



Appeal Procedure

October 2021 Special Education Child Count

Under certain circumstances, districts can appeal to include students not on the October 1 Child List in the Single Sign-on/SPED Child Count application or listed in EdPlan. Appeals must be submitted by October 15 to ensure that records can be updated before certification (in some cases, exceptions to this timeline can be made). If an appeal is made, certification is due Oct. 22.

Students who did not have an active eligibility or IEP on October 1 and/or who were not enrolled in your district on October 1 cannot be appealed.

A. Before submitting a request for appeal, please review the following:

1. **Is there an error for the student's record in the Child Count Report SY22 in EdPlan?** Fix this as soon as possible. You do not need to appeal: we will automatically pull over records with resolved errors.
2. Wave enrollment status. After fixing any issue, wait a few days to submit an appeal. Fixed records will be incorporated automatically.
 - i. Does the student have an ownership conflict with another district? If yes, resolve as soon as possible. Students with unresolved conflicts cannot be counted.
 - ii. Is the basis of admission code correct? Fix as soon as possible.
 - iii. Is the STN assigned incorrectly or is there a duplicate? Fix as soon as possible.
 - iv. Is there a validation error or STN resolution waiting in the Wave? Fix as soon as possible.
 - v. Was the student enrolled in the district on Oct. 1? If no, *cannot* be appealed.
3. Was the student younger than 3 on October 1 or older than 21 on the first day of school? If yes, *cannot* be appealed.
4. IEP and eligibility status
 - i. Did the student have an active IEP *and* eligibility finalized on or before Oct. 1? If not, *cannot* be appealed.
 - ii. Was the IEP last finalized more than one year ago? If yes, *cannot* be appealed.
5. Other? If the student's record passes all of these checks, please submit an appeal.

B. To initiate an appeal of a missing student on the EdPlan Child Count report or the SSO Child List report:

1. Email one of the following individuals to notify us that an appeal is being submitted. DO NOT EMAIL STUDENTS' PERSONALLY IDENTIFIABLE INFORMATION.
jack.caldwell@sde.ok.gov melissa.vines@sde.ok.gov
2. Upload a list of students in a file (spreadsheets are preferred) to the "Documents" section of student "Data Test" in EdPlan. To complete our initial review, the file must have the following information for each student being appealed:
 - i. Full name (last, first, middle)
 - ii. STN

- iii. Date of birth
 - iv. Date of enrollment
3. We will check the following to determine why a student is not listed:
- i. Presence in EdPlan
 - ii. EdPlan child count report errors
 - iii. Age and grade
 - iv. IEP and eligibility status
 - v. Wave enrollment status
 - a. Is the student enrolled in the district?
 - b. What is the basis of admission code?
 - c. Is the STN assigned correctly?
 - d. Is there an ownership conflict, validation error or STN challenge?

Based on this review, we will determine whether the student should be added and what needs to be done to add the student. We will make the changes automatically or notify the district of the work that needs to be done locally. Any revisions to the record must be completed by Oct. 20 or the student will not be counted (with some exceptions).

C. If a student is not in your district’s EdPlan system or not reported in the Wave on October 1, OSDE-SES requires more information to establish that a student has a valid eligibility and IEP and/or that the student is officially enrolled in the district on October 1. All supporting documentation must be uploaded to “Data Test” and clearly assigned to a student.

1. In either case, send this demographic information:
 - i. First, Middle and Last names
 - ii. STN
 - iii. Date of birth
2. In the case of a student who is in the Wave but not in EdPlan on Oct. 1:
 - i. Copy of current eligibility documentation
 - a. Full disability information highlighted: primary, secondary, etc.
 - ii. Copy of current IEP documentation, with start date
 - a. Related services information highlighted
 - iii. LRE or ECE statement
3. In the case of a student who is in EdPlan with finalized documentation but not in the Wave on Oct. 1:
 - i. Evidence of enrollment date
 - ii. Evidence of attendance/presence in the district on Oct. 1
4. In the case of a student who is in neither, contact us before submitting an appeal.

CERTIFICATION: Districts have until EOD on October 22 to complete the timely certification of its child count list if an appeal was submitted (with some exceptions). If a superintendent does not have yet access to the Single Sign-on application, certification can be completed through a signed letter on district letterhead. That statement can be sent through email to [Missie Vines](#).