disability:**  ALL DISABILITIES

**District:**  Parkston 33-3

**School:**  ALL SCHOOLS

**Sort Code:**  ALL SORT CODES

| Ethnicity | Count |
|---|---|
| Asian | 2 |
| Black | 2 |
| Hispanic | 1 |
| Multiple Races | 3 |
| Native American | 2 |
| Pacific Islander | 2 |
| White | 3 |
| **Total:** | 15 |

| Grade | Count |
|---|---|
| 1 | 1 |
| 2 | 1 |
| 3 | 1 |
| 4 | 3 |
| 5 | 1 |
| 6 | 1 |
| 8 | 2 |
| 9 | 1 |
| 10 | 1 |
| 12 | 2 |
| EC | 1 |
| **Total:** | 15 |

| Ed Setting | Count |
|---|---|
| 100 | 10 |
| 110 | 1 |
| 120 | 1 |
| 130 | 1 |
| 140 | 1 |
| 315 | 1 |
| **Total:** | 15 |

| Age | Count |
|---|---|
| 4 | 1 |
| 6 | 1 |
| 8 | 1 |
| 9 | 1 |
| 10 | 4 |
| 12 | 1 |
| 13 | 1 |
| 14 | 1 |
| 15 | 1 |
| 16 | 1 |
| 17 | 1 |
| 20 | 1 |
| **Total:** | 15 |

| Gender | Count |
|---|---|
| F | 5 |
| M | 10 |
| **Total:** | 15 |

# REPORTS CONTINUED:

- Child Count, by Age
  - Total Child Count reported by age 3 - 21

- Child Count, by Grade Level
  - Total Child Count reported by grade levels EC - 12

- Child Count:  Ages 3 – 5
  - Total students ages 3 – 5, by education setting

- Child Count:  Ages 6 – 21
  - Total students ages 6 – 21, by educational setting

- Disability Count Report
  - Total district count, by primary disability

- Private School Students (PPPS)
  - List of private school students for which services are not provided by the district.
  - List of private school students for which services ARE provided can be printed from the screen on which the district signs off.

# PPPS (PARENTALLY PLACED IN PRIVATE SCHOOLS) DATA COLLECTION

**AFTER** the Child Count data is submitted and the district has signed off --- then
a district, if required, may upload or enter data for private school students.
The menu item PPPS Students is one of the options available under "Action".

SE Child Count
Production

Child Count Year
2023

Select District
Aberdeen 06-1

Action
  Final Certification
  Upload
  CC Submission
  PPPS Students
  PPPS Submission
  Submission Summary
  PPPS Sign off list
  Summary by District
  Summary by School
  Student Search

Support Tables
Administration
Reports
Close

Click on PPPS Students

# ENTERING DATA FOR PRIVATE SCHOOL STUDENTS

Districts required to submit data on (KG-12) private school students have three options:

1. Districts may indicate that they have no private school students to report
   - Click No, and then click SAVE
   - Proceed to PPPS Signoff, click on Submit after entering name and title

2. Districts may enter the data for their private school students
   - Indicate Yes, then click on Enter, Save & Continue
   - If the district has not yet finalized (signed off) on the child count upload – that must be completed first. An error message will display to remind you to sign off on the student child count.
   - If the district has signed off on the student child count, click on Save & Continue and Add.
     - Services Provided to this student? Yes or No
     - State ID of student – if reported yes to the first question the student MUST be included in your student child count and if reporting no the student should NOT be included in the student child count
     - If the services are provided (YES) and state ID is entered the name of the student should be displayed following the state ID data field and the birthdate should be entered for you.
     - Click on Insert
     - Continue to add all students in same manner

3. Districts may upload the data for their private school students
   - If the upload option is chosen, click Save & Continue
   - On following screen browse for data file of PPPS students and click on Upload File
     - File must be either a .csv or .xlsx file type and must include a header row
     - Data must include:
       - District Number
       - State ID # (9 or 10 digits)
       - Birthdate(mm/dd/yyyy)
       - Services Provided (Y or N)
   - Click on Upload File, if there are no errors, Click on Import

# FINAL STEPS BY DOE

1. When all districts have completed their data submission and <u>submission of data signed off</u> (by January 12, 2024), DOE will review  before finalizing the data for federal reporting purposes.

2. We will review data to ensure that data is reflective of the data reported in your district INFINITE CAMPUS student data program.

3. All districts will be notified by email when all edits are complete.

4. As per ARSD 24:05:17:09, the district superintendent will complete an electronic signoff for a final certification of the data reported by February 16, 2024.

# FINAL CERTIFICATION SIGNOFF

Near the end of January all districts will be notified that final certification of the child count data submission may now be completed. All district superintendents will be required to log in, click on final certification menu item and enter their name and title and click print and submit. Final certification should be completed by February 16, 2024.

# CONTACTS OR QUESTIONS?

Informational & guidance documents regarding this data collection will be posted to the December Child Count webpage: https://doe.sd.gov/ofm/data-childcount.aspx

Contacts:

- For questions about appropriate data submission – contact your SE regional representative

  https://doe.sd.gov/sped/documents/0723-SPEDreps.pdf

- For questions about how to enter data to Campus or extracting the data from Campus – contact Teri Jung, 605-773-8197

- For questions about using the data submission program contact –

  - MdRezwane Sadik, 605-773-3783

  - Bobbi Leiferman, 605-773-5407

  - Krislyn Norgaard, 605-773-4748