

## How-To: Identify Students Not on Child Count Report



**INTRODUCTION:** This document provides detailed instructions for using the “All Student Export – SPED Only” report and the Child Count Report to find students who are Active and Eligible in OK EdPlan but are not included in the Child Count Report. These directions are appropriate for Excel 2007 or later.

### Step 1: Running the reports

#### **Run the All Student Export – SPED Only report:**

1. Access “School System” from the Administrator drop-down menu.
2. Select the “Reports” page.
3. Select the “End of Year” tab under Scheduled Reports.
4. Click on the “All Student Export- SPED Only” option. 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.
5. Open the file.
6. Add filters to Row 1.

#### **Run the Child Count Report:**

1. Access “School System” from the Administrator drop-down menu.
2. Select the “Reports” page.
3. Select the “Child Count” tab under Scheduled Reports.
4. Click on the “Child Count Report” option.
5. 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.
6. Open the file in Excel.

### Step 2: Working with your “Active and Eligible” students specifically and separately

Using the **All Student Export –SPED Only** report,

1. Filter Column AO “Status” for “A” only (“A” means student is active in district, “I” means student is inactive in district).
2. Filter Column AI “Eligible” for “Y” only (“Y” means student has an eligibility determination, “N” means student either returned to regular education or has not been found eligible).
3. Filter Column Y “Private” for “N” only (“N” means Student enrollment status is not Private School Enrollment, “Y” means student’s enrollment status is Private School Enrollment).
4. Copy this filtered data to a new worksheet.
  - a. Press Ctrl+A to select all, then press Ctrl+C to copy.
  - b. Add a new worksheet to the workbook and press Ctrl+V to paste.
5. Select columns V, W, & X by clicking on the letter V and dragging over to column X.
  - a. On the Home tab, find the drop-down box in the Number section that says “General” and select “Short Date”.

## How-To: Identify Students Not on Child Count Report



6. Repeat Step 5a for Column S.
7. Add filters to Row 1 of the new worksheet.

This process will place all your “active and eligible” students in a separate spreadsheet for easier reference.

### **Step 3: Creating a combined list of Student IDs from both reports**

Using the **Child Count Report**,

1. In the “Data Output” section (~Row 370), select all rows in “Student Code” (Column B). Tip\*: Select the first “Student Code” and then press “Ctrl+Shift+Down Arrow.” This will select all “Student ID” rows.
2. Press Ctrl+C to copy.

Then, using the new worksheet in the **All Student Export –SPED Only** report,

1. In the first empty row at the bottom of the data, select the cell located in column M.
2. Press Ctrl + V to paste.

This process will paste all “Student Code” rows from the Child Count Report in the “Student Code” column on the new worksheet in the All Student Export –SPED Only report. Next, you will be able to look for non-duplicated records.

### **Step 4: Identifying students absent from the Child Count Report**

Using the new worksheet in the **All Student Export –SPED Only** report,

1. Select all rows in Column M by putting your cursor on the letter M and clicking.
2. On the Home tab, click the “Conditional Formatting” option.
  - a. Select “Highlight Cells Rules.”
  - b. Select “Duplicate Values...”
  - c. Select “Ok” in the pop-up box to format duplicate values with “light red fill with dark red text.”
3. After the duplicates are identified, select the drop-down button on Column M.
  - a. Select “Filter by Color.”
  - b. Select “Filter by Cell Color - No Fill.”

**By filtering out duplicated Student IDs, this process will produce a list of students who are currently active and eligible within OKEdPlan but are not captured on the Child Count Report.** Now you can use filters to sort them by Site (Column E), Teacher of Record (Column Z), IEP End Date (Column X), Eligibility Meeting Date (Column V), etc.