

Topic: SpEdDoc Child Count Preparation
More Info: *SpEdDoc 10 Child Count Guide* (SpEdDoc.org)
Audience: SpEdDoc Case Managers
Date: November 2011



To prepare for the annual submission of child count data to the Vermont DOE, please log into SpEdDoc and do the following for each student on your caseload by November 18:

Go to Student > Main Data for each record and verify that CC Status shows Active for your current special education students and Exit for those students exited from NCSU special education since July 1. Use the other CC Status choices for students who are not part of the current NCSU child count. The CC Status choices are:

- **Active:** Currently special education eligible.
- **Exit:** Exited since the last CC report (after 6/30/11).
- **New:** Initial evaluation (may have qualified, but Consent for Initial Placement not received).
- **None:** None of the above CC Status choices apply (e.g., students exited in a previous CC reporting period or were never in special education).
- **Tuition:** Special education students receiving services in your SD/SU, but reported for CC by another SD/SU (e.g., school choice students residing in another SD/SU).
- **Unilateral:** Special education eligible students residing in your SD/SU, but reported for CC by another SD/SU (e.g., students unilaterally placed in a private school outside your SD/SU).

After verifying the CC Status for each student, click on the Child Count Review button on the bottom of the Main Data screen and then the blue Find button to create a found set of Active and Exit records. On the bottom of the Child Count Review screen, select All - December and the CC Find button to address the following for each student (use the book icon on the upper left hand corner of the screen to advance from student to student):



Review the red and blue messages (red items must be corrected while blue items may be left as is, if accurate).

If you see a blue message that Placement in Student does not match Placement in IEP, change it in one location so they are both correct.

Make sure Grade is current. Do not advance from Grade 11 to Grade 12 until the year of graduation (as indicated on top of IEP Transition Plan).

For DD Domain, enter Not applicable except for disability of Developmental Delay, which should be one of the other selections.

For Referred Part C, enter Y for students who transitioned from Early Intervention services to special education when they turned 3. These students typically have an initial evaluation date before age three.

Coordinated Services Plan (CSP) must be Y or N. Enter Y if the school and agencies have an Act 264 Plan for the student as of December 1.

Primary Contact Phone format must be ###-###-####. Leave the phone field completely blank if there is no phone or, since the field must be completed for Exit students, enter 999-999-9999 for exited students with no phone.

Child Count ID #: Enter a 7-digit state assigned number or, if unknown, enter "0" as a temporary place holder.

Do not delay Evaluation Report meetings due to incomplete testing when you have sufficient information to determine eligibility. For instance, if a speech evaluation has not been completed within 60 days for initial evaluations or before the triennial date for re-evaluations, consider whether you have sufficient information to determine eligibility in any of the suspected disability areas in the Evaluation Plan. Determine eligibility within the prescribed timeframe and revisit the additional testing when it is available.

Schedule meetings in advance of due dates so every student has a current IEP and Evaluation Report. Make sure that child count information is entered promptly so the child count report is accurate.