



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 6 – 21 age group, regardless of Grade.
- Review Age versus Grade (e.g., you do not want a 15 year old in the 2nd 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.

Errors within the Submission (Submission Processing Work Box)

- After errors are corrected, your count will move to Validation Completed. DO NOT RE-SUBMIT.
- Then move forward to certify your submission.

Correcting Errors after Certification

Do not make any changes to your submission in Certified status while the child count period is still open. Always Uncertify before correcting records.

- Child Count must be Uncertified to make corrections.
- All error corrections should be made in the Validation Completed status until the count is closed to avoid any penalties for your LEA.

Periodic Count Certify Confirmation Screen

- If the EC Director does not submit and/or certify the child count, a verification form must be sent to DPI with EC Director's original signature.
- Must be printed or saved for audit purposes.
- Screen must display the correct total of Active records. If number is incorrect, uncertify your count, review your data for errors and then resubmit. Don't forget to Certify again.

Important Data Reminder

- Once the state closes the child count period, the data is submitted for federal and/or state reporting.
- Changes made to the submission total are reflected in your LEA reports; however, the federal and/or state reporting does not change.