

# 2015 Child Count Training



**District of Columbia**  
**Office of the State Superintendent of Education**  
**September 2, 2015**  
Hanseul Kang, State Superintendent

# Before we get started...

- A copy of today's webinar slides will be available for download on the SEDS Resource Site LEA SE POC resource page:  
<https://sites.google.com/a/dc.gov/seds-help-resources/seds-roles/lea-seds-data-administrator-training>
- During the webinar, participants are encouraged to ask questions by typing in the question box.
- A follow-up email will be sent to all LEA SE POCs that will include the link to the recording.

# Regulatory Context

The Child Count data collection is a federally mandated activity per 34 CFR § 300.641(a) that is reported annually and serves as the official special education enrollment number for the District of Columbia.

# Child Count Timeline

## Phase I

- LEA Attend Training

## Phase II

8/31/2015 – 11/24/2015

- LEA Access, Review, and Resolve all Child Count Data Anomalies

## Phase III

10/7/2015

- LEA Sign and Submit Data Anomalies Acknowledgement Form

## Phase IV

12/11/2015

- LEA Submit Signed Certification Form and Child Count Roster

# Child Count Action Steps

Review and Correct  
Demographic and Special  
Education Information

Confirm Accuracy of All Data  
no later than  
October 5, 2015

Submit Signed Data  
Anomalies Acknowledgement  
Form by October 7, 2015

Access, Review and Resolve Anomalies  
August 31, 2015 – November 24, 2015

Submit Completed and Signed  
Certification Form, along with Roster no  
later than December 11, 2015

# Data System Access and Communication

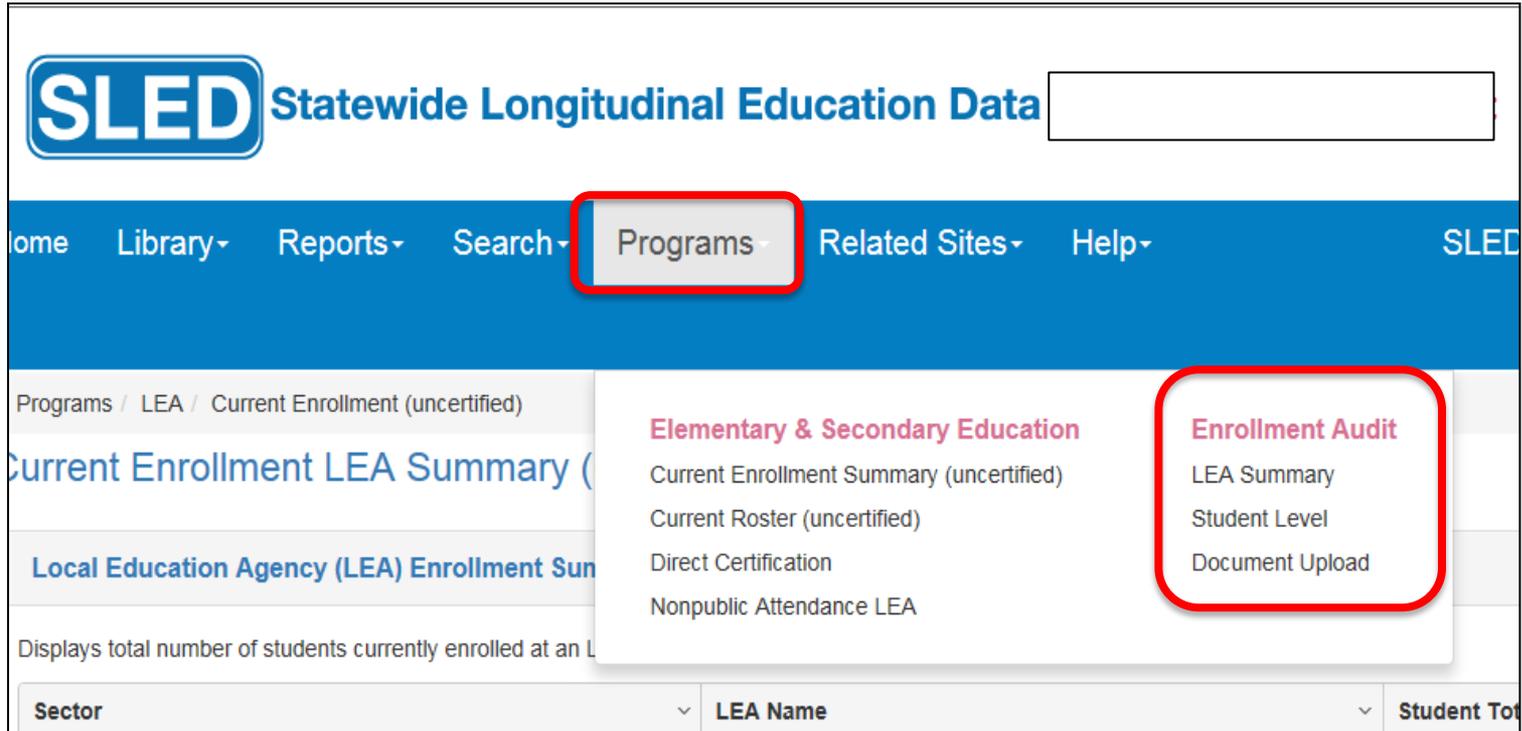
- **Child Count in SLED** – Primary location for LEAs to review all data for Child Count
- **SEDS** – Primary system for inputting and updating special education student information.
- **2015 Enrollment Audit QuickBase Application** – The application will be used for the collection of data not captured by the LEA SIS or SEDS; and, will also be used throughout the audit for the upload of residency, resolution, appeals, and LEP documentation.
- **SLED Data Quality Error Report** – Allows LEAs to see data errors in a student’s enrollment and/or demographic record that would potentially prevent the student from appearing accurately in the Enrollment Audit Roster Verification or Child Count in SLED (or in SEDS).
- **OSSE Support Tool** –Allows LEAs to enter a request for support from OSSE for the purposes of correcting/updating Enrollment Audit or Child Count data; available to LEA Special Education Points of Contact(LEA SE POC), and Enrollment Audit Points of Contact, or LEP Points of Contact.
- **SEDS Resource Site** – Provides guidance documents on the use of SEDS, particularly the process for completing IEP Amendments



# **Statewide Longitudinal Education Data (SLED)**

# Accessing the Child Count Data in SLED

1. Navigate to <https://sled.osse.dc.gov>.
2. Log-in with your SLED credentials\*.
3. Click on Programs in the top navigation panel. The Enrollment Audit report options are shown in the dropdown menu.

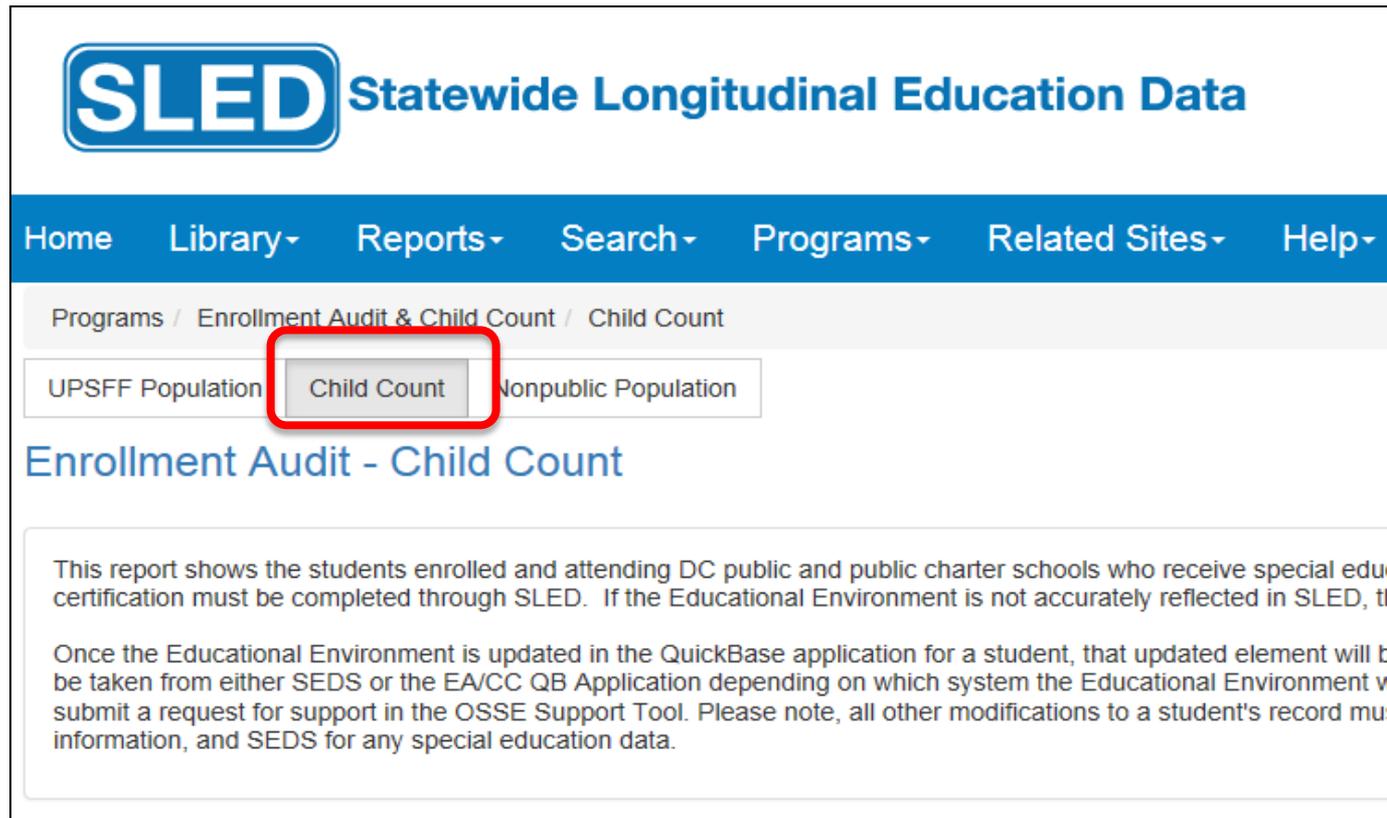


The screenshot shows the SLED website interface. At the top left is the SLED logo and the text "Statewide Longitudinal Education Data". To the right is a search box. Below this is a blue navigation bar with the following items: Home, Library, Reports, Search, Programs, Related Sites, Help, and SLED. The "Programs" item is highlighted with a red box. Below the navigation bar, a dropdown menu is open for "Programs". The dropdown menu has a breadcrumb trail: "Programs / LEA / Current Enrollment (uncertified)". The main content area shows "Current Enrollment LEA Summary (uncertified)". Below this is a section titled "Local Education Agency (LEA) Enrollment Summary" with a description: "Displays total number of students currently enrolled at an LEA". The dropdown menu for "Programs" is open, showing two columns of options. The left column is titled "Elementary & Secondary Education" and includes: "Current Enrollment Summary (uncertified)", "Current Roster (uncertified)", "Direct Certification", and "Nonpublic Attendance LEA". The right column is titled "Enrollment Audit" and includes: "LEA Summary", "Student Level", and "Document Upload". The "Enrollment Audit" column is highlighted with a red box. At the bottom of the page, there is a table with columns: "Sector", "LEA Name", and "Student Tot".

\*To gain SLED access, email [sled.info@dc.gov](mailto:sled.info@dc.gov). Training is required before access can be granted.

# Accessing the Child Count Data in SLED

4. Click on “Child Count” to view students at your LEA who receive special education services.



The screenshot displays the SLED (Statewide Longitudinal Education Data) website interface. At the top left is the SLED logo, followed by the text "Statewide Longitudinal Education Data". Below this is a blue navigation bar with the following menu items: Home, Library, Reports, Search, Programs, Related Sites, and Help. Underneath the navigation bar is a breadcrumb trail: Programs / Enrollment Audit & Child Count / Child Count. A horizontal menu contains three buttons: "UPSFF Population", "Child Count", and "Nonpublic Population". The "Child Count" button is highlighted with a red rectangular box. Below the menu is the heading "Enrollment Audit - Child Count". A text box contains the following information: "This report shows the students enrolled and attending DC public and public charter schools who receive special education certification must be completed through SLED. If the Educational Environment is not accurately reflected in SLED, the...". Below this is another text box: "Once the Educational Environment is updated in the QuickBase application for a student, that updated element will be taken from either SEDS or the EA/CC QB Application depending on which system the Educational Environment was submitted. Please submit a request for support in the OSSE Support Tool. Please note, all other modifications to a student's record must be submitted through the OSSE Support Tool, and SEDS for any special education data."



# Data Verification

# Data Verification and Summary of Actions

Data Element	Source System	Description
USI	LEA SIS	10 digit USI assigned by OSSE/SLED
First Name	LEA SIS	Student's First Name
Last Name	LEA SIS	Student's Last Name
DOB	LEA SIS	Student's Date of Birth
Age on 10/5/2015	LEA SIS	Student's age calculated from DOB as of 10/5/15
Gender	LEA SIS	Student's Gender
Grade	LEA SIS	Student's Grade
Race	LEA SIS	Student's Race
LEP	LEA SIS	Student's Limited English Proficiency Status
LEA	LEA SIS	Student's attending LEA as of 10/5/2015

# Demographic Data – Summary of Actions

- Review and correct student demographic data
- If any of the student demographic data is inaccurate, the data should be corrected in the LEA Student Information System (SIS).
- Data is collected nightly from the LEA's SIS and reflected the next day in OSSE's systems.
- Work closely with your LEA's Data Manager or Registrar to ensure that all data is accurate and up to date in all systems.

# Special Education Data Verification

## Review Student Information

Primary Disability	SEDS	Student's primary disability as of 10/5/2015
Most Recent IEP Date	SEDS	Date of Most recent IEP
IEP Event ID	SEDS	Event ID for IEP from which Services are pulled
Most Recent Eligibility Date	SEDS	Date of most recent eligibility as of 10/5/2015
Total Hours Outside General Education Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered OUTSIDE of the general education setting.
Total Hours In General Education Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered IN of the general education setting.
Total Hours	SEDS	Hours for all specialized instruction and related services prescribed on the IEP regardless of setting
% Outside General Education Setting	SEDS	Total number of hours prescribed on IEP divided by the number of school hours by week
Environment	SEDS	Education Environment from the Least Restrictive Environment page within the IEP Process
Dedicated Aide	SEDS	Whether the student has a dedicated aide prescribed on the IEP.
Dedicated Aide Hours	SEDS	If there is a dedicate aide included on the IEP, the number of hours per week the aide is assigned

# Data Verification – Summary of Actions

- Review and correct special education student data
- ALL special education data elements should be corrected/updated in SEDS, with the exception of Educational Environment. Please make corrections to Educational Environment using the 2015 Enrollment Audit and Child Count QuickBase Application.
- Please begin the review process as soon as possible to allow ample time for the completion of IEP amendment meetings and/or annual IEP review meetings, as needed. Child Count data will be based on student enrollment and educational environment data as of **5:00 pm, Monday, October 5, 2015.**
- Please refer to the IEP Amendment Policy when making changes to the IEP. (<http://osse.dc.gov/publication/individualized-education-program-amendment-guidance-final-april-21-2010>)

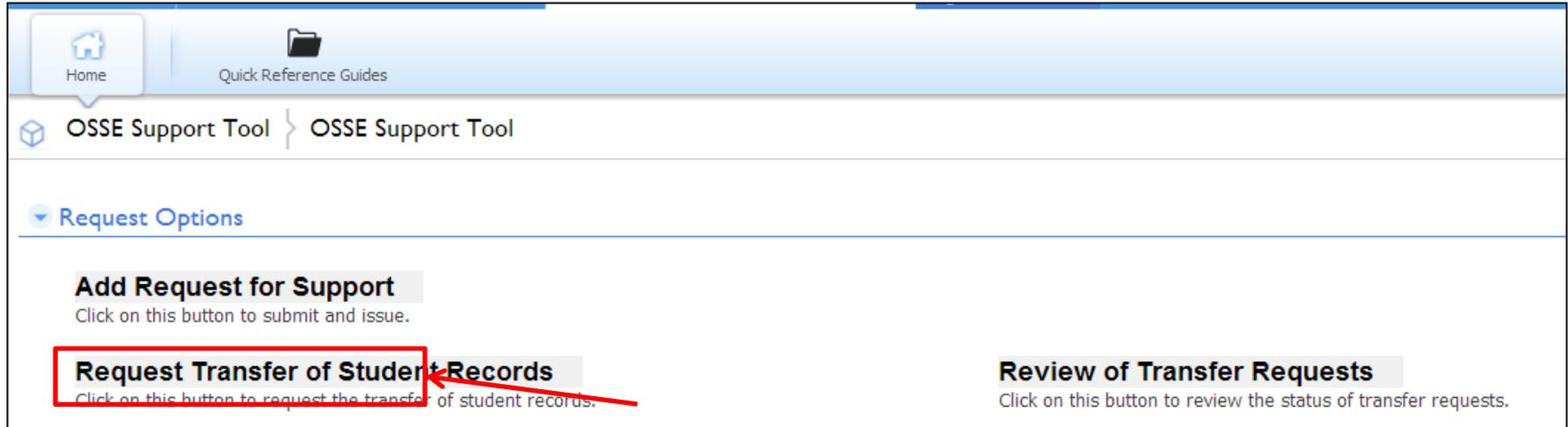


# **OSSE Support Tool (OST)**

# OSSE Support Tool (OST)

- The OSSE Support Tool (OST) is a QuickBase Application, which is used to submit request(s) for support to OSSE.
- The OST is available to the SEDS LEA Special Education Point of Contact, Head of LEA, Enrollment Audit Point of Contact, and LEP Point of Contact.
  - SEDS LEA Special Education POCs have access to enter issues about anything related specifically to SEDS.
  - Other OST users have access to enter issues specific to Enrollment or Enrollment Audit.
- There are **two** specific instances where information **should** be entered into the OST:
  - IEP Amendments that are completed after 10/5/15. If an IEP Amendment is completed prior to 10/5/15, the data will automatically be captured in the Child Count in SLED.
  - If dedicated aide information in Child Count is not accurate in SLED, and the LEA believes that an IEP Amendment should not be completed to make the correction, it **SHOULD** be entered in the OST.

# OSSE Support Tool (OST)



Home Quick Reference Guides

OSSE Support Tool > OSSE Support Tool

Request Options

**Add Request for Support**  
Click on this button to submit and issue.

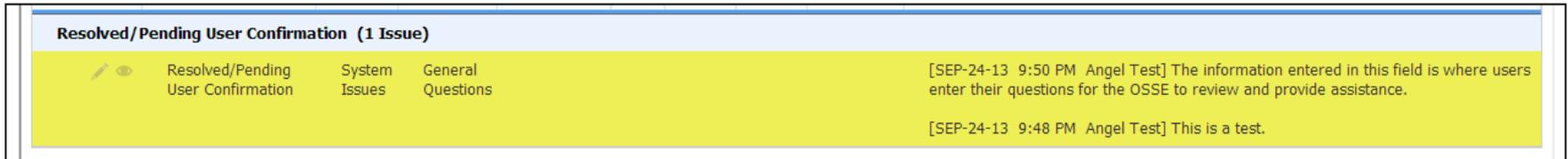
**Request Transfer of Student Records**  
Click on this button to request the transfer of student records.

**Review of Transfer Requests**  
Click on this button to review the status of transfer requests.

- To send OSSE a question/issue, click on the **“Add Request for Support”** button.
- To request student records to be transferred to your LEA’s SEDS site, click the **“Request Transfer of Student Records”** button (**For Independent LEAs ONLY**).
- To review the status of submitted transfer requests, click the **“Review of Transfer Requests”** button (**For Independent LEAs ONLY**).
- **Dependent Charter LEAs** should go through the DCPS Help Desk to resolve any issues with SEDS.

# OSSE Support Tool (OST)

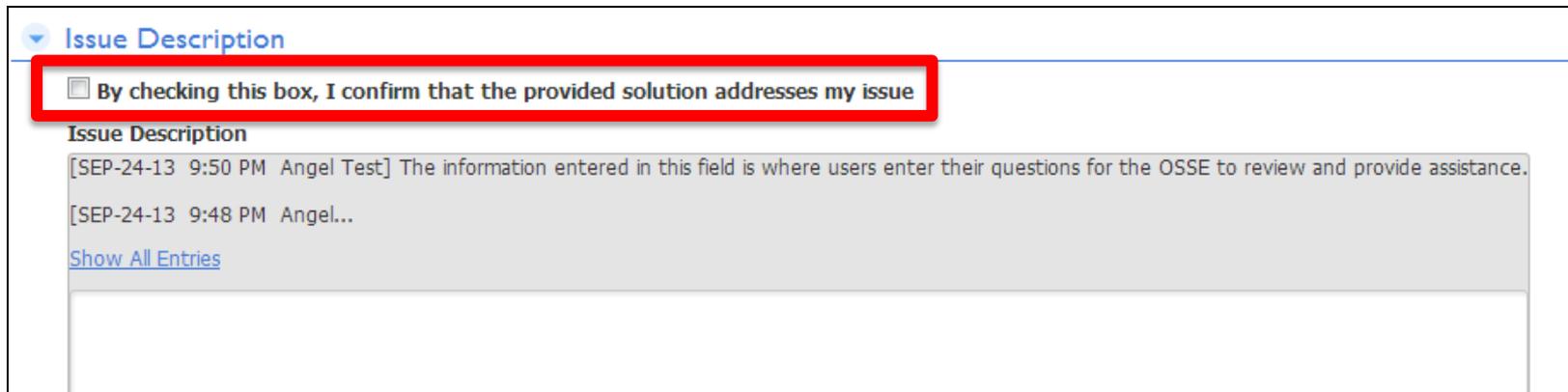
Once the user has accepted the suggested solution offered by the State, the user should inform the State by checking the box below that the issue has been resolved.



The screenshot shows a table with the following structure:

Resolved/Pending User Confirmation (1 Issue)			
	Resolved/Pending User Confirmation	System Issues	General Questions
[SEP-24-13 9:50 PM Angel Test] The information entered in this field is where users enter their questions for the OSSE to review and provide assistance.			
[SEP-24-13 9:48 PM Angel Test] This is a test.			

To confirm the issue has been resolved, click on the edit icon (  ) next to the request.



The screenshot shows the 'Issue Description' section of the OSSE Support Tool. A red box highlights the checkbox and text:  By checking this box, I confirm that the provided solution addresses my issue. Below this is a text area containing the following text: [SEP-24-13 9:50 PM Angel Test] The information entered in this field is where users enter their questions for the OSSE to review and provide assistance. [SEP-24-13 9:48 PM Angel... Show All Entries

Check the box above the Issue Description box to inform OSSE that the issue has been resolved.

To enter clarifying information use the issue description box. Click  .

# IEP Amendments

## **ENTERING IEP AMENDMENT INFORMATION into the OST**

- All IEP Amendments completed after October 5, 2015, for the purpose of correcting Child Count data , **should** be submitted to OSSE in the OST by the LEA Special Education Point of Contact.
- If an **IEP AMENDMENT** is completed after the Child Count date, the following information should be included in the request:
  - Student USI
  - Student Last Name
  - Student First Name
  - Student DOB
- In the **ISSUE DESCRIPTION** box, the following information should be entered:
  - IEP Amendment Date
  - IEP Amendment Event ID
  - Child Count data element(s) that need to be updated for Child Count

# Entering Dedicated Aide Information in the OSSE Support Tool

- Users will need to provide the following information in the required fields within the OST:

- Student USI
- Student Last Name
- Student First Name
- Student DOB

In the ISSUE DESCRIPTION box, enter the following information:

- Dedicated Aide Indicator appearing in the Child Count Tab within SLED
- Dedicated Aide Hours appearing in the Child Count Tab within SLED
- The correct Dedicated Aide Indicator (what the response should be)
- The correct Dedicated Aide Hours (what the hours should be)
- A brief description regarding why this information would need to be updated outside of an IEP Amendment



# **SY 2015-2016 Enrollment Audit and Child Count QuickBase Application**

# Educational Environment

- The Educational Environment selected for students will be displayed based on the Least Restrictive Environments Section in the IEP Process in SEDS.
- If the Educational Environment is missing or inaccurate in SLED, LEAs should make the correction in the SY 2015-2016 OSSE Enrollment Audit and Child Count QuickBase Application.

The screenshot shows the 'Edit Student #615049' page in the 'Enrollment Audit Child Count' application. The page is divided into two main sections: 'STUDENT DEMOGRAPHIC INFORMATION' and 'CHILD COUNT INFORMATION'. The 'STUDENT DEMOGRAPHIC INFORMATION' section is currently blank. The 'CHILD COUNT INFORMATION' section contains a table with the following data:

Most Recent IEP Date	10-29-2013	IEP Event ID	9854		
SPED Primary Disability	Specific Learning Disability	% Outside of General Ed Setting	0	Total SPED Hours	16.5
SEDS Educational Environment	A - 0-20 % outside general education classroom	User Updated Educational Environment	<input type="text" value=""/>	Child Count Education Environment	A - 0-20 % outside general education classroom

A red rectangular box highlights the 'User Updated Educational Environment' input field, which is currently empty.

# Educational Environment

Next, select the educational environment which should be displayed in the SLED Child Count roster.

**CHILD COUNT INFORMATION**

Most Recent IEP Date	10-29-2013	IEP Event ID	9854		
SPED Primary Disability	Specific Learning Disability	% Outside of General Ed Setting	0	Total SPED Hours	16.5
SEDS Educational Environment	A - 0-20 % outside general education classroom	User Updated Educational Environment	<ul style="list-style-type: none"> <li>A - 0-20 % outside general education classroom</li> <li>B - 21-60% outside general education classroom</li> <li>C - 61%-100% outside general education classroom</li> <li>Correctional facility</li> <li>Home</li> <li>Homebound/Hospital</li> <li>In regular early childhood program at least 10 hours/week and most special education services provided in general education setting</li> <li>In regular early childhood program at least 10 hours/week and most special education services provided outside general education setting</li> <li>In regular early childhood program less than 10 hours/week and most special education services provided in general education setting</li> <li>In regular early childhood program less than 10 hours/week and most special education services provided outside general education setting</li> <li>Residential facility</li> <li>Separate class</li> <li>Separate school</li> <li>Service provider location</li> <li>Parentally Placed in Private School</li> </ul>	Child Count Education Environment	A - 0-20 % outside general education classroom
SEDS SPED Environment Date	10-29-2013	User Updated Educational Environment Date		Child Count Education Environment Source	SEDS

As a reminder, please be sure to select the appropriate educational environment for students placed at nonpublic schools in SEDS, which is typically “Separate School” or “Residential.” If this is not the correct environment, update via the Child Count QuickBase Application.



# **Child Count Data Anomalies Acknowledgement and Certification Process**

# Child Count Analysis

- OSSE will conduct an in-depth analysis of all data submitted to find the following, but not limited to:
  - Duplicative enrollment across LEAs
  - Students with missing demographic information
  - Students that are not ages 3 through 21
  - Students with primary disability of developmental delay older than 7 years old
  - Discrepancies in Educational Environment
  - Students with excessively high ( >35 hours) or low (<0.5) hours
- As a result of OSSE analysis, LEAs will receive a report of all the issues identified in their data.
- If the LEA receives one or more issues identified through the analysis process, corrections should be made and the LEA is required to certify no later than 5:00 pm, December 11, 2015.

# Child Count Anomalies: QuickBase Application

To access an anomaly, click on the description located in the 'Label' column

Child Count Anomalies | Anomaly Summary Report [REDACTED]

SETTINGS | REPORTS & CHARTS | + New Anomaly | Favorite | Email | More | Customize this Report

Search these anomalies [REDACTED]

						All
LEA ID	LEA Name	Label	Description	Steps for LEA	Initial LEA Response Received	Number of Anomalies
[REDACTED]	[REDACTED]	<a href="#">Dedicated Aide Indicator is YES but there are no Dedicated Aide Hours indicated or the student has excessively high dedicated aide hours.</a>	<a href="#">Student has excessively low or excessively high hours indicated for dedicated aide services.</a>	<a href="#">Update the dedicated aide hours in SEDS by completing a dedicated aide justification form through an IEP Amendment or Annual IEP Review.</a>	no	1
[REDACTED]	[REDACTED]	<a href="#">Dedicated Aide Indicator is YES but there are no Dedicated Aide Hours indicated or the student has excessively high dedicated aide hours.</a>	<a href="#">Student has excessively low or excessively high hours indicated for dedicated aide services.</a>	<a href="#">Update the dedicated aide hours in SEDS by completing a dedicated aide justification form through an IEP Amendment or Annual IEP Review.</a>	yes	90
[REDACTED]	[REDACTED]	<a href="#">Student has a low frequency educational environment.</a>	<a href="#">The student has a low frequency educational environment selected.</a>	<a href="#">Review educational environment to ensure it is accurate.</a>	yes	299
[REDACTED]	[REDACTED]	<a href="#">Student has a missing educational environment</a>	<a href="#">Student has a missing educational environment.</a>	<a href="#">Update the educational environment in SEDS.</a>	yes	12
[REDACTED]	[REDACTED]	<a href="#">Student has educational environment that does not appear to be consistent with at least one other data value for the student</a>	<a href="#">The educational environment that was selected does not appear to match one of the other data elements for the student, i.e., attending school, % of services received outside of the general education setting, etc.</a>	<a href="#">Make the appropriate changes to the educational environment or any other inaccurate data elements in the respective source system</a>	yes	660

# Child Count Data Anomalies: Next Step

- Click on the pencil icon  and it will take you to the identified anomaly workspace to provide a response

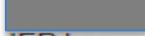
1-50 of 91 Anomalies									
	Anomaly ID #	Anomaly Category	Anomaly Description	Steps for LEA	LEA Response	Data Change Indicator	Educational Environment (Checkbox)	Primary Disability (Checkbox)	Hours in General Ed (Checkbox)



Dedicated Aide Hours

The IEP for the student implies the student as a dedicated aide but there are no dedicated aide hours indicated on the IEP (via the Dedicated Aide Justification Plan). Please review the IEP and make any necessary corrections by

Update the dedicated aide hours in SEDS by completing a dedicated aide justification form through an IEP Amendment or Annual IEP Review.

[NOV-13-14 9:03 AM   
  
 IEP has been amended to remove Dedicated Aide indicator

Yes

# Child Count Data Anomalies: Workspace

## ANOMALIES IDENTIFIED

Anomaly ID # [REDACTED]

Anomaly Category **Dedicated Aide Hours** ▼

Anomaly Description  
The IEP for the student implies the student as a dedicated aide but there are no dedicated aide hours indicated on the IEP (via the Dedicated Aide Justification Plan). Please review the IEP and make any necessary corrections by completing an IEP Amendment or an Annual IEP Review.

## LEA RESPONSE

LEA Response [NOV-13-14 9:03 AM] [REDACTED] IEP has been amende

Data Change Indicator Yes ▼

Dedicated Aide Indicator (Checkbox)

IEP Amendment Indicator Yes ▼

IEP Amendment Event ID\* [REDACTED]

IEP Amendment Event Date\* 10-24-2014 📅

Enrollment Indicator ▼

Appeals Indicator ▼

OST Ticket Indicator ▼

# Child Count Data Anomalies: Acknowledgement Form Submission

- LEAs are required to submit the Data Anomalies Acknowledgement form, signed by the Head of School, **no later than 5:00 pm, Wednesday, October 7, 2015.**



Local Education Agency (LEA)  
2015 Child Count Anomalies Data Acknowledgement

I, \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_  
Printed name Title Name of LEA

acknowledge that the number of anomalies for my LEA is: \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OSSE must receive this acknowledgement form no later than 5:00 pm EST, October 7, 2015, to be considered timely.

- If data anomalies are not resolved by the specified time, the LEA will be issued a finding from the Special Education LEA Monitoring Team.

# Child Count Preparation for Certification

- Be sure all students listed were receiving services as of **October 5, 2015**.
- Ensure all demographic and special education information is accurate for all students.
- Be sure the educational environment indicated is accurate.
- Review and resolve all data anomalies, no later than November 24, 2015, to be considered timely.

# OSSE Review of LEA Certification

It is highly recommended that LEAs submit their certification timely.

OSSE will review the certification to ensure the following :

- Certification form should be signed by the Head of LEA.
- There should not be any handwritten corrections on the certified roster report.
- The number of students entered on the Certification Form are required to match the number of students on the certified roster report.
- The table on the certification form is complete in its entirety
- The date the Certification Form is signed should be no earlier than October 6, 2015.

# Accessing the Data Anomalies Acknowledgement and Certification Form

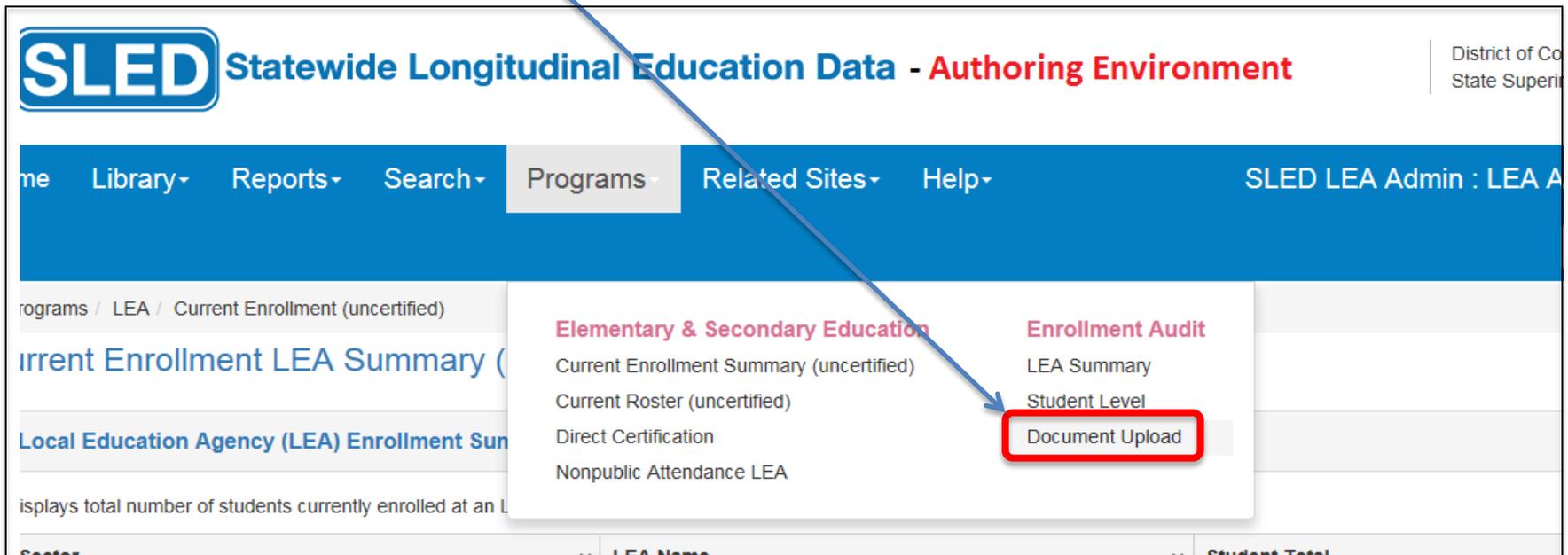
1. Navigate to SLED at <https://sled.osse.dc.gov>.
2. Click on the Reports tab.
3. Select on the Enterprise Reporting System menu option.
4. Input your SLED credentials.
5. Once logged-in, under Enrollment Audit and Child Count Reports, find and select the Child Count Data Anomalies Acknowledgement form and the Child Count Certification Report.
6. Download the report and complete all necessary information.

The screenshot shows the SLED Statewide Longitudinal Education Data website. The 'Reports' tab is highlighted in the top navigation bar. A dropdown menu is open, showing 'Enterprise Reporting System' as the selected option. Below this, the 'Enterprise Reporting System' interface is displayed, featuring a 'Most Viewed in Catalog' section with a list of reports. The 'Enrollment Audit Certification' report is highlighted in a red box. The 'Recently Viewed Reports' section on the right lists several reports, including 'Enrollment Audit Certification'.

# Submitting the Certification Form

Certifications are due by 5:00 PM on December 11.

1. Navigate to <https://sled.osse.dc.gov>
2. Log-in with your SLED credentials\*.
3. Click on Programs in the top navigation panel.
4. Select the Document Upload menu option.



The screenshot displays the SLED (Statewide Longitudinal Education Data) Authoring Environment interface. The top navigation bar includes 'Home', 'Library', 'Reports', 'Search', 'Programs', 'Related Sites', and 'Help'. The 'Programs' menu is open, showing a list of options under 'Elementary & Secondary Education' and 'Enrollment Audit'. The 'Document Upload' option is highlighted with a red box. A blue arrow points from the 'Document Upload' option in the dropdown menu to the 'Document Upload' option in the list. The page title is 'SLED Statewide Longitudinal Education Data - Authoring Environment' and the user is logged in as 'SLED LEA Admin : LEA A'.

**SLED** Statewide Longitudinal Education Data - **Authoring Environment** District of Columbia State Superintendent

Home Library Reports Search Programs Related Sites Help SLED LEA Admin : LEA A

Programs / LEA / Current Enrollment (uncertified)

Current Enrollment LEA Summary (uncertified)

Local Education Agency (LEA) Enrollment Summary (uncertified)

Displays total number of students currently enrolled at an LEA

Elementary & Secondary Education

- Current Enrollment Summary (uncertified)
- Current Roster (uncertified)
- Direct Certification
- Nonpublic Attendance LEA

Enrollment Audit

- LEA Summary
- Student Level
- Document Upload**

Sector LEA Name Student Total

# Submitting the Certification Form

5. Click on the Enrollment Audit Certification tab.
6. Browse and upload the completed and signed certification form by 5:00 PM on December 11.

Enrollment Audit Certification Child Count Data Anomalies Acknowledgement Form **Child Count Certification Report**

## Enrollment Audit Certification

**Upload Window: 10/6/2015 9 AM - 10/07/2015 5 PM**

### Enrollment Audit Certification

Click the **Choose File** button to select the document. Complete the remaining fields and select the **Upload** button.

**Note:** PDF file only.

**File Name**  Browse...

**Document Title**

Fields marked with an Asterisks(\*) are required

**Upload** Clear

### Enrollment Audit Certification History

Document Title	File Name
	AgileAdoptionSteps9-10.pdf
	AgileAdoptionSteps...
PdF	AgileAdoptionSteps...
pdf	AgileAdoptionSteps9-10.pdf
PdF	AgileAdoptionSteps...
test server	SLED_Demo_QA.pdf
LEA 001	SEATS-Training-State.pdf

1 10 items p

# Child Count Data Certification Submission

- LEAs are required to certify that all Child Count information is correct via SLED **no later than 5:00 pm, Friday, December 11, 2015:**
- Remember: DCPS will certify the data for students with IEPs attending Dependent Charter schools, since these LEAs elected DCPS as their LEA for special education.
- Failure to submit timely documentation could result in:
  - **Impact on local determinations**
  - **Impact on funding**
- Follow directions for submitting the Child Count Certification (roster from SLED must be attached), as outlined in the OSSE Enrollment Audit and Child Count Handbook.

# Child Count: Data Certification Form



Local Education Agency (LEA)  
Certification of FFY 2015 Child Count and Educational  
Environments Data

I, \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_  
Printed Name Title Name of LEA

certify that the data provided to the Office of the State Superintendent of Education (OSSE) for Federal Fiscal Year 2015 from the OSSE Child Count View in SLED are valid and reliable. Furthermore, I certify that the data provided are consistent with the requirements of Part B of the Federal Individuals with Disabilities Education Improvement Act, as found in PL 108-446, and all applicable laws and regulations under the District of Columbia.

The number of students receiving special education services at my LEA is: \_\_\_\_\_.

I understand that if my data anomalies are not resolved by the specified deadline, my LEA will be issued a finding from the Special Education LEA Monitoring Team.

I have attached a copy of the Child Count PDF Roster Verification Report from the OSSE SLED application for my LEA.



**FOR STUDENTS 3-5 YEARS OF AGE AS OF OCTOBER 3, 2013**

My LEA has at least one early childhood student who is attending a regular education early childhood program for at least 10 hours per week and receives most of their special education services in the regular education setting. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one early childhood student who is attending a regular education early childhood program for at least 10 hours per week and receives most of their special education services in an OTHER LOCATION rather than in the regular education setting. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one early childhood student who is attending a regular education early childhood program for less than 10 hours per week and receives most of their special education services in the regular education setting. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one early childhood student who is attending a regular education early childhood program for less than 10 hours per week and receives most of their special education services in an OTHER LOCATION rather than in the regular education setting. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one early childhood student who is in a separate special education classroom. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one early childhood student who is in a separate special education school. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one early childhood student who is in a residential setting. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO



Local Education Agency (LEA)  
Certification of FFY 2015 Child Count and Educational  
Environments Data

My LEA has at least one early childhood student who is receiving special education services in a home environment, who attends neither a regular early childhood program nor a special education program. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one early childhood student who is receiving special education services at a service provider location or some other location that is not in any other category. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

**FOR STUDENTS 6-21 YEARS OF AGE AS OF OCTOBER 3, 2013**

My LEA has at least one student who is in a separate special education school. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one student who is in a residential setting. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one student who is parentally placed in a private school or home schooled AND is receiving special education service from the LEA. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one student who is homebound or in a hospital AND is receiving special education service from the LEA. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

My LEA has at least one student who is in a correctional facility. If yes, I have indicated which student(s) is in this category by identifying the correct Educational Environment in SEDS or updating the Educational Environment in the EA/CC QuickBase application.

\_\_\_ YES \_\_\_ NO

BY SIGNING BELOW, I CERTIFY THAT I HAVE THE AUTHORITY TO CERTIFY THE ACCURACY AND RELIABILITY OF THIS DATA FOR MY LEA AND THAT MY LEA WAS PROVIDING SPECIAL EDUCATION SERVICES TO THE STUDENTS ON THE ATTACHED LIST AS OF OCTOBER 3, 2013.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

OSSE must receive this certificate and data report from SLED by December 11, 2015 at 5:00 pm EST for your data submission to be considered timely.

Scan and email a signed copy of this form with the copy of your Child Count PDF Roster Verification Report to [osse.ideadata@dc.gov](mailto:osse.ideadata@dc.gov).

Please note that LEAs must comply with the final rulemaking of section 3019, in Chapter 30 (Special Education Policy) of Title 5-E (Education, Original Title 5) of the District of Columbia Municipal Regulations (DCMR), issued on December 4, 2009.

# Frequently Asked Questions

- **QUESTION:** What is Child Count?
- **ANSWER:** Child Count is a federally mandated activity as per 34 CFR 300.641(a) that is reported annually and serves as the official special education enrollment number for the District of Columbia.
  
- **QUESTION:** What is the official Child Count date for LEAs?
- **ANSWER:** The official child count date for LEAs is **no later than 5:00 pm, October 5, 2015.**
  
- **QUESTION:** Where do I submit the Data Anomalies Acknowledgement and Certification Forms?
- **ANSWER:** Both forms must be submitted in SLED in the Enrollment Audit section.
- **QUESTION:** How can the LEA Special Education Points of Contact register for SEDS training?
- **ANSWER:** LEA staff can register for the SEDS training by clicking on the following link:  
<https://sites.google.com/a/dc.gov/seds-help-resources/>
  
- **QUESTION:** Who should I contact if a student(s) does not appear in SEDS as expected?
- **ANSWER:** Contact your LEA's registrar to ensure that the student is properly enrolled in your LEA. Student information System. If it's determined that the student still is not showing in the system, you may submit a request through the OSSE Support Tool for further assistance.: <https://octo.quickbase.com/db/bh9ehz85s>

# LEA Child Count: Action Steps

Review and Correct  
Demographic and Special  
Education Information

Confirm Accuracy of All Data  
no later than  
October 5, 2015

Submit Signed Data  
Anomalies Acknowledgement  
Form by October 7, 2015

Access, Review and Resolve Anomalies  
August 31, 2015 – November 24, 2015

Submit Completed and Signed  
Certification Form, along with Roster no  
later than December 11, 2015