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Preparation for October 1 Child Count

All districts will use the Child Count Report to clean up the existing data in OK EdPlan for October 1st. This report will be available in OK EdPlan on September 1st. The clean up window is September 1 – September 30.

All students must have a current IEP finalized in OK EdPlan, even students recently eligible during the 2016-17 school year.

All students with a category of Developmentally Delayed in a DD district must have a finalized eligibility document in OK EdPlan prior to October 1.

All students who have left the district must be exited in OK EdPlan with an appropriate exit reason by going to the student personal tab and making the student inactive.

All students who are moving into a district must have a finalized IEP in the new district prior to October 1.

All districts with students in the following enrollment status categories MUST go to each student's personal page and update the enrollment status. A finalized IEP is not required. This information is essential for an accurate LRE:

- Residential facility
- Correctional facility
- Homebound/Hospital
- Private School

All students must have an STN (or have submitted a request for one).

If a student should have a secondary disability, two disabilities should be listed under HistDis in your student list (see figure "A" in image). If the expected secondary disability is not listed, the existing eligibility must be entered and finalized in OK EdPlan. Caution: NOT ALL students are expected to have a secondary disability. This only impacts students who should have a secondary disability.

Secondary Disability

Any student that has a secondary disability, but the secondary disability is not listed in the student search, will require a finalized eligibility event in OK EdPlan prior to October 1.

The screenshot shows two overlapping windows from the OK EdPlan system. The left window is titled "Criteria for Selecting Students to View" and contains search filters for Grade Level, School, and Student Name (Last, First, Middle, ID, STN). It also has radio buttons for Status (General Ed, Eligibility, IEP, Child Study, Special Ed, Discontinued, Referral) and a "View Students" button at the bottom. The right window is titled "Select a Student" and displays a table of student records. The table has columns for Name, Student ID, Date of Birth, Age, and Hist Dis. A red circle highlights the "Hist Dis" column for the student "Peter Pan Test", which contains the value "HI, ED".

Name	Student ID	Date of Birth	Age	Hist Dis
TraceyEC_Test	00000000	03/17/2011	5 Years	
Charlie Brown_Test	00000000123	06/05/2002	14 Years	AUT
Fred Flintstone_Test	00000000124	05/10/2001	15 Years	
George Jetson_Test	00000000125	04/01/2010	6 Years	DD, ED
Peter Pan_Test	00000000126	03/31/1999	17 Years	HI, ED
Alice Wonderland Jiminsey Cricket the Great_Test	00000000127	06/10/2006	10 Years	AUT
Brad Pitt_Test	001122	06/08/2010	6 Years	S

WAVE and OK EdPlan

We are continuing to receive feedback from districts that they are unable to see students in OK EdPlan. This problem is the result of a combination of factors. To resolve this for your district:

1. Check with the person responsible for the SIS in your district. Make sure they are checking regularly for validation errors from the WAVE.
2. Submit a Help Desk ticket with OMES at 405-521-2444. If problems persist and a help desk ticket has been closed, please submit a second help desk ticket.
3. Some districts have not started the school year yet to release students as exiting the district. Contact the previous district to have the student inactivated.

For more specific information about WAVE communication, please see the attached document.

Child Count Open Door Support at OSDE

The Oklahoma State Department of Education: Special Education Services is offering Child Count Open Door Support for districts. This is not a training, but an allotted time districts can get individualized support to assist with Child Count preparation in OK EdPlan. Each district will be limited to one 30 minute time period, but multiple representatives per district would be welcomed.

What should I bring? Individuals are welcome to bring a computer, but it is not required, technology will be available on site. Any existing documents or records that need clarification towards the completion of Child Count preparation would be helpful.

When: Tuesday, September 6, 2016 at 9:00 AM - Thursday, September 29, 2016 at 2:30 PM, Multiple dates and times are available for selection.

Where: Oklahoma State Dept. of Education - 2500 North Lincoln Boulevard Room 412, Oklahoma City, OK 73105

Registration: <https://www.eventbrite.com/e/child-count-open-door-support-tickets-27314328893#tickets>



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