

Monthly SPED Webinar

Special Education Programs
2024-2025 School Year
November 19, 2024



1


Effective Practices

2

NEW: Assistive Technology Technical Assistance Guide

- An [Assistive Technology Technical Assistance Guide](#) (AT TA Guide) is available to aid school districts and local IEP teams in creating and developing local processes and procedures surrounding AT.
- The document provides links to federal guidance, resources, and considerations.
- Contact your [SPED Region Rep](#) with questions.

3

A decorative graphic consisting of three overlapping circles in shades of dark red and maroon, set against a dark grey background. A horizontal gold-colored band is superimposed over the center of the circles, containing the word "Accountability" in a black, sans-serif font.

Accountability

4

Indicators 11 and 12 Launchpad 2024-2025

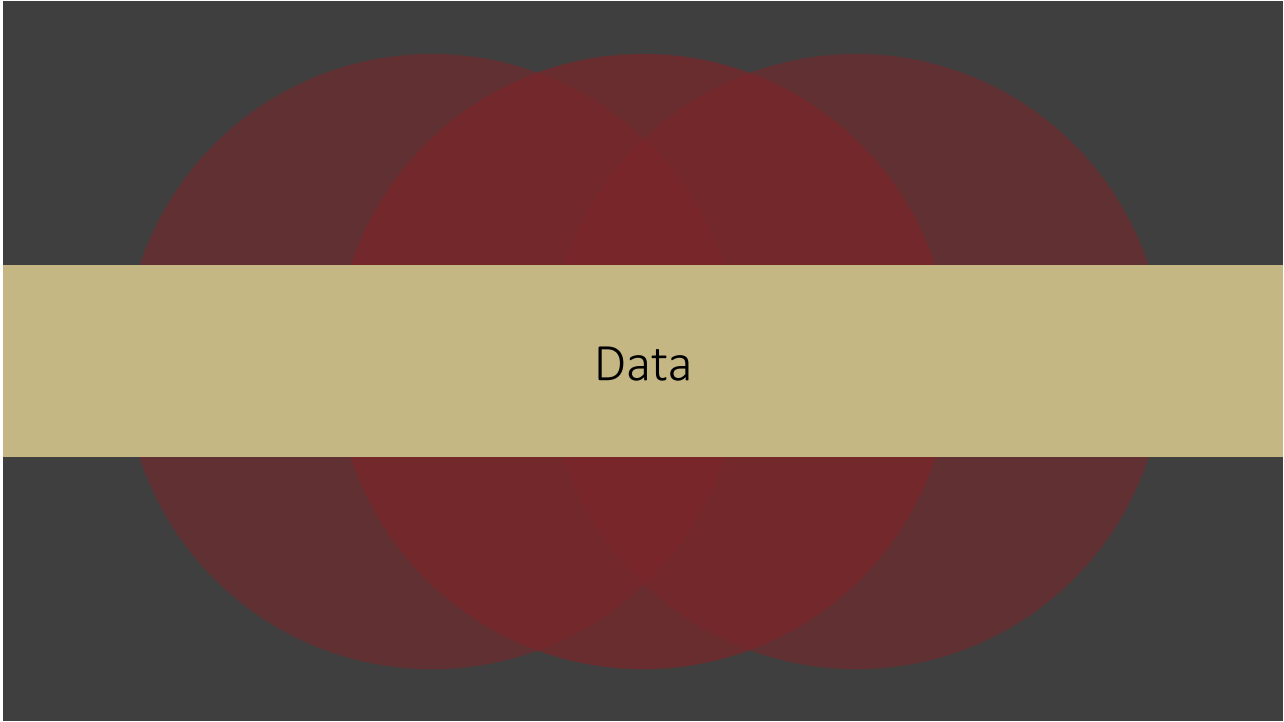
- Indicators 11 and 12 Launchpad is ready to have data added
 - Updated Reporting Guides and tracking spreadsheets can be found here: <https://doe.sd.gov/sped/SPP.aspx>
- Data can be added throughout the year
 - Indicator 11, Child Find Initial Evaluations - Age 3-21 (Not including Part C transition)
 - due August 1st, 2025
 - Indicator 12 , Transition from Part C to Part B Services
 - due September 1st, 2025
- Please use the updated tracking spreadsheets
 - Updated to reflect the disability code 505 as Emotional Disability

5

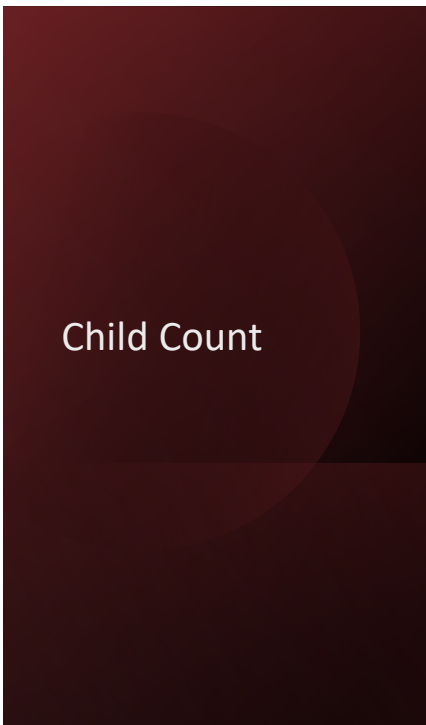
Accommodation Updates and Reminders

- Word Prediction is now called Word Completion
 - SBAC has functioned as word completion so terminology was changed to reflect actual functionality
 - Prediction anticipates what word(s) may be appropriate and allows user to choose
 - Completion provides an anticipated ending to a set of letters/word that the user has started typing
 - IEP teams should discuss what accommodation is necessary for the student and revise IEP if appropriate
- If embedded Speech-to-text (computer writes what student says) is needed for state assessment,
 - Use Embedded Speech-to-text form in TIDE

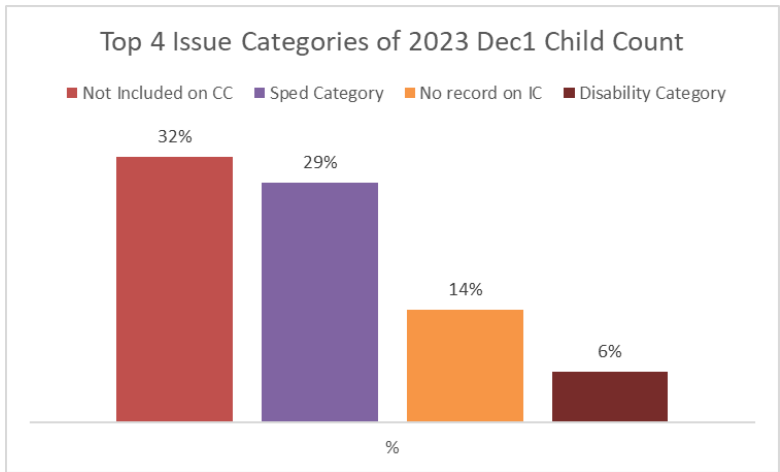
6



7



8



Child Count

Not Included on CC – 32%

- The student has information/ record on Infinite Campus (IC), however, the student **is not reported** in initial Child Count (CC) in Launchpad.

No record on IC – 06%

- The student has/no information/ record on Infinite Campus (IC), however, **does not match** with the student reported in initial Child Count (CC) in Launchpad.

9

Child Count

Sped Category – 29%

- The student has reported SpEd Category of **100** on Infinite Campus (IC), however, the student is reported SpEd Category of **110** on initial Child Count (CC) in Launchpad.

Disability Category – 14%

- The student has reported SpEd Disability Category of **550** on Infinite Campus (IC), however, the student is reported SpEd Disability Category of **570** on initial Child Count (CC) in Launchpad.

10



Child Count

11

To Prepare

- Pull preliminary child count report from Infinite Campus and begin reviewing
- Areas to review
 - IEP's must be in current and in effect
 - Student must be receiving services on **December 1** (or the last day school was in session prior to Dec. 1) for the student to be counted on child count.
 - If initial eligibility was determined on Nov. 26, but with 5 day notice before implementation the PWN indicates the IEP will be in effect Dec. 2, then student **can not be included**
 - Student must have a current 3 yr-reevaluation
 - All students receiving services are included, including out of district placements



Child Count

12

Timelines for December 1st, 2024, Child Count Submission

- Districts may begin uploading **December 2nd**
- Child Count must be submitted by **January 13, 2025**
- Final Certification must be completed by **February 28, 2025**
- 2024 Child Count submission information available now at <https://doe.sd.gov/ofm/data-childcount.aspx>

To reset your login credentials, please send an email to: mdrezwane.sadik@state.sd.us

December 2024 Child Count Data Collection Process

13

Child Count

➤ Infinite Campus Data Extract

- Save to your computer for easy access (**csv is recommended**)
- Remember if you are uploading an excel file the **worksheet name must be entered**
- If you are using an Excel data file, please use a file with an **extension of .xlsx**
 - Older versions of Excel will result in a failure to upload.

➤ Child Count Submission Platform: Launchpad

- <https://doe.sd.gov/ofm/data-childcount.aspx>
- District Login and Password
- login same as last year - password was set by district
 - If password is forgotten or misplaced, contact DOE(Data Manager) to have it reset

14

Pulling the Infinite Campus Report

MUST BE 24-25 → Year 15-16

Extract format MUST be csv! → Extract Format: CSV

MUST BE 12/01/2024 → Effective Date: 12/1/2015

From Infinite Campus you will need to run the report below and save as a CSV file.

15

Pulling Infinite Campus Report Cont...

Below is a sample data file from Campus, several columns have been removed to be able to display here.

Make sure the date column is **12/01/2024**, 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	11111112	Student Name	F	WH	10	4	0		110A		555	2	21001	21001	12/01/2023
District 67-1	11111113	Student Name	M	WH	7	1	0		100A		550	2	21001	21001	12/01/2023
District 67-1	11111114	Student Name	F	WH	11	5	0		110A		560	2	21001	21001	12/01/2023
District 67-1	11111115	Student Name	M	TR	6	KG	0		100A		525	2	21001	21001	12/01/2023
District 67-1	11111116	Student Name	F	WH	11	5	0		100A		525	2	21001	21001	12/01/2023
District 67-1	11111117	Student Name	M	WH	8	2	0		100A		550	2	21001	21001	12/01/2023
District 67-1	11111118	Student Name	F	WH	3	EC	0		315D		570	2	21001	21001	12/01/2023

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

Sadik
mdrezwane.sadik@state.sd.us
 (605)773.3783

16

Child Count
Data Collection
Platform

Launchpad

17

Access the database to upload data file, choose
CLICK HERE

<https://doe.sd.gov/ofm/data-childcount.aspx>

South Dakota DEPARTMENT OF EDUCATION Learning Leadership Service AZ 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 2023 Timelines:

- Districts may begin uploads on December 1, 2023
- Child Count must be submitted by January 12, 2024
- Final Certification must be completed by February 16, 2024

+ December Child Count Reporting Documents

+ Special Education Child Count Data Reports

For more information, contact the Department of Education's Office of Finance and Management at 605-773-3248.

Enter login and password,
click on SUBMIT.

Login and
Password

18

South Dakota

Launchpad 2013

Launchpad Applications for State of South Dakota

Logon Name:

User Password:

Submit

System is to be used by authorized personnel.
Usage is logged.

Child Count Application

Launchpad 2013 Last Logon: 11/13/2014 9:55:58 AM

South Dakota

Launchpad Applications for State of South Dakota

[Applications](#) Production Internet Applications
DE64SEChildCount

[Change Password](#)

[About](#)

19

Uploading Infinite Campus Data File

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.

20

Uploading Infinite Campus Data File Cont..

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.

Child Count Upload

File Type Excel ▼

Sheet Name

C:\Users\Depr14748\Desktop

[View File Layout](#) [View Upload History](#)

21

Uploading Infinite Campus Data File Cont..

This 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. Time to fix the errors either in Campus or if due to a multiple records for the same student – to fix the file before attempting another upload.

Child Count Upload

File Type csv ▼

[View File Layout](#) [View Upload History](#)

Record	Errors
Parkston 33-3.Elementary,777777777 student 7 F.WH.03/02/2009,6,KG,1.315.....0.67.....C.650.....2...33003.33003.12/01/2015	This record has been flagged
Parkston 33-3.SPED Out of District Placement,1000000001 student 10.M.WH.04/08/2008,7,1.0,100.....0.67.....C.505.....97...33003.49317.12/01/2015	State must be 8 or 9 digits

Total number of rows read: 10

Number of rows with errors: 2

22

Uploading Infinite Campus Data File Cont..

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

Child Count Upload

File Type: Excel

Sheet Name:

[View File Layout](#) [View Upload History](#)

Total number of rows read: 15
Number of rows with errors: 0

23

Uploading Infinite Campus Data File Cont..

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

December 2017 Child Count Totals by Category and Disability

Aberdeen 05-1

Category	600 Deaf-Blind	605 Emotional Disturbance	610 Cognitive Disability	615 Hearing Loss	625 Specific Learning Disability	630 Multiple Disabilities	635 Orthopedic Impairment	640 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
610 - EC 10 hrs. in district	0	0	0	0	0	0	0	0
615 - EC 10 hrs. other location	0	0	0	0	0	0	0	0
625 - EC less 10 hrs-in district	0	0	0	0	0	0	0	0
630 - EC less 10 hrs-oth location	0	0	0	0	0	0	0	0
635 - Home/Hospital	0	0	0	0	0	0	0	0
640 - Separate School	0	0	0	0	0	0	0	0
650 - Residential Facility	0	0	0	0	0	0	0	0
665 - Home	0	0	0	0	0	0	0	0
675 - 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																											
0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
600	605	610	615	625	630	635	640	645	650	655	660	665	670	675	680	685	690	695	700	100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260	270

Submitted By:

Title:

Date: 9/29/2017

24

Options for Reviewing Data Submission

SE Child Count Production

Child Count Year
2022

Select District
Choose District

Action

- Upload
- CC Submission
- Submission Summary
- PPPS Sign off list
- Summary by District
- Summary by School

Support Tables

- Reports
- Close

- **Action:**
 - Summary by District provides a count by disability for either the entire district or for a selected school
 - Summary by School provides an option to choose a school and view student data.
- **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.

25

Summary by District or School

- 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.

Child Count Summary

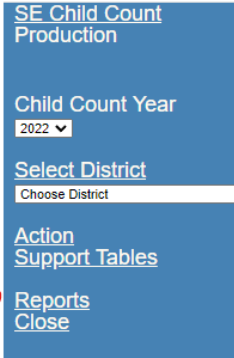
School
Parkston Elementary - 02

View	Student Disabilities	Total
	500 - Deaf-Blind	0
	505 - Emotional Disturbance	0
	510 - Cognitive Disability	0
	515 - Hearing Loss	0
	525 - Specific Learning Disability	2
	sample2_student	
	sample3_student	
	530 - Multiple Disabilities	0
	535 - Orthopedic Impairment	0
	540 - Vision Loss	0
	545 - Deafness	0
	550 - Speech/Lang Disorder	0
	555 - Other Health Impaired	0
	560 - Autism	1
	sample1_student	
	565 - Traumatic Brain Injury	0
	570 - Dev. Delay	1

26

Report Options Available to Review Child Count Data after Upload

- Click on **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.



27

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 years 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	Grade	Count	Ed Setting	Count	Age	Count	Gender	Count
Asian	2	1	1	100	10	4	1	F	5
Black	2	2	1	110	1	6	1	M	10
Hispanic	1	3	1	120	1	8	1		
Multiple Races	3	4	3	130	1	9	1		
Native American	2	5	1	140	1	10	4		
Pacific Islander	2	6	1	315	1	12	1		
White	3	8	2			13	1		
		9	1			14	1		
		10	1			15	1		
		12	2			16	1		
		EC	1			17	1		
						20	1		
Total:	15								

28

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

29

Parentally Placed Private School Students Process

30

PPPS (Parentally Placed in Private Schools)

Districts with Private Schools within their boundaries must report ALL students who are eligible for special education services.

- Each student that has been evaluated and determined eligible for special education and related services will be included in the count. Include:
 - Students who have an Individual Services Plan and are receiving services based on the private school consultation and proportionate share services
 - Students who are eligible but may not have an Individual Services Plan and are not receiving services based on the consultation and proportionate share
- The count only includes accredited private schools, not students/schools that are considered alternative instruction.
- Do not include students in private preschool if not enrolled in a K program (these students if eligible and receiving services will be on the public school child count.

31

PPPS (Parentally Placed in Private Schools) Data Collection

SE Child Count Production

Child Count Year
2016 ▼

Select District
Aberdeen 06-1

Action

- Final Certification
- Upload
- CC Submission
- PPPS Students
- PPPS Submission
- Submission Summary
- PPPS Sign off list
- Summary by District
- Summary by School
- Student Search

Support Tables

Administration

Reports

Close

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".

← Click on PPPS Students

32

Entering Data for Private School Students

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

1. NO STUDENTS:

- Click **No**, and then click **SAVE**
- Proceed to **PPPS Signoff**, enter name and title then click on **Submit**

33

Entering Data for Private School Students Cont...

2. STUDENTS: Indicate **Yes**, then click on **Enter, Save & Continue**

- If the district has not yet finalized (signed off) on the regular child count upload – that must be completed first. An error message will display to remind you to sign off on the student child count.
- If the district has signed off on the regular student child count, click on **Save & Continue** and **Add**.
- Services Provided to this student? Yes or No
- State ID of student – if reported yes to the first question the student **MUST** be included in your student child count and if reporting no the student should **NOT** be included in the student child count
- If the services are provided (YES) and state ID is entered the name of the student should be displayed following the state ID data field and the birthdate should be entered for you.
- Click on Insert
- Continue to add all students in same manner

34



Entering Data for Private School Students Cont...

3. Districts may **upload** the data for their private school students

- If the upload option is chosen, click **Save & Continue**
- On following screen browse for data file of PPPS students and click on **Upload File**
 - File must be either a .csv or .xlsx file type and must include a header row
 - Data must include:
 - District Number
 - State ID # (9 or 10 digits)
 - Birthdate (mm/dd/yyyy)
 - Services Provided (Y or N)
- If there are no errors, Click on **Import**

35



Final Steps

36

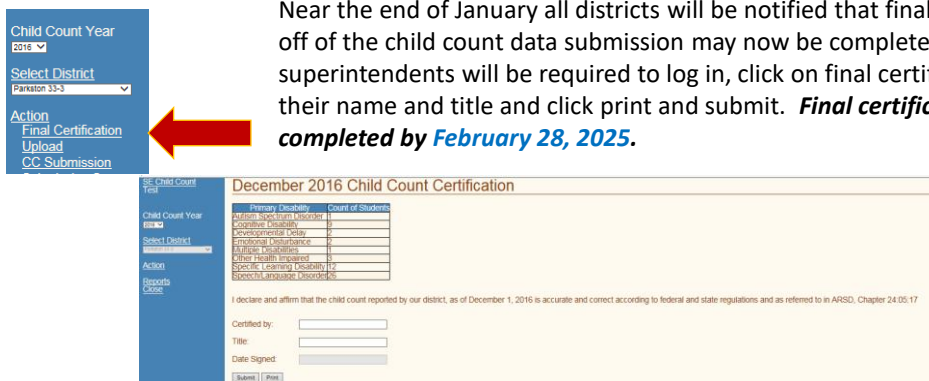
Final Steps by DOE

1. DOE verifies all districts have completed their data submission and the district has completed the first sign off (by **January 13, 2025**)
2. DOE will review district data submissions before finalizing the data for federal reporting purposes
 - With the assistance of SD Bureau of Information and Technology (BIT), DOE will review the data to ensure that all data is reflective of the data reported in your district INFINITE CAMPUS student data system
 - Any issues will be addressed with each district and corrected
3. All districts will be notified by email when the review and data clean-up has been completed
4. After notification, per ARSD 24:05:17:09, the district superintendent will complete a signoff for a final certification of the data reported by **February 28, 2025**

37

Final Certification Signoff

Near the end of January all districts will be notified that final certification sign off of the child count data submission may now be completed. All district superintendents will be required to log in, click on final certification and enter their name and title and click print and submit. **Final certification should be completed by February 28, 2025.**



Child Count Year: 2016

Select District: [Dropdown]

Action: [Final Certification](#), [Upload](#), [CC Submission](#)

December 2016 Child Count Certification

Primary Disability	Count of Students
Autism Spectrum Disorder	
Deafness	
Emotional Disturbance	
Intellectual Disability	
Multiple Disabilities	
Other Health Impaired	
Specific Learning Disabilities	
Speech and Language Impairment	
Visual Impairment	

I declare and affirm that the child count reported by our district, as of December 1, 2016 is accurate and correct according to federal and state regulations and as referred to in ARSD, Chapter 24:05:17

Certified by:

Title:

Date Signed:

38

Additional considerations

Student transfers

- If student with an active IEP moved from out of state and is receiving equitable services during evaluation for SD eligibility contact region rep for procedures for inclusion on child count
- If a student transfers in and services do not start until Monday, Dec. 2 or later, student can not be included on child count

39

Contacts or Questions?

Information and guidance documents for the 2024 December Child Count can be found at: <https://doe.sd.gov/ofm/data-childcount.aspx>

Contacts:

- For questions about appropriate data submission – contact your SEP regional representative - <https://doe.sd.gov/sped/>
- For questions about how to enter data to Campus or extracting the data from Campus – contact Teri Jung, 605-773-8197 Teri.Jung@state.sd.us
- For questions about using Launchpad – contact Bobbi Leiferman, 605-773-5407 Bobbi.Leiferman@state.sd.us
- For questions about using child count report & errors – contact Md Rezwane Sadik, 605-773 3783 mdrezwane.sadik@state.sd.us

40



Miscellaneous

41

2025 SPED Conference: March 18-19

- 2025 Special Education Conference:
 - [REGISTRATION](#) is open!
 - March 18-19, 2025, at the Monument in Rapid City. Theme is "Adventure Awaits!"
 - Call for Presentations are due December 1, 2024, to pat.herman@usd.edu.
- 2025 Special Education Staff of the Year:
 - [Parent/guardian nominations](#) for the 2025 SPED Staff of the Year are being accepted through January 17, 2025. The top 5 nominees will be invited to the March 19 SPED Conference Awards Luncheon.
 - Contact stacy.holzbauer@state.sd.us with questions.

42

Next SPED Webinar

December 17, 2024

Please share the SPED Webinar login information with your district or agency special education professionals!

SPED Webinar PowerPoints are posted at:

<https://doe.sd.gov/sped/directors.aspx>

A recording is available for 2 weeks after the webinar and can be accessed by reaching out to your **Regional Representative**.