

From: [Jenkins, Becky - Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: FW: Title I, Part D, Subpart 2 Annual Child Count 2014-15
Date: Wednesday, October 29, 2014 3:46:51 PM

KSIS Contact:

The email below was sent to Title I coordinators yesterday. It includes information on a new state published ad hoc filter, *N/D Child Count 14-15*, developed to assist Title I coordinators in completing the Title I, Part D, Subpart 2 Annual Child Count for 2014-15. The system administrator in your district will need to share the new ad hoc filter with the appropriate staff in your district.

From: Murphy, Monica - Division of Consolidated Plans and Audits
Sent: Tuesday, October 28, 2014 1:59 PM
Subject: Title I, Part D, Subpart 2 Annual Child Count 2014-15

Dear Title I, Part D, Subpart 2 Coordinators or Title I, Part A Coordinators:

Attached you will find the annual child count form for Title I, Part D, Subpart 2. This annual child count is required by the U.S. Department of Education (USED). It provides the USED with the data necessary to generate fiscal year 2016 (school year 2015-16) funding for use in locally operated neglected and delinquent facilities. Children residing in neglected facilities generate Title I, Part A funds for use in the "Neglected" set-aside category on the Ranking Report. Children residing in delinquent facilities generate funds for Title I, Part D, Subpart 2 delinquent programs.

Please read the directions carefully and, if you have facilities in your district, coordinate with them to complete an accurate student count. If you are certain your district does not have any neglected or delinquent facilities please place an **XX** in the highlighted yellow box at the top of the survey form. A completed copy of the form containing handwritten signatures should be returned to KDE no later than **November 21, 2014**, to Monica.Murphy@education.ky.gov and Monica.Shack@education.ky.gov. If preferred, original copies may be mailed to the following address to ensure receipt by KDE by the same date:

Monica Murphy and Monica Shack
Program Consultants
Audit and Compliance Branch
Kentucky Department of Education
500 Mero Street
8th Floor, CPT
Frankfort, KY 40601

The process for verification has changed due to KDE's data security guidelines. KDE

cannot request student level personally identifiable information to be sent via hard copy or email. This includes student names, date of birth, race/ethnicity, etc. You will be asked to validate student enrollment for your facility through Infinite Campus. The process is included below:

Process for data validation:

- Facility will run state published ad-hoc *student N/D Child Count* (users may need to work with district administrator to be given rights to this ad-hoc).
- The ad-hoc will be published to district sites by October 30, 2014.
- The ad-hoc report will produce a list of students that have been enrolled in your facility anytime from 10/1/2014 – 10/30/2014 and whose age is between 5 and 17. Please note that 10/31/14 will not be included, as this date is not valid for the 30-day annual child count window.
- Ensure that all students that you include in your count on the form are included in the data from this ad-hoc report.
- Once your facility has completed the data validation, complete the [N/D Data Validation Survey](#), stating that the data in Infinite Campus is accurate.
- If there is a discrepancy in the data, this information should be included on the N/D Data Validation Survey as well.
- KDE will pull your facility's data from Infinite Campus State Edition (student level data does not need to be sent to KDE) upon receipt of your signed *Annual Survey of Children in Local Institutions for Neglected or Delinquent Children* form.

If you have any questions concerning the [annual child count](#), please contact either me or Monica Shack via email or the phone number listed in my signature below. If you have questions concerning the verification process and/or accessing the ad-hoc reports in Infinite Campus, please contact Cathy Lazarin at Cathy.Lazarin@education.ky.gov or at 502-564-3791 ext. 4006.

If you are not currently serving as the Title I, Part D, Subpart 2 Coordinator or the Title I, Part A Coordinator, please forward this information to the correct person. Thank you for your timely attention to this matter.

Sincerely,

Monica Murphy
Education Administration Program Consultant
Kentucky Department of Education
502-564-3791 ext.4050

Monica.murphy@education.ky.gov