December Count Report Check List

The next 6 pages provide an **optional** checklist which data respondents and their directors may use to track their progress through the review and submission of December Count Reports. This checklist was created in response to a request from the field. If you have any suggestions regarding the checklist, please email me at Ohleyer\_A@cde.state.co.us.

The Checklist is color-coded to match the colors of the slides from the December Count Report Webinar.

The first page of the checklist covers the reports that must be reviewed by directors before they sign and submit their Data Validity Certification Reports due January 21, 2016.

The data captured in the December Count Snapshot are used for a number of purposes including fiscal allocation as well as performance and compliance indicators. In other words, these data are used to determine the money allocated to your LEA, the CDE Exceptional Student Services Unit’s determinations around the AUs’ performance in serving their students, as well as compliance with ECEA and Federal requirements.

Please pay extra attention to the reports with the symbols below:

|  |  |
| --- | --- |
| Symbol | Meaning |
| $ | This report ties to financial allocation |
| 📈 | This report ties to a performance measure |
| 🗹 | This report ties to a compliance measure |
| 🖳 | The data in this report are used in public accountability reports posted on the CDE website |
|  | The data in this report are included in EdFacts Reports to the U.S. Department of Education |

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| --- | --- | --- | --- | --- | --- | --- |
| Error Reports - Director Must Review Warnings Before January 21, 2016 | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| Errors: Student Detail Report of Errors to Correct |  | 1+ | optional |  | No Sig | Do not upload |
| Errors: Staff Detail Report of Errors to Correct |  | 1+ | optional |  | No Sig | Do not upload |

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| --- | --- | --- | --- | --- | --- |
| Directors Review reports listed on Validity Certification for Student and Staff | | Data Validity Reports Due January 21, 2016  (Upload to Data Management System) | | | |
| Student Validation | |  | | | |
| Report | Reviewed | 2.0 Student: Data Validity Certification Report | | | |
| 2.1.1 # of Students Eligible/Funding/Age, Dis & Setting |  | Looks Like: | | | |
| 2.1.2 # of Students Reported/Age/Dis/AU/Agency/Facility |  |  | | | |
| 2.1.3 # Reported PPPS by AU/District |  |
| 2.1.4 # Reported PPPS by Special Ed Funding Status AU/Dis |  |
| 2.1.5 # Reported by Funding Status/AU/Disability |  |
| 3.5 Indicator 5 – Number of Students |  | 1 Page, PDF Format | | | |
| 3.6 Indicator 6 – Number of Students |  | Director Reviewed? | | |  |
| 3.9 Indicator 9 – Disproportionate Representation |  | Director Signed? | | |  |
| 3.10 Indicator 10 – Disproportionate Representation |  |  |  |  | |
| 2.2.1 Sig Y2Y Age Group/Disability 3-5 |  |  | | | |
| 2.2.2 Sig Y2Y Age Group/Disability 6-21 |  |  | | | |
| 2.2.3 Sig Y2Y Age Group/Race/Ethnicity 3-5 |  |  | | | |
| 2.2.4 Sig Y2Y Age Group/Race/Ethnicity 6-21 |  |  | | | |
| Staff Validation | | Validity Certification: Staff | | | |
| Summary Staff by AU/District/ Job Classification Code |  | Looks Like: | | | |
| Summary of JCC/PURCHASED SERVICE STAFF |  |  | | | |
| Mode Contract Days & Hours Per Day by Job Class Code |  |
| Special Education Staff List by Job Class Code |  |
| Highly Qualified Teacher Computation |  | 1 Page, PDF Format | | | |
| BOCES Staff Reported |  | Director Reviewed? | | |  |
| Special Education Core Content Teachers |  | Director Signed? | | |  |
| Special Ed directors & Child Find Coordinators |  |  | | | |

Signature Reports – Due February 11, 2016

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Data Summary Reports – 5 Reports - Due February 11, 2016  Number of Students … | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| **2.1.1**  **# Eligible for Special Education Funding by Age Group, Disability and Setting** |  | 3-5 | PDF | $ |  |  |
| **2.1.2**  **# Reported by  Age Group, Disability, and Administrative Unit/Agency/ Facility of Attendance** |  | 5-12 | PDF | 🖳 |  |  |
| **2.1.3**  **# Parentally Placed in a Private School by  Administrative Unit/District** |  | 1-2 | PDF | $MOE |  |  |
| **2.1.4**  **# Parentally Placed in a Private School by Disability and Type of Service** |  | 1 | PDF |  |  |  |
| **2.1.5**  **# by Special Education Funding Status By Administrative Unit and Disability** |  | 1 | PDF | $ |  |  |

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| Student Indicator Reports – 4 Reports - Due February 11, 2016  (+3 Detail Reports) | | | | | | |
| Report | Looks like: | Pages | Format | Director Review | Signed | Uploaded |
| Indicator 5 |  | 1 | PDF | 📈 |  |  |
| Indicator 6 |  | 1 | PDF | 📈 |  |  |
| Indicator 9 |  | 2 | PDF | 🗹 |  |  |
| Indicator 10 |  | 8-12 | PDF | 🗹 |  |  |
| Ind 5 Detail |  | 4-450 | optional | 📈 | No Sig | Do not upload |
| Ind 6 Detail |  | 1-65 | optional | 📈 | No Sig | Do not upload |
| Ind 9 & 10 Detail |  | 4-415 | optional | 🗹 | No Sig | Do not upload |

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| Student: Significant Year-to-Year Reports – 4 Reports (+1 for Flag Explanations) - Due February 11, 2016 | | | | | | |
| Report | Looks like: | Pages | Format | Director Review | Signed | Uploaded |
| 2.2.1 By Age Group and Disability 3-5 |  | 1 | PDF |  |  |  |
| 2.2.2 By Age Group and Disability 6-21 |  | 1 | PDF |  |  |  |
| 2.2.3 By Age Group and Race/Ethnicity Ages 3-5 |  | 1 | PDF |  |  |  |
| 2.2.4 By Age Group and Race/Ethnicity Ages 6-21 |  | 1 | PDF |  |  |  |
| [Flag Explanations](http://www.cde.state.co.us/datapipeline/snap_sped-december) |  | 1-4 | WORD |  | Not Required |  |

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| Staff Reports – 4 Reports - Due February 11, 2016 | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| Summary of Special Education Staff by AU, District & **Job Classification Category** |  | 1 + | PDF |  |  |  |
| Summary of Job Classification Category by District and AU **Purchased Service Staff** |  | 1 | PDF |  |  |  |
| Special Education Directors & Child Find Coordinators |  | 1 | PDF |  |  |  |
| Special Education Core Content Teachers |  | 1+ | PDF |  |  |  |
| **Special Education BOCES Staff Reported** |  | 1+ | optional |  | No Sig | Do not upload |
| **Mode Contract Days and Hours Per Day by Job Classification Category** |  | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Listing of Special Education Staff List by Job Class Code** |  |  | optional |  | No Sig | Do not upload |
| **Detail: Highly Qualified Teacher Computation** |  |  | optional |  | No Sig | Do not upload |