south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Helpful Tips for Successful Child Count Data Submission as of 10/25/2026

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, 2026.

- ✓ **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 2026 Child Count, a student MUST have an active IEP AND have been served by the district on or before December 1, 2026.
- ✓ **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 on the enrollment tab and the End date and Exit Code for the Special Ed Fields found in the Special Ed Module in the Special Education Summary section. For help with this contact your special education regional representative
- ✓ **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 12/1/2026 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

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