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 (**1.0 and 2.0**) due **January 31, 2019**. Pages 3-6 cover the “Detail” reports that should be reviewed and the “Signature” reports that must be signed and uploaded by **February 21, 2019**.

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 a 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 31, 2019 | | | | | | |
| 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 31, 2019**  (Upload to Data Management System) | |
| Staff Validation | |  | |
| Report | Reviewed | Staff: 1.0 Data Validity Certification Report | |
| 1.1 Summary Staff by AU/District/ Job Classification Code |  | Looks Like: | |
| 1.2 Summary of JCC/PURCHASED SERVICE STAFF |  | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\Staff 1.0.PNG | |
| 1.4 Special Ed Directors & Child Find Coordinators |  |
| SAM 1.5 Non-Qualified Personnel Status |  |
| Student Validation | | 1 Page, PDF Format | |
| 2.1.1 # of Students Eligible/Funding/Age, Dis & Setting |  | Director Reviewed? |  |
| 2.1.2 # of Students Reported/Age/Dis/AU/Agency/Facility |  | Director Signed? |  |
| 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 |  |
| 3.6 Indicator 6 – Number of Students |  | Student: 2.0 Data Validity Certification Report | |
| 3.9 Indicator 9 – Disproportionate Representation |  | Looks Like: | |
| 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 |  |
| 2.2.5 Sig Y2Y Educational Environment 3-5 |  | 1 Page, PDF Format | |
| 2.2.6 Sig Y2Y Educational Environment 6-21 |  | Director Reviewed? |  |
| 2.2.7 Sig Y2Y Ed Orphans |  | Director Signed? |  |

Signature Reports – Due February 21, 2019

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| --- | --- | --- | --- | --- | --- | --- |
| Staff Reports – 4 Reports +1- Due February 21, 2019 | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| 1.1 Summary of Special Education Staff by AU, District & **Job Classification Category** |  | 1 + | PDF |  |  |  |
| 1.2 Summary of Job Classification Category by District and AU **Purchased Service Staff** |  | 1 | PDF |  |  |  |
| 1.4 Special Education Directors & Child Find Coordinators |  | 1 | PDF |  |  |  |
| **SPED BOCES Staff Reported** |  | 1+ | optional |  | No Sig | Do not upload |
| **Mode Contract Days and Hours Per Day by JCC** |  | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Special Education List by Job Classification Code** |  | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Teacher Probationary Status** | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\SAM Detail Probationary Status.PNG | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Teachers with License Information** | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\SAM Teacher with License Info.PNG | 30-400+ | optional |  | No Sig | Do not upload |
| **Detail: Overall Performance Ratings** | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\SAM Detail Performance Rating.PNG | 1 | optional |  | No Sig | Do not upload |

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| Staff SAM Reports – 1 Report - Due February 21, 2019 | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| SAM 1.5 Non-Qualified Personnel Status | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\1.5.PNG | 1+ | PDF |  |  |  |
| **SAM: Caseload Student Detail** | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\SAM Caseload Student Detail top.PNG | 30-500+ | optional |  | No Sig | Do not upload |
| **SAM: Caseload Summary** | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\SAM Caseload Summary top.PNG | 2-34 | optional |  | No Sig | Do not upload |
| **SAM: Certified Staff Report** |  | 5-700+ | optional |  | No Sig | Do not upload |

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| Data Summary Reports – 5 Reports - Due February 21, 2019  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: Significant Year-to-Year Reports – 7 Reports (+1 for Flag Explanations) – Due February 21, 2019 | | | | | | |
| 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 |  |  |  |
| 2.2.5 Age Group and Ed.Environment Ages 3-5 | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\2.2.5.PNG | 1 | PDF |  |  |  |
| 2.2.6 Age Group and Ed.Environment Ages 6-21 | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\2.2.6.PNG | 1 | PDF |  |  |  |
| 2.2.7 Ed Orphan Change Report |  | 1 | PDF | $ |  |  |
| [Flag Explanations](http://www.cde.state.co.us/datapipeline/snap_sped-december) |  | 1-4 | WORD |  | Not Required |  |

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| Student Indicator Reports – 4 Reports – Due February 21, 2019 (+3 Detail Reports) | | | | | | |
| Report | Looks like: | Pages | Format | Director Review | Signed | Uploaded |
| 3.5 Indicator 5 |  | 1 | PDF | 📈 |  |  |
| 3.6 Indicator 6 |  | 1 | PDF | 📈 |  |  |
| 3.9 Indicator 9 |  | 2 | PDF | 🗹 |  |  |
| 3.10 Indicator 10 |  | 8-12 | PDF | 🗹 |  |  |
| Ind 5 Detail |  | 4-400+ | optional | 📈 | No Sig | Do not upload |
| Ind 6 Detail |  | 1-65 | optional | 📈 | No Sig | Do not upload |
| Ind 9 & 10 Detail |  | 4-400+ | optional | 🗹 | No Sig | Do not upload |