

Important Exit Child Count Reminders

Record Requirements

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

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 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.