



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: Special Education Directors

FROM: Matt Holder, Chief Operations Officer
Todd Loftin, Interim Executive Director, Special Education Services
Erik Friend, Director of Data Analysis, Special Education
Ginger Elliott-Teague, Director of Data Analysis, Special Education

DATE: August 30, 2016

SUBJECT: **October 1 Special Education Child Count Formal Appeal Process**

This fall, OSDE-SES is instituting a formal appeal process for the Special Education Child Count. Our intent is to efficiently facilitate districts' requests for count reviews. We understand that accurate child counts are essential for districts, and want to ensure that reports are correct. If you have identified students whose details in the Child Count data within Single Sign-On are not correct, you must follow the formal process described below to request changes to the data. Such requests may begin on October 11.

Deadline for initial file request: **Friday, October 14, 2016**
Deadline for appeal submission: **Friday, October 21, 2016**

Process Steps

1. Officially request a copy of the district's Child Count data updated as of October 11. This copy will be in Excel format. The request must be in writing, and can be submitted by email or fax. **This initial file request must be completed by Friday, October 14.**
 - a. Email requests to: brandon.gambill@sde.ok.gov, erik.friend@sde.ok.gov, or ginger.elliott-teague@sde.ok.gov.
 - b. Fax requests to: 405-522-3503. Please direct to Brandon Gambill.
2. OSDE-SES will process the request within one business day. The file will be uploaded to OK EdPlan to the Documents page of student "Data Test."
 - a. To access the file, search for students with last name "Test" then select "Data Test" from the list.
 - b. Open the student record and select "Documents" from the menu options. The file will be available at the bottom of the Documents page.
3. Once the file has been opened, review the data therein.
 - a. Identify the students who need changes to their data.
 - b. Make the changes in the Excel file directly, **highlighting** the entire row of the student whose data has changed.
 - c. If a student is missing from the list, complete each field of data for the student and **highlight** the entire row.
 - d. Verify and save the desired changes.

4. Write a memorandum on school letterhead, signed by the Special Education Director or Superintendent, that describes each change requested in the Child Count data. Include a justification for why each change is needed.
5. Upload the saved Excel file with a new name (such as “Child Count Report Reviewed”) on the Documents page of “Data Test.” Upload the memorandum to the same location at the same time.
6. Notify Brandon Gambill (brandon.gambill@sde.ok.gov) by email that both files have been uploaded. **Change requests (file and memo) must be submitted on or before Friday, October 21 (EOD).**
7. OSDE-SES will review the requested changes on a case-by-case basis. Any changes made in the Excel file will be validated against student records in OK EdPlan.
8. OSDE-SES will notify the district’s Special Education Director of any changes made by formal letter, sent by email. This notification will be sent on Wednesday, October 26.