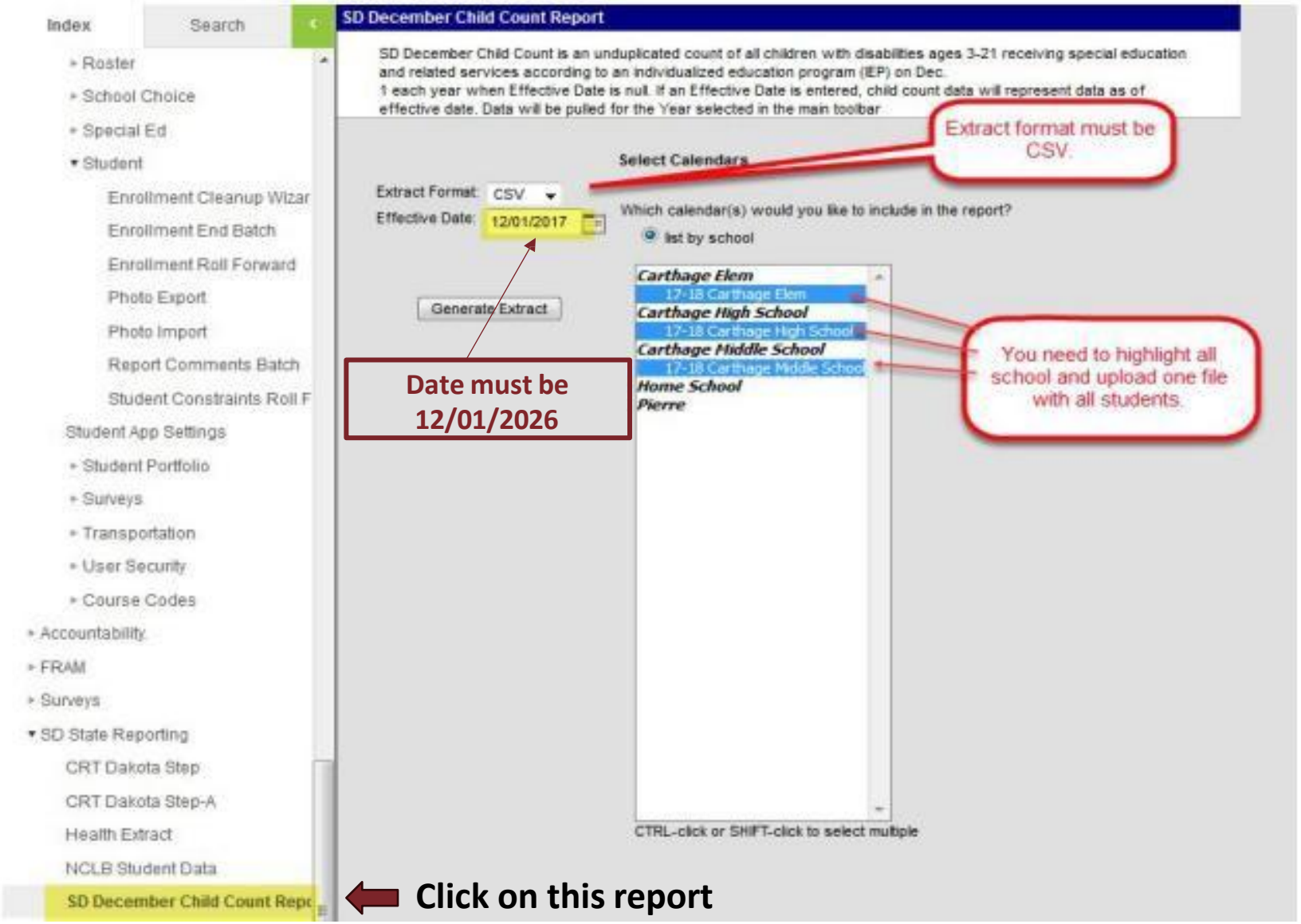
DECEMBER 2026 CHILD COUNT DATA COLLECTION

- **This PowerPoint presentation is intended to walk a school district special education staff person through the December 2026 Child Count data submission process.**

Getting Started

- Access website: https:doe.sd.gov/ofm/data-childcount.aspx
- District Login and Password is required.
  - Login information is the same as previous years.
  - If password is forgotten or misplaced, contact DOE to have it reset.
    - Farha Shamim Labonnya– 605-773-3783
    - Krislyn Norgaard – 605-773-4748
    - Bobbi Leiferman – 605-773-5407
- Extract data file for all schools in the district from district's Infinite Campus and save to your files.
  - Best format for uploading = csv
  - If uploading an excel file, the worksheet name must be entered.
  - **Excel data files must use a file with an extension of .xlxs**. Older versions of Excel will result in a failure to upload.

From Infinite Campus you will need to run the below report and save as a CSV file. Make sure to select all schools for the district in the extract.



Below is a sample of the data file from Campus, several columns have been removed for display purposes only.

Make sure date column is **12/01/2026**, 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	110	A	555	2	21001	21001	12/01/2026
District 67-1	111111113	Student Name	M	WH	7	1	0	100	A	550	2	21001	21001	12/01/2026
District 67-1	111111114	Student Name	F	WH	11	5	0	110	A	560	2	21001	21001	12/01/2026
District 67-1	111111115	Student Name	M	TR	6	KG	0	100	A	525	2	21001	21001	12/01/2026
District 67-1	111111116	Student Name	F	WH	11	5	0	100	A	525	2	21001	21001	12/01/2026
District 67-1	111111117	Student Name	M	WH	8	2	0	100	A	550	2	21001	21001	12/01/2026
District 67-1	111111118	Student Name	F	WH	3	EC	0	315	D	570	2	21001	21001	12/01/2026

If there are flags in your data extract or errors in your upload for students ages 3-5, please contact your Special Education Regional Representative:

Access the web application to upload data file:
https:doe.sd.gov/ofm/data-childcount.aspx

south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

A-Z Index Contact Us

ENHANCED BY Google

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.

Log-on to the Child Count Data Collection

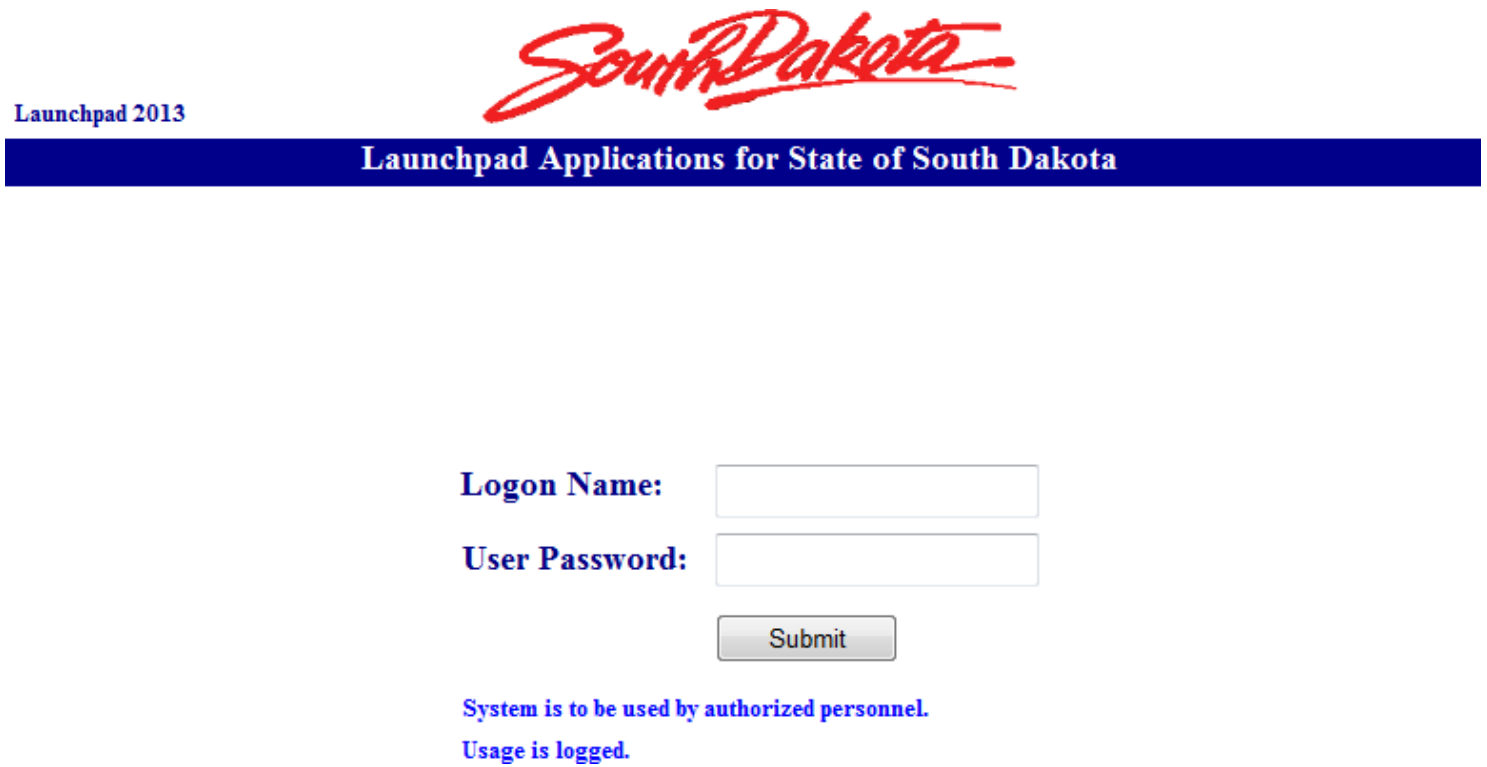
Child Count 2026 Timelines:

- Districts may begin uploads on December 1, 2026
- Child Count must be submitted by January 8, 2027
- Final Certification must by completed by February 12, 2027

+ December Child Count Reporting Documents

+ Special Education Child Count Data Reports

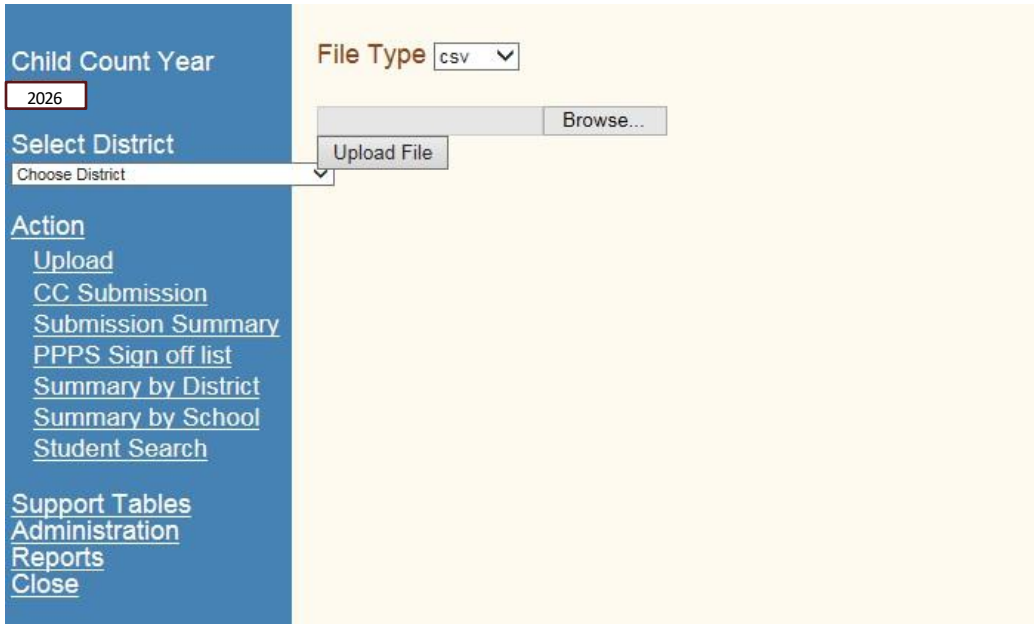
Enter login and password, click on SUBMIT.



Click on DE64SEChild Count…..



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.

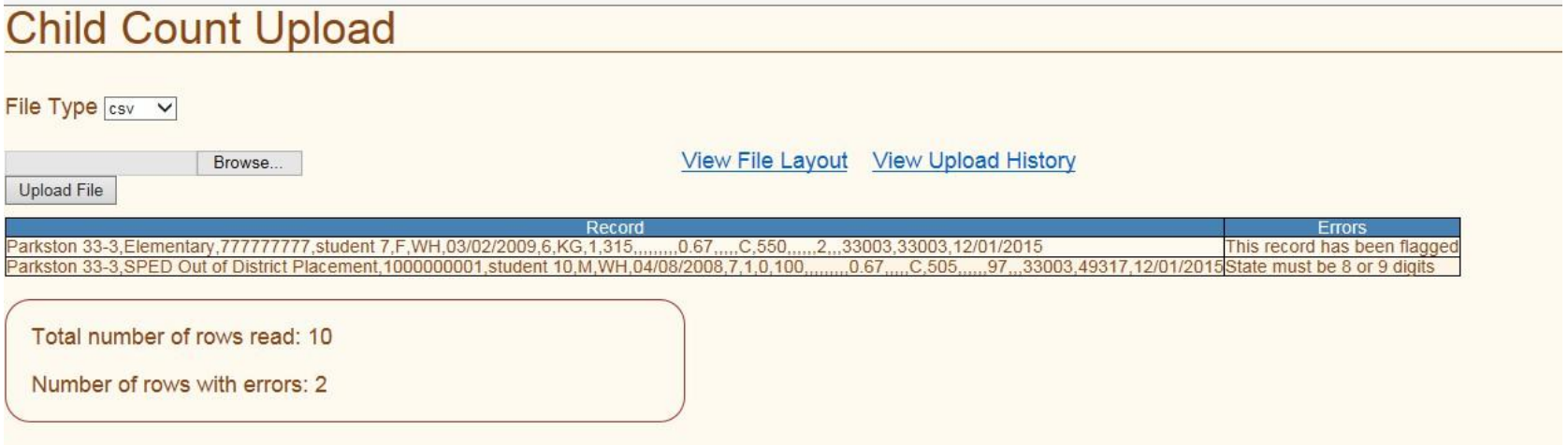


The menu items: PPPS Students and PPPS Signoff will only be displayed if the district is required to submit private school student data.

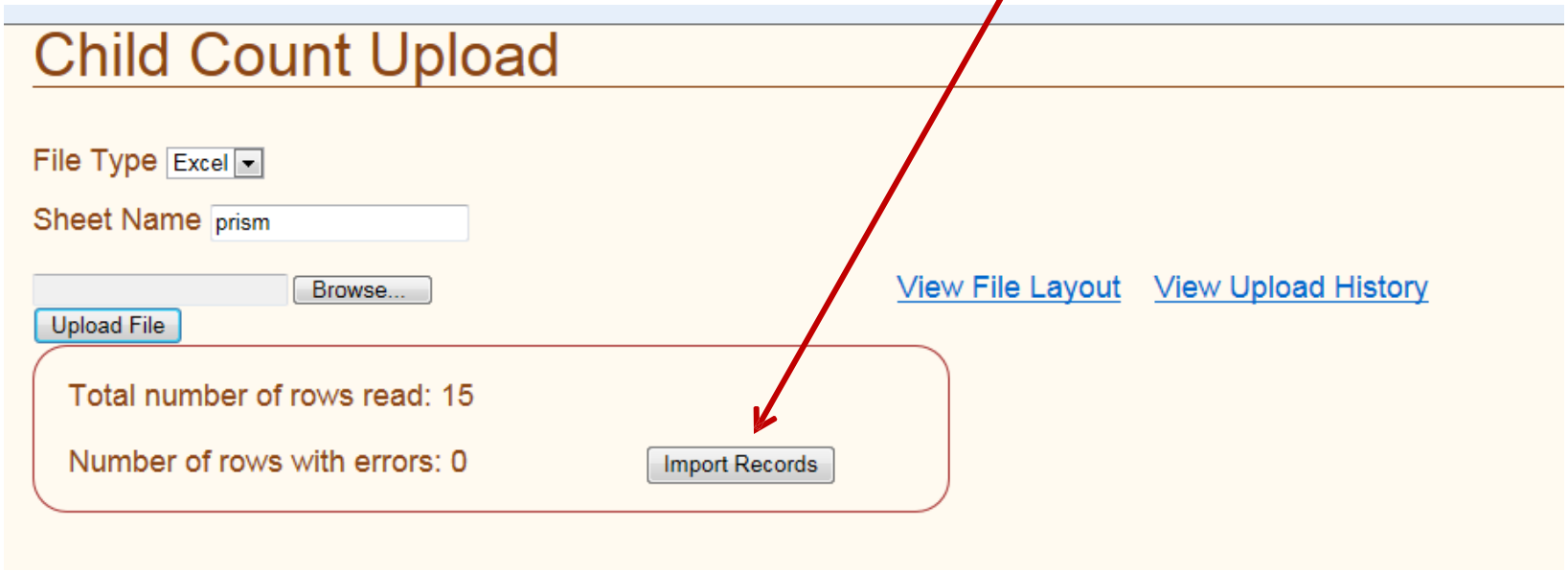
Note: On the below example, we are uploading an excel file – the name of the worksheet is prism. If uploading a CSV file – no sheet name is required.



This example 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. **The <u>errors must be corrected in Campus,</u> and a new extract will need to be taken before attempting another upload**.



Below is the screen that will reflect a successful upload – **you must click on Import Records** to proceed.



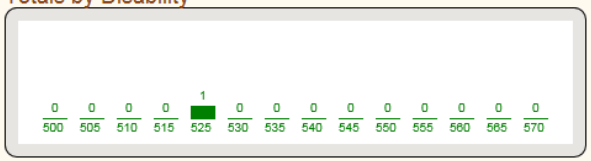
Below is the submission signoff page – providing a summary count by LRE and primary disability. Sign here after reviewing and verifying your data.

December 2026 Child Count Totals by Category and Disability

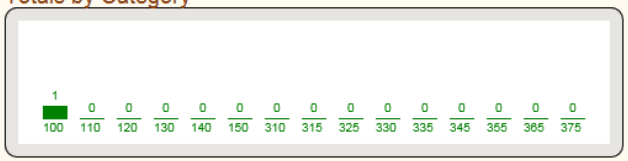
Aberdeen 06-1

Category	500 Deaf-Blind	505 Emotional Disturbance	510 Cognitive Disability	515 Hearing Loss	525 Specific Learning Disability	530 Multiple Disabilities	535 Orthopedic Impairment	540 Vision Loss
100 - Gen Class w/ Modifications	0	0	0	0	1	0	0	0
110 - Resource Room	0	0	0	0	0	0	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	0	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
Totals	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**

Totals by Disability



Totals by Category



Submitted By: test

Title: test

Date: 9/29/2017

Submit Print

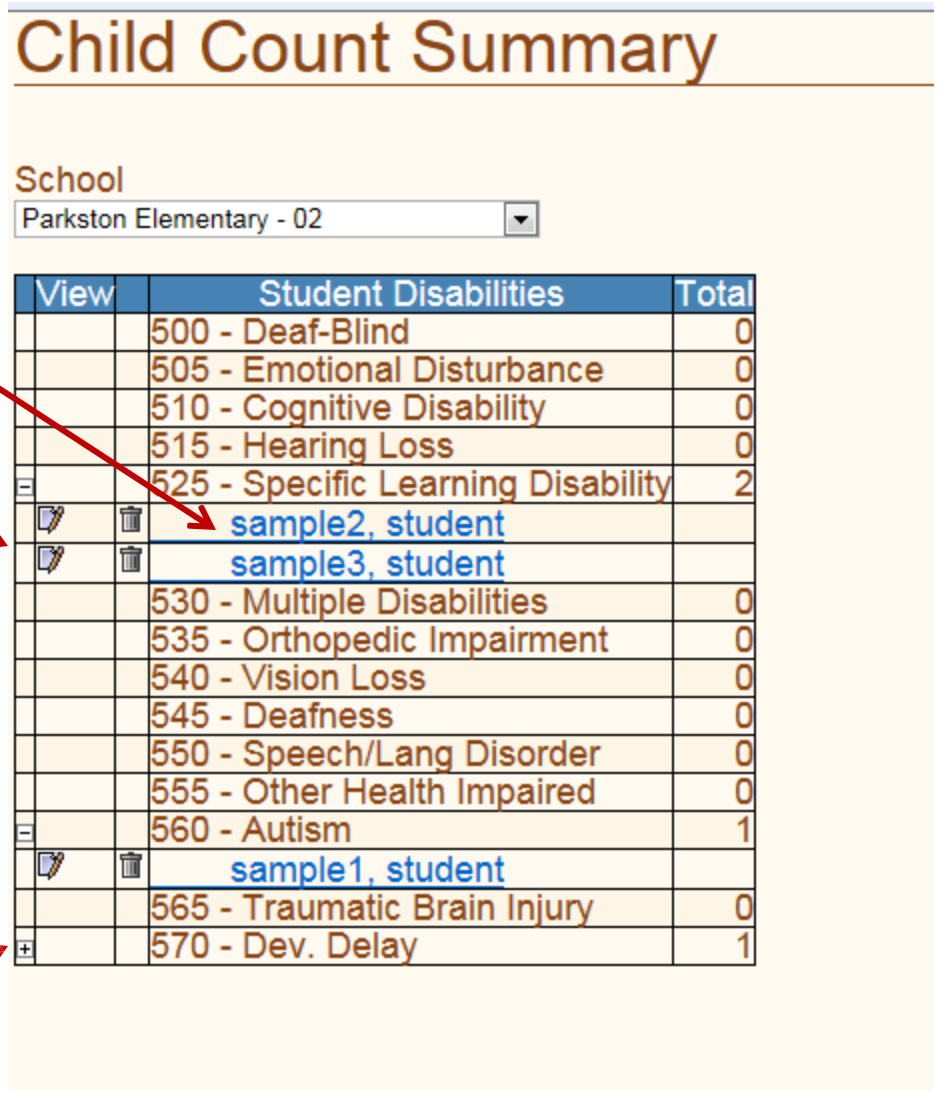
OPTIONS FOR REVIEWING DATA

- 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.
- 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.



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.

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



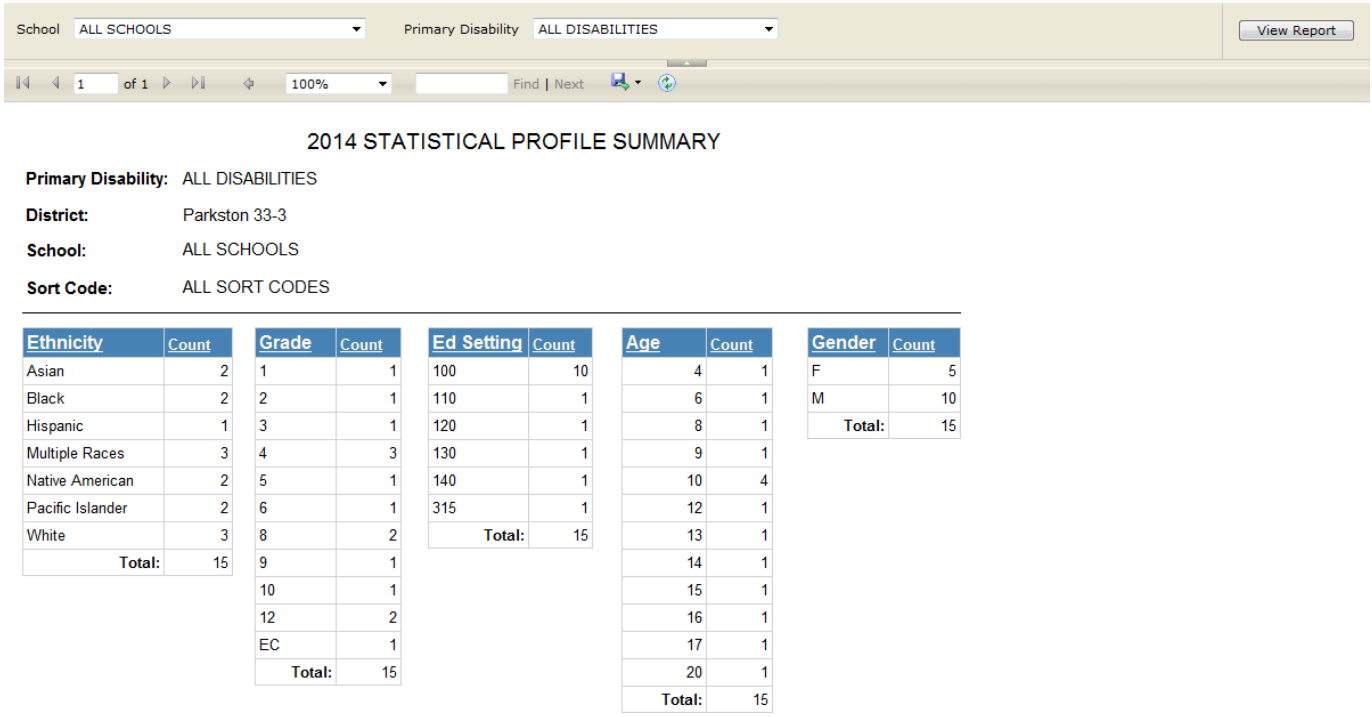
REPORT OPTIONS

- 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 any previous year.



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
Total:	15

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

Ed Setting	Count
100	10
110	1
120	1
130	1
140	1
315	1
Total:	15

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
Total:	15

Gender	Count
F	5
M	10
Total:	15

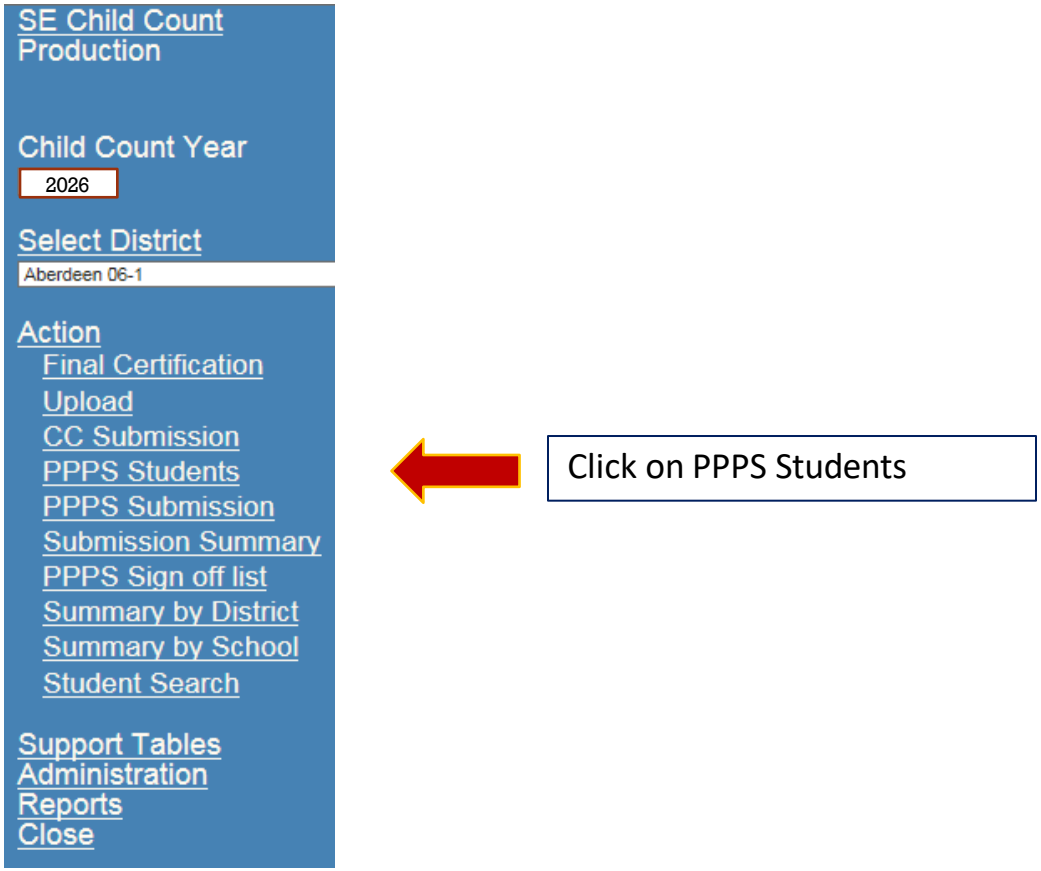
REPORTS CONTINUED:

- 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”.



ENTERING DATA FOR PRIVATE SCHOOL STUDENTS

Districts required to submit data on (KG-12) private school students have three options:

Districts may indicate that they have no private school students to report

- Click **No**, and then click **Save**.
- Proceed to **PPPS Sign-Off**, enter name and title, and click **Submit**.

Districts may enter data for their private school students

- Indicate **Yes**, click **Save**, and then **Add**.
- The district must finalize (sign off on) its regular Child Count before submitting PPPS data.
- Answer **Services Provided to this student? Yes or No**.
- Enter the student's **9-digit State ID**.
- If **Yes**, the student MUST be included in the regular Child Count. Their name and birthdate will automatically populate after entering the State ID.
- If **No**, the student should NOT be included in the regular Child Count. Enter their birthdate, first name, last name, grade, and disability eligibility category manually.
- Click **Insert** and continue adding students as needed.
- Proceed to **PPPS Sign-Off** and submit.



ENTERING DATA FOR PRIVATE SCHOOL STUDENTS

Districts required to submit data on (KG-12) private school students have three options:

Districts may upload data for their private school students

- Indicate **Yes**, click **Save & Continue**, and select **Upload File**.
- Browse for the PPPS student file and click **Upload File**.
- File must be **.csv or .xlsx** and include a header row.
- Data must include:
  - District Number (5 digits)
  - State ID # (9 digits)
  - Birthdate (mm/dd/yyyy)
  - Services Provided (Y or N)
- For Excel files, enter the worksheet name when prompted.
- If there are no errors, click **Import**.
- Proceed to **PPPS Sign-Off**, enter name and title, and click **Submit**.

Important: Re-uploading PPPS data overwrites existing records. Individual students may be added manually without replacing existing data. If the regular Child Count is resubmitted, PPPS data must also be resubmitted.



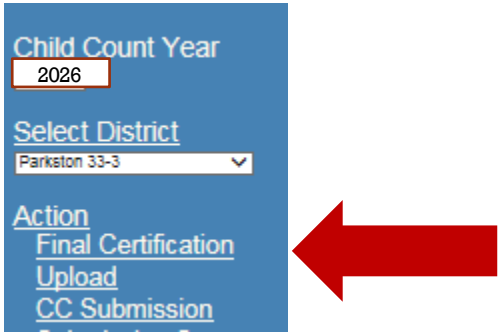
FINAL STEPS BY DOE

1. When all districts have completed their data submission and submission of data signed off (by January 08, 2027), DOE will review before finalizing the data for federal reporting purposes.
2. We will review data to ensure that data is reflective of the data reported in your district INFINITE CAMPUS student data program.
3. All districts will be notified by email when all edits are complete.
4. As per ARSD 24:05:17:09, the district superintendent will complete an electronic signoff for a final certification of the data reported by February 12, 2027.



FINAL CERTIFICATION SIGNOFF

Near the end of February 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 12, 2027.





CONTACTS OR QUESTIONS?

Informational & guidance documents regarding this data collection will be posted to the December Child Count webpage:
https://doe.sd.gov/ofm/data-childcount.aspx

Contacts:

- For questions about appropriate data submission – contact your SE regional representative.Find your region representative in https://doe.sd.gov/sped/ or access the pdf
  https://doe.sd.gov/sped/documents/0826-SPEDreps.pdf

- For questions about how to enter data to Campus or extracting the data from Campus – contact Teri Jung, 605-773-8197
- For questions about using the data submission program contact –
  - Farha Shamim Labonnya, 605-773-3783
  - Bobbi Leiferman, 605-773-5407
  - Krislyn Norgaard, 605-773-4748