# Parentally Placed Private School Students (PPPS) Child Count Reporting Procedures for Public School Districts

***Only Districts with an Accredited Private School within their district boundaries will have the PPPS option in Launchpad.***

## 1. SCOPE & ELIGIBILITY CRITERIA

Under South Dakota Administrative Rules and federal guidelines under the Individuals with Disabilities Education Act (IDEA), public school districts must report all students who have been evaluated and determined eligible for special education services and who attend an accredited K–12 private school within the public-school district's geographical boundaries. 34 CFR 300.130 through 300.144

Students included in PPPS child count:

- Attends a **K–12 accredited private school**
- Is **eligible for special education** under IDEA

### 1.1 PPPS DATA TO REPORT & USE OF THE DATA

- **PPPS Data Reporting:**
  - The number of children evaluated;
  - The number of children determined to be children with disabilities; and
  - The number of children served.

- **Required Uses of PPPS Data:**
  - Federal Child Count reporting and
  - Flow-through fund proportionate share calculation

### 1.2 WHO TO INCLUDE

- **Eligible & Receiving Services:** Students with a documented Individual Services Plan (ISP) who are currently receiving proportionate share services from the public school district. These students must also be reported in the district's general Child Count system.

- **Eligible & NOT Receiving Services:** Students evaluated and found eligible for special education, but who are not currently receiving services under an ISP (based on the district's private school consultation agreement or parent declined services).

**Please Note:**

- District is responsible for initiating 3-year reevaluations for all students receiving and not receiving services.
- Eligible receiving and not receiving will remain on child count until student is no longer eligible (i.e. determined not eligible through evaluation or parent refuses reevaluation)

### 1.3 WHO TO EXCLUDE

- **Preschool Students:** Children in private preschools who are not enrolled in an accredited kindergarten (KG) program. (Note: Eligible preschool students must instead be reported directly on the public-school child count).
- **Alternative Instruction:** Any students or schools designated as providing alternative/home-school instruction.

## 2. MANDATORY REPORTING PREREQUISITE

**CRITICAL ORDER OF OPERATIONS:**
***PPPS data reporting is a secondary process. A district must finalize and formally sign off on its regular Child Count data BEFORE submitting its PPPS data.***

***If a district must unlock and re-submit its regular Child Count data, the district is required to re-submit its PPPS data as well, since the system wipes the dependent PPPS database to ensure cross-referenced data integrity.***

## 3. STEP-BY-STEP REPORTING OPTIONS

Once the regular Child Count has been officially signed off, navigate to the Action menu (or left-hand blue menu bar) and select "PPPS Students". Districts must select and complete one of the three following pathways:

PPPS information is submitted by navigating to the blue menu bar on the left-hand side in Launchpad; the options are PPPS Students and PPPS Sign off.

### 3.1 OPTION A: "NO STUDENTS TO REPORT" (ZERO COUNT)

Use this option if no private school students are eligible.

1. On the PPPS landing screen, click **"No"** to indicate there are no students to report.
2. Click **Save**.
3. Proceed directly to the **PPPS Sign-Off** menu.
4. Enter the Name and Title of the certifying official and click **Submit**.

### 3.2 OPTION B: MANUAL STUDENT DATA ENTRY

Ideal for districts reporting a small number of private school students.

1. Select **"Yes"** to indicate students are present, click **Save**, and then click **"Add"**.
2. Answer the mandatory prompt: *"Services Provided to this student? Yes or No"*.
3. Enter the student's **State Student ID** (must be 9 digits).

4. **Determine System Pathway:**

   - **If YES (Receiving Services):** The student must already exist in your regular Child Count. Entering their State ID will automatically pull their Name and Date of Birth from the system. Click **Insert** to save the record.
   - **If NO (Not Receiving Services):** The student will not be in the regular Child Count system. You must manually enter their Date of Birth (mm/dd/yyyy), **First Name**, **Last Name**, **Grade**, and **Disability Eligibility Category**. Click **Insert**.

5. Repeat for all remaining eligible private school students.
6. Proceed to the **PPPS Sign-Off** menu.

## 3.3 OPTION C: FILE UPLOAD

Recommended for larger districts utilizing a student information system to compile batch files.

1. Select **"Yes"** to indicate students are present, click **Save & Continue**, and choose the **Upload File** option.
2. **File Requirements:** The file must be in .csv or .xlsx (Excel) format and **must include a header row**.
3. Ensure the file contains exactly these column fields (in order):

| Column Header | Format/Specification |
|---|---|
| **District Number** | Five-digit code (e.g., 49005) |
| **State ID #** | 9 digits |
| **Birthdate** | Must be in mm/dd/yyyy format |
| **Services Provided** | Must use **Y** or **N** (do not write "Yes" or "No" |

4. *Tip:* If uploading an Excel file, ensure you know the sheet name (e.g., Sheet1) as the portal will prompt you for it.
5. Upload the file, review for errors, and click **Import**.
6. Proceed to **PPPS Sign-Off**.

***Note:*** *Re-uploading a new file will completely overwrite and wipe out any previously uploaded or manually entered student records for that cycle.*

- *You can manually enter individual students to the current list, instead of doing a completely new upload which overwrites previous data.*

## 4. QUALITY CONTROL & FINAL CERTIFICATION (PPPS SIGN-OFF)

Before submitting, the district special education director or certifying official should conduct the following checks to avoid audit corrections:

- **Validate Disability Codes:** Ensure recorded disability categories align exactly with the student's most recent eligibility evaluation.
- **Verify Cross-Referencing:** Ensure any student marked "Y" (Receiving Services) has a corresponding active Individual Services Plan (ISP) on file, and that their record in the general Child Count matches their State ID.
- **No Duplicate Entries:** Confirm no student is listed multiple times.
- **Authorized Submission:** Once verified, select **PPPS Sign-Off**, enter the certifying official's Name and Title, and click **Submit**.
- **District Record Keeping:** Districts are highly encouraged to print the final submission confirmation page for their local IDEA compliance files but **only do so after the system sign-off has been successfully submitted.**

**IMPORTANT:** If a district must re-submit their child count data file – the district will also be required to resubmit their PPPS data too. Programming is dependent upon the child count to be submitted first and then the PPPS data.