

Title I-D Subpart 2 Child Count Directions

Districts Serving a Neglected or Delinquent Facility

Purpose

The Annual Child Count Survey provides the U.S. Department of Education with data required by Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), to determine state allocations.

Part 1

First, run the Infinite Campus student ND child count ad-hoc report before completing the Child Count Report in the Grant Management Application & Planning System (GMAP). The ad-hoc report will produce a list of students that have been enrolled in your institution anytime from October 1 to October 30 of the current year and whose age is between 5 and 17. Here is a [brief video](#) (six-minutes) demonstrating this ad-hoc report process.

1. Select the current school year (SY) from the “Year” drop list.
2. Select the institution from the “School” drop list.
3. Click the “Index” tab
4. Expand ad-hoc Reporting
5. Click on Data Export
6. Via the “Saved Filter” listing, expand State Published by clicking the “+” symbol.
7. Scroll down the list to locate and select the state published ad-hoc named student N/D Child Count
8. Pick an Export Format (recommend selecting Delimited Values [CSV])
9. Click Export

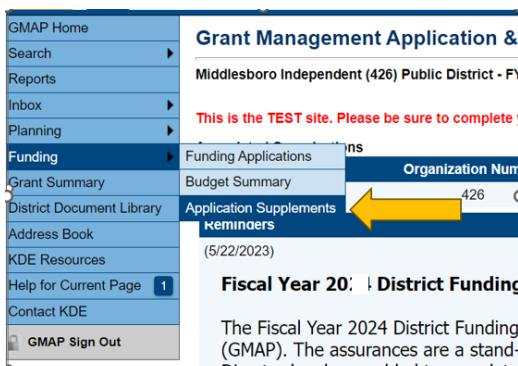
After running ad-hoc report:

Verify that all students included in the institution’s child count are produced in the institution’s ad-hoc report. If there are students that are included in the child count who are not generated on the ad-hoc report because they were enrolled in the institution on a non-instructional/non-attendance day, the student’s date of birth, entry date, and withdrawal date should be entered in the GMAP report. **If your institution does not have a school number within Infinite Campus, you will not be able to run an ad-hoc report.** All student count information will need to be entered in the GMAP report.

Part 2

Enter verified child count data into GMAP. Check your email or the Title I-D Subpart 2 Google Classroom site to see our recent training video demonstration of this process.

1. Log into GMAP. Then, go to the “Funding” tab on the main menu at left of page and select “Application Supplements”.



2. Make sure the year is set to the upcoming year. For example, if you're completing the report on November 2, 2024, select 2025. If you're completing the report on November 1, 2027, select 2028, etc. Then, click the "Child Count Subpart 2 Report".

Application Supplements

Middlesboro Independent (426) Public District - FY 20

This is the **TEST** site. Please be sure to complete your work

2024 ▾ Active ▾

Application Supplement

- Child Count Subpart 2 Report
- Declaration of Participation Report
- District Funding Assurances
- State Preschool Quality Information
- Title III Intent to Participate
- Title IV Intent to Participate

3. Change the status to "Child Count Subpart 2 Report Started" (located at top of sections page). Then click, confirm.

Child Count Subpart 2 Report Sections

Middlesboro Independent (426) Public District - FY 2024 - Child Count Subpart 2 Report

This is the **TEST** site. Please be sure to complete your work on the **LIVE** site.

Status: Not Started

Change Status To: Child Count Subpart 2 Report Started

4. Under "Selected School," click drop-down arrow, and select your neglected or delinquent facility.

View Change Log

Selected School: [Redacted] ▾

Description (View) Middlesboro Alternative School

All

5. Click on the "School Eligibility Status" section and confirm that your district serves a neglected or delinquent facility by clicking "Yes, and all necessary information has been completed for each facility".
6. After finishing step 5, click "Go To . . . Next Page". This brings you back to "Sections". Select your "Selected School" again using the drop-down arrow, and then click on "Basis for Eligibility" section. Select neglected or delinquent, then ensure it meets requirements by clicking the box below.

This is the **TEST** site. Please be sure to complete your work


Go To: Current Page, Next Page, Previous Page, Sections, History Log, School Eligibility Status, Child Count Subpart 2

* Does this district have:
 No
 Yes, and all necessary information has been completed for each facility

* Facility Type:
 Neglected
 Delinquent

* This institution qualifies for eligibility and assures the following:





- After finishing step 6, click "Go To . . . Next Page". This brings you to the "Child Count" section. Select the basis for your facility's designation. Enter the number of children ages 5-17 who resided in the local delinquent institution for at least one day during October 1 - 30 of the current school year. A student should not be counted more than once unless there has been a formal exit process and a subsequent entry process. Any students that do not appear on the Student ND Child Count ad-hoc report will be entered with their DOB, entry date, and exit date (if applicable) in the three boxes below. You may add an optional school calendar below, but it is not required for the Subpart 2 Report.

* Legal or Administrative Basis for designation of this institution:
 Select... 

If other is selected for basis of designation, please explain:

* Enter the number of children ages 5-17 who resided in the local delinquent institution for at least one day during October 1 - 30 of current school year. A student should not be counted more than once unless there has been a formal exit process and a subsequent entry process.

If there are students included in the count above but were not generated on the Infinite Campus student N/D child count ad-hoc report enter the following information below: date of birth, entry date, withdrawal date (Please keep all verification documentation on file for monitoring purposes.)
 Do not count children who turned 18 years of age prior to Oct. 1 of the current year.
 Do not count children who were not 5 years of age prior to Oct 1. of the current year.
 Withdrawal date cannot be prior to Oct. 1 of current year.

Date of Birth	Entry Date	Withdrawal Date
 <input type="text"/>  Clear	<input type="text"/>  Clear	<input type="text"/>  Clear
<input type="button" value="Add Row"/>		

- After completing step 7, click "Go to . . . Sections". Change the status to "completed" and then click confirm to submit to KDE for review. (located at the top of the sections page)

Child Count Subpart 2 Report Sections

Middlesboro Independent (426) Public District - FY 2024 - Child Count Subpart 2 Rej

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status: **Child Count Subpart 2 Report Started**

Change Status To: **Child Count Subpart 2 Report Completed**

Note: If you want to add a note or documentation regarding a discrepancy in data or a significant increase or decrease in numbers since last year, go to "Sections" and click on "Related Documents". There is a place to upload a document by the "Title I-D Other Documentation" section.