

Child Count Collection Process



Child Count Collection Steps

- **October 15 – December 1:**
 - SU/SDs research and update all special education student information in their data system.
- **November 1 – November 15:**
 - AOE provides Child Count Access Application to each SU/SD using approved file sharing process.
- **December 1:**
 - SU/SDs export data reflecting December 1 status of special education students from data source system.
 - December 1 data is then imported into the 2014-2015 Child Count Access Application.



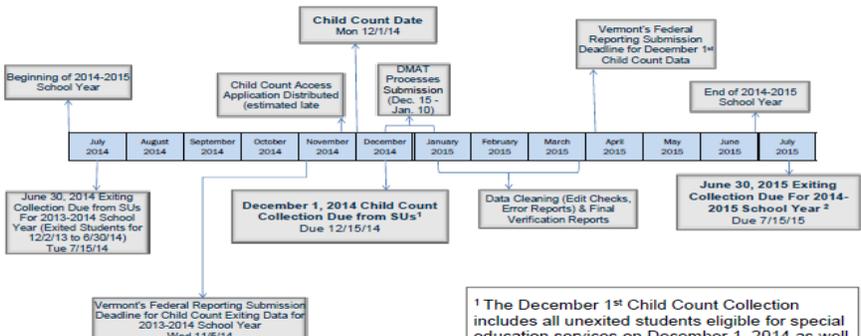
Child Count Collection Steps (cont.)

- December 2 – 16:
 - SU/SDs run the Child Count Application error checks and resolve all critical and non-critical errors.
 - Child Count data is submitted to AOE no later than Monday, December 15, 2014 using the online file sharing process provided by AOE's Data Management and Analysis Team (DMAT).



Vermont Agency of Education

Important Child Count Dates for the 2014-2015 School Year



¹ The December 1st Child Count Collection includes all unexited students eligible for special education services on December 1, 2014 as well as students who exited special education between 7/1/2014 and 12/1/2014.

² The June 30th Exiting Collection includes students who exited special education between 12/2/2014 and 6/30/2015 as well as active EEE



Data Cleaning and Reporting

- **Data Cleaning Steps:**

- Submitted Child Count data is loaded into a “back-end” database.
- Multiple edit checks are made.
- Duplicate student issues are investigated.
- Error reports are sent to SU/SDs for verification and/or corrections.
- Additional changes are made as requested by SU/SDs.
- Unusual year-to-year changes in educational environments, disabilities, or facilities are examined.
- Child Count data is submitted to USED by April 1, 2015 to meet federal reporting requirements.



Final Verification Reports

- **Final Verification Reports (March):**

- After the data has been cleaned, a Final Verification Report reflecting the final Child Count data will be provided to SU/SDs using approved file sharing process.
 - » AOE reports reflecting student counts <11 also cannot be emailed.
- This entire form must be initialed and signed by the special education director.
- NEW: Faxed or scanned signatures are allowable.
- Return all pages by U.S. mail, fax, or approved file sharing process. Final Verification Reports cannot be emailed to or from the AOE.
- This Final Verification Report is used to verify student numbers for Federal Reporting and Proportionate Share Grants.



Student ID Correction Reports

- DMAT should run Child Count Student ID Correction Reports and provide them to SU/SDs in February.
- These reports list students that were reported with incorrect or missing Student ID numbers. Please update your data system with the new numbers.
- Occasionally Student ID numbers do change. Some reasons include:
 - A student was reported by more than one LEA or school.
 - The ID number was matched incorrectly, which can happen with students who have similar names and birthdates.
 - The same student has been reported with different birthdates in different data collections.
 - Students whose names change or whose names have multiple variations can also cause matching problems.
- DMAT assigns and maintains the Student ID number list and periodically cleans it based on data received in student data collections.



Exiting Collection (Due July 15, 2015)

- The Exiting Collection is a continuation of the December 1 Child Count collection. It includes:
 - Students who exited special education between December 2, 2014 and June 30, 2015 who were reported in the December 1, 2014 Child Count Collection (including EEE students who exited special education).
 - All active EEE students.
 - Students with a EEE exit date if not previously reported.
- The Exiting Collection data should be submitted to AOE no later than Wednesday, July 15, 2015.
- Error Reports and Final Verification Reports are not used for the Exiting submission.
- AOE will contact the Child Count Coordinator if there are any questions about the data.
- AOE will post state-level Child Count Exiting Collection data on its website in order to comply with Section 618 public reporting requirements. The AOE has publicly reported December 1st Child Count data for the last several years.



Child Count Application



General Information

- AOE annually provides a personalized Access database to each SU/SD for the collection of Child Count data.
 - This Child Count application must be used for submitting Child Count data for the both the December 1 Child Count (due December 15) and June 30 Exiting (due July 15) collections.
 - » If other data systems are used, data must be run through the Child Count Application error checks before the data is sent to AOE.
 - Password is required.



2014-2015 Child Count Application

Washington West S.U. SU042

Vermont Agency of Education

Work with Student Data

- Add/Edit Student Records
- Import Data**

 - Import Child Count Previous Year's Data (Access)
 - Import Excel Spreadsheet File
 - Import SpEdDec Records
 - Import Exited SpEdDec Records

- Data Submission**

 - Export 12/1/2014 Records - Due 12/14/2014
 - Export 6/30/2015 Exited Records - Due 7/15/2015
 - Contact Information

- Data Questions? Call 479-1208**

Create Reports

- IEP Due Date Report
- Last Most Recent Eval Date Report
- Students by Primary Disability
- Students by Case Manager
- Students by School
- Summary Reports
- Assurance Form & Queries

Application

- Exit Child Count Application

Software Questions? Call 479-1044

AOE School Year 2014-2015 Special Education Child Count Application

11/17/2014 Created by VT Agency of Education T7/GMAT Updated 9-1-2014, Vermont, LD



Child Count 2014 Data Entry Form

Add/Edit Student Records

Supervisory Union: Washington West S.U.

STUDENT ID	LAST NAME	FIRST NAME	MIDDLE NAME	GENERATION	BIRTHDATE	GENDER
1172475	TESTA	TESTA			07/24/1998	M

GRADE: 10th Grade - H.S. Sophomore | PRIMARY LANGUAGE: ENGLISH | ETHNICITY: Not Hispanic or Latino | EDUCATIONALLY RESPONSIBLE TOWN: Waterbury

Race (choose at least one)
 American Indian: N | African American: N | White: Y | Native Hawaiian Pacific Islander: N | Asian: N

Special Ed Info | School Info | Primary Contact Info

INITIAL EVALUATION DATE (optional): 05/10/2004 | MOST RECENT EVALUATION / AGREEMENT TO CONTINUE DATE: 04/03/2014 | IEP/ISP MEETING DATE: 04/03/2014

PRIMARY DISABILITY: Specific Learning Disability | SECONDARY DISABILITY: | AUTISM SPECTRUM: None | ADD/ADHD: N | D.D. QUALIFICATION: Not applicable (not Development)

CASE MANAGER: LP | EDUCATIONAL ENVIRONMENT/PLACEMENT: Ages 6 to 21: Inside Regular Classroom at least 80% of time | MULTI YEAR PLAN?: N | COOR SERV PLAN?: N

CHILD COUNT CAT: IDEA B age 3-21 | CUSTODY STATUS: Parent(s)

Exit Status

EXIT DATE:

EXIT REASON:

Part C

REFERRED FROM PART C:

NOTES

Sort by Student ID

Sort by Last Name

Sort by Grade

Search by Student ID

Search by Student Name

Save Record

Add New Record

Current Student Report

Main Menu

Record: 1 of 2 | No Filter | Search



Child Count 2014 Data Entry Form

Add/Edit Student Records Supervisory Union Washington West S.U.

STUDENT ID: 1172475 LAST NAME: TESTA FIRST NAME: TESTA MIDDLE NAME: GENERATION: BIRTHDATE: 07/24/1998 GENDER: M

GRADE: 10th Grade - H.S. Sophomore PRIMARY LANGUAGE: ENGLISH ETHNICITY: Not Hispanic or Latino EDUCATIONALLY RESPONSIBLE TOWN: Waterbury

Race (choose at least one)

American Indian: N African American: N White: Y Native Hawaiian Pacific Islander: N Asian: N

Special Ed Info **School Info** Primary Contact Info

SCHOOL/EDUCATIONAL LOCATION: VERMONT ALTERNATIVE PROGRAM

Alternative Facility Information

Facility Name: WILDER SCHOOL Facility Address: PO BOX 760

Facility Town: WILDER Facility State: VT Facility Zip: 05088

Record: 1 of 2 No Filter Search

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Child Count 2014 Data Entry Form

Add/Edit Student Records Supervisory Union Washington West S.U.

STUDENT ID: 1172475 LAST NAME: TESTA FIRST NAME: TESTA MIDDLE NAME: GENERATION: BIRTHDATE: 07/24/1998 GENDER: M

GRADE: 10th Grade - H.S. Sophomore PRIMARY LANGUAGE: ENGLISH ETHNICITY: Not Hispanic or Latino EDUCATIONALLY RESPONSIBLE TOWN: Waterbury

Race (choose at least one)

American Indian: N African American: N White: Y Native Hawaiian Pacific Islander: N Asian: N

Special Ed Info School Info **Primary Contact Info**

PRIMARY CONTACT NAME: PARENTS PRIMARY CONTACT ADDRESS (Enter Homeless if unknown): SOMETHING ST

PRIMARY CONTACT PHONE (enter 999-999-9999 if unknown): (802) 555-9999 CONTACT RIGHTS: Y CONTACT ROLE: Parent

PR CONTACT CITY: SOMETOWN CONTACT STATE: VT CONTACT ZIP: 05005

Record: 1 of 2 No Filter Search

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Add/Edit Student Records Supervisory Union: **Washington West S.U.**

STUDENT ID	LAST NAME	FIRST NAME	MIDDLE NAME	GENERATION	BIRTHDATE	GENDER
1263902	TESTB	TESTB			10/09/2010	M
GRADE	PRIMARY LANGUAGE	ETHNICITY	EDUCATIONALLY RESPONSIBLE TOWN			
Early Education	ENGLISH	Not Hispanic or Latino	Waterbury			
Race (choose at least one)						
American Indian	African American	White	Native Hawaiian Pacific Islander	Asian		
N	N	Y	N	N		

Special Ed Info | School Info | Primary Contact Info | **EEE**

This section must be completed for EEE students with IEPs dated 9/1/2013 and later. EEE exiting information must be provided only when a EEE student with an IEP dated 9/1/2013 or later exits EEE. See the Child Count Reporting Instructions for more information.

Progress Monitoring Method: **GOLD**

Entry Date: 11/22/2013 Exit Date: _____

Outcome A Entry Score: 4	Outcome A Exit Score: _____	Outcome A Progress at Exit: _____
Outcome B Entry Score: 5	Outcome B Exit Score: _____	Outcome B Progress at Exit: _____
Outcome C Entry Score: 3	Outcome C Exit Score: _____	Outcome C Progress at Exit: _____

Buttons: Sort by Student ID, Sort by Last Name, Sort by Grade, Search by Student ID, Search by Student Name, Save Record, Add New Record, Current Student Report, Main Menu



Child Count Application School Year 2014-2015 - - Washington West S.U. SU042

Washington West S.U. SU042
Vermont Agency of Education

Work with Student Data	Create Reports
<input type="checkbox"/> Add/Edit Student Records	<input type="checkbox"/> IEP Due Date Report
Import Data	<input type="checkbox"/> Last Most Recent Eval Date Report
<input type="checkbox"/> Import Child Count Previous Year's Data (Access)	<input type="checkbox"/> Students by Primary Disability
<input type="checkbox"/> Import Excel Spreadsheet File	<input type="checkbox"/> Students by Case Manager
<input type="checkbox"/> Import SpEdDoc Records	<input type="checkbox"/> Students by School
<input type="checkbox"/> Import Exited SpEdDoc Records	<input type="checkbox"/> Summary Reports
Data Submission	<input type="checkbox"/> Assurance Form & Queries
<input type="checkbox"/> Export 12/1/2014 Records - Due 12/14/2014	Application
<input type="checkbox"/> Export 6/30/2015 Exited Records - Due 7/15/2015	<input type="checkbox"/> Exit Child Count Application
<input type="checkbox"/> Contact Information	
Data Questions? Call 479-1208	Software Questions? Call 479-1044

AOE School Year 2014-2015 Special Education Child Count Application

11/3/2014 Created by VT Agency of Education IT/DMAT Updated 9-1-2014, Version 1.0



Data Submission

Export 12/1/2014 Records - Due 12/14/2014

DOE Submission

Prepare Student Records for DOE Submission

This procedure will verify data integrity and export records to the drive that you have chosen.

Error Report

There are critical errors that will prevent the data export. Please review the error report.

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Error Check Form - Child Count 2015 AOE Application

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 DOE. If there is not a "Yes" under Critical error and the information is accurate, please make corrections on the data entry form. If the information is correct, you may create a disk for DOE with the buttons on this form.

First Name	Last Name	Error Description	Critical Error?
TESTG	TESTG	Most Recent Evaluation older than 3 years and Child Count Category not Out of Compliance	Yes

If an error is critical, it must be resolved before you can export your data.

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Examples of Data Errors

- **Examples of Critical Errors:**
 - Most Recent Evaluation is older than 3 years and Child Count Category not Out of Compliance.
 - Placement (i.e., Educational Environment) is not valid for student age.
 - If Primary or Secondary Disability is Developmental Delay then DD Qualification must be completed.
 - Most Recent Evaluation/IEP Meeting Date cannot be after 12/1/2014.
 - Exiting Collection error: Exit Date must be between 12/2/2014 and 6/30/2015
- **The Most Common Non-Critical Error:**
 - Grade and birth date out of range.