

# Child Count Exiting Collection

Collection period: 12/2/2014-6/30/2015

Submission Due: Wednesday, July 15, 2015

Lucinda Morabito, Data and Reporting Coordinator  
Vermont Agency of Education

---

# About the Exiting Collection

- The Exiting Collection is a continuation of the December 1, 2014 Child Count collection.
- The Exiting Collection is due Wednesday, July 15, 2015.
- Submit the following records:
  - Special education students who were included in the December 1, 2014 Child Count and who exited Child Count (i.e., special education) between December 2, 2014 and June 30, 2015.
  - **NEW**: All EEE students, including new EEE students since December 2, 2014.
- The information you submit will be used for required federal reporting. We will not make updates or changes to the December 1st Child Count data based on information included in the Exiting Collection.

# Early Childhood Outcomes Data

- Beginning this year, we are collecting all Early Childhood Outcomes data, **including new EEE students**, in the Exiting Collection. Please make sure new EEE student records are entered and any changes to existing EEE records (e.g., EEE exit information) is included before submitting your data.

# Submitting Your Data

- The Child Count Access application that you used to submit the December 1, 2014 Child Count will also be used to submit the Exiting Collection data. You will need the database password to use this application.
- Like in the December collection, you can either import your exited student data into the Access database from another electronic record keeping system or you can manually enter your data. Vendors were notified in the fall that EEE records are now included in the Exiting Collection.
- The Exiting Collection will be submitted via the Data Management and Analysis Team's (DMATs) secure server at <https://secure.education.state.vt.us>.
  - Contact the AOE Help Desk at (802) 479-1044 if you need a username and password or if you have any questions about the submission process.
  - Secure File Transfer instructions are available on the DMAT data collection website at <http://education.vermont.gov/information-technology/data-collection> or on the Vermont Education Exchange (VE<sup>2</sup>) website at [https://ve2.vermont.gov/child\\_count/](https://ve2.vermont.gov/child_count/) under Instructions & Documentation.

# Submission Reminders

- You can submit your exiting data as soon as your school year has ended as long as all exiting and EEE information is up-to-date.
- The Child Count Software Instructions and the Child Count Reporting Instructions that were used for the December 1<sup>st</sup> collection are also used for the Exiting Collection.
- Changes and additions to your June 30 Exiting Collection can be made for a limited time after your exiting data is submitted. Please contact me as soon as possible if you need to make any corrections.
- Verification reports (assurance forms) are NOT required for the Exiting Collection.
- There are no Error Reports issued by the AOE for the Exiting Collection after you submit your data. However, I will contact you if I have any questions when I am cleaning the data.

# Common Data Issues

- If a student was not included in the December 1, 2014 Child Count submission, do not report the student in the Exiting Collection unless the student is a new EEE student.
- If a student you reported as active on December 1<sup>st</sup> moves to a different school or district within your SU and is still receiving special education services, do not report the student as exited.
- A student should only be reported once in the Exiting Collection by an SU. For example, if a student you reported as active on December 1<sup>st</sup> leaves your SU, comes back, then leaves your SU again, only report the last exit.
- Please encourage case managers to properly document exits and EEE information at the end of school year so that your submitted data is as accurate as possible.

# Exit Reasons

## **Graduated with High School Diploma**

Students who exited an educational program through the receipt of a high school diploma identical to that for which students without disabilities are eligible. These are students who met the same standards for graduation as those for students without disabilities.

## **Received Certificate**

Students who exited an educational program through the receipt of a certificate of completion, modified diploma, or some similar document.

## **Reached Maximum Age**

Students who exited special education because of reaching the maximum age for receipt of special education services (age 22), including students with disabilities who reached the maximum age and did not receive a diploma.

## **Dropped Out**

Students who were enrolled at the start of the reporting period, were not enrolled at the end of the reporting period, and did not exit special education through any of the other exit reasons. This includes dropouts, runaways, expulsions, status unknown, and students who moved and are not known to be continuing in another educational program. Include students with 10 consecutive days of unexcused absences.

# Exit Reasons, cont.

## **Transferred to Regular Education**

Students who were receiving special education at the start of the reporting period but at some point during that year **returned to regular education** as determined by their IEP. These are students who no longer have an IEP and are receiving all of their educational services from a regular education program.

## **Died**

A student who is no longer attending because he or she died.

## **Moved, known to be continuing**

Students who moved out of the district or otherwise transferred to another district and are known to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that he or she is continuing in an educational program. This includes transfers and students in residential drug/alcohol rehabilitation centers or correctional facilities.

## **Revocation of Consent**

Students who cease to receive special education and related services due to revocation of consent, either by a parent if the student is under 18 years of age, or by the student if the student is 18 years of age or older.

*Exit Reason definitions are also listed in the Child Count Reporting Instructions.*

# Application – Main Menu

**Vermont Agency of Education**

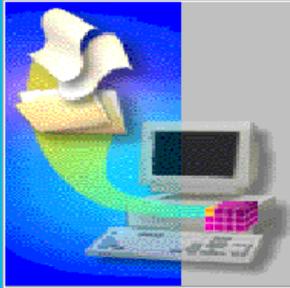
<p style="text-align: center;"><b>Work with Student Data</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Add/Edit Student Records</li></ul> <p style="text-align: center;"><b>Import Data</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Import Child Count Previous Year's Data (Access)</li><li><input type="checkbox"/> Import Excel Spreadsheet File</li><li><input type="checkbox"/> Import SpEdDoc Records</li><li><input type="checkbox"/> Import Exited SpEdDoc Records</li></ul> <p style="text-align: center;"><b>Data Submission</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Export 12/1/2014 Records – Due 12/14/2014</li><li><input type="checkbox"/> <b>Export 6/30/2015 Exited Records – Due 7/15/2015</b></li><li><input type="checkbox"/> Contact Information</li></ul> <p style="text-align: center;"><b>Data Questions? Call 479-1208</b></p>	<p style="text-align: center;"><b>Create Reports</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> IEP Due Date Report</li><li><input type="checkbox"/> Last Most Recent Eval Date Report</li><li><input type="checkbox"/> Students by Primary Disability</li><li><input type="checkbox"/> Students by Case Manager</li><li><input type="checkbox"/> Students by School</li><li><input type="checkbox"/> Summary Reports</li><li><input type="checkbox"/> Assurance Form &amp; Queries</li></ul> <p style="text-align: center;"><b>Application</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Exit Child Count Application</li></ul> <p style="text-align: center;"><b>Software Questions? Call 479-1044</b></p>
--	---

**AOE School Year 2014-2015 Special  
Education Child Count Application**

# Application – Preview Error Report

DOE 6/30/2015 EXITED STUDENT Data Submission

## Prepare Exited Student Records for AOE Submission



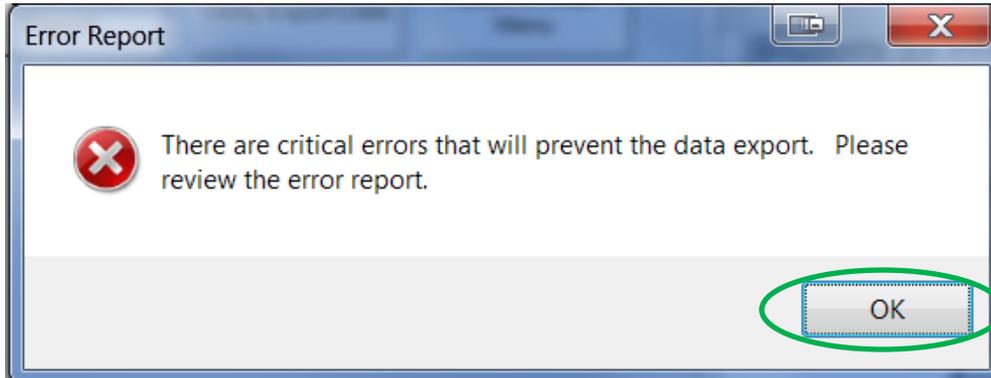
This procedure will verify data integrity and export EXITED STUDENT RECORDS ONLY for the 6/30/2015 child count.

Preview Error Report

Verify Export Data

Return to Main Menu

# Application – Edit Check Errors



Please review the errors listed on this form. If there is a "Yes" under Critical Error, you MUST make corrections on the data entry form in order to export the data for AOE. If there is NOT a "Yes" under Critical error and the information is incorrect, please make corrections on the data entry form. If all the information is correct, you may create a disk for AOE with the button on this form.

Return to Data Entry Form

Return to Submit Data Form

Return to Main Menu

Save Export Files for AOE

Print a Copy of this Form

First Name

ATEST

Last Name:

ATEST

Error Description

Exit Date must be between 12/2/2014 and 6/30/2015.

Critical Error?

Yes

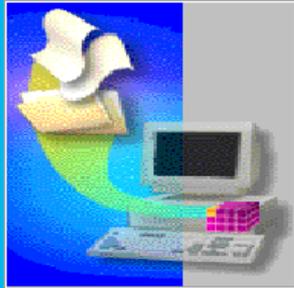
All critical errors must be corrected before data can be exported.



# Application – Ready to Export

DOE 6/30/2015 EXITED STUDENT Data Submission

## Prepare Exited Student Records for AOE Submission



This procedure will verify data integrity and export EXITED STUDENT RECORDS ONLY for the 6/30/2015 child count.

Preview Error Report

Verify Export Data

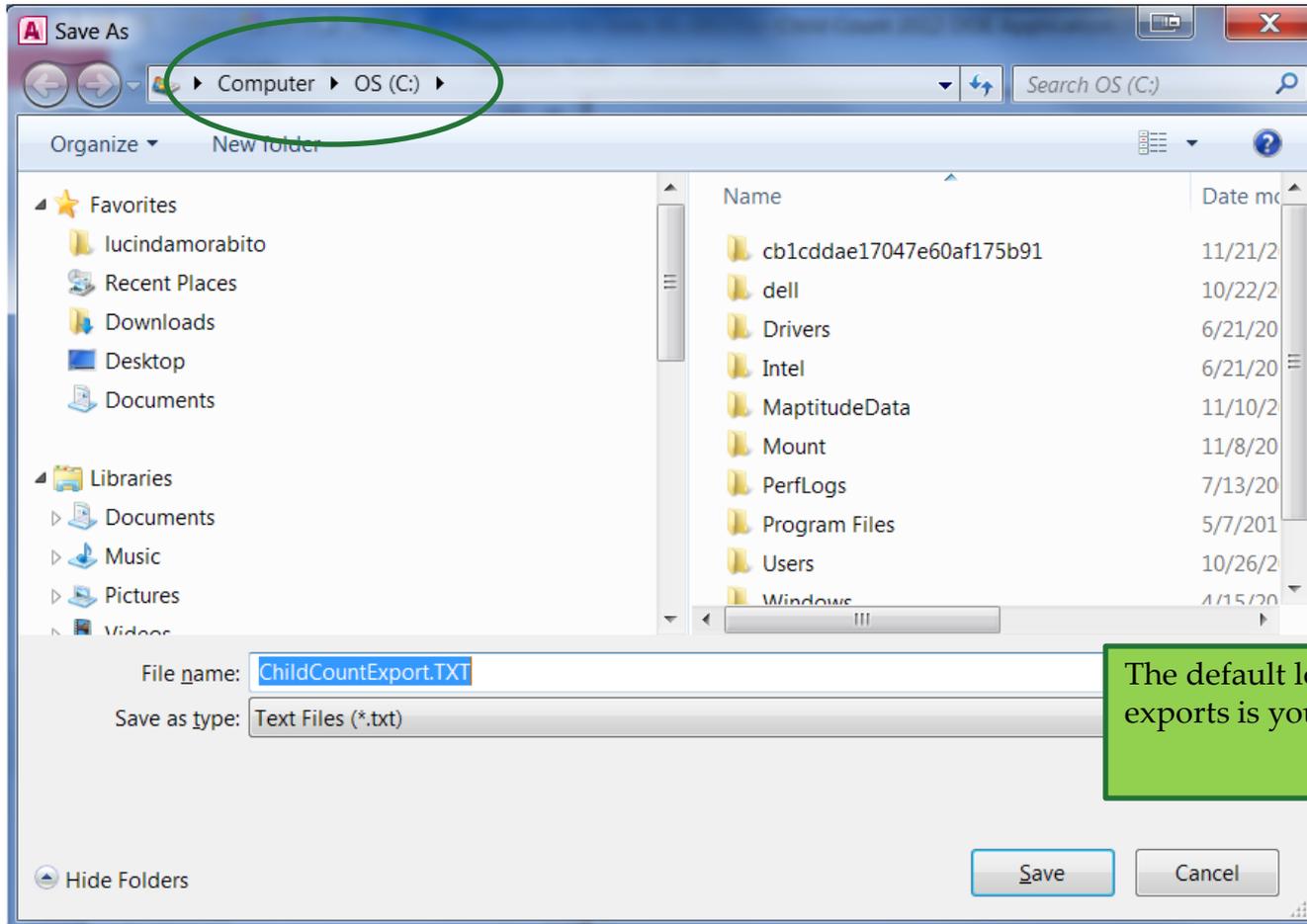
Return to Main Menu

Microsoft Access

No errors were found. Data submission will continue.

OK

# Application – Ready to Export, Cont



**NEW - Use these file names**

The default location of your exports is your C:\ drive.

# Resources

- Child Count Reporting Instructions
  - Child Count Software Instructions
  - Secure File Transfer Instructions
- 
- DMAT: <http://education.vermont.gov/information-technology/data-collection#collections> (under Child Count)
  - VE<sup>2</sup>: [https://ve2.vermont.gov/child\\_count](https://ve2.vermont.gov/child_count) (under Child Count Instructions & Documentation)

# DMAT's Data Collection Webpage

Example of DMAT's

<http://education.vermont.gov/information-technology/data-collection#collections> webpage.

VERMONT AGENCY OF EDUCATION

Licensing Apply or renew | Data School test results | Laws Education legislation | News Stay up-to-date | Events Education-related events

INDEX: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z # Search the VT-AOE...

## Data Collection

**Elementary/Secondary School Register (School Year 2013 - 2014)**

The Vermont School Register is a student record-keeping document required by Vermont Statute. The purpose of the school register is to document each Vermont school's continuous year-to-year cycle of enrolling students, to record daily attendance, to report dropouts and graduates, and to report year-end attendance to the Agency of Education. It is the source document for calculating Average Daily Membership, which is a critical aspect in the state funding system. [View the Elementary/Secondary School Register \(School Year 2013 - 2014\)](#).

During each fiscal year, the department collects data from Vermont's supervisory unions and school districts. In addition, the department provides training to help school professionals provide this data. This area provides access to training materials, data collection instructions and forms for submitting data to the department.

Please contact the department's Helpdesk at (802) 479-1044 with questions regarding data collections.

- Data Collections
- Student Educator Course Transcript (SECT)
- Training Materials & Resources
- School Data Reports

View reports generated at various times during the year based on data submitted by school districts/supervisory unions.

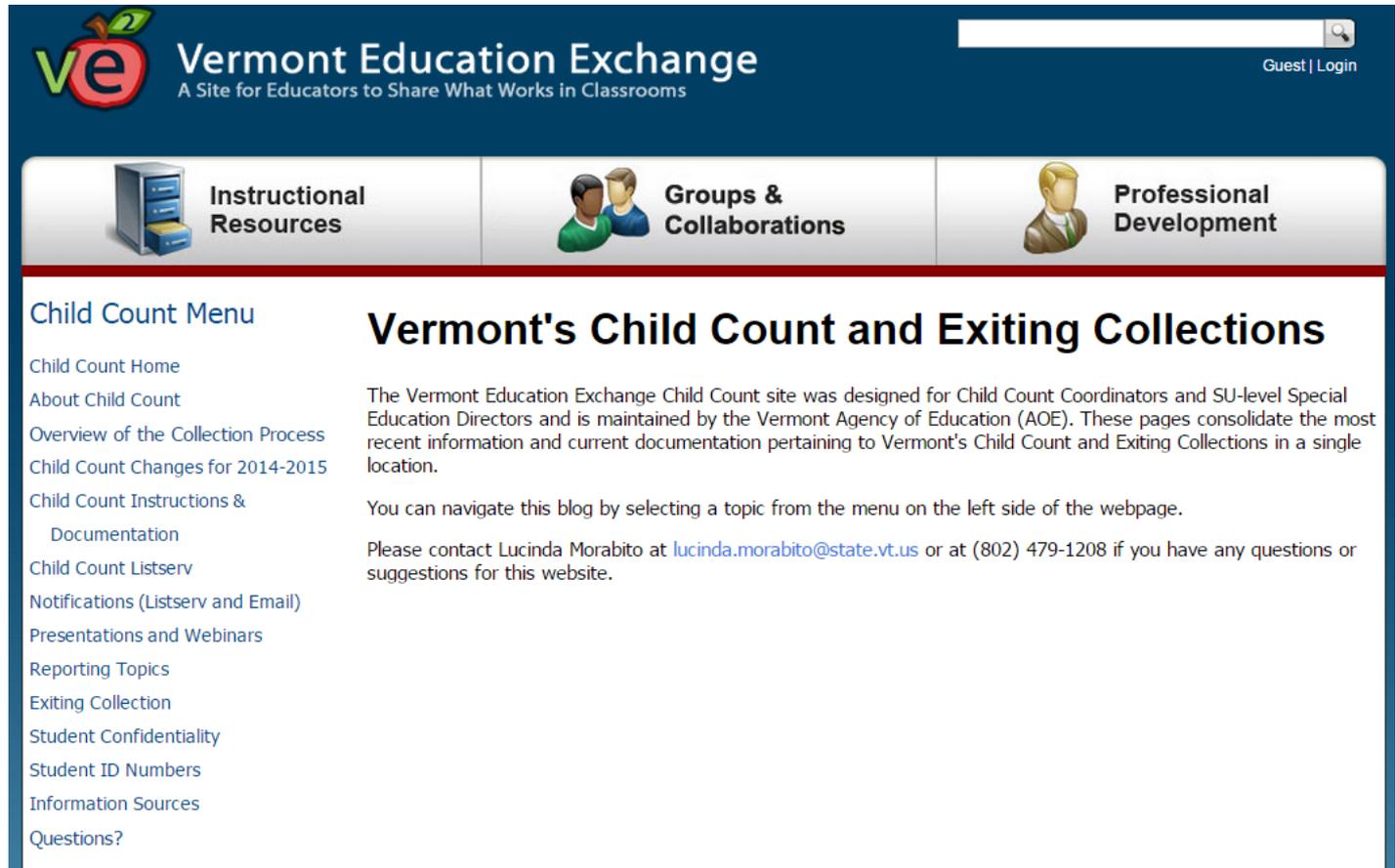
### DATA COLLECTIONS

Upcoming Data Collections (due date order):

Collection	Date Mailed	Date Due	Information	Online Links for:
<b>Child Count</b> Tracks special education children by different categories i.e., disability status, type of placement, time spent in various educational placements	May 15, 2014	July 15, 2014	<a href="#">Reporting Instructions</a> <a href="#">Filezilla Instructions</a> <a href="#">Software Patch Instructions</a>	<a href="#">Patch</a> <a href="#">Uploader</a>

# Child Count on VE<sup>2</sup>

Example of VE<sup>2</sup>'s  
[https://ve2.vermont.gov/child\\_count](https://ve2.vermont.gov/child_count)  
webpage.



The screenshot shows the Vermont Education Exchange website. The header features the logo 've' with a red apple and the text 'Vermont Education Exchange' and 'A Site for Educators to Share What Works in Classrooms'. A search bar and 'Guest | Login' link are in the top right. Below the header are three navigation tabs: 'Instructional Resources' (with a book icon), 'Groups & Collaborations' (with a group of people icon), and 'Professional Development' (with a person icon). The main content area is titled 'Vermont's Child Count and Exiting Collections'. On the left is a 'Child Count Menu' with links: 'Child Count Home', 'About Child Count', 'Overview of the Collection Process', 'Child Count Changes for 2014-2015', 'Child Count Instructions & Documentation', 'Child Count Listserv', 'Notifications (Listserv and Email)', 'Presentations and Webinars', 'Reporting Topics', 'Exiting Collection', 'Student Confidentiality', 'Student ID Numbers', 'Information Sources', and 'Questions?'. The main text explains the site's purpose for Child Count Coordinators and SU-level Special Education Directors, and provides contact information for Lucinda Morabito.

**Vermont Education Exchange**  
A Site for Educators to Share What Works in Classrooms

Guest | Login

**Instructional Resources**

**Groups & Collaborations**

**Professional Development**

## Child Count Menu

- Child Count Home
- About Child Count
- Overview of the Collection Process
- Child Count Changes for 2014-2015
- Child Count Instructions & Documentation
- Child Count Listserv
- Notifications (Listserv and Email)
- Presentations and Webinars
- Reporting Topics
- Exiting Collection
- Student Confidentiality
- Student ID Numbers
- Information Sources
- Questions?

## Vermont's Child Count and Exiting Collections

The Vermont Education Exchange Child Count site was designed for Child Count Coordinators and SU-level Special Education Directors and is maintained by the Vermont Agency of Education (AOE). These pages consolidate the most recent information and current documentation pertaining to Vermont's Child Count and Exiting Collections in a single location.

You can navigate this blog by selecting a topic from the menu on the left side of the webpage.

Please contact Lucinda Morabito at [lucinda.morabito@state.vt.us](mailto:lucinda.morabito@state.vt.us) or at (802) 479-1208 if you have any questions or suggestions for this website.

# Contacts

- AOE Help Desk for Technical Assistance
  - Example issues: importing or exporting data, submitting data, password information.
  - Phone: (802) 479-1044
- Lucinda Morabito for Reporting Questions
  - Example questions: What exit reason should I use? Should I include this student in the exiting submission?
  - E-mail: [lucinda.morabito@state.vt.us](mailto:lucinda.morabito@state.vt.us)
  - Phone: (802) 479-1208