MEMORANDUM

TO: Special Education Directors

FROM: Matt Holder, Chief Operations Officer
               Todd Loftin, Interim Executive Director, Special Education Services
               Renee McWaters, Executive Director of State Aid

DATE: August 30, 2016

SUBJECT: **October 1 Special Education Child Count**

The information contained in this memorandum will assist LEAs with meeting the timelines and responsibilities associated with the October 1, 2016 Special Education Child Count. Information noted in *italics* is provided for clarification.

I.   The Special Education Child Count **clean-up period** is between Thursday, September 1 and Saturday, October 1, 2016. During this period, LEAs will:
   a. Check that **all** special education students are in OK EdPlan. This includes verifying that:
       i.   *All eligible students have finalized IEPs completed in OK EdPlan.*
       ii. *The Child Count Report (Child Count tab) reflects the correct primary, suspected, and/or secondary disabilities for each student.*
       iii. *The correct Least Restrictive Environment is reflected for each student age 6 and above.*
       iv. *The correct Early Childhood Environment is reflected for each student age 5 and under.*
       v.   *All students' enrollment status on their personal page is correct (i.e., if appropriate: Residential Facility, Correctional Facility, Home/Hospital, or Private School Enrollment).*
   b. Make any student who moves from your LEA (prior to October 1) "inactive" in OK EdPlan. *This is done on the individual student's personal page.*
   c. Confirm that all **move-in students from outside Oklahoma** are in OK EdPlan in the receiving LEA and have finalized Eligibility and IEPs.
   d. Confirm that all **newly referred students found Eligible for Special Education on or before October 1, 2016** are in OK EdPlan in the receiving LEA and have finalized Eligibility and IEPs.

II.   On Saturday, October 1, 2016 at 11:59 pm, Public Consulting Group (PCG) will temporarily shut down OK EdPlan to take a snapshot of the system data and will send the snapshot report to OSDE-SES.

III.   On Monday, October 3, 2016 OSDE-SES will begin uploading the Child Count data to Single Sign-On for LEA review. *This will allow districts to run their child count report in Single Sign-On and will ensure the permanent storage of the data within OSDE servers.*

IV.   Between Monday, October 3 and Sunday, October 9, 2016 LEAs will be afforded the opportunity to finalize documentation for students who were **late transfers into the LEA**. *OSDE-SES will automatically pull this information from OK EdPlan for these students Monday morning, October 10. This data pull will only pertain to* **late transfers.**

V.   By Tuesday, October 11 (EOD) district final Child Count data (with late-transfer information) will be uploaded to Single Sign-On for certification.

VI.   The certification period will begin Wednesday, October 12 and end Monday, October 31, 2016. *Superintendents will find both the final child count data and the certification process within Single Sign-On.*

VII. If LEA personnel still believe errors exist in the final Child Count data, please follow the formal appeal process located on the OSDE-SES website at http://sde.ok.gov/sde/special-education.

   a. Appeals must be requested by Friday, October 14 and submitted by Friday, October 21. The certification timeline prevents OSDE-SES from varying from these deadlines.