



Important Active Child Count Reminders

Grade

- The Grade of PK is used only for students ages 5 and under (3 to 5 year olds).
- Records with the Grade of PK for children ages 6 and up will be counted, if included in the child count, in the 5k - 21 age group, regardless of grade.
- Review age versus, Grade (e.g., you do not want a 5 year old in the 12th Grade).

Entitlement

- If the Entitlement Check box is unchecked, student will not be counted.
- Run the Periodic Count Export Student List Report for Not Entitled to review records that will not pull into the child count.

PSSP

- A Plan with the Type of PSSP, not IEP, must be documented for a Parentally Placed Private School student.
- The Setting of Parentally Placed in Private School is used ONLY for the Plan Type of PSSP.

Errors within the Submission (Submission Processing Workbox)

- All errors on Exited records in an Active Child Count (December and April) are deleted from inside the submission in the Data Error Summary screen.
- After errors are corrected, your count will move to Validation Completed. DO NOT RE-SUBMIT.

Correcting Errors After Certification

- Child Count must be Uncertified to make corrections.
- All error corrections should be made in the Validation Completed status under Move to Active, Exit or Delete Student until the count is closed to avoid any penalties for your LEA.
- If you are unable to correct the error in the Move to Active, Exit or Delete Student screen, correct the error inside the child record and re-submit the child count.

Do not make any changes to your count in Certified status during the submission period. Always Uncertify before correcting records.

Certification Page

- If the EC Director does not submit the child count, a verification form must be sent to DPI with original signature.
- Must be printed or saved for audit purposes.
- Page must display the correct total of Active records. If number is incorrect, review your data for errors, then resubmit, if needed, to achieve correct number of records.
- If a server error message displays during the certification, EC Director must uncertify and re-certify to obtain the page.

Important Data Reminders

- Once you certify your count and the state locks the database, the data is submitted to OSEP. Changes made to the submission total, are reflected in your LEA report, however, the OSEP submission does not change.