



LEA Annual Child Count Survey Guide

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Introduction and Purpose

Annual Child Count Purpose

The purpose of this annual report is to provide the U.S. Department of Education (USED) 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), for use in the calculation of grants to local educational agencies (LEAs) and state agencies (SAs) responsible for providing free public education for children in institutions or community day programs for neglected or delinquent children.

Guide Purpose

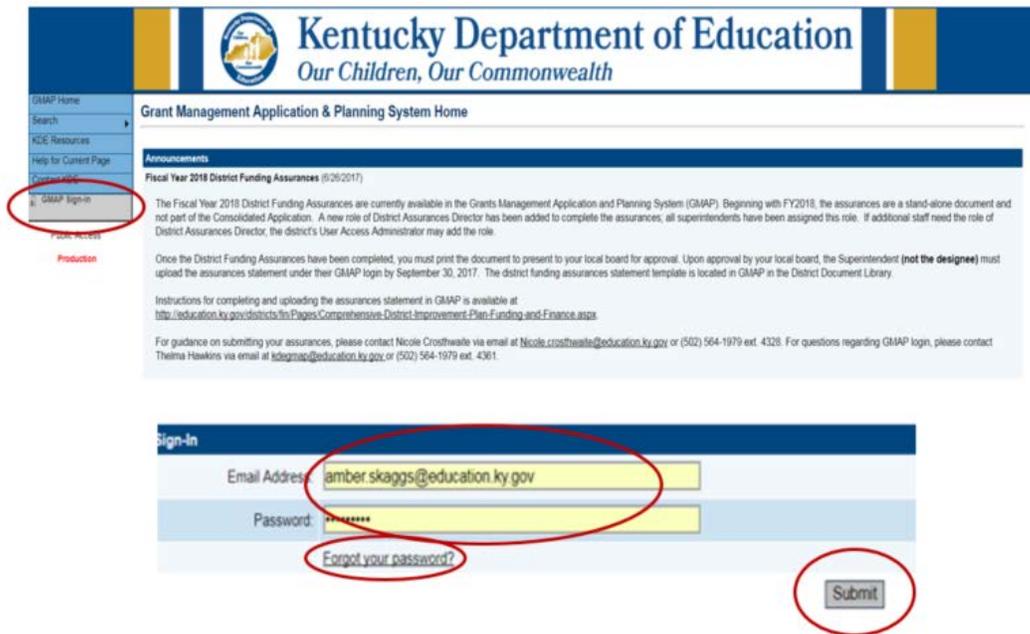
The purpose of the Annual Child Count Survey Guide is to help Title I, Part D (TIPD) coordinators navigate the Grant Management Application and Planning System (GMAP) in order to successfully complete the Child Count report that is to be submitted to the Kentucky Department of Education (KDE) each fall.

Note: The pictures included in this guide are meant to be general references of the page layouts within the GMAP system. Dates may not reflect the current year. If the text within the images is not legible, users may increase the size of the page by using the Zoom feature in the center of the toolbar at the top of the document. (See the image below)



Getting Started

1. You will first need to run the Infinite Campus *student ND child count* ad-hoc report before completing the Child Count Report in GMAP. See [Appendix A](#) for the Infinite Campus (IC) ad-hoc instructions. *(Only complete this step if your facility has a school code within IC.)*
2. Use any browser to access [GMAP](#). Below you will find a snapshot of the GMAP Home Page and Sign-In Page.



3. Click "GMAP Sign-In" from the Main Menu located on the left.
4. Enter your email address and password.
 - a. An email containing password information was sent to each contact when their name was first entered into the GMAP system. The email would have been sent from GMAP.NoReply@eGrantsManagement.com. If you did not receive your password contact your state coordinator.
 - b. If you have forgotten your password, use the "Forgot your password" link to reset the password.
5. Click "Submit."
6. If your district serves both a Subpart 1 and Subpart 2 institution, your homepage upon login may resemble the picture below. Before you can start working on the report you must first select the "Associated Organization" to ensure you are working within the correct report.

Grant Management Application & Planning System Home

Associated Organizations

Organization Number	Organization Name
061	Breathitt County
DIS-061-033	Breathitt Day Treatment

Announcements
FY19 Consolidated Application (7/3/2018)

Grant Management Application & Planning System Home

Clinton County (131) Public District

Associated Organizations

Organization Number	Organization Name
131	Clinton County

Funding Applications

Application Supplements (7/3/2018)

Consolidated Application Now Open - Due August 31

The FY19 Consolidated Application is now open, and the application is due **August 31**. Allocations in GMAP are preliminary for the 2018-2019 school year. Final allocations will be released late fall when final notification is received from the U.S. Department of Education.

If you have questions, please contact the following

- Title I Ranking Report: [Title I - Part A Consultants](#)
- Title I, Part D Neglected and Delinquent: [Morica Shack or Amber Shaons](#)
- Title II - A Supporting Effective Instruction: [Title II - Part A Consultants](#)

- Click on the Organization Name or select “Application Supplements” from the “Funding” tab on the Main Menu to go to the Child Count Report. Above is a snapshot of where the tab is located on the Main Menu.

The Main Menu allows for quick navigation between GMAP components. You can hover over menu items to view sub-menus.

Exhibit 1 and 2 below are snapshots of what your screen may resemble depending on the route you choose to access the report.

Exhibit 1

Funding Applications

Clinton County (131) Public District - FY 2019

2019 All Active Applications

Additional Applications	Status	Status Date
District Funding Assurances	District Funding Assurances Director Approved	9/04/2018
Intent to Participate	Intent To Participate Superintendent Approved	4/23/2018
Declaration of Participation Report	Not Started	9/14/2018
Child Count Subpart 2 Report	Not Started	9/12/2018

Application Supplements

Clinton County (131) Public District - FY 2019

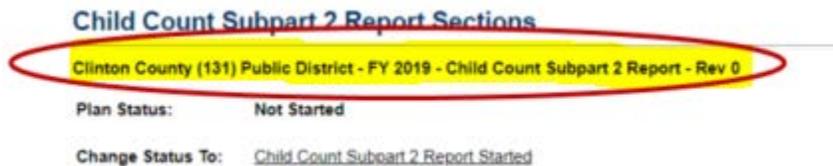
2019 Active

District Application Supplement	Revision	Status	Status Date
District Funding Assurances	0	District Funding Assurances Director Approved	9/04/2018
Intent to Participate	0	Intent To Participate Superintendent Approved	4/23/2018
Declaration of Participation Report	0	Not Started	9/14/2018
Child Count Subpart 2 Report	0	Not Started	9/12/2018

8. Once on the “Funding Applications” or “Application Supplements” page, the year located at the top of the page represents the end of the Fiscal Year. **Select 2020 from the drop-down menu.** You can search for earlier years and earlier versions from the drop-down menu.
9. Click the **“Child Count Subpart 2 Report”** under the “Additional Applications” or “District Application Supplement” header to go to the Child Count Report. See Exhibits 1 and 2 above for the general location of the report.

The Sections page is the launching point to the individual pages of the report. The pictures below show the locations of important information on the Sections page.

- The “Information Bar” is located at the top of the page. This contains the district name, fiscal year, report, and the report version.
 - The first version of a report is “Rev 0.”



- The “Status Area” includes the report’s current status (“Plan Status”) as well as the “Change Status To” option.
 - In order to edit the report you first have to “start” the report. The status must be changed to “Child Count Subpart 2 Report Started” before any data can be entered. Next, select confirm.



Status Change Confirmation

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

You are about to change the status of this Application Supplement to Child Count Subpart 2 Report Started. Click Confirm to change the status.



- Once the report is finished, the status must be changed to “Child Count Subpart 2 Report Completed” before the report can be approved at the district level and submitted for review by KDE. Next, certify and select confirm.

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

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

- When the status has been changed to “completed,” the assigned district level personnel will need to “approve” or “not approve” the report. Approval will send the report to KDE for review. Not approving the report will allow for changes to be made. The same workflow process applies for each revision.
- The sections listed below can be collapsed or expanded by clicking the plus/minus symbols next to each section. Links to the individual pages can be found by expanding the section.

Child Count Subpart 2 Report Sections

Adair County (001) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Plan Status: Child Count Subpart 2 Report Started

Change Status To: Child Count Subpart 2 Report Completed

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
Selected School: Adair Learning Academy		Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
School Eligibility Status		Print
School Eligibility Status		Print
Child Count Subpart 2	Messages	Print
Basic for Eligibility		Print
Child Count		Print
Related Document	Messages	Print
All	Messages	Print

- The “Validation” column shows any messages related to each page. Click on the message link to read the message.
 - “Warning” messages are only advisory and will not prevent submission of the report. Red “**Error**” messages must be resolved before the report can be submitted.

Child Count Subpart 2 Report Sections

Adair County (001) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Plan Status: Child Count Subpart 2 Report Started

Change Status To: Child Count Subpart 2 Report Completed

[View Change Log](#)

Description (View Sections Only View All Data)	Validation	Print
Selected School: Adair Learning Academy		Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
School Eligibility Status		Print
School Eligibility Status		Print
Child Count Subpart 2	Messages	Print
Basis for Eligibility		Print
Child Count		Print
Related Documents	Messages	Print
All	Messages	Print

Validation Messages

Adair County (001) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

[Return To Sections Page](#)

School Eligibility Status

School Eligibility Status - new facility		
Review	Page must be completed if no school data is present.	Error
School Eligibility Status - test		
Review	Page must be completed if no school data is present.	Error

Child Count Subpart 2

Related Documents - Adair Learning Academy		
Review	The optional Related Document 'School Calendar' has not been uploaded. Please be certain this is the intention.	Warning

[Return To Sections Page](#)

The "Save and Go" button is located at the top of the page. It functions as a navigation tool, which allows you to save your work, navigate within the report and access any page. "Go To" is used on pages with no data entry. See the example below. *Note:* Browser back and forward buttons will not work to move between pages.

Child Count

Clinton County (131) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0 - !

Go To

- Current Page
- Next Page
- Previous Page
- Sections
- History Log
- School Eligibility Status
- Selected Schools

Child Count Information

Legal or Administrative E

Select...

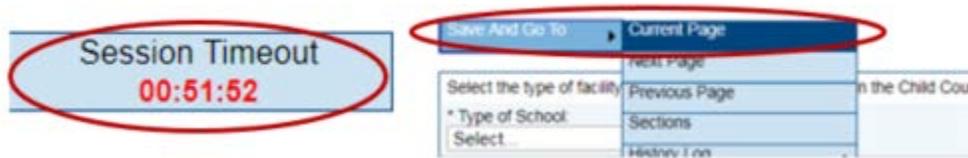
If other is selected for ba

stitution:

plain:

Enter the number of children ages 5-17 who resided in the local delinquent institu

Be sure to **SAVE YOUR WORK**. There is a 60-minute session time-out between saves. The time-out clock is located under the Main Menu and shows time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on “Save and Go To” - “Current Page” to save and reset the time-out clock to continue working on the same page. **Work on current page will be lost if time-out clock goes past 60 minutes without saving.**



Districts NOT Serving a Neglected or Delinquent Institution

If your district does not serve a neglected or delinquent institution, select the “School Eligibility Status” page. (See below)

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
Selected School: [v]		Select Items
All	Messages	Print
- History Log		Print
History Log		Print
Create Comment		
School Eligibility Status	Messages	Print
School Eligibility Status	Messages	Print
All	Messages	Print

Next, mark the box stating that the district does not serve a neglected or delinquent facility as determined by Title I, Part A (neglected programs) and Title I, Part D Subpart 2 (delinquent programs). Then, use the “Go To” button to go to the next page (*this will take you back to the “Sections” page*).

School Eligibility Status

Anchorage Independent (006) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Go To [v]

* Does this district have at least one Neglected or Delinquent facility as determined by Title I, Part A (neglected programs) and Title I, Part D, Subpart 2 (delinquent programs)?

No

Yes, and all necessary information has been completed for each facility.

Go To [v]

Once finished, the report will need to be submitted for approval. See the [Submitting Your Completed Report](#) section of the guide for questions regarding report submission.

Note: If your district has a new institution open or has taken on the responsibility of serving an institution contact the State ND Coordinator. Coordinator information can be found on the [Title I, Part D webpage](#).

Districts Serving a Neglected Institution

If your district serves a neglected institution, select the “School Eligibility Status” page under the School Eligibility Status heading. (See the general location below)

Child Count Subpart 2 Report Sections

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Plan Status: Child Count Subpart 2 Report Started

Change Status To: Child Count Subpart 2 Report Completed

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
Selected School: [Dropdown]		Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
School Eligibility Status	Messages	Print
School Eligibility Status	Messages	Print
All	Messages	Print

Next, mark the box stating that the district serves a neglected or delinquent facility as determined by Title I, Part A (neglected programs) and Title I, Part D Subpart 2 (delinquent programs). Then, use the “Save and Go To” button to go to the next page (*this will take you back to the “Sections” page*).

School Eligibility Status

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Save And Go To

* Does this district have at least one Neglected or Delinquent facility as determined by Title I, Part A (neglected programs) and Title I, Part D, Subpart 2 (delinquent programs)?

No
 Yes, and all necessary information has been completed for each facility.

Save And Go To

After returning to the Sections page, select the institution from the drop-down box. (See example below)

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
Selected School: [Dropdown]		Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
School Eligibility Status		Print
School Eligibility Status		Print
All	Messages	Print

Next, select the “Basis for Eligibility” page under the Child Count Subpart 2 heading. (See below)

Child Count Subpart 2 Report Sections

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Plan Status: Child Count Subpart 2 Report Started

Change Status To: Child Count Subpart 2 Report Completed

View Change Log

Description (View Sections Only View All Items)	Validation	Print Select Items
Selected School: Bellewood		
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
School Eligibility Status	Messages	Print
School Eligibility Status	Messages	Print
Child Count Subpart 2	Messages	Print
Basis for Eligibility		Print
Child Count		Print
Related Documents	Messages	Print
All	Messages	Print

BASIS FOR ELIGIBILITY PAGE

On the Basis for Eligibility page, check the appropriate box indicating if the institution qualifies as Neglected or Delinquent. Then, check the box assuring eligibility. (See example below)

Basis for Eligibility

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0 - School Data - Bellewood

Save And Go To

Facility Type Definitions	
Institution for Neglected Children	A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians
Institution for Delinquent Children and Youth	A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision

Facility Type:

- Neglected
 Delinquent

This institution qualifies for eligibility and assures the following:

1. NEGLECTED ONLY: This institution is operated primarily for the care of children who are orphaned or have been abandoned or neglected by parents or persons acting in place of parents.
2. DELINQUENT ONLY: This institution is operated primarily for the care of children who have been determined by appropriate state or local authority to be delinquent or in need of supervision.
3. This institution is a residential facility.
4. The caseload data reported only includes children ages 5-17.
5. The district certifies that these students are not counted as Subpart 1 and do not receive any educational services from DJJ or DOC.

Save And Go To

Use the "Save and Go To" button to go to the next page ("Child Count" page).

CHILD COUNT PAGE

1. Use the drop-down box to select the "Legal or Administrative Basis for designation of the institution." If "other" is selected please explain in the box provided. (See below)
2. Enter the count (enrollment) for children ages 5-17 who reside/resided in the local ND institution for at least one day during October 1-30 of the current school year.
Note: A student should not be counted more than once unless there has been a formal exit process and a subsequent entry process.

3. If there are students included in the count but were not generated on the Infinite Campus *student ND child count* ad-hoc report, additional information will need to be added for those students. (See below)

(The facility calendar is an optional upload.)

Child Count
Jefferson County (278) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0 - School Data - Bellewood

Save And Go To

Child Count Information

1 **Administrative Basis for designation of this institution**
Select

2 **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.**

3 **Date of Birth** **Entry Date** **Withdrawal Date**

DO NOT upload any student identifiable information within the report.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

Type	Document Template	Document Link
Optional Facility Calendar	N/A	Upload New

Save And Go To

RELATED DOCUMENTS PAGE

This page is optional and is available for any related documents that the district would like to upload, for example the District/School Calendar or an explanation regarding a large change in the count in comparison to the previous count submitted.

Note: DO NOT upload any student level personally identifiable information to this page.

To move forward in the report use the “Save and Go To” button. You can select to go to the “next page” or the “sections page.”

- If the district is serving multiple institutions, using the “Save and Go To” button to access the “next page” will transition the report to the next institution (in alphabetical order).
- If you choose to navigate to the Sections page directly, you can manually select the next institution from the drop-down box and repeat the same steps as above.
- If the district does not serve multiple institutions, using the “Save and Go To” button to access the “next page” will transition the report back to the Sections page. You can also choose to navigate to the Sections page directly.

Once all pages of the child count report are complete, the report will need to be submitted for approval. See the [Submitting Your Completed Report](#) section of the guide for questions regarding report submission.

Districts Serving a Delinquent Institution

If your district serves a delinquent institution, select the “School Eligibility Status” page under the School Eligibility Status heading. (See the general location below)

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
Selected School: [Dropdown]		Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
School Eligibility Status	Messages	Print
School Eligibility Status	Messages	Print
All	Messages	Print

Next, mark the box stating that the district serves a neglected or delinquent facility as determined by Title I, Part A (neglected programs) and Title I, Part D Subpart 2 (delinquent programs). Then, use the “Save and Go To” button to go to the next page (*this will take you back to the “Sections” page*).

School Eligibility Status

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Save And Go To [Arrow]

* Does this district have at least one Neglected or Delinquent facility as determined by Title I, Part A (neglected programs) and Title I, Part D, Subpart 2 (delinquent programs)?

No

Yes, and all necessary information has been completed for each facility.

Save And Go To [Arrow]

After returning to the Sections page, select the institution from the drop-down box. (See example below)

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
Selected School: [Dropdown]		Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
School Eligibility Status		Print
School Eligibility Status		Print
All	Messages	Print

Return

Next, select the “Basis for Eligibility” page under the Child Count Subpart 2 heading. (See below)

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
Selected School: Bellewood		Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
School Eligibility Status	Messages	Print
School Eligibility Status	Messages	Print
Child Count Subpart 2	Messages	Print
Basis for Eligibility		Print
Child Count		Print
Related Documents	Messages	Print
All	Messages	Print

BASIS FOR ELIGIBILITY PAGE

On the Basis for Eligibility page, check the appropriate box indicating if the institution qualifies as Neglected or Delinquent. Then, check the box assuring eligibility. (See example below)

Basis for Eligibility

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0 - School Data - Louisville Metro Youth Development Center

Save And Go To

Facility Type Definitions	
Institution for Neglected Children	A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians
Institution for Delinquent Children and Youth	A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision

Facility Type:

- Neglected
 Delinquent

This institution qualifies for eligibility and assures the following:

1.	NEGLECTED ONLY: This institution is operated primarily for the care of children who are orphaned or have been abandoned or neglected by parents or persons acting in place of parents.
2.	DELINQUENT ONLY: This institution is operated primarily for the care of children who have been determined by appropriate state or local authority to be delinquent or in need of supervision.
3.	This institution is a residential facility.
4.	The caseload data reported only includes children ages 5-17.
5.	The district certifies that these students are not counted as Subpart 1 and do not receive any educational services from DJJ or DOC.

Save And Go To

Use the "Save and Go To" button to go to the next page ("Child Count" page).

CHILD COUNT PAGE

1. Use the drop-down box to select the "Legal or Administrative Basis for designation of the institution." If "other" is selected please explain in the box provided. (See below)
2. Enter the count (enrollment) for children ages 5-17 who reside/resided in the local ND institution for at least one day during October 1-30 of the current school year.
Note: A student should not be counted more than once unless there has been a formal exit process and a subsequent entry process.
3. If there are students included in the count but were not generated on the Infinite Campus *student ND child count* ad-hoc report, additional information will need to be added for those students. (See below)
(The facility calendar is an optional upload.)

Child Count
Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0 - School Data - Louisville Metro Youth Development Center

Save And Go To

Child Count Information

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

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

3. 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 but were not generated on the Infinite Campus student ND child count ad-hoc report enter the following information below: last month, entry date, withdrawal date (Please keep all verification documents for monitoring purposes.)

Date of Birth	Entry Date	Withdrawal Date
<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear

DO NOT upload any student identifiable information into this report.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

Optional Facility Calendar

Type	Document Template	Document Link
Optional Facility Calendar	N/A	Upload New

RELATED DOCUMENTS PAGE

This page is optional and is available for any related documents that the district would like to upload, for example the District/School Calendar or an explanation regarding a large change in the count in comparison to the previous count submitted.

Note: DO NOT upload any student level personally identifiable information to this page.

To move forward in the report use the “Save and Go To” button. You can select to go to the “next page” or the “sections page.”

- If the district is serving multiple institutions, using the “Save and Go To” button to access the “next page” will transition the report to the next institution (in alphabetical order).
- If you choose to navigate to the Sections page directly, you can manually select the next institution from the drop-down box and repeat the same steps as above.
- If the district does not serve multiple institutions, using the “Save and Go To” button to access the “next page” will transition the report back to the Sections page. You can also choose to navigate to the Sections page directly.

Once all pages of the child count report are complete, the report will need to be submitted for approval. See the [Submitting Your Completed Report](#) section of the guide for questions regarding report submission.

Submitting Your Completed Report

Once all pages of the child count report are complete, you will need to change the report status to “complete” in order for the report to be sent to the LEA Approver for approval. The “change status to” is located in the “information bar” at the top of the Sections page. After you complete this step and certify accuracy, the identified district personnel will be able to access the report in GMAP to approve or deny it.

When the LEA Approver has reviewed the report, they will need to change the status to “Approved” or “Returned not approved.” If the report is returned by the LEA Approver, the coordinator will need to make the appropriate revisions and resubmit as before. Once the LEA Approver “approves” the report, your KDE program consultant will be able to review the Child Count Report.

If data within the report should need to be changed after approval, please refer to the [New Versions](#) section of the guide to learn how to create a new version of your child count report.

Returned Reports

After your KDE program consultant reviews the Child Count Report, an email will be sent to the district contact to notify them of a returned or approved report. If a report is returned:

1. Go to the “checklist” at the bottom of the Sections page to view any needed corrections.

- 2. Sections marked “attention needed” have comments from your KDE program consultant. Use the KDE consultant notes to make revisions to the report before resubmitting.

Verification for ND Institutions

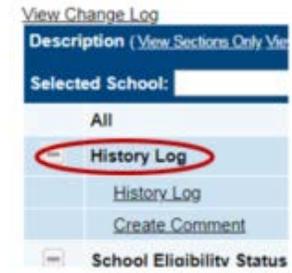
The institution will run the state published ad-hoc **student** N/D Child Count. The ad-hoc report will produce a list of students that have been enrolled in your institution anytime from October 1 to October 30 and whose age is between 5 and 17. Refer to [Appendix A](#) for the instructions on how to complete this report in Infinite Campus.

Additional GMAP Features

HISTORY LOG

- The history log maintains a record of all status changes and comments for the report.

The pictures (below and to the right) show where the log is located on the Sections page and what a log looks like within the system.

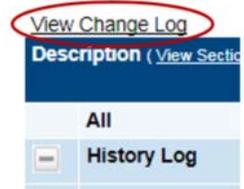


Date	User	Status (S) / Comment (C)	S / C
9/14/2018 2:19:37 PM	Chrystal Hawkins	Status changed to 'Child Count Subpart 2 Report Started'.	S
9/12/2018 11:04:31 AM	GMS Administrator	Status changed to 'Not Started'.	S

Save And Go To ▶

CHANGE LOG

- Use the “View Change Log” (located at the top of the Sections page – see the snapshot to the right) to see changes from any point in the process. Select the point in the process (example: KDE Consultant Returned Not Approved) from the drop-down menu. Changes are identified by action taken (Delete, Update, Insert), detail of change, user making the change and a time stamp.



The picture below is a sample of what a change log looks like in the system.

Change Log

Hardin County (231) Public District - FY 2018 - Consolidated - Rev 1

[Return to Sections Page](#)

The Change Log allows a user to view all changes that have occurred within this original application or revision.

By selecting one of the statuses below, you will be presented with a list of all changes that occurred after that status change date for this original application or revision.

KDE Consolidated Consultant Returned Not Approved - 3/15/2018 12:33:37 PM ▼

Item Type	Action Name	Item Name	User	Date
Title I Part A - Building Eligibility	Update	Grade Span for Title I Part A - Spectrum Care Academy updated to 05-08		
Title I Part A - Building Eligibility	Update	Grade Span for Title I Part A - MEADOW VIEW ELEMENTARY SCHOOL updated to 01-05		
Title I Part A - Building Eligibility	Update	Grade Span for Title I Part A - Lincoln Trail Behavioral Health Systems updated to 01-12		
Title I Part A - Building Eligibility	Update	Grade Span for Title I Part A - Crossroads Treatment Center updated to 07-12	Thelma M. Hawkins	6/15/2018 5:18:14 PM

Change Log

Hardin County (231) Public District - FY 2018 - Consolidated - Rev 1

[Return to Sections Page](#)

The Change Log allows a user to view all changes that have occurred within this original application or revision.

By selecting one of the statuses below, you will be presented with a list of all changes that occurred after that status change date for this original application or revision.

KDE Consolidated Consultant Returned Not Approved - 3/15/2018 12:33:37 PM ▼

District Superintendent Approved - 6/11/2018 9:06:50 AM

District Finance Officer Approved - 6/7/2018 6:16:42 PM

Revision Completed - 6/7/2018 12:42:36 PM

KDE Consolidated Consultant Returned Not Approved - 3/15/2018 12:33:37 PM ▼

District Superintendent Approved - 6/11/2018 9:06:50 AM

District Finance Officer Approved - 6/7/2018 6:16:42 PM

Revision Completed - 6/7/2018 12:42:36 PM

NEW VERSION

- A version is created when changes are needed for an approved report. A change in data input for an “approved” report will require an administrator to create a new version. The district can initiate a new version at any time. The administrator will need to change the status to “Revision Started” and then the report “Rev” number will change.

Change Status To: **Revision Started** Child Count Subpart 2 Report **Rev 1**

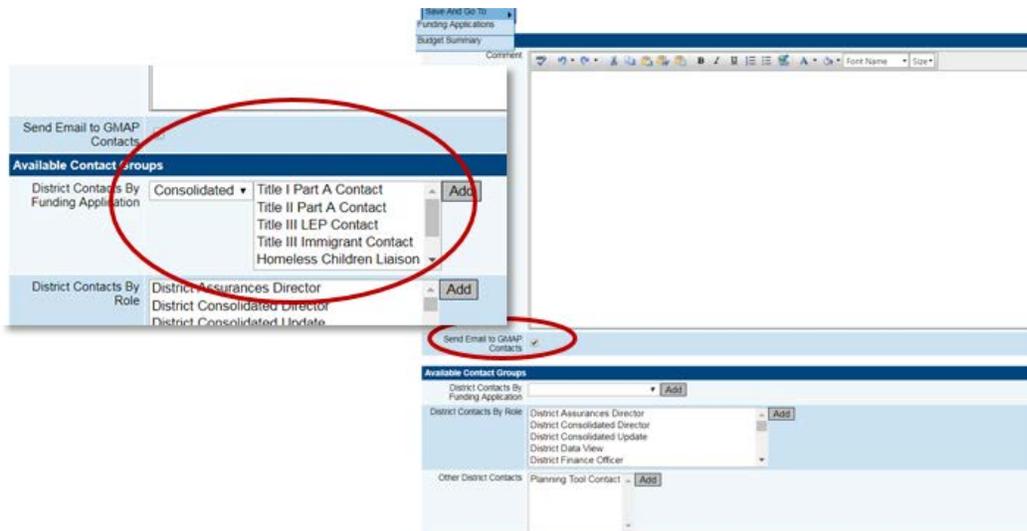
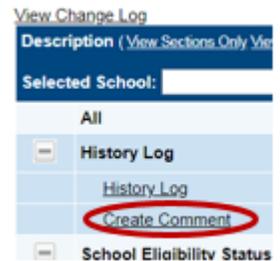
- The Sections page has a “Revision” column indicating changes from the previous version. Click on the “Details” link to see the specific changes that were made. (See the samples to the right.)

Revision	Validation
Details	Messages
Details	
Details	
Details	Messages
Details	
Details	



CREATE COMMENT

- Comments are a way to communicate to others concerning the Child Count Report. By creating comments, there is a recorded history of any communication regarding the report that can be seen in the History Log. (See comment location on the Sections page to the right.)
- Comments may be sent via email as well. To do this, click the box at the bottom of the comment section. A screen will appear below the comment to allow the sender to select one or more contacts.



STATUS SEQUENCE

- Not Started
- Report Started
- Report Completed
- LEA Approved or LEA Report Returned Not Approved
- KDE Consultant Report Approved or KDE Consultant Returned Not Approved

PRINTING

1. From the “Sections” page, select the pages to print. See Exhibits 1 and 2 for multiple examples.

Exhibit 1

Child Count Subpart 2 Report Sections

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Plan Status: Child Count Subpart 2 Report Started

Change Status To: [Child Count Subpart 2 Report Completed](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
Selected School: Bellewood		<input type="checkbox"/> Select Items
All	Messages	Print
[-] History Log		Print
History Log		Print
Create Comment		Print
[-] School Eligibility Status	Messages	Print
School Eligibility Status	Messages	Print
[-] Child Count Subpart 2	Messages	Print
Basis for Eligibility		Print
Child Count		Print
Related Documents	Messages	Print
All	Messages	Print

Exhibit 2

Child Count Subpart 2 Report Sections

Jefferson County (275) Public District - FY 2019 - Child Count Subpart 2 Report - Rev 0

Plan Status: Child Count Subpart 2 Report Started

Change Status To: [Child Count Subpart 2 Report Completed](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
Selected School: Bellewood		<input checked="" type="checkbox"/> Select Items
All	Messages	<input type="checkbox"/>
[-] History Log		<input type="checkbox"/>
History Log		<input type="checkbox"/>
Create Comment		<input type="checkbox"/>
[-] School Eligibility Status	Messages	<input checked="" type="checkbox"/>
School Eligibility Status	Messages	<input checked="" type="checkbox"/>
[-] Child Count Subpart 2	Messages	<input checked="" type="checkbox"/>
Basis for Eligibility		<input checked="" type="checkbox"/>
Child Count		<input checked="" type="checkbox"/>
Related Documents	Messages	<input checked="" type="checkbox"/>
All	Messages	<input type="checkbox"/>

2. Click "print." (see pictures above)
3. Enter the name for the document in the "Document Name" line. The default option is the name of the page selected. Give the document a name that is easy to understand and find among other documents. (see sample below) For example: "Insert Institution Name - October 2018 Annual Child Count Survey"

Print Request

Jefferson County (275) Public District - FY 2019

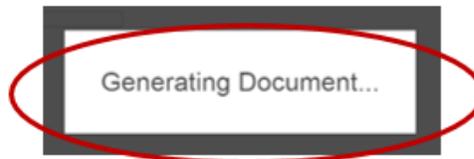
When printing large documents, it is sometimes necessary to store them in a "Print Repository" to speed up the GMAP System.

Please enter a name for the Print Request and your email address. You will be notified via email when the document has been created.

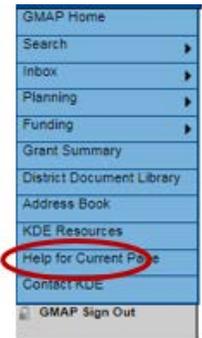
Document Name:

Email Address:

4. Click the "Print" button to generate the PDF document(s). GMAP will display a "Generating Document" window while the PDF is being prepared.



5. The document will open in a new browser tab. You can print or save the PDF from that tab.
6. If the document does not open in a new tab after a short time, click on "KDE Resources" from the Main Menu. (See the location on the Main Menu to the right.)
7. Open the PDF by clicking on the document located at the top of the page under the "Print Request Name" section.
8. The document will then open in a new browser tab. You can print or save the PDF from that tab.
9. When the document is no longer needed, click "Delete" located to the right of the document link. See the snapshot below for an example.



GMAP Home

Administrator

Search

ports

box

Planning

ending

Grant Summary

District Document Library

Address Book

KDE Resources

Help for Current Page

Contact KDE

GMAP Sign Out

KDE Resources

KDE test district (1000) Public District - FY 2018

Below are the KDE Resources. Expand the nodes to view the folders and documents

Print Request Name	Request Date	Expiration Date	
Consolidated - Title I Part D (LEA) - Program Details.pdf	6/28/2017 2:13:36 PM	7/3/2017 2:13:36 PM	Delete

KDE Resources Search

Choose Keyword: Choose Keyword ▾

Or Enter Text:

Below are the KDE Resources. Expand the nodes to view the folders and documents

KDE Resources [Expand All] [Collapse All]

- User Access Administrators
- GMAP Application Training (All Users)

Skaggs, Amber

Production

Session Timeout

Reference:

Colombi, G.D., Milligan, D.K., & Lampron, S.F. (2011). The Annual Count toolkit: Determining formula counts for Title I, Part D, funding allocations. Washington, DC: National Evaluation and Technical Assistance Center for the Education of Children and Youth Who Are Neglected, Delinquent, or At Risk (NDTAC).

Appendix A – Annual Child Count Survey Guidance on Data Validation and Verification

DO NOT send any student level data to the Kentucky Department of Education (KDE) via upload into the GMAP report or email. This data will be extracted at the state level after verification by the institution.

PROCESS FOR DATA VALIDATION

The institution will run the state published ad-hoc **student** N/D Child Count. The ad-hoc report will produce a list of students that have been enrolled in your institution anytime from October 1 to October 30 and whose age is between 5 and 17.

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 *AdHoc* 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

Note: If the appropriate user does not have access to this ad-hoc, the district administrator for Infinite Campus must give the user rights to the ad-hoc via User Security. If previous year **student** N/D Child Count has been copied, the revised version will need to be copied and made available to the user.

8. Pick an **Export Format** (recommend selecting Delimited Values (CSV))
9. Click *Export*

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 there is a discrepancy in the data, KDE will notify the institution to resolve the issue. Once your institution has completed the validation via the ad-hoc, the next step is to begin and complete the [Annual Child Count Survey](#) within GMAP.