How-To: Child Count Report

INTRODUCTION: This document provides detailed instructions for using the "Child Count Report" in OK EdPlan.

1. To run the Child Count Report:
   a. Access "School System" from the Administrator drop-down menu.
   b. Select the "Reports" page.
   c. Select the "Child Count" tab under Scheduled Reports.
   d. Click on the "Child Count Report" option.
   e. Type today's date in "Date of Report" field. You will receive a notice that the report is being generated. Return to your dashboard or the Reports page. The report will soon show under Saved System Reports and/or My Reports.
2. Open the file in Excel.
3. Add filters to headers row of "Data Output" section (usually starts ~row 370).
4. Proceed through the following instructions to check your student data.

The Child Count Report "Data Output" section only displays students who have an active eligibility (newly finalized eligibility determination or imported through SEAS) and a finalized IEP. *If a known child is missing from this list, check the status of their IEP and Eligibility.*

How to check students with a Primary Disability of DD and no Suspected Disability:
1. Filter Column M "Primary Disability Name" for "Developmental Delay" only.
2. Filter Column O "Suspected Disability Name" for "Blanks" only.

How to check for students with the same Primary and Secondary Disabilities:
1. Filter Column M "Primary Disability Name" for chosen disability.
2. Open drop-down box in Column Q "Secondary Disability Name" and look for the selection of the same disability chosen in step 1. If selection exists, select that disability only and click "Ok". If selection does not exist, then there are no repeats for that disability type.

How to check for students (ages 3-5 only) who do not have an Early Childhood Environment:
1. Filter Column G "Age" for "3", "4", & "5" only.
2. Filter Column U "A1" for "No" only.
3. Filter Column V "A2" for "No" only.
4. Filter Column W "B1" for "No" only.
5. Filter Column X "B2" for "No" only.
6. Filter Column Y "C1" for "No" only.
7. Filter Column Z "C2" for "No" only.
8. Filter Column AA "C3" for "No" only.
9. Filter Column AB "D1" for "No" only.
10. Filter Column AC "D2" for "No" only.
11. Any students remaining on the list are missing Early Childhood Environment data in OK EdPlan.

How to check for students (ages 6-21 only) who do not have a Least Restrictive Environment:

1. Filter Column G "Age" to include all ages 6 through 21.
2. Filter Column AD "A1" for "No" only.
3. Filter Column AE "A2" for "No" only.
4. Filter Column AF "B1" for "No" only.
5. Filter Column AG "B2" for "No" only.
6. Filter Column AH "C1" for "No" only.
7. Filter Column AI "C2" for "No" only.
8. Filter Column AJ "C3" for "No" only.
9. Filter Column AK "D1" for "No" only.
10. Any students remaining on the list are missing Least Restrictive Environment data in OK EdPlan.

Common Errors on the Error List

1. All errors that begin with "**Not an Error**": These errors that can be ignored. In most cases these are present because of a Non-Eligibility event although an IEP is in place.
2. "**Student age 10 or over has a primary disability of Developmental Delay**": The student is over age 10 and is still has a primary disability of Developmental Delay. Complete an Eligibility Determination and assign a primary disability of a specific category (or make the suspected disability the primary disability).
3. "**Student is SPED Eligible but has no current Eligibility Event**": To correct, complete the Eligibility Determination with data from the MEEGs documentation.
4. "**Student enrollment invalid**": The "Enrollment Status" on the student's Personal page needs to be completed.
5. "**Student early childhood placement invalid**": The student does not have an Early Childhood Environment Placement. To correct, go to the Early Childhood Data Collection -> EC Environment tab and complete the placement information.
6. "**Student is SPED Eligible but there are no services for this report date**": The student does not have services as of the day the report was run. To correct, go to the Services page and determine the problem. There is no one way to resolve this error since there are many causes.
7. "**Student is under age 2 or over age 23**": The error is common with students who are SoonerStart referrals/"Child Find" students who have an IEP in the system but have not turned three as of the day the report was run.