

## Important Exit Child Count Reminders

### *Record Requirements*

- Must have a current Active Plan on the day of Exit.
- Record must have been exited within the count period (July 1 to June 30).
- Record cannot be transferred into another LEA within the count period.

### *Age v. Exit Reason*

- Graduates, Drop Out & Received a Certificate - no less than 16 years old
- Reached Maximum Age - must be over 21
- The Drop Out Exit Reason is used for students that Drop Out at age 16 or older

### *Comparable Services Exit Reason*

- Use the earliest date possible for the Exit Reason Date
- Used only after you have counted an out-of-state placement record and are ready to activate the record for in-state placement
- Immediately bring record back into LEA with Pending status
- See FAQs for more details (*Students Transferring from another State*)

### *Revoked Consent Exit*

- In order to exit a child when consent for placement is revoked by the parent or student who has reached the age of majority, users must click the Exit button on the Special Ed screen and select the reason of "Consent Revoked".
- The student's status will be changed to Exited. The Exit count will include students with the reason of "Consent Revoked" in the category of "Transferred to Regular Education."

## ***Errors within the Submission*** (Submission Processing Workbox)

- All errors on Active records in an Exit Child Count (September) 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.
- 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 Exit 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.