

Helpful Tips for Successful Child Count Data Submission as of 11/9/2023

- Tip #1 A successful data submission starts with entering CORRECT information into Infinite Campus for each student with an active IEP on December 1, 2023.
- ✓ **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 the 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 use 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.
- Tip #2 Ensure a complete and accurate submission the first time – make sure ALL eligible students are reported.
- ✓ **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 or before December 1, 2023.
 - ✓ **Verify** that special education data fields have “rolled forward” for the 2023-2024 school year.
 - ✓ 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.
 - ✓ If a student has an IEP, **complete/update** the Special Ed Fields in the enrollment tab. Make sure to account for students placed out of district.
 - ✓ **Run** new DVR reports to check your data!
 - DVR Report: Educational Setting
 - DVR Report: Grade vs Age
 - Summary by Instructional Program Type
- Tip #3 Review all the information posted to the Child Count website.
<https://doe.sd.gov/ofm/data-childcount.aspx>

Finally.....if you have questions, call us!
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