

# Helpful Tips for Successful Child Count Data Submission as of 11/25/2025

- Tip #1 A successful data submission starts with entering CORRECT information into Infinite Campus for each student with an active IEP receiving services on December 1, 2025.
- ✓ **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 the 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 use 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 December Child Count 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.
- Tip #2 Ensure a [complete and accurate submission the first time](#) – make sure ALL eligible students are reported.
- ✓ **Add** new students – to be included in the December 2025 Child Count, a student MUST have an active IEP AND have been served by the district on or before December 1, 2025.
  - ✓ **Verify** the accuracy of the special education data fields based on the current IEP.
  - ✓ 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.
  - ✓ **Run** new DVR reports to check your data!
    - DVR Report: Educational Setting
    - DVR Report: Grade vs Age
    - Summary by Instructional Program Type
- Tip #3 The Child Count extract needs to be dated 12/1/2025 for upload as that is the official count date.
- Tip #4 Review all the information posted to the Child Count website.  
<https://doe.sd.gov/ofm/data-childcount.aspx>

## Child Count Contacts:

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