

Child Count Reporting Topics (Part 3 of 3)

- Exiting Students
- Common Issues with Exiting
- Primary Contact Information
- Data Accuracy
- Student Confidentiality
- Student ID Numbers
- Records Retention

Exiting Students

- The Exit Date and Exit Reason need to be reported when a student exits special education.
- Students who exit special education between July 1, 2014 and December 1, 2014 are reported in the December 1, 2014 Child Count.
- Students who exit special education between December 2, 2015 and June 30, 2015 are reported in the June 30, 2015 Exiting Collection.
- Don't include exits that have been reported in a previous collection. (You may need to archive or change the status of exited records so they aren't exported again.)

Exiting Students (cont.)

- There are eight Exit Reasons that can be used when a student either exits special education or when a student leaves your supervisory union or district, and these definitions are primarily based on federal reporting requirements.
 - **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.

Exiting Students (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.

Common Issues with Exiting

- Again, if a student moves within your SU/SD and your SU/SD is still educationally responsible for the student, do not exit the student from Child Count.
- If students exiting EEE are still receiving special education services, they are not reported as exited from Child Count unless they meet another exiting criteria such as moving out of your supervisory union/district.
- If you realize that a student was exited but not reported, contact me immediately – don't wait to include the student in the next collection.

Primary Contact Information

- We use the home address and telephone numbers supplied in Child Count to contact families and/or students to gather data for our Annual Performance Report (APR) to the U.S. Department of Education's Office of Special Education Programs (OSEP). Specifically, parents of all eligible students are mailed a survey every year to gauge their involvement with the special education process. We also call a subset of exited students to perform the Post Secondary Outcomes Survey. Your continued attention to providing us with accurate contact information is appreciated.
- For high school students, use the student's cell phone number whenever possible.
- If the telephone number is unknown, use 999-999-9999.

Data Accuracy

- Case managers should be encouraged to keep their records up-to-date, especially close to data collection deadlines.
- Contact me if you have any questions about how a student should be reported.
- If a student was accidentally omitted from or incorrectly reported in the December or July submission, contact me immediately. Do not wait until the next Child Count submission.

Student Confidentiality

- According to AOE policy, student names CANNOT be transmitted via email to or from the Agency, so we cannot send or accept emails that include student names.
- Student initials, birthdates, and AOE-assigned ID numbers can be used in emails.
- AOE reports reflecting student counts <11 also cannot be emailed.
- Student names *can* be included in faxes, mailed documents, voicemail, upload processes approved by the AOE's Data Management and Analysis Team (DMAT), and approved file sharing methods.

Student ID Numbers

- The Student ID number (also referred to as the Child Count ID number or the “permnumber”) is the student’s AOE-assigned ID number. This unique identifier is used for the student in all student data collections that the student is reported in. The student’s ID number is typically assigned when a student is first reported by the field in one of the student data collections, such as the Fall Census.
- A Student ID number is not required when reporting Child Count data, although we request that the student ID number be included if it is known by your SU/SD.
- Student ID numbers in your source data system will be exported from your system.
- A Student ID cannot be added in the Child Count Application using the Student ID field in the Add/Edit Student Records form. If you need to add a student record, you can leave the Student ID as "0“ or you can call the IT Helpdesk at 802-479-1044 for assistance in adding a Student ID number using the student table of the database.

Student ID Numbers (cont.)

- Student ID numbers can be requested through DMAT using the Student ID Number Request Form located at the bottom of this webpage:

http://education.vermont.gov/new/html/pgm_IT/data_collection.html.

This form should be faxed to DMAT at 802-479-4319.

Records Retention

- General guidance about Child Count-related records retention:
 - IEPs and evaluations should be maintained for 5 years.
 - SUs should always keep Form 6 (initial consent for services), the initial evaluation, and the last IEP for each student.
 - It's really up to the SU to set a record keeping policy for Child Count data. I recommend keeping Child Count records for at least a year in case we have data questions raised by the feds or AOE data users, but it's not a bad idea to maintain basic data counts from each year for historical purposes.