

**DECEMBER 2016  
CHILD COUNT DATA  
COLLECTION**

# WHAT'S NEW IN 2016?

- Data Verification Reports (DVR)
  - Education Setting – review to ensure appropriate education setting codes have been reported
  - Grade vs Age – the children included on this list have grade assignments that may be unexpected based on the age of the child reported.
- Summary by Instructional Program Type – easy way to check the reported instructional program code for each child.
- All reports - title includes the “year” for which the report is requested.
- New signoff process – districts will sign off when submitting and then after all districts have completed the data submission and DOE has reviewed, district superintendents will be asked to sign a final certification of the data reported (ARSD 24:05:17:09).

# GETTING STARTED

- ◉ Access website:

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

- ◉ Need District Login and Password (login same as last year - password was set by district). If password is forgotten or misplaced, contact DOE to have it reset.
- ◉ Extract data file from district's Infinite Campus, save to desktop or some other easy to access folder
  - Remember if uploading an excel file the worksheet name must be entered.
  - **If using an Excel data file please use a file with an extension of .xlsx.** Older versions of Excel will result in a failure to upload.
- ◉ Timeline for data submission: Dec 1st thru Jan 20<sup>th</sup>
- ◉ Final certification: Jan 20 thru Feb 1st

From Infinite Campus you will need to run the below report and save as either a CSV or Excel file.

Year [ ] School All Schools Calendar All Calendars

Index Search Help < **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

**Select Calendars**

Extract Format: CSV  
Effective Date: 12/1/2016

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

- Carthage Elementary
  - 15-16 Carthage Resd Elem
  - 15-16 Carthage Elementary
- Carthage High School
  - 15-16 Carthage High School
- Carthage Middle School
  - 15-16 Carthage Middle School
- Harrisburg
- Home School

Generate Extract

**MUST BE 12/1/2016**

Click on this report

SD December Child Count Report

**Extract format MUST be csv!**

Below is a sample data file from Campus, several columns have been removed to be able to display here.

Make sure date column is **12/01/2016**, 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	110A		555		2	21001	21001	12/01/2016
District 67-1	111111113	Student Name	M	WH	7	1	0	100A		550		2	21001	21001	12/01/2016
District 67-1	111111114	Student Name	F	WH	11	5	0	110A		560		2	21001	21001	12/01/2016
District 67-1	111111115	Student Name	M	TR	6	KG	0	100A		525		2	21001	21001	12/01/2016
District 67-1	111111116	Student Name	F	WH	11	5	0	100A		525		2	21001	21001	12/01/2016
District 67-1	111111117	Student Name	M	WH	8	2	0	100A		550		2	21001	21001	12/01/2016
District 67-1	111111118	Student Name	F	WH	3	EC	0	315D		570		2	21001	21001	12/01/2016

From DOE home page <http://www.doe.sd.gov/>  
select – December Child Count....

### Administrators

View more links for administrators.

1. School Finance/State Aid
2. Grants Management
3. School/Student Data
4. Content Standards
5. Teacher 411



### Teachers

View more links for teachers.

1. Certification
2. Content Standards
3. Teacher Effectiveness
4. GoSignMeUp Registration
5. Assessment



### Parents

View more links for parents.

1. Report Card
2. SD MyLife
3. Dual Credit Program
4. Content Standards
5. Special Education



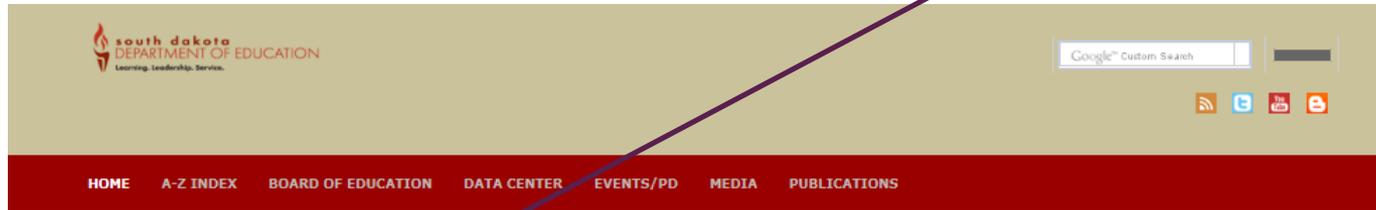
### Headlines

- ▶ EPSCoR grant proposals due Nov. 7
- ▶ Apply by Nov. 21 for Workforce Education Grants
- ▶ Shared Employee Services Grant applications due Oct. 21
- ▶ Now accepting applications for the Classroom Innovation Grant Program

### Upcoming Events

- ▶ Nov. 4, School Finance Accountability Board Meeting
- ▶ Nov. 9, Pierre, SBAC Interim Assessments
- ▶ Nov. 15, Board of Education Meeting
- ▶ View complete list of events at GoSignMeUp.com

Access the database to upload data file, choose **CLICK HERE**



## Special Education December Child Count

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 December 1st of each year.

Click [here](#) to log-on to the Child Count Data Collection

### Child Count 2016 Timelines:

Districts may begin uploads on December 1, 2016

All school districts must submit their child count by January 20, 2017.

Upon notification from DOE district superintendents will need to log in and complete a final certification by February 1, 2017.

December Child Count Reporting Documents	
Instructions - Child Count Data Submission	December 2016 Child Count Newsletter
Exporting File from Infinite Campus	Desk Guide - Special Education Data Reporting
Instructions for Reporting Private School Students	Districts Required to Report Private School Students
Steps to Update SE (IEP) Data	

Special Education Child Count Data Reports	
Statewide Child Count Statistics, 2013 thru 2015	
2015 by District	2015 by Disability
2014 by District	2014 by Disability
2013 by District	2013 by Disability
2012 by District	2012 by Disability
2011 by District	2011 by Disability

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](#)

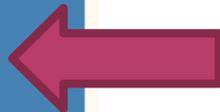
[About](#)

SE Child Count  
Production

Child Count Year  
2015 ▼

Select District  
Aberdeen 06-1 ▼

Action  
Support Tables  
Administration  
Reports  
Close



You have now successfully logged into the data collection program! Click on ACTION to get started. Then click on UPLOAD.

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.

**SE Child Count Test**

Child Count Year  
2015

Select District  
Sioux Falls 49-5

**Action**

- [Upload](#)
- [Sign off](#)
- [PPPS Students](#)
- [PPPS Sign off](#)
- [Sign off list](#)
- [PPPS Sign off list](#)
- [Summary by District](#)
- [Summary by School](#)
- [Student Search](#)
- [Support Tables](#)
- [Administration](#)
- [Reports](#)
- [Close](#)

## Child Count Upload

File Type

[View File Layout](#)

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 example 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

Sheet Name

[View File Layout](#) [View Upload History](#)

This 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. Time to fix the errors either in Campus or if due to a multiple records for the same student – to fix the file before attempting another upload.

## Child Count Upload

File Type

[View File Layout](#) [View Upload History](#)

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

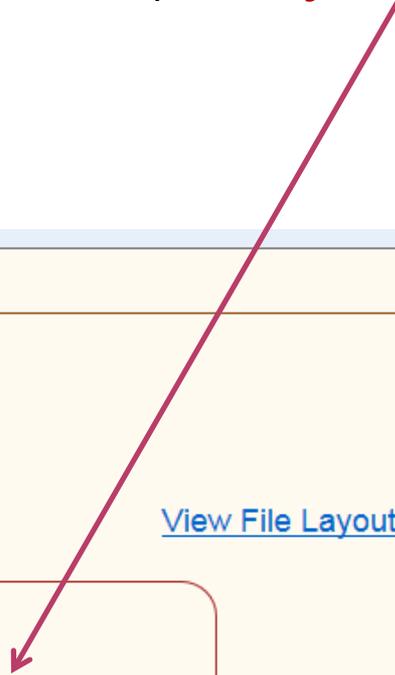
Sheet Name

[View File Layout](#)

[View Upload History](#)

Total number of rows read: 15

Number of rows with errors: 0



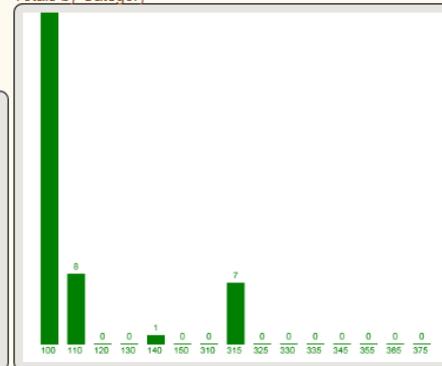
Below is the submission signoff page – providing a summary count by LRE and primary disability. Sign here after reviewing and verifying your data.

### December 2016 Child Count Totals by Category and Disability

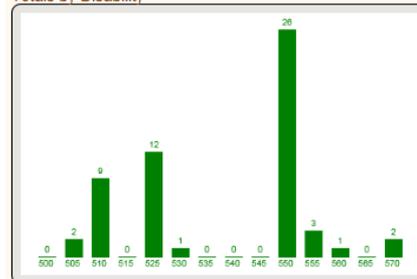
Parkston 33-3

Category	500	505	510	515	525	530	535	540
100 - Gen Class w/ Modifications	0	2	3	0	11	0	0	0
110 - Resource Room	0	0	5	0	1	1	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	1	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
<b>Totals</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>

Totals by Category



Totals by Disability



Submitted By:

Title:

Date: 10/19/2016

# 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.
- New 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.

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
	<a href="#">sample2, student</a>	
	<a href="#">sample3, student</a>	
	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
	<a href="#">sample1, student</a>	
	565 - Traumatic Brain Injury	0
+	570 - Dev. Delay	1

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

# 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.....

- Statistical Profile Report – 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 2014 or 2015.

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
<b>Total:</b>	<b>15</b>

Grade	Count
1	1
2	1
3	1
4	3
5	1
6	1
8	2
9	1
10	1
12	2
EC	1
<b>Total:</b>	<b>15</b>

Ed Setting	Count
100	10
110	1
120	1
130	1
140	1
315	1
<b>Total:</b>	<b>15</b>

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
<b>Total:</b>	<b>15</b>

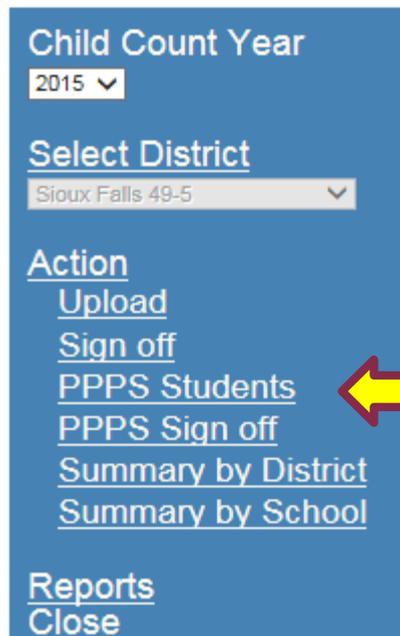
Gender	Count
F	5
M	10
<b>Total:</b>	<b>15</b>

## 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".



Child Count Year  
2015 ▼

Select District  
Sioux Falls 49-5 ▼

Action  
[Upload](#)  
[Sign off](#)  
[PPPS Students](#)  
[PPPS Sign off](#)  
[Summary by District](#)  
[Summary by School](#)

Reports  
[Close](#)

Click on PPPS Students

# ENTERING DATA FOR PRIVATE SCHOOL STUDENTS

Districts that must submit data for (KG-12) private school students have three options:

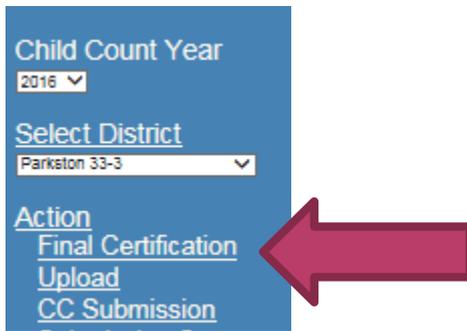
1. Districts may indicate that they have no private school students to report
  - Click No, and then click SAVE
  - Proceed to PPPS Signoff, click on Submit after entering name and title
2. Districts may enter the data for their private school students
  - Indicate Yes, then click on Enter, Save & Continue
  - 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
  - Upload process is the same as student child count, browse, for file and if no errors are found click on Import

## FINAL STEPS BY DOE

- ◉ When all districts have completed their data submission and signed off (by January 20, 2017), DOE will review before finalizing the data for federal reporting purposes.
- ◉ With the assistance of BIT we will review data to ensure that all data is reflective of the data reported in your district INFINITE CAMPUS student data program.
- ◉ All districts will be notified by email when all edits are complete.
- ◉ As per ARSD 24:05:17:09 the district superintendent will complete a signoff for a final certification of the data reported.

# FINAL CERTIFICATION SIGNOFF

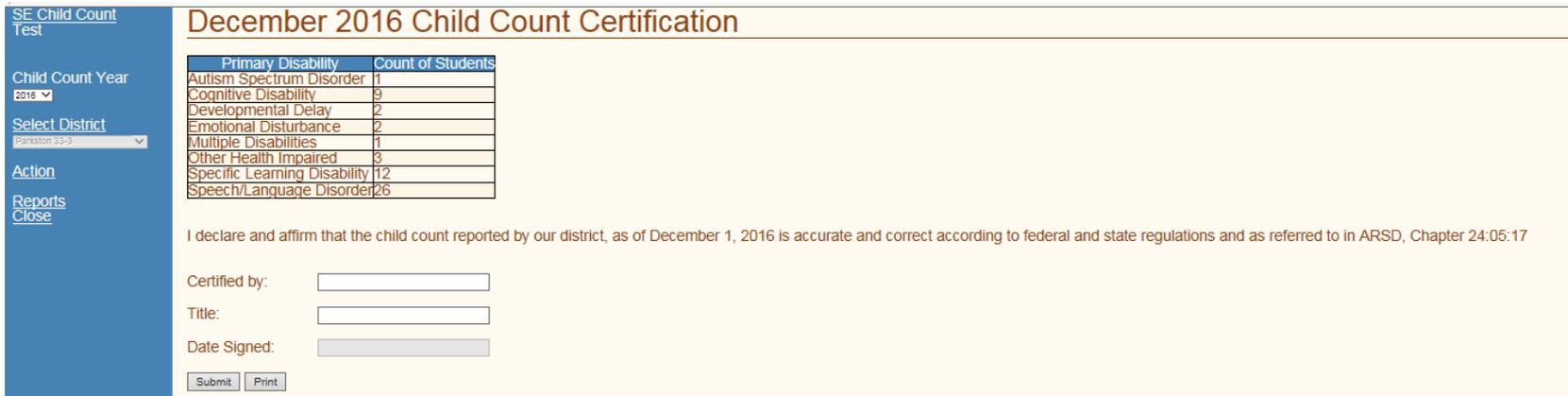
Near the end of January all districts will be notified that final certification of the child count data submission may now be completed. All district superintendents will be required to log in, click on final certification menu item and enter their name and title and click print and submit. Final certification should be completed by February 1, 2017.



Child Count Year  
2016

Select District  
Parkston 33-3

Action  
Final Certification  
Upload  
CC Submission



SE Child Count Test

Child Count Year  
2016

Select District  
Parkston 33-3

Action  
Reports  
Close

## December 2016 Child Count Certification

Primary Disability	Count of Students
Autism Spectrum Disorder	1
Cognitive Disability	9
Developmental Delay	2
Emotional Disturbance	2
Multiple Disabilities	1
Other Health Impaired	3
Specific Learning Disability	12
Speech/Language Disorder	26

I declare and affirm that the child count reported by our district, as of December 1, 2016 is accurate and correct according to federal and state regulations and as referred to in ARSD, Chapter 24:05:17

Certified by:

Title:

Date Signed:

## CONTACTS OR QUESTIONS?

Informational & guidance documents regarding this data collection will be posted to the December Child Count webpage.

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

### **Contacts:**

- For questions about appropriate data submission – contact your SE regional representative or Angel Corrales 773-3783
- For questions about how to enter data to Campus or extracting the data from Campus – contact Teri Jung, 773-8197
- For questions about using the data submission program – contact either Susan Woodmansey, 773-4748 or Bobbi Leiferman, 773-5407