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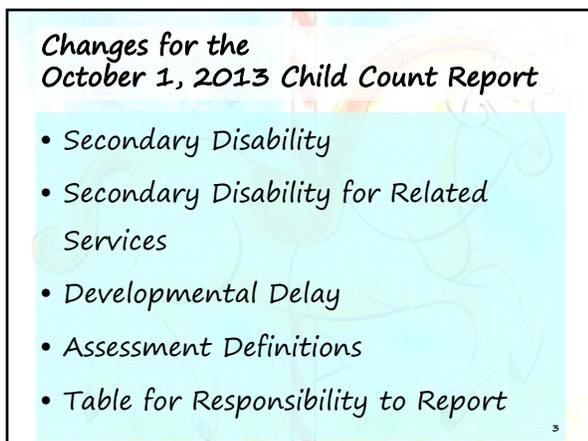
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### Responsibility for completing report

- To ensure accuracy, this report must be completed by persons having access to a variety of special education information. This may include:
  - superintendent;
  - special services director;
  - special education teacher(s); and
  - superintendent's secretary, etc.
- Varies by the type of school in which the child is enrolled, the type of enrollment in the school, and the type of district reporting the child.

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Student	District Responsible for Data Reporting
Resident students enrolled in public schools	Resident district
Students enrolled in private schools by their parents/parentally placed in private schools (not Lindsey Nicole Henry Scholarship)	The district providing IEP services
Students placed by an IEP team decision in a private school or residential facility	Resident district
Student placed by parents in a residential facility or court ordered placement in juvenile facility	Receiving district
Students enrolled by an emergency transfer in a district that is not their legal district of residence	Receiving district
Students enrolled by an open transfer in a district that is not their legal district of residence	Receiving district
Individualized Education Program (IEP) Service Agreement	Resident district
Students residing in an elementary school district and attending a high school in an independent school district	Independent district
Students who are residential students at Oklahoma School for the Deaf (OSD) or Oklahoma School for the Blind (OSB)	OSD or OSB
Students who receive services at OSD or OSB but are not residential students (i.e., they are day students only)	Resident district

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### Student Data Needed

- Before entering any data, make sure you have all the data you need:
- STN (Student Testing Number)
  - Demographic information
  - Disability categories
  - Program code
  - Early Childhood Outcomes if student under six
  - Assessment type
  - Exit information for exits since July 1, 2013

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### Student Testing Number (STN)

**MUST** have the STN for all students.

- Get the STN from your district enrollment staff.
- All students must have an assigned STN.

**There should be few exceptions to this!**

**NOTE:** This would be a good time to check if all students with an IEP are marked on your Student Information System (SIS) and/or the WAVE. Also, check that the STN is on SEAS.

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### Steps to Complete Report

1. Update the Child Count data by:
  - entering data directly in the Child Count System, OR
  - uploading from SEAS.
2. Superintendent will certify that the Child Count information is accurate and true before the deadline date.

Print reports to review for accuracy.

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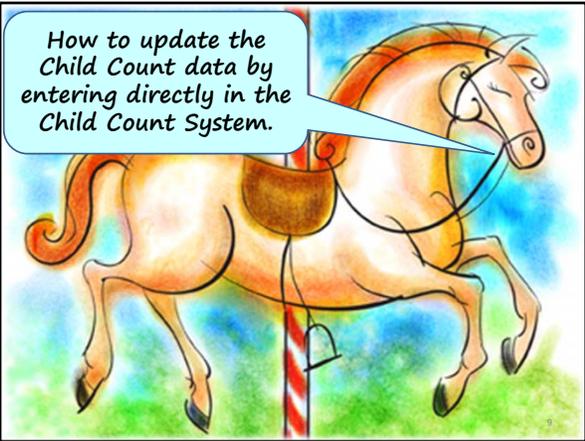
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How to update the Child Count data by entering directly in the Child Count System.



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## Entering directly in the Child Count System-Log in to Single Sign On

Step 1: Begin by accessing the Oklahoma State Department of Education website: <http://ok.gov/sde/>

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## Entering directly in the Child Count System-Log in to Single Sign On (continued)

NEW!

Step 2: Click on the link in blue labeled Single Sign On to access your account

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## Entering directly in the Child Count System-Log in to Single Sign On (continued)

Step 3: Enter your Username and Password

NOTE: If you have any problems, this is where you can find help.

NOTE: You can also contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

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**Entering directly in the Child Count System-Login to Single Sign On (continued)**

You will see the applications associated with your log in.



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Now you are ready to work directly in the Child Count System!



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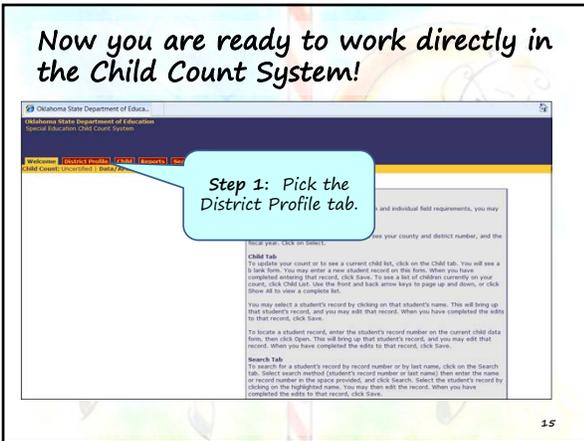
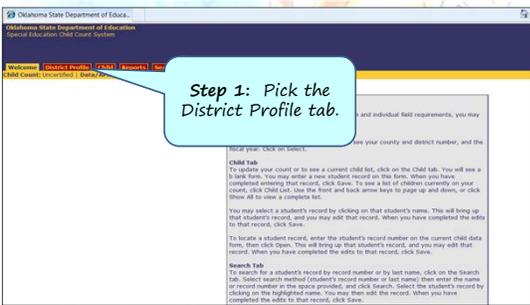
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**Now you are ready to work directly in the Child Count System!**



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## Working in the Child Count System



**Step 2:** Make sure that your Fiscal Year is 2014 and the correct district is shown.

**NOTE:** Check the information on the yellow banner, too.

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## Working in the Child Count System (continued)



**Step 3:** Pick the Child tab to start making edits for students' information.

**Step 4:** Identify the school site.

**NOTE:** You can search for a student by STN.

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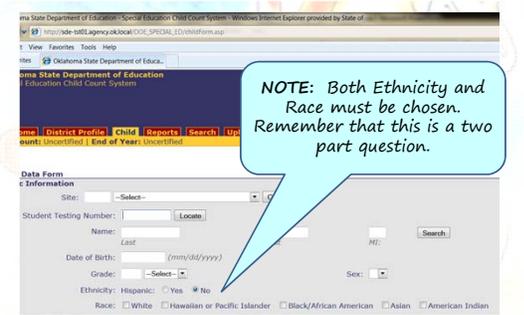
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## Working in the Child Count System (continued)



**NOTE:** Both Ethnicity and Race must be chosen. Remember that this is a two part question.

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**Working in the Child Count System (continued)**

**Step 5:** Mark any that apply to the student.

**Assessment Information**

Summer Program (For Multi-Disabilities Only)     LEP     Extended School Year    Placement

Participates in:

- Regular Assessment, Oklahoma Core Curriculum Test (OCCT) without Accommodations
- Regular Assessment (OCCT) with Accommodations
- Oklahoma Alternate Assessment Program (OAAP) Portfolio



**Step 6:** There are now only three options for Participation in Assessment. REMEMBER: We will not be using OMAAP (Oklahoma Modified Alternative Assessment Program).

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**Disability Categories**

**Disability Information**

Primary Dis.:

Suspected Dis.:

Suspected Disability is required if Primary Disability is Developmental Delay (15)

Secondary Disability:

Secondary Disability for Related Services:



There are several changes in Disability Categories this year:

- Developmental Delay goes through age nine
- Secondary Disability added from the MEEGS (Multidisciplinary Evaluation and Eligibility Group Summary)

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**Disability Categories (continued)**

**Assessment Information**

Summer Program (For Multi-Disabilities Only)     Extended School Year     Out of Ho

Participates in:

- Regular Assessment, Oklahoma Core Curriculum Test (OCCT) without Accommodations
- Regular Assessment (OCCT) with Accommodations
- Oklahoma Alternate Assessment Program (OAAP) Portfolio

**Disability Information**

Primary Dis.:

Suspected Dis.:

Suspected Disability is required if Primary Disability is Developmental Delay (15)

Secondary Disability:

Secondary Disability for Related Services:

Program code:

**Exiting Information**

Exiting Code:

**Step 7a:** Identify the student's Primary Disability.

- 3 - Hearing Impairment, including Deafness
- 5 - Speech or Language Impairment
- 6 - Visual Impairment, including Blindness
- 7 - Emotional Disturbance
- 8 - Orthopedic Impairments
- 9 - Other Health Impairments
- 10 - Specific Learning Disability
- 11 - Deaf-Blindness
- 12 - Multiple Disabilities
- 13 - Autism
- 14 - Traumatic Brain Injury
- 15 - Developmental Delays
- 16 - Intellectual Disabilities

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### Disability Categories (continued)

Step 7b: You MUST have a Suspected Disability if Developmental Delay is the Primary Disability.

NOTE: Developmental Delay is for students through age 9 or until the child turns 10 years old.

NEW!

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### Disability Categories (continued)

Step 7c: Does the student have a Secondary Disability on the MEEGS?

NEW!

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### Disability Categories (continued)

Step 7d: Does the student have a Secondary Disability for Related Services?

REMEMBER: This category should not be related to Primary, Secondary, or Suspected disability.

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## Program Codes, Early Childhood

**REMEMBER:** Program codes are AGE SPECIFIC! EC codes are for students who are 3 through 5 years old. Once a student turns six, the code should change.

**Step 8a:** Is the student 3 to 5 years old? If so, then indicate the location or program identifier.

The screenshot shows a software interface with the following fields and options:

- Primary Dis.: [Select]
- Suspected Dis.: [Select]
- Services: [Select]
- Program code: [Select]
- Exiting Information:
  - Exiting Code: [Select]
  - Exiting Date: [Select]

The 'Program code' dropdown menu is open, showing the following options:

- E1 - Reg. EC Program >= 10 hrs/wk (majority spedrelated svcs in reg. EC)
- E2 - Reg. EC Program >= 10 hrs/wk (majority spedrelated svcs in other loc.)
- E3 - Reg. EC Program < 10 hrs/wk (majority spedrelated svcs in reg. EC program)
- E4 - Reg. EC Program < 10 hrs/wk (majority spedrelated svcs in other location)
- B1 - Special Education Program: Separate Class
- B2 - Special Education Program: Separate School
- B3 - Special Education Program: Residential Facility
- B4 - Special Education Program: Home
- B5 - Special Education Program: Service Provider Location
- P1 - Parentally Placed in Private School Through LNH Scholarship

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## Program Codes, 6 to 21

**REMEMBER:** Program codes are AGE SPECIFIC! Once a student turns 6 years old, the code should change.

**Step 8b:** Is the student 6 years old or older? If so, then indicate the location or program identifier.

The screenshot shows a software interface with the following fields and options:

- Primary Dis.: [Select]
- Suspected Dis.: [Select]
- Services: [Select]
- Program code: [Select]
- Exiting Information:
  - Exiting Code: [Select]
  - Exiting Date: [Select]

The 'Program code' dropdown menu is open, showing the following options:

- Inside the regular class 80% or more of the day
- Inside the regular class 40%-79% of the day
- Inside the regular class less than 40% of the day
- Public/Private Separate Day School Facility
- Public/Private Residential Facility
- Home Instruction/Hospital Environment
- Correctional Facility
- Parentally Placed in Private Schools
- Parentally Placed in Private School - HB3393

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## Exiting Information

**REMEMBER:** Only enter exits that have occurred since July 1, 2013.

The screenshot shows a software interface with the following fields and options:

- Exiting Code: [Select]
- Exiting Date: [Select]

The 'Exiting Code' dropdown menu is open, showing the following options:

- 01 - Return to Regular Education
- 02 - Graduation with Diploma
- 04 - Reached Maximum Age
- 05 - Died
- 06 - Moved, Known to be continuing
- 07 - Moved, not known to be continuing
- 08 - Dropped out
- 09 - Completed Highest Level in Elem. District
- 10 - Parent Revocation

Exiting Information must have an exiting reason and the date.

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## Early Childhood Outcomes

**REMEMBER:** Early Childhood Outcomes (ECO) **MUST** be completed on **ALL** students between 3 and 6 years old when they enter and leave your district! ECOs are age specific.

Early Childhood Outcomes

Early Childhood Entry

Early Childhood Entry

Positive Social-Emotional Skills

Acquiring and Using Communication Skills

Taking Appropriate Action

Early Childhood Exit \*\*\*

Early Childhood Exit

Yes  No Has the child met the outcome?

Yes  No Has the child met the outcome?

Yes  No Has the child shown any new skills or behaviors related to taking appropriate action?

28

An entry ECO must be completed for any student under 6 who enters into an IEP with your district. Both the date and outcome level must be present.

An exit ECO must be completed for any student who turns six years old or leaves special education before turning six. Both the date and outcome level must be present.

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## REMEMBER!

Be sure to click  
"Save"  
for changes on  
each child.

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Now we will look at  
how to download  
from SEAS!



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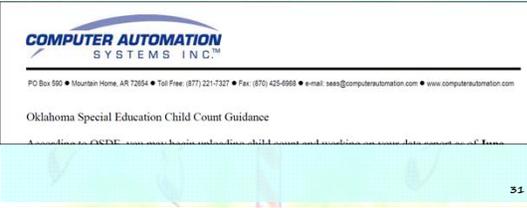
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## Downloading Child Count from SEAS

SEAS will be sending information on how to download the Child Count data if you are working on their system.



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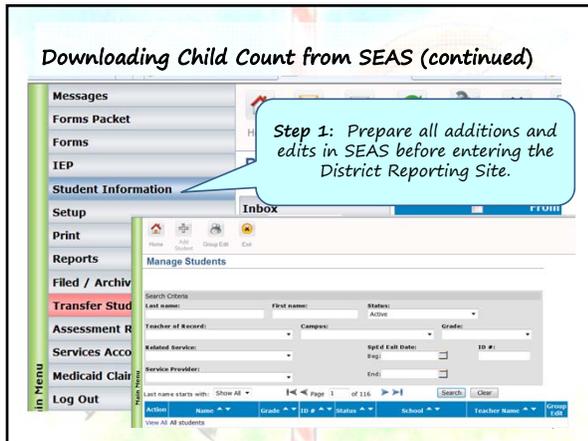
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## Downloading Child Count from SEAS (continued)



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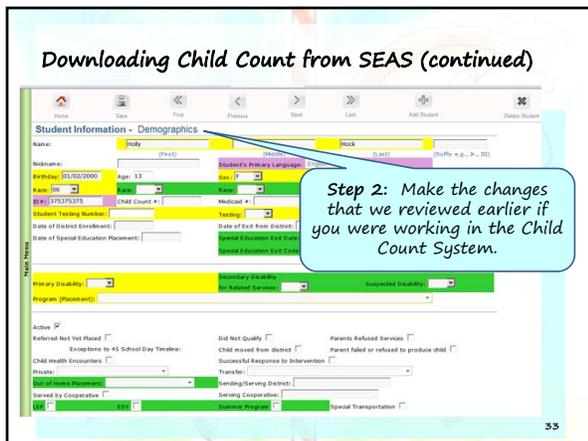
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## Downloading Child Count from SEAS (continued)



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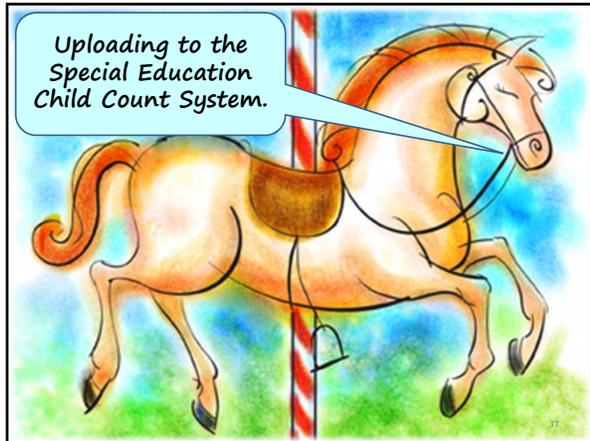
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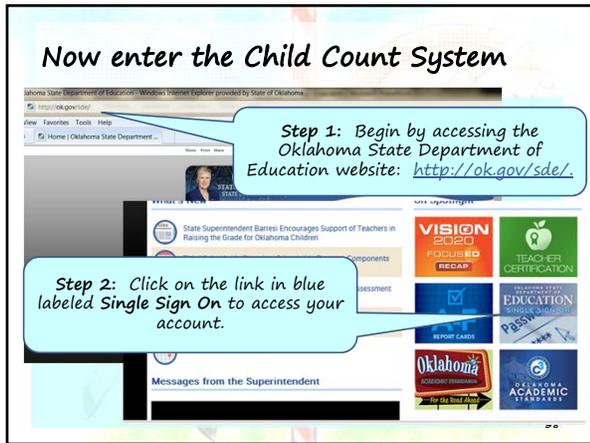
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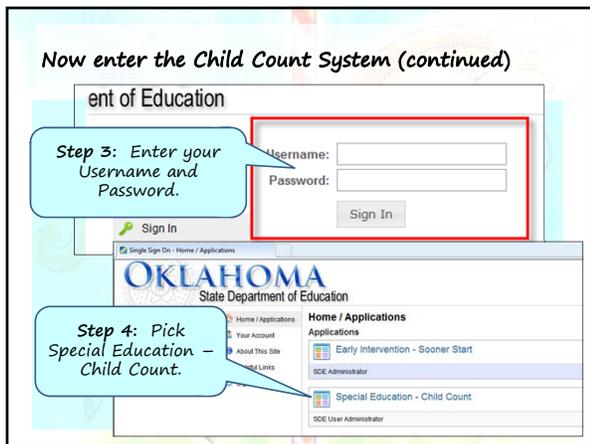
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## Upload the Child Count from SEAS

**Step 1: Pick The District Profile tab.**

**Step 2: Make sure that your Fiscal Year is 2014 and the correct district is shown.**

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## Uploading Child Count from SEAS (continued)

**Step 3: Choose "Upload" tab.**

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## Uploading Child Count from SEAS (continued)

**Step 4: Place your cursor in the box to find the file you have downloaded from SEAS. Use the Browse button to help.**

**NOTE: New file specifications for 2014 will be posted.**

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### Uploading Child Count from SEAS (continued)

Step 5a: Look here if you downloaded to the "Desktop."

Step 5b: Look here if you downloaded to your "Documents."

Step 6: When you see your file name, click on it to have it put in the "File name" box.

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### Uploading Child Count from SEAS (continued)

NOTE: You will see the path where your file was located.

Do not attempt to upload unless you have a valid file to upload. If you have already updated your child count records online, you DO NOT need to upload.

Upload Form

File: C:\Users\112032\Desktop\... Browse... Upload

Step 7: Now click on "Upload."

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### Uploading Child Count from SEAS (continued)

Do not attempt to upload unless you have a valid file to upload. If you have already updated your child count records online, you DO NOT need to upload.

Message from webpage

STOP!! Existing data will be wiped out and replaced by the file you are importing.

Do not use this function unless you have a Special Education Child Count file to import.

Step 8: Read this message and click on "OK."

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**Uploading Child Count from SEAS (continued)**

**Step 9 (maybe):** A list of errors will be available. Open that link and review the errors.

**Note:** Hopefully, you will see this message. If not, a list of errors will be available to review

A file successfully uploaded on 10/10/2012 8:55:00

**Step 10 (maybe):** Go back and make your corrections in SEAS.

**Step 11 (maybe):** Repeat previous steps and upload again.

**Upload Form**

File:

[2012 Upload File Format Specification](#)

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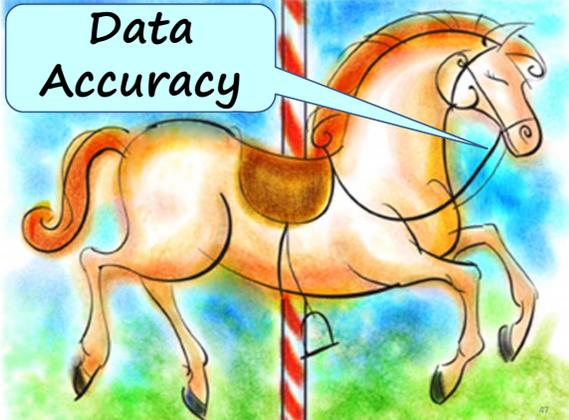
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**Data Accuracy**



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**Data Accuracy**

Before the report is certified by the district superintendent, check the data for accuracy.

Under the Reports tab, you can print copies of results to review.

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**Data Accuracy (continued)**

Step 1: Go to the "Reports" tab.

Step 2: Select the "Child List" report.

Step 3: Click on "Run Report."

Child Count Reports

- Child List
- Child Count
- Null Prog Codes (HTML Only)
- Disability by Race
- Exited Child List (HTML only)
- Secondary Transitions (HTML only)
- Over 21 (HTML only)

Data/APR Reports -----

Run Report

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**Data Accuracy (continued)**

Step 4: Until the Snapshot is taken for the entire state, select "Current."

Step 5: Click on "Run."

Child List

Final Year: 2014 County: 29 District: 0666 Report Date: 09/03/2013

DATA SET: Current

Include Discipline fields? Current

Run

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**Data Accuracy (continued)**

Step 6: Print out the report to review the list of students. This example is from a district with no students entered on the Child Count.

Note: If you find any errors, go back to correct them now, before the Child Count is certified.

Child List

This list is from October 1, 2013 Child Count

Final Year: 2014 County: 29 District: 0666 Report Date: 09/03/2013

Row	Child ID	DOB	Gender	Race	Disability	Enrollment Status	Enrollment Date
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### Certify the October 1<sup>st</sup> Child Count

**Step 1:** Go back to the "District Profile" tab to "Certify"

**Step 2:** The district superintendent must login and certify that the data being submitted is accurate and true.

55 - OKLAHOMA  
1089 - OKLAHOMA CITY  
Uncertify Data/APR  
Current Month: 9  
APR Certified. Setting Show Certify Data/APR Button to True.  
Data/APR already certified. Setting Show Certify Data/APR Button to False.

**REMEMBER:** This must be certified before the deadline, Friday, October 11, 2013. Any activities, late entries, or corrections will be reflected in not meeting the target of 100% for this data submission.

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### SDE Contact Information



We have expanded our team to help you complete the Child Count. Each REACH region is assigned to one of the Compliance, Data, and Finance staff. They will personally be your guide through any questions on our data collection and reporting in addition to helping with finance and compliance activities.

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### SDE Contact Information



Felicia Denton Regions 5 and 6 (405) 521-4857 <a href="mailto:Felicia.Denton@sde.ok.gov">Felicia.Denton@sde.ok.gov</a>	Janet Felton Regions 3 and 4 (405) 522-1578 <a href="mailto:Janet.Felton@sde.ok.gov">Janet.Felton@sde.ok.gov</a>
Karen Howard Regions 1, 2, and 7 (405) 521-3587 <a href="mailto:Karen.Howard@sde.ok.gov">Karen.Howard@sde.ok.gov</a>	Carole Tomlin Regions 8, 9, and 10 (405) 521-2335 <a href="mailto:Carole.Tomlin@sde.ok.gov">Carole.Tomlin@sde.ok.gov</a>
Cynthia Valenzuela Executive Director of Compliance, Data & Finance (405) 521-4872 <a href="mailto:Cynthia.Valenzuela@sde.ok.gov">Cynthia.Valenzuela@sde.ok.gov</a>	Fran Ferrari Director of Data Analysis (405) 521-2198 <a href="mailto:Fran.Ferrari@sde.ok.gov">Fran.Ferrari@sde.ok.gov</a>
Anita Eccard Director of Finance (405) 521-4865 <a href="mailto:Anita.Eccard@sde.ok.gov">Anita.Eccard@sde.ok.gov</a>	Mark Everhart Compliance/Complaints Specialist (405) 521-4863 <a href="mailto:Mark.Everhart@sde.ok.gov">Mark.Everhart@sde.ok.gov</a>

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### SEAS Contact Information

Toll FREE: (877) 221-7327

<http://www.okseas.com>

District contact persons:

- [jill.burroughs@seasweb.net](mailto:jill.burroughs@seasweb.net)
- [jeni.robison@seasweb.net](mailto:jeni.robison@seasweb.net)
- [judy.steele@seasweb.net](mailto:judy.steele@seasweb.net)
- [tracy.hoover@seasweb.net](mailto:tracy.hoover@seasweb.net)

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### **OMES Contact Information**

If you are having trouble signing in or other assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

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### **How to Access Policies and Handbook**

- <http://ok.gov/sde/>
- Hover over "Services"
- Select "Special Education" - <http://ok.gov/sde/special-education>
- Scroll down to "Helpful Information" and select "Resources for Educators" - <http://ok.gov/sde/documents-forms>

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### **Attendance and Evaluation**

September 20, 2013

<https://www.surveymonkey.com/s/VFK3YBF>

September 25, 2013

<https://www.surveymonkey.com/s/VF6X5Q5>

September 27, 2013

<https://www.surveymonkey.com/s/V3LGL3T>

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