

Child Count Exiting Collection

Collection period: 12/2/2013-6/30/2014 (Exits Only)

Submission Due: Tuesday, July 15, 2014

Lucinda Morabito, Data and Reporting Coordinator
Vermont Agency of Education

About the Exiting Collection

- The Exiting Collection is a continuation of the December 1, 2013 Child Count collection.
- The Exiting Collection is due Tuesday, July 15, 2014.
- Only include special education students who were included in the December 1, 2013 Child Count and who exited Child Count (i.e., special education) between December 2, 2013 and June 30, 2014.
- The exiting 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.

Submitting Your Data

- The Child Count database application that you used to submit the December 1, 2013 Child Count will also be used to submit the exited student 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.
- The Exiting Collection will be submitted via the AOE's Data Management and Analysis Team's (DMAT's) Child Count Uploader website.
 - Contact the AOE Help Desk at (802) 479-1044 if you have any questions about the upload process.
 - Child Count Uploader Instructions will be available at http://education.vermont.gov/new/html/pgm_IT/data_collection.html under Child Count.

Submission Reminders

- You can submit your exiting data as soon as your school year has ended as long as all exiting information is up-to-date.
- The Child Count Software Instructions and the Child Count Reporting Instructions that were used for the December 1st 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.

Early Childhood Outcomes Data

- If you are reporting a EEE student who exited special education, please update the Early Childhood Outcomes Data in the EEE data form (shown below) before you submit your data.

The screenshot shows a web-based data entry form for EEE students. At the top, there are tabs for 'Special Ed Info', 'School Info', 'Primary Contact Info', and 'EEE'. The 'EEE' tab is selected. Below the tabs, a blue box contains the following text: '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.'

Below the text, the form includes the following fields:

- Progress Monitoring Method: **GOLD** (dropdown menu)
- Entry Date: **11/21/2013** (text input)
- Exit Date: (empty text input)
- Outcome A Entry Score: **1** (dropdown menu)
- Outcome A Exit Score: (empty dropdown menu)
- Outcome A Progress at Exit: (empty dropdown menu)
- Outcome B Entry Score: **4** (dropdown menu)
- Outcome B Exit Score: (empty dropdown menu)
- Outcome B Progress at Exit: (empty dropdown menu)
- Outcome C Entry Score: **4** (dropdown menu)
- Outcome C Exit Score: (empty dropdown menu)
- Outcome C Progress at Exit: (empty dropdown menu)

On the right side of the form, there is a vertical sidebar with the following buttons: 'Search by Student Name', 'Save Record', 'Add New Record', 'Current Student Report', and 'Main Menu'.

At the bottom of the form, there is a navigation bar with the following elements: 'Record: 7 of 10', 'No Filter', and a 'Search' input field.

Common Data Issues

- If a student was not included in the December 1, 2013 Child Count submission, do not report the student in the Exiting Collection.
- Do not include exits that you reported in the December 1st Child Count submission (exits occurring between July 1, 2013 and December 1, 2013). Take whatever action your data system requires to prevent exit data from being exported again (archive, status change, etc.). If you use the Child Count Access database as your primary data source, you can call our Help Desk for assistance in deleting the records of students who exited prior to 12/2/2013.
- If a student you reported as active on December 1st moves to a different school or district within your SU and is still receiving 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 1st leaves your SU, comes back, then leaves your SU again, only report the last exit.
- Please encourage case managers to properly document exits 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.

Patch for Child Count Access Application

- DMAT has created a patch to update phone numbers and correct some of the incorrect Development Delay errors.
- The instructions and the link to the patch are located at [http://education.vermont.gov/new/html/pgm IT/data collection.html](http://education.vermont.gov/new/html/pgm_IT/data_collection.html) under Child Count.
- Call the Help Desk at (802) 479-1044 for assistance with this step.

Application – Main Menu

Child Count Application School Year 2012-2013 -

Lamoille North S.U. - SU025

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	Application
<input type="checkbox"/> Export 12/1/2013 Records - Due 12/14/2013	<input type="checkbox"/> Exit Child Count Application
<input type="checkbox"/> Export 6/30/2014 Exited Records - Due 7/15/2014	
<input type="checkbox"/> Contact Information	
Data Questions? Call 828-1499	Software Questions? Call 828-3777

**AOE School Year 2013-2014 Special
Education Child Count Application**

5/13/2014 Created by VT Agency of Education IT/DMAT Updated 8-31-12

Application – Preview Error Report

DOE 6/30/2009 EXITED STUDENT Data Submission

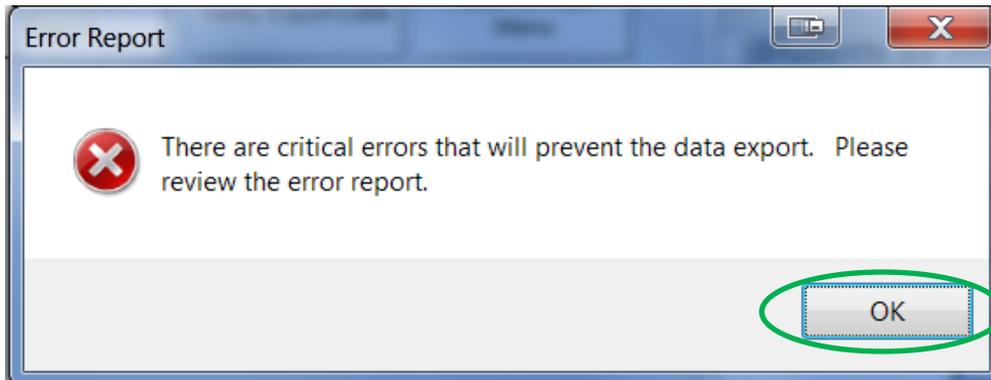
Prepare Exited Student Records for DOE Submission



This procedure will verify data integrity and export EXITED STUDENT RECORDS ONLY for the 6/30/2013 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 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

TESTA

Last Name:

TESTA

Error Description

Exit Date must be between 12/2/2013 and 6/30/2014.

Critical Error?

Yes

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



Application – Ready to Export

DOE 6/30/2009 EXITED STUDENT Data Submission

Prepare Exited Student Records for DOE Submission

This procedure will verify data integrity and export EXITED STUDENT RECORDS ONLY for the 6/30/2013 child count.

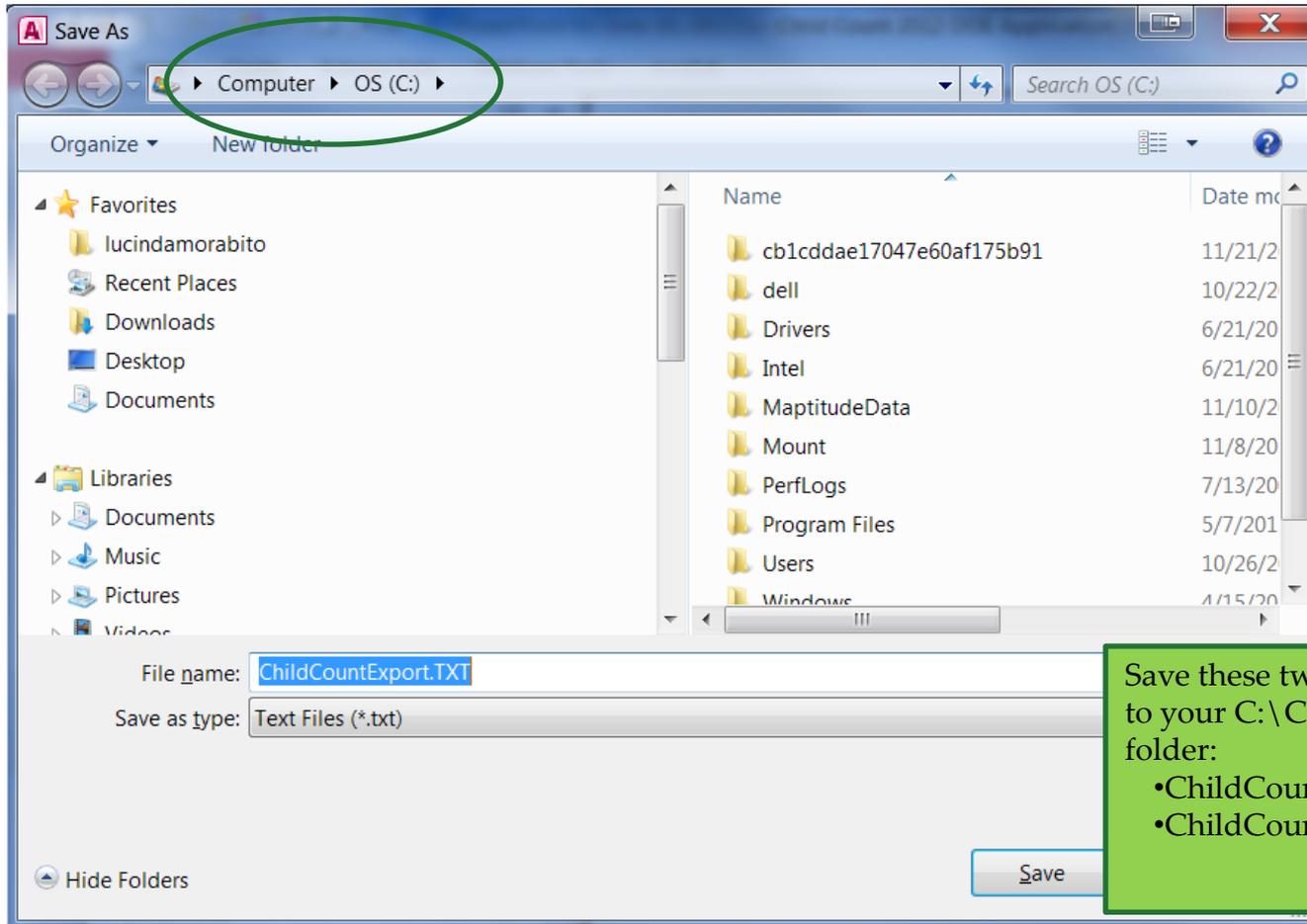
Preview Error Report **Verify Export Data** Return to Main Menu

Microsoft Access

No errors were found. Data submission will continue.

OK

Application – Ready to Export, Cont



**NEW - Use
these file
names**

Save these two exported text files
to your C:\ChildCountExports\
folder:

- ChildCountExport.txt
- ChildCountContactInfo.txt

Resources

- <http://education.vermont.gov/information-technology/data-collection#collections>
 - Instructions:
 - Child Count Software Instructions
 - Child Count Patch Instructions
 - Links
 - Child Count Patch
 - Child Count Uploader
- https://ve2.vermont.gov/child_count (under Child Count Instructions, Etc.)
 - Child Count Reporting Instructions
 - Child Count Software Instructions (same as above)
 - Short Video on Submitting Your Data using the Child Count Uploader

DMAT's Data Collection Webpage


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 #

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:
Child Count 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	Reporting Instructions Filezilla Instructions Software Patch Instructions	Patch Uploader

Child Count on VE²



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 2013-2014
- Child Count Instructions, Etc.
- 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 (VTAOE). 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 or at (802) 479-1208 if you have any questions or suggestions for this website.

Contacts

- AOE/DMAT Help Desk for Technical Assistance
 - Example issues: Using the Child Count Uploader, problems importing/exporting 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? Why am I getting this error in the exporting process?
 - E-mail: lucinda.morabito@state.vt.us
 - Phone: (802) 479-1208