



Appeal Procedure

October 2022 Special Education Child Count

Under certain circumstances, districts can appeal to include students not on the October 1 Consolidated Report in the Single Sign-on/WAVE application or listed in EDPlan. **Appeals must be submitted by October 12** 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. 28.

Students who did not have an active eligibility and IEP on September 30 and/or who were not enrolled in your district on September 30 cannot be appealed.

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

1. **Is there an error for the student's record in the Child Count Report SY23 in EDPlan?** Fix this as soon as possible. *You do not need to appeal:* we will automatically pull over records with resolved errors through mid-October.
2. **Is there an error on the "Special Education Find Missing Students" list in the Consolidated Report?** Fix this as soon as possible. *You do not need to appeal:* we will automatically pull over records with resolved errors through mid-October.
3. Wave enrollment status. After fixing any issue, wait a few days to submit an appeal (some fixes will not resolve in EDPlan). Fixed records will be incorporated automatically.
 - i. Is the STN assigned incorrectly or is there a duplicate? Submit an appeal.
 - ii. Does the student have an ownership conflict with another district? Resolve as soon as possible. Students with unresolved ownership cannot be counted.
 - iii. Is the basis of admission code correct? 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 Sept. 30? If no, *cannot* be appealed.
4. Was the student younger than 3 on September 30 or older than 21 on the first day of school? If yes, *cannot* be appealed.
5. IEP and eligibility status
 - i. Did the student have an active IEP *and* eligibility finalized on or before September 30? If not, *cannot* be appealed.
 - ii. Was the IEP last finalized more than one year ago? If yes, *cannot* be appealed.
6. Other? If the student's record passes all of these checks, please submit an appeal.

B. To initiate an appeal of a student missing from the EDPlan SY23 Child Count report or the Wave Consolidated Report’s “Special Education” list:

1. Email one of the following individuals to notify us that an appeal is being submitted. DO NOT EMAIL STUDENTS’ PERSONALLY IDENTIFIABLE INFORMATION.

travis.thompson@sde.ok.gov

melissa.vines@sde.ok.gov

2. Upload a list of students in a file (spreadsheets are preferred) to LEA Document Library (under Tools) 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. Error lists
 - ii. Wave enrollment status
 - iii. IEP and eligibility status
 - iv. Age and grade

NOTE: If we find **an existing error** that still needs corrected (as reported in EDPlan or Wave reports), we will dismiss the appeal and note that the error must first be fixed by the district.

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. If required changes are not made by the district before October 28, the student will not be counted.

C. If a student is not in your district’s EDPlan system or not reported in the Wave on September 30, 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 September 30. All supporting documentation must be uploaded to the LEA Document Library and clearly assigned to a student.

NOTE: This includes students who have **moved in from out of state** who do not yet have an Oklahoma IEP.

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2. Submit this demographic information regardless of the situation:
 - i. First, Middle and Last names
 - ii. STN
 - iii. Date of birth
3. In the case of a student who is **in the Wave but not in EDPlan** on Sept. 30, or who has had a recent transfer from out of state with an active IEP in the sending state:

- i. Copy of current eligibility documentation with full disability information highlighted: primary, secondary, etc.
 - ii. Copy of current IEP documentation, with start date and related services information highlighted
 - iii. Statement verifying the correct LRE or ECE
4. In the case of a student who is **in EDPlan with finalized documentation but not in the Wave** on Sept. 30:
 - a. Evidence of enrollment date
 - b. Evidence of attendance/presence in the district on Sept. 30 (if enrollment is delayed in EDPlan past the appeal date)
5. In the case of a student who **is in neither**, contact us before submitting an appeal.

CERTIFICATION: Districts have until EOD on October 28 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](#).