

**From:** Jenkins, Becky - Division of Enterprise Data  
**Sent:** Monday, November 09, 2015 3:55 PM  
**To:** All State KSIS Contacts <ksiscontacts@education.ky.gov>  
**Subject:** FW: Dec. 1 Child Count Reporting Issue-URGENT  
**Importance:** High

FYI – the email below was sent to district special education contacts from the Office of Next Generation Learners this afternoon.

Thanks!

**From:** McCowan, Joseph - Office of Next Generation Learners  
**Sent:** Monday, November 09, 2015 3:48 PM  
**Subject:** Dec. 1 Child Count Reporting Issue-URGENT  
**Importance:** High

As we approach a critical deadline for reporting December 1 Child Count, it is important for all school districts to ensure all special education students are being counted in order to ensure proper funding. KDE has been working with Infinite Campus to ensure all checks are in place in order to follow consistent processes in reporting. Through this collaboration, we have discovered that there are **critical errors that must be addressed at the district level** in order to ensure an accurate December 1 Child Count.

- If the ARC Planning Date in a student’s KY Evaluation is the same as the ARC Date of a previous Conference Summary, that student may not appear on the December 1 Child Count Report.

**Conference Summary**

Evaluation Editor  
*The ability to lock or mark a document as complete has been moved to the Documents tab, outside of the evaluation editors.*

\*ARC Date  
10/19/2015

**Purpose of the Meeting**

Disciplinary Review (Manifestation Determination)  
 IEP developed/reviewed/revised  
 Placement Options and Decisions

- An ad hoc filter called “**Student SPED CSR/KY Eval**” is available in the State Published folder that districts should run to identify students who have the same ARC date on the CSR and KY Evaluation.

**KY Evaluation**

Evaluation Editor

\*ARC Planning Date  
10/19/2015

\*Evaluation Type  
Initial Evaluation

ARC Eval Date

- If special education students are not showing up in the Child Count Report and/or the Error Report, districts must resolve this issue using the following steps:
  - unlock the KY Evaluation;
  - change the ARC Planning Date of the KY Evaluation to one day after the ARC Date on the Conference Summary;

- **do not change anything else** in the KY Evaluation document;
  - lock the KY Evaluation;
  - print the new KY Evaluation;
  - create and print the Word document (*Dec1\_ChildCount\_Amendment.docx*) that is attached to this email and check the box next to following statement:
 

*“Pursuant to guidance from the Kentucky Department of Education, the date on the attached document was changed from \_\_\_\_\_ (“original date”) to \_\_\_\_\_ (“amended date”). Despite this change, the original date is the correct date of the attached document. Due to Infinite Campus software errors, changing the original date to the amended date is necessary to ensure accurate reporting for 12/1/2015 Child Count.”*
  - attach this Word document and the revised KY Evaluation to the original KY Evaluation;
  - place all documents in the Due Process folder;
  - \*REMINDER: Nothing should be changed in any of these documents except the ARC Planning Date in the KY Evaluation.
  
- If a student’s disability was changed in the KY Evaluation between the dates of 7/8/15 and 9/9/15, the disability change may not show up correctly in the IEP and on the December 1 Child Count.
  - An ad hoc filter called **“Student SPED Eval Created”** is available in the State Published folder to assist districts in identifying students that may be affected by this issue. This filter will find students with KY Evaluations created between 7/08/15 and 9/9/15. Districts should review the records for the students returned by the filter to determine which students have the wrong disability on their IEP.
  - To resolve this issue, districts must
    - unlock and open the IEP for each student who is listed in the ad hoc results;
    - in the **Enrollment Status** editor of the IEP, click the button titled **Get Disability from Evaluation**;
    - **do not change anything else** in either document;
    - lock the IEP;
    - print the new IEP;
    - create and print the Word document (*Dec1\_ChildCount\_Amendment.docx*) that is attached to this email and check the box next to following statement:
 

*“Pursuant to guidance from the Kentucky Department of Education, the disability category in the IEP (attached) was changed from \_\_\_\_\_ (“errant disability category”) to \_\_\_\_\_ (“correct disability category”). Due to Infinite Campus software errors, changes in disability categories occurring between 7/8/15 and 9/9/15 were not properly captured by the software. This manual amendment is necessary to reflect the correct disability category and to ensure accurate reporting for 12/1/15 Child Count.”*
    - attach this Word document and the revised IEP to the original IEP;
    - place all documents in the Due Process folder;
    - \*REMINDER: Nothing should be changed in any of these documents except the disability in the IEP.
  - The disability for this student should now be correct in the December 1 Child Count Report.

Please see the attached document titled "RunningAdHoc.docx" if you have any questions about how to run an ad hoc report in Infinite Campus.

Also, as stated in the most recent special education training, it is highly recommended that each school district compare the December 1 Child Count Report to the Caseload Summary Report. If errors are showing up, please follow the necessary steps to make corrections in IC. If you notice students are on the Caseload Summary Report but they are not showing up on the December 1 Child Count Report, this issue needs to be submitted as a support ticket by the school district's Kentucky Student Information System (KSIS) support contact to Infinite Campus and shared with KDE.

Please contact [joseph.mccowan@education.ky.gov](mailto:joseph.mccowan@education.ky.gov) or [amy.patterson@education.ky.gov](mailto:amy.patterson@education.ky.gov) if you have questions. Thanks for all of your hard work on behalf of our students in Kentucky. Have a great day!

## Joe McCowan

Office of Next Generation Learners  
Kentucky Department of Education  
(502) 564-4970 ext. 4121  
Fax: (502) 564-9848