December 2016 Child Count Newsletter

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.

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

New updates to child count in 2016:
- New reports to assist in reviewing data have been created:
    - DVR Report: Educational Setting
    - DVR Report: Grade vs Age
    - Summary by Instructional Program Type
- New 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 enter 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 2016:
- Districts will have access to the program and may begin to upload files on Thursday, December 1, 2016.
- Deadline to submit on their December 2016 child count is Friday, January 20, 2017.
- Final certification by district superintendents is February 1, 2017.

New and Need Help? Contact Angel Corrales (773-3783), Susan Woodmansey (773-4748) or Bobbi Leiferman (773-5407) for help to submit your child count data.

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 2016 Child Count a student MUST have an active IEP AND have been served by the district **ON December 1, 2016**.
2. 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.
3. If a student has an IEP, complete/update the Special Ed Fields in the enrollment tab.
4. For more information about special education reporting – see http://doe.sd.gov/ofm/data-childcount.aspx Special Education Data Reporting in Infinite Campus

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 in order to see 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 http://doe.sd.gov/ofm/data-childcount.aspx

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 <u>hours per week.</u> 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 ages 3-5 must use the 0300 placement categories regardless of their grade. If you have a child who is in kindergarten and age 5 on December [1st], this child must have a placement category of 0310, 0315, 0325, 330, 0335, 0345, 0355, 0365 or 0375. For students age 6-21, you must use the 0100 placement categories.

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 Sped reps at the following link.
http://doe.sd.gov/oess/documents/SPEDregionalReps.pdf

Questions on Child Count data reporting, contact Angel Corrales at 773-3783, Susan Woodmansey at 773-4748 or Bobbi Leiferman at 773-5407.

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