

December 2017 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>

Important Reminders for Child Count 2017:

- 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 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 2017:

- Districts will have access to the program and may begin to upload files on Friday, December 1, 2017.
- Deadline to submit on their December 2017 child count is Friday, January 19, 2018.
- Final certification by district superintendents is February 9, 2018.

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 2017 Child Count a student **MUST** have an active IEP AND have been served by the district **ON December 1, 2017**.
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 <http://doe.sd.gov/ofm/data-childcount.aspx> Desk Guide – Special Education Data Reporting

The screenshot displays the 'Special Ed Fields' form in Infinite Campus. It is divided into two main sections for 'Effective Date' and 'End Date'. The 'Effective Date' section is currently active, showing fields for 'Special Ed Program' (set to 'F Residential Program'), 'Special Ed Category' (set to '0140 Residential Facility'), 'Primary Disability' (set to '030 Multiple Disabilities'), and 'Multiple Disability 1' (set to '010 Cognitive Disability'). Below these are fields for 'Multiple Disability 2', 'Multiple Disability 3', and 'Multiple Disability 4'. The 'End Date' section is currently empty. At the bottom of the form, there are several sections for 'Therapy Hours' and 'Services Hours', including Physical, Occupational, Psychological, Social/Work, Transportation, Recreational, Speech/Language, Orientation/Mobility, Other Service, Assistive Technology, Audiological, School Health, and Counseling. A checkbox for 'Significant Cognitive Disabilities' is also present.

Callout boxes provide the following instructions:

- Top box: "The Special Ed Program, Special Ed Category and Primary Disability fields must be completed." (with arrows pointing to the respective dropdown menus)
- Left box: "The Effective Date must be on or after December 1, and the end date must be blank or after December 1." (with arrows pointing to the Effective Date and End Date fields)
- Right box: "If the Primary Disability is 030 Multiple Disabilities, you must also complete the Multiple Disability 1 and Multiple Disability 2 fields." (with arrows pointing to the Primary Disability and Multiple Disability 1 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 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>

The screenshot shows the Infinite Campus interface for generating an SD December Child Count Report. At the top, there are dropdown menus for 'Year' (12-13), 'School' (All Schools), and 'Calendar' (All Calendars). The left sidebar contains a tree view with categories like Instruction, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, User Communication, Assessment, System Administration, Accountability, FRAM, Surveys, SD State Reporting, SD Extract, Upload Wizard, Dakota Writing, Account Settings, Access Log, Campus Community, and Log Off. The 'SD December Child Count Report' is selected in the tree view. The main content area has a title bar 'SD December Child Count Report' and a descriptive paragraph. Below this is a 'Generate Extract' button and a section titled 'Select Calendars'. This section includes an 'Extract Format' dropdown set to 'CSV', an 'Effective Date' field, and a radio button selected for 'list by school'. A list of schools is displayed, with '12-13 Alpena Hi Sch' highlighted. Two red arrows point to the 'SD December Child Count Report' in the tree view and the 'Generate Extract' button.

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 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.

The image shows a screenshot of a 'Special Ed Category' dropdown menu. The menu is open, showing a list of categories. A red circle highlights the 'Special Ed Category' label. A red box highlights the categories from 0310 to 0375. A blue box highlights the categories from 0100 to 0150. Two callout boxes provide instructions: one for ages 6-21 and one for ages 3-5.

Category	Description
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 +, services in EC
0315	EC 10 hrs +, services in other location
0325	EC less than 10 hrs, services in EC
0330	EC less than 10 hrs, services in other location
0335	Separate Class
0345	Separate School
0355	Residential Facility
0365	Home
0375	Service Provider Location

If the student is ages 6-21 years old you must use the 0100 categories.

If the student is ages 3-5 years old you must use the 0300 categories, even if the student is in Kindergarten.

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.