

Special Education Child Count October 1, 2012



Special Education October 1, 2012 Child Count Report

***Opens:* Tuesday, October 2, 2012**

***Closes:* Friday, October 12, 2012
at Noon**

Student Data Needed

Before entering any data, make sure you have all the data you need:

- ❑ **STN (Student Testing Number)**
- ❑ **Birth Date, Gender, Ethnicity and Race**
- ❑ **Primary Disability**
- ❑ **Assessment type**

- ❑ *Secondary Disability for Related Services*
- ❑ *Exit information*
- ❑ *If Developmental Delay, MUST have a SUSPECTED Disability Category*
- ❑ *ECO if under six*
- ❑ *Summer Program, LEP, Extended School Year (ESY), and Out of Home Placement*
- ❑ *Parent/contact information*

Two Options to Complete Report

**Update the Child Count data
online with complete and
accurate data**

OR

**Upload from SEAS with
complete and accurate data**

Procedures for updating online

Go to <http://www.ok.gov/sde/>

The School District Reporting Site (SDRS) can be accessed from the home page for the Oklahoma State Department of Education.

Procedures for updating online – Log On

Enter logon/password

Click on "Special Education-Child Count"

Procedures for updating online – District Profile Tab

Click on District Profile tab

Check that the fiscal year is 2013 (July 1, 2012 to June 30, 2013)

Check for correct county

Check for correct district

Procedures for updating online - Child Tab

Click on Child tab

Site Code: The building in which the child is enrolled.

State Testing Number: all students should have their STN and it begins with "1" if from the WAVE. If not, then start with "9" for the few exceptions.

Ethnicity and Race: BOTH of these fields are to be completed. Choose if student is Hispanic. Then identify all races that are applicable to the student.

Must Complete if applies to the student: Summer Program (For Multi Disabilities Only), LEP, Extended School Year (ESY), and Out of Home Placement

Procedures for updating online - Child Tab - Assessment

Indicate the assessments in which each child will participate. For children where assessments are not administered, indicate which assessments the student would participate in if administration was required.

- Participates in:
- State/Districtwide Assessment (note: districts can no longer choose between types of content)
 - Regular Assessment, Oklahoma Core Curriculum Test (OCCT) w/o Accommodations
 - Regular Assessment (OCCT) with Accommodations
 - Oklahoma Modified Alternate Assessment Program (OMAAP) w/o Accommodations
 - Oklahoma Modified Alternate Assessment Program (OMAAP) with Accommodations
 - Oklahoma Alternate Assessment Program (OAAP) Portfolio
 - Regular Assessment (OCCT) w/o Accommodations and Oklahoma Modified Alternate Assessment Program (OMAAP) w/o Accommodations
 - Regular Assessment (OCCT) with Accommodations and Oklahoma Modified Alternate Assessment Program (OMAAP) with Accommodations
 - Regular Assessment (OCCT) with Accommodations and Oklahoma Modified Alternate Assessment Program (OMAAP) w/o Accommodations
 - Regular Assessment (OCCT) w/o Accommodations and Oklahoma Modified Alternate Assessment Program (OMAAP) with Accommodations

OAAP Portfolio Children taking the Assessment should not be taking any other form of assessment.

Procedures for updating online - Child Tab: Disability Information

Disability Information

Primary Dis.: --Select--

Suspected Dis.: --Select--

Suspected Dis. is Developmentally Delayed

Secondary Disability for Related Services: --Select--

Program code: --Select--

Discipline: #Times

- 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

Primary Disability Note: Only use Developmental Delays for children aged three to nine where the district has selected to use as part of LEA agreement

Suspected Disability Note: Only used for Developmental Delays.

Secondary Disability for Related Services Note: These services must be documented on the child's IEP. Districts will report related services provided for a secondary disability by indicating the related service that is most closely related to the suspected secondary disability.

Disability Information

Primary Dis.: --Select--

Suspected Dis.: --Select--

Suspected Disability is required if Primary Disability is Developmentally Delayed

Secondary Disability for Related Services: --Select--

Program code: --Select--

Discipline: #Times

- 3 - Audiology
- 5 - Speech-Language Therapy
- 6 - Orientation and Mobility
- 7 - Counseling
- 8 - Occupational and/or Physical Therapy

Unilaterally removed to an interim alternative

Procedures for updating online - Child Tab: Program Codes

Program code: Program codes are age specific. Until a student turns six, you will use the Early Childhood LRE codes (ages 3-5).

Program code: Program codes are age specific. When a student turns six, you will use the School Age LRE codes (ages 6-21).

Program code: --Select--

- Select--
- E1 - Reg. EC Program >= 10 hrs/wk (majority sped/related svcs in reg. EC)
- E2 - Reg. EC Program >= 10 hrs/wk (majority sped/related svcs in other loc.)
- E3 - Reg. EC Program < 10 hrs/wk (majority sped/related svcs in reg. EC program)
- E4 - Reg. EC Program < 10 hrs/wk (majority sped/related 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 - HB3393

Program code: 1 Inside the regular class 80% or more of the day

#Times --Select--

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

Procedures for updating online - Child Tab: Exiting Information

Exiting Information

Exiting Code: --Select--

Exiting Date: --Select--

- 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

Done

Exiting Code/Exiting Date: Enter an Exit Code and Exit Date (mm/dd/yyyy) for all students with IEPs no longer served in special education by the district. Complete both fields!

Procedures for updating online - Child Tab: Early Childhood Outcomes

You must complete the “Child Outcomes Summary” to provide ratings for children:

- ❑ entering special education, aged 3 to 6 (6th birthday); and
- ❑ exiting special education via moving out of district, dismissal from services, or turning 6 years old.

The screenshot shows the 'Early Childhood Outcomes' form. The 'Preschool Entry **' section has a date field with '5/20/2008' and three rating fields with values '4', '5', and '4'. The 'Preschool Exit ***' section has an empty date field and three 'Yes/No' radio button questions. Two yellow callout boxes with arrows point to the 'Preschool Entry' and 'Preschool Exit' sections, each containing the text: 'Both the entry date and outcome level must be present.'

Reminder

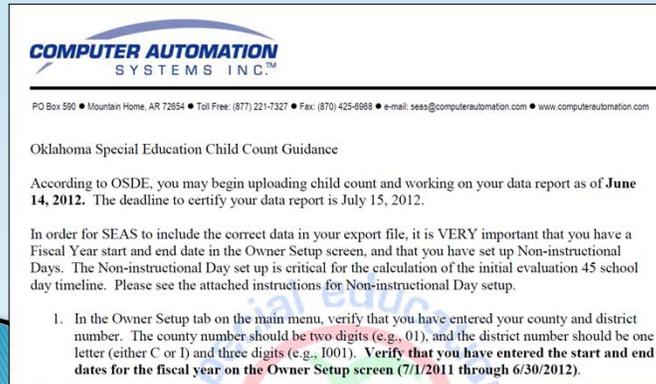
Be sure to click “save” for changes on each child.

The screenshot shows the top navigation bar of the Oklahoma State Department of Education's Special Education Child Count System. The navigation bar includes links for 'Welcome', 'District Profile', 'Child', 'Reports', 'Search', 'Upload', 'Data/APR', 'Enrollment', and 'Admin'. Below the navigation bar, there are buttons for 'Save', 'Clear Form', and 'Child Data Form'. A yellow callout box with an arrow points to the 'Save' button, containing the text: 'Find the “Save” button at the top and the bottom of the Child tab.'

Uploading Child Count from SEAS

Prepare all additions and edits in SEAS before entering the District Reporting Site.

SEAS will be sending detailed downloading instructions.



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Oklahoma Special Education Child Count Guidance

According to OSDE, you may begin uploading child count and working on your data report as of **June 14, 2012**. The deadline to certify your data report is July 15, 2012.

In order for SEAS to include the correct data in your export file, it is VERY important that you have a Fiscal Year start and end date in the Owner Setup screen, and that you have set up Non-instructional Days. The Non-instructional Day set up is critical for the calculation of the initial evaluation 45 school day timeline. Please see the attached instructions for Non-instructional Day setup.

1. In the Owner Setup tab on the main menu, verify that you have entered your county and district number. The county number should be **two digits (e.g., 01)**, and the district number should be one letter (either C or I) and three digits (e.g., I001). **Verify that you have entered the start and end dates for the fiscal year on the Owner Setup screen (7/1/2011 through 6/30/2012).**

Uploading Child Count from SEAS Two “Easy” Steps

One: Download from SEAS to your computer.
To begin to get your data from SEAS, follow the instructions you received from them.

HINT: Name and place.

Two: Upload from your computer to the Child Count System

Uploading Child Count from SEAS

Once you have downloaded the SEAS file onto your computer, log into the Child Count System, select 2013.

Oklahoma State Department of Educa...

Oklahoma State Department of Education
Special Education Child Count System

Welcome District Profile Child Reports Search Upload Data/APR Enrollment Admin

Child Count: Cert... / APR: Uncertified

District Profile Form

Fiscal Year: 2012

County: 58 5

Choose "Upload" tab

Uploading Child Count from SEAS

Search Upload Data/APR Enrollment Admin

Uncertified

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.

An upload has been successfully completed for the current fiscal year. Uploading again will cause any records in the database to be overwritten.

Upload Form

File: Browse... Upload

[2011 Upload File Format Specification](#)

Please

Use "Browse" to find the file you downloaded from SEAS.

NOTE: New file specifications for 2013 will be posted.

Uploading Child Count from SEAS

Look here if you downloaded to the "Desktop."

Look here if you downloaded to your "Documents."

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

Uploading Child Count from SEAS

PR Enrollment Admin

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.

been successfully completed for the current fiscal year. will cause any records in the database to be overwritten.

You will see the path where your file was located. Now click on "Upload"

Upload Form

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

[2011 Upload File Format Specification](#)

Uploading Child Count from SEAS

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.

OK Cancel

Read this message and click on "OK"

When finished with online or uploading from SEAS, you can now have the district superintendent certify the data.

Welcome District Profile Child Reports Search Upload Data/APR Enrollment Admin

Child Count: Certified (10-11-2011) | Data/APR: Certified (07-13-2012) FY: 2012 County: 55 - OKLAHOMA

Go to reports to run any that you need. You can also get a copy of the Child Count List.

District Profile Form

Fiscal Year: 2012

County: 55 55 - OKLAHOMA

District: 1089 1089 - OKLAHOMA CITY

Select District Uncertify Data/APR

Current Month: 9

Previous FY Data/APR Certified. Setting Show Certify Data/APR Button to True. Data/APR already certified. Setting Show Certify Data/APR Button to False.

Go back to the District Profile tab to "Certify"

Current session have been updated.

2012
55 (OKLAHOMA)
1089 (OKLAHOMA CITY)

Please e-mail any questions to [redacted]

Contact Information

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Attendance

<https://www.surveymonkey.com/s/2012childcountshort>

