

# December 2023 Child Count Newsletter

As of 11/9/2023

Each district will need to download a file of their child count data from Infinite Campus and upload this data file (all schools must be selected to upload ONE file – do not try to upload one school at a time) to the DOE web-based program. Below is the link to access the program and all other information to have a successful child count data submission.

<https://www.doe.sd.gov/ofm/data-childcount.aspx>

## Important Reminders for Child Count 2023:

- Extract file from Campus must include ALL students from all attendance centers in **one file**.
- FINAL Signoff Process – districts may allow someone other than the superintendent to submit the data file and sign off to the submission process. Once all districts have reported and DOE has reviewed the data, district superintendents will be asked to sign off to finalize the data.

## Data Submission Reminders:

- IEP students placed out of district must be reported in school #97. Enter the appropriate serving district, the percent of day enrollment = 1% and the enrollment status = “P- tuition paid by district”. **Resident students served at either School for Blind and Visually Impaired or SD Human Services Center may be included here**, please use the enrollment status of “P”. No tuition is paid by the resident district but there are costs to monitor the student’s IEP and provide transportation.
- If the district has any students placed *OUT OF STATE* – do not enroll into school #97 but include their enrollment data in an appropriate school based on their age. Percent of day enrollment for a student out of state = 100%.
- Check out the supporting documents on the above website for instructions on how to download a child count data file from Infinite Campus. Do **NOT** create files for each school in the district to upload – click on all schools for which data is to be reported. Each new upload overwrites the last one.

## Timelines for Child Count December 2023:

- Districts will have access to the program and may begin to upload files on December 1, 2023.
- Deadline to submit on their December 2022 child count is Friday, January 12, 2024.
- Final certification by district superintendents is February 16, 2024.

## New and Need Help? Contact:

- MdRezwane Sadik (605-773-3783)
- Krislyn Norgaard (605-773-4748)
- Bobbi Leiferman (605-773-5407)

## Preparing For the Child Count Data Submission

To prepare for the December count, the following steps should be completed:

1. Add new students – to be included in the December 2023 Child Count a student **MUST** have an active IEP AND have been served by the district **ON December 1, 2023**.
2. No student should have more than 1 active SE record; all previous SE records must include an end date. If disability or placement coding is incorrect – it may be due to this issue.
3. If a student has exited your district, assign an End Date and End Status/Exit Code in both the regular enrollment record and in the Special Ed Fields within the enrollment record.
4. If a student has an IEP, complete/update the Special Ed Fields in the enrollment tab.
5. For more information about special education reporting – see <https://doe.sd.gov/ofm/data-childcount.aspx> Desk Guide – Special Education Data Reporting

The screenshot shows the 'Special Ed Fields' form in Infinite Campus. It contains two main sections for 'Special Ed Fields' and a bottom section for 'Therapy Hours'.

**Top Section (Effective Date: 03/11/2022):**

- Special Ed Program:** Residential Program
- Special Ed Category:** 0140: Residential Facility
- Primary Disability:** 530: Multiple Disabilities
- Multiple Disability 1:** 510: Cognitive Disability
- Multiple Disability 2:** 535: Orthopedic Impairment
- Multiple Disability 3:** (Empty)
- Multiple Disability 4:** (Empty)
- Multiple Disability 5:** (Empty)
- End Date:** (Empty)
- Exit Code:** (Empty)

**Bottom Section (Effective Date: 03/11/2018):**

- Special Ed Program:** (Empty)
- Special Ed Category:** (Empty)
- Primary Disability:** (Empty)
- Multiple Disability 1:** (Empty)
- Multiple Disability 2:** (Empty)
- Multiple Disability 3:** (Empty)
- Multiple Disability 4:** (Empty)
- Multiple Disability 5:** (Empty)
- End Date:** (Empty)
- Exit Code:** (Empty)

**Therapy Hours Section:**

- Physical Therapy Hours: [ ]
- Occupational Therapy Hours: [ ]
- Psychological Therapy Hours: [ ]
- Social/Work Service Hours: [ ]
- Transportation: [ ]
- Recreational Therapy Hours: [ ]
- Speech/Language Therapy Hours: [ ]
- Orientation/Mobility Hours: [ ]
- Other Service Hours: [ ]
- Assistive Technology: [ ]
- Audiological Services Hours: [ ]
- School Health Services Hours: [ ]
- Counseling Services Hours: [ ]
- Significant Cognitive Disabilities:

**Callout Boxes:**

- Top Callout:** The Special Ed Program, Special Ed Category and Primary Disability fields must be completed.
- Left Callout:** The Effective Date must be prior to December 1 and the end date must be blank or after December 1.
- Right Callout:** If the Primary Disability is 530: Multiple Disabilities, you must also complete the Multiple Disability 1 and Multiple Disability 2 fields.

## Child Count Report in Infinite Campus

To generate the district’s child count data file to upload, use the below report in Infinite Campus:

INDEX>SD STATE REPORTING>SD DECEMBER CHILD COUNT REPORT

You must be given the proper Tool Rights to view this report. Check with your district’s Technology Coordinator if you are not seeing this option.

Want help on how to pull this file from Infinite Campus? See instructions on <https://doe.sd.gov/ofm/data-childcount.aspx>

Year: 12-13 School: All Schools Calendar: All Calendars

**SD December Child Count Report**

SD December Child Count is an unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) on Dec. 1 each year when Effective Date is null. If an Effective Date is entered, child count data will represent data as of effective date. Data will be pulled for the Year selected in the main toolbar

Extract Format: CSV Effective Date: [ ]

Select Calendars

Which calendar(s) would you like to include in the report?

list by school

- Alpena Elem
- 12-13 Alpena Elem
- Alpena Hi Sch
- 12-13 Alpena Hi Sch
- Alpena Jr Hi
- 12-13 Alpena Jr Hi
- Home School(99)
- Private School

Generate Extract

## Making Changes in an IEP

If you have a change in the IEP, you will have to complete the following steps to change the record:

1. Go into the Special Education Fields in the enrollment tab, enter an end date, and exit code.
2. Save.
3. Enter new IEP information. Be sure the Effective Date of the new Special Ed record is at least one day after the End Date of the previous Special Ed record.
4. Save.

## Special Education Students No Longer on an IEP

To end the special education records for a child no longer receiving services this year.

1. Go to Special Ed Fields in the enrollment tab
2. Enter an end date and Exit Code.
3. Save.

## Out of District Placements

A student with an IEP placed out of district needs to be entered into Infinite Campus both by the facility or district that they are attending **AND** the resident district in school #97. If your district is paying for the placement, then the enrollment status should be **P: Tuition Paid by District** or **C: Contracting Student**. The student's special education data is reported by the resident district.

## Special Education Services

Please note: special education services should be reported in hours per week. Some districts are still reporting in minutes. This is not correct. For example: A student receives 40 minutes of speech per week, he should have a .7 (40/60=.666 then round) not 40.

## Common Child Count Reporting

(Use of the Placement Categories)

Students enrolled in grades EC or PK must use the 0300 placement categories. For students reported in grades K-12 please use the 0100 placement categories.

The image shows a screenshot of a software interface with a dropdown menu titled "Special Ed Category". The menu is open, showing a list of placement categories. A red oval highlights the title "Special Ed Category". To the right of the menu, the word "NEW" is displayed in large, bold, black letters. Two red callout boxes provide additional information:

- The top callout box states: "Students ages 6-21 and 5 year olds that are attending a Jr. Kg or KG program will use the 100 category." This points to the first item in the dropdown menu, "0100: General Class with Modifications 80-100%".
- The bottom callout box states: "Students ages 3-5 and not in a Jr. Kg or KG program will continue to use the 300 category." This points to the item "0330: EC less than 10 hrs/wk, services in other location".

The dropdown menu items are as follows:

- 0100: General Class with Modifications 80-100%
- 0110: Resource Room 40-79%
- 0120: Self-Contained Classroom 0-39%
- 0130: Separate Day School
- 0140: Residential Facility
- 0150: Home/Hospital
- 0310: EC 10 hrs +/wk, services in Reg EC
- 0315: EC 10 hrs +/wk, services in other location
- 0325: EC less than 10 hrs/wk, services in Reg EC
- 0330: EC less than 10 hrs/wk, services in other location
- 0335: Special Education Class
- 0345: Separate School
- 0355: Residential Facility
- 0365: Home
- 0375: Service Provider Location

## Contact Information

Questions regarding special education services/IEP and coding, contact your Special Ed. Region representative or call 605-773-3678. You can find a listing of the SE representatives at the following link. <https://doe.sd.gov/sped/documents/0720-SPEDreps.pdf>

Questions on Child Count data reporting, contact:

- MdRezwane Sadik (605-773-3783)
- Krislyn Norgaard (605-773-4748)
- Bobbi Leiferman (605-773-5407)

Questions on how to enter the data in to Infinite Campus, contact Teri Jung at 605-773-8197.