

# Child Count Collection Process

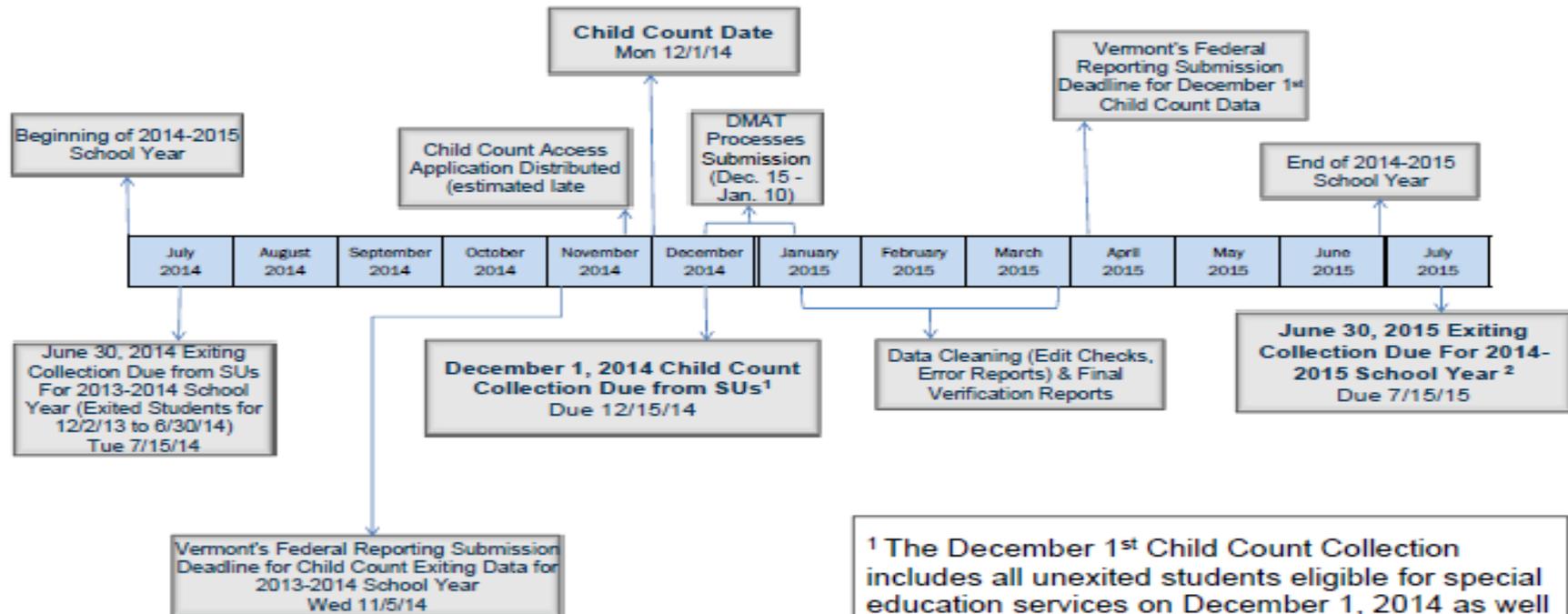
# Child Count Collection Steps

- **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).

## Important Child Count Dates for the 2014-2015 School Year



<sup>1</sup> The December 1<sup>st</sup> 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.

<sup>2</sup> The June 30<sup>th</sup> 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

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

Washington West S.U. SU042

## Vermont Agency of Education

<b>Work with Student Data</b>	<b>Create Reports</b>
<input type="checkbox"/> Add/Edit Student Records	<input type="checkbox"/> IEP Due Date Report
<b>Import Data</b>	<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
<b>Data Submission</b>	<b>Assurance Form &amp; Queries</b>
<input type="checkbox"/> Export 12/1/2014 Records - Due 12/14/2014	<b>Application</b>
<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	
<b>Data Questions? Call 479-1208</b>	<b>Software Questions? Call 479-1044</b>

### 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

# 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			
<b>Race (choose at least one)</b>						
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)				

<b>Exit Status</b>
EXIT DATE
EXIT REASON

<b>Part C</b>
REFERRED FROM PART C N

NOTES
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- 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

# 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	PRIMARY LANGUAGE	ETHNICITY	EDUCATIONALLY RESPONSIBLE TOWN			
10th Grade - H.S. Sophomore	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

SCHOOL/EDUCATIONAL LOCATION

VERMONT ALTERNATIVE PROGRAM

**Alternative Facility Information**

Facility Name	Facility Address	
WILDER SCHOOL	PO BOX 760	
Facility Town	Facility State	Facility Zip
WILDER	VT	05088

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Supervisory Union

Washington West S.U.

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1172475	TESTA	TESTA			07/24/1998	M
GRADE	PRIMARY LANGUAGE	ETHNICITY	EDUCATIONALLY RESPONSIBLE TOWN			
10th Grade - H.S. Sophomore	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**

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

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

# 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		

- Sort by Student ID
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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:	

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 SpEdDoc Records

Import Exited SpEdDoc 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

11/3/2014

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.

Preview Error Report

Verify Export Data

Return to Main Menu

#### Error Report



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

OK

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 incorrect, please make corrections on the data entry form. If the all the information is correct, you may create a disk for DOE with the button on this form.

Return to Data Entry Form    Return to Submit Data Form    Return to Main Menu

Save Export Files for DOE    Print a Copy of 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.



# 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.

Washington West S.U. SU042

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- IEP Due Date Report
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- Assurance Form & Queries

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Case Manager Report

# CaseManager Report Form

Please select a Case Manager, page break grouping and sort orders in the drop-down boxes below and click on the "Create Report" button to the right. A separate page will be formatted for each page break group, and within that group the records will be arranged by primary and secondary sort orders.

Create Report

Return to Main Menu

Case Manager Page Break Grouping Sort Order Secondary Sort Order

<input type="text" value=""/>	<input type="text" value="Grade"/>	<input type="text" value="School"/>	<input type="text" value="Last Name"/>
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- AJ
- AKY
- AL
- BM
- BV
- CK
- CM
- DE
- DPK
- EM
- GH
- IK
- JC
- JE
- JM
- JO

Navigation Pane

Child Count 2015 AOE App

File Home Create External Data Database Tools Acrobat

Summary Report Form

## Assurance Form & Queries

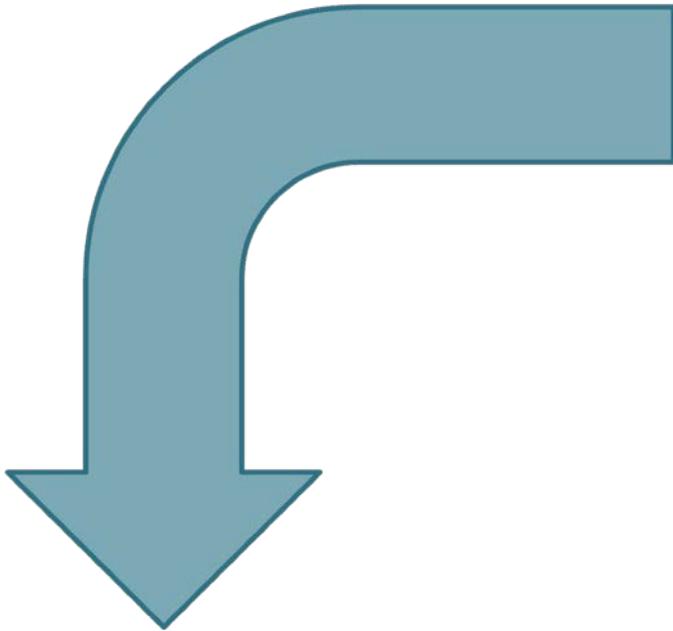
Return to Main Menu

Assurance Form

### Verification Detail Queries

- Disability
- Exits
- Funding Category
- Gender
- Grade
- Placement
- Town

Navigation Pane



Iname	fname	PERMNUMBER	dis1no	Primary Disability	Count
TESTA	TESTA	1172475	9	Specific Learning Disability	1
TESTB	TESTB	1263902	12	Developmental Delay	1
TESTC	TESTC	0	12	Developmental Delay	1
TESTD	TESTD	1280677	8	Other Health Impairment	1
TESTF	TESTF	1280685	1	Learning Impairment	1
TESTG	TESTG	1202502	1	Learning Impairment	1