



JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

To: Special Education Directors

From: Matt Holder, Chief Operations Officer  
Rene Axtell, Assistant State Superintendent of Special Education Services  
Renee McWaters, Executive Director of State Aid

Date: September 28, 2015

RE: October 1 Special Education Child Count

The information contained in the memorandum will assist in the timelines and responsibilities associated with October 1, 2015, Special Education Child Count. Timeline information was provided to superintendents through a separate memorandum. Additional information noted with *italics* is provided for clarification.

- I. Between July 1, 2015 and Thursday, October 1, 2015, LEAs will:
  - A. Check to ensure all special education students are in OK Edplan\*  
*This will include checking compliance dates, primary and secondary disability for accuracy for districts who completed the process of exporting student data (October 1, 2014 – June 30, 2015) from SEAS and imported the file into OK EdPlan*
  - B. Make any students that moved from your district 'inactive' in OK EdPlan
  - C. Insure all **move-in students from outside Oklahoma** are in OK EdPlan *through the finalized Eligibility and IEP Process*
  - D. Insure all **newly referred students that have been found Eligible for Special Education on or before October 1** are in OK EdPlan *through the finalized Eligibility and IEP Process*
  - E. *Compile suspected disability for developmental delays and related service information for all out-of-state move-in students and newly referred (since July 1, 2015) for special education. LEAs will be able to review, correct, or add this information into the Single Sign On (SSO): Child Count*
  - F. *Verify accuracy of all Least Restrictive Environment information for all students entered into OK EdPlan July 1-October 1, 2015. LEAs will be able to enter and/or correct this data in SSO: Child Count*

**\*Public Consultant Group (PCG) will continue to work with districts to upload student data in OK EdPlan through October 1, 2015.**  
***(for students with incorrect dates/disability, move-in students or students not rolling over from the Student Information System).***

- II. Friday, October 2, 2015, through Sunday, October 4, 2015, PCG and OSDE will:
  - A. Export all special education data from OK EdPlan, remove duplication, and import student data into the SSO: Child Count
  - B. Prepare to open the SSO: Child Count on Monday, October 5, 2015, for manual edits and certification by Tuesday, October 20, 2015
  - C. Provide preliminary Child Count Reports for LEAs to review
  
- III. Between Monday, October 5, 2015, and Tuesday, October 20, 2015, LEAs will:
  - A. Review data within the SSO: Child Count
  - B. Manually edit necessary changes including suspected disabilities for Developmental Delays, Related Services, and Least Restrictive Environment (LRE)
  - C. Certify the SSO: Child Count by Tuesday, October 20, 2015
  
- IV. Between Wednesday, October 21, 2015 and Friday, October 30, 2015, OSDE will:
  - A. Contact LEAs regarding issues with the LEA SSO: Child Count
  - B. Contact LEAs regarding duplicated students, STNs, missing data, etc.
  - C. OSDE will send a second Child Count Report by Monday, November 2, 2015
  - D. Special Education Services Office will provide Child Count information to State Aid Office
  
- V. *Funding will be provided for districts for suspected disability for Developmental Delays.*
  - A. *Information from October 1, 2014-June 30, 2015 captured from the end of year report will continue to be available for LEAs to review in the SSO: Child Count*
  - B. *Out of state move-in and new eligibility entered through OK EdPlan will require manual entry in SSO: Child Count System for suspected disability of Developmental Delays and Related Services*