

# **Special Education November Federal Child Count Application User Guide**



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# Using the Special Education November Federal Child Count Application

## ***Introduction***

The Special Education November Federal Child Count application is an annual data collection specific to special education students enrolled and served within a district. This online application was created to assist school districts in reviewing and certifying their data before it is submitted for state and federal reporting.

This application has three sections for districts to review or complete. Where appropriate, current year district CEDARS data is used to generate the data in this application. This user guide will review how to access the application, how to review errors, how to validate, how to review the reports and how to certify and lock your data. There are also reference tables relevant to this data as well as a section on how to print reports easily from Microsoft Excel.

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# General Information about this Application

## Accessing the Application

To access the Federal Special Education November Child Count Application begin by logging in to EDS (<https://eds.ospi.k12.wa.us/Login.aspx>) and select the 'View My Applications' link. From this list select the 'Special Education November Federal Child Count' application. If you do not have access to the application, or if you do not have an EDS login contact your district data security manager. A listing of the district security managers can be found at: <https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>. The EDS user roles with access to this application are: CEDARS District Administrator, Special Ed Report User or the CEDARS Report Viewer (read-only role).

When analyzing the data for these students and planning corrections, please work closely with your CEDARS District Administrator.

The URL to this application is: <https://eds.ospi.k12.wa.us/SpecialEdNov/default.aspx>

There are three tabs to choose from: Home, Certification, and Print/Download. The default is Home. In the body of the computer screen window the Steps are outlined:

The screenshot shows the application's user interface. At the top, there is a green header with the text 'Test Web Server' on the left, 'Special Education Federal Child Count' in the center with a book icon, and 'eds Home Help Feedback' on the right. Below the header is a navigation bar with three tabs: 'Home' (highlighted), 'Certification', and 'Print/Download'. On the right side of the page, there is a 'Logout' link. The main content area has a left sidebar with a link '> Select Organization'. The main content area is titled 'Welcome' and 'Special Education November Federal Child Count'. It contains several paragraphs of text explaining the application's purpose, eligibility criteria, and reporting requirements. A list of three steps (Validation, Review, Certification) is provided. At the bottom, there is a link to the 'Special Education User Guide' and the CEDARS Data Manual, with the URL <http://www.k12.wa.us/CEDARS/Training.aspx>.

# Certification Tab

## Step 1: Validation

Begin by choosing the *Certification* tab at the top. This will default you to the Validation sub-tab. This sub-tab includes a listing of your district's special education students as reported in CEDARS. All green column headings are sortable by clicking on the word in the column header. The data is sorted by default in the following order: error records, non-validated records and then validated records. If you change the status of a record on the page and check the Save button, the data will automatically re-sort in this default order.

To validate, start by correcting any exceptions or errors. The exceptions will be highlighted in pink and located at the top of the student list. It may be easier to review the data if you export it into Excel. To do this, select the *Download* button. This will export your detailed student level data into an Excel spreadsheet. [Also see "[Errors](#)" on next page for details].

Once all students are included in the list on the Validation tab and are error-free, you can select the check box in the header row that says 'IEP and current evaluation complete'. This will check all corresponding boxes in the column. If you have students that should not be included in the count, you can individually uncheck the corresponding box. It will be faster if you check every box and then go and uncheck any that should not be included in the count rather than going through the list and checking each box individually – however, it is up to you to determine what will work best for your work-style.

After all the students who should be included are checked, select the *Save* button at the bottom of the list. You also must select the *Save* button if you are changing to a new page. [Each page contains a maximum of 1,000 student records.] Selecting the *Save* button will automatically re-sort the records in the default order of error records at the top, non-validated records next and finally validated records.

It is also a good idea to download this list and save it someplace safe in case you need to refer to it in the future.

Step 1: Validation
Step 2: Review
Step 3: Certification

This is Step 1 of the Federal Special Education Count Validation Process.

For students to be included on the Federal Special Education Count all exceptions must be reconciled. If students are listed on the Exceptions and you intend to count the student for the November Federal Count, the exception must be reconciled prior to validating the student on the "Special Education Federal Count Validation" report.

This report contains a list of students with errors and a description of error codes. A student's record can be corrected by submitting the corrected information from your district's student information system through a successful CEDARS submission or by editing the record in CEDARS within the Edit Data menu. If you use Edit Data and afterwards, send information from your student information system through a CEDARS submission that is incorrect, the new CEDARS submission data will override corrections made directly in Edit Data of CEDARS.

After reviewing the Special Education Exceptions, verify each student listed has a valid IEP, current evaluation and was enrolled on the Federal Count date for the school year. This report is generated for the SERVING district. If a student is a resident of your district but being served in another district, the SERVING district is responsible for Special Education reporting for this Federal Report.

If you have legitimate students missing from the Federal Count Report:

1. Check the Exceptions Report and correct any exceptions about the student.
2. Verify the student was being served in your district on the count date.
3. Make sure the student is reported as Primary School=Yes in your district OR that the student is reported as Part-time Private School=Yes or Part-time Homebased=Yes in CEDARS.

**Total Records: 162    Error Records: 2    Validated Records: 150    Non-Validated Records: 10**

Save
Download

IEP and current evaluation complete	SSID	District Student Id	Last Name	First Name	Middle Name	Birth Date	Age	Gender	Error Code	Record Type	Primary School Name	LRE Code, Name	Disability Type	Federal Race Category	Is Private School	Is Home School
<input type="checkbox"/>	0000000000	000000	0000000000	000000	00000000	7/20/2002	9	F		Non-Validated	0000000000	2, 40% - 79% Regular Class (aged 6-21)	Hearing Impairment	Hispanic/Latino of any race(s)	N	N
<input type="checkbox"/>	0000000000	000000	0000000000	000000	00000000	5/24/1996	15	F		Non-Validated	0000000000	1, 80% - 100% Regular Class (aged 6-21)	Specific Learning Disability	Two or More Races	N	N
<input checked="" type="checkbox"/>	0000000000	000000	0000000000	000000	00000000	3/11/2002	9	M		Validated	0000000000	1, 80% - 100% Regular Class (aged 6-21)	Specific Learning Disability	White	N	N

**[Note: For large districts with thousands of students, this page may take up to 5 minutes to load; please be patient.]**

## Errors

A student’s record may be corrected by submitting the updated information from your district’s student information system through a successful CEDARS submission or by editing the record in CEDARS within the Edit Data menu. If you use Edit Data and afterwards, send information from your student information system through a CEDARS submission that is incorrect, the new CEDARS submission data will override corrections made directly in Edit Data of CEDARS.

**All edits to data for this reporting must be made to your data through CEDARS (see page 6).** Please work with your CEDARS District Administrator.

**D-Invalid disability code**— If the disability code for the student is reported as 01-Developmentally Delayed; check to make sure the student age as of November 1 is not greater than 8 years old. Developmentally delayed is only allowed for students 8 years and younger as of November 1.

**AGE-Age restriction not met**—The least restrictive environment (LRE) Code is not appropriate for the age of the student as of November 1. LRE codes are based on the student’s age not the student’s grade. LRE Code groupings differ for students who are ages 3-5 and 6-21. Please see the [CEDARS Manual Appendix W](#) for details.

Total Records: 162    **Error Records: 2**    Validated Records: 152    Non-Validated Records: 8

Save    Download

IEP and current evaluation complete	SSID	District Student Id	Last Name	First Name	Middle Name	Birth Date	Age	Gender	Error Code	Record Type	Primary School Name	LRE Code, Name	Disability Type	Federal Race Category	Is Private School	Is Home School
This record cannot be validated until the error is corrected.							3	M	AGE - Age restriction not met	Error		23, Home (aged 0-2)	Developmental Delays	White	N	N
This record cannot be validated until the error is corrected.							6	M	AGE - Age restriction not met	Error		14, Regular Early Childhood Program 10 or more hours/week & receiving SDI in Reg EC Program (aged	Communication Disorders	White	N	N

Once all the errors have been corrected, verify that all students listed have a valid IEP and evaluation and that they were enrolled in the district and eligible to receive services on the count date (November 1).

## Student Validation List Business Rules

How to determine why students do or do not display on the Special Ed Federal Child Count Validation List:

1. Counted students must be age 3-21 as of November 1. Students older or younger will not be included on this report.
2. This report displays students who are served in your district. If they are resident students, but served in another district, they will not be on this list.
3. To be able to validate this student on the Federal Report, the students CEDARS data cannot be a submission exception in CEDARS and cannot be in error on the *Validation* page.
4. Verify the student was enrolled and being served in Special Education in your district on the count date November 1 in CEDARS (student must be in the DistrictStudent, SchoolStudent and StudentSpecialEd files).
5. Make sure the student is reported as *Primary School=Yes* in your district  
OR that the student is reported as Part-time *Private School=Yes* or Part-time *Homebased=Yes* in CEDARS.

## How CEDARS Data Updates this Application

Only non-validated records are updated by new or corrected CEDARS data. If you have validated and saved a record, it will not be affected by any new or different CEDARS data for that student. Should you need to change data about a validated student record: please un-validate the student record in this application (uncheck the box and Save) and then correct the student record in CEDARS.

If you use Edit Data to make the change in CEDARS: the application will re-fresh as soon as you select the validation list again (same day).

If you use a CEDARS Non-standard submission to make a data change: the application will re-fresh the night of your successful CEDARS submission and would then be available the next day.\*

\*Assuming your CEDARS submission does NOT trip the logical delete threshold and require district action before it will be loaded for use. Work with your CEDARS District Administrator if you need assistance.

## Step 2: Review

Once the student list has been validated and saved, navigate to the *Review* sub-tab. This section is a summary of all the student data validated on the previous sub-tab. These reports display the students validated for the November Federal Special Education Federal Count summarized by LRE, race/ethnicity, ELL status, age, and disability category. Review the reports to ensure accuracy. It is a good idea to print (see the print friendly icon in the upper right hand corner of the screen) or download these reports after you have certified that your data is accurate on the certification page. The reports listed here and on the *Print/Download* tab are the same.

Test Web Server



Special Education  
 Federal Child Count

Home
Certification
Print/Download

Logout >  
School District  
School Year: 2011-2012

### Federal Special Education Report - Validation, Review, and Certification

Step 1: Validation

Step 2: Review

Step 3: Certification

Review the data you selected for submission of your district's Federal Special Education Count. 
[Download](#)
[Print Friendly](#)

The following Special Education/LRE reports are available. Click here to view the business rules for these reports.

It is highly recommended that you save all these reports after finalizing your data. This data has not yet been certified and locked. After reviewing your data to make sure it is summarizing properly proceed to the next step by clicking on the Certification link to certify and lock your district's data.

**Disability Reports**

- [Disability Report by Age](#)
- [Disability Report Aged 3-5 by Race/Ethnicity](#)
- [Disability Report Aged 6-21 by Race/Ethnicity](#)
- [Disability Report Aged 3-5 by Setting](#)
- [Disability Report Aged 6-11 by Setting](#)
- [Disability Report Aged 12-17 by Setting](#)
- [Disability Report Aged 18-21 by Setting](#)

**LRE Reports**

- [LRE Report Aged 3-5 by Setting](#)
- [LRE Report Aged 3-5 by Race/Ethnicity](#)
- [LRE Report Aged 6-21 by Race/Ethnicity](#)
- [LRE Report Aged 3-5 by Gender](#)
- [LRE Report Aged 6-21 by Gender](#)
- [LRE Report Aged 3-5 by State Transitional Bilingual Instruction Program Status](#)
- [LRE Report Aged 6-21 by State Transitional Bilingual Instruction Program Status](#)

### Disability Report by Age

Age	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Age 3-21
Developmental Delays	4	1	7	6	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	23
Emotional/Behavioral Disability	0	0	0	0	0	0	1	0	2	1	2	0	1	0	1	0	0	0	0	8
Orthopedic Impairment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Health Impairment	1	0	0	0	1	0	2	3	2	2	4	2	4	4	2	1	1	0	0	29

### Step 3: Certification

After reviewing the disability and LRE reports for accuracy, navigate to the Certification sub-tab. This page contains the certification report that the district needs to check and save before mailing a copy to OSPI. The student data are summarized by Resident District. If you serve students that are residents of other districts you may see a table similar that the one below.



This page displays the count of special education students with a valid IEP and current evaluation. The matrix below summarizes students served in your district based on the student's Resident-Serving District. If your district serves special education students from another district, the matrix will also indicate the student's Resident-Serving District for those students.

To complete your Federal Special Education report, check the checkbox indicating you certify the report and click the "Save" button. Next, print this page and mail it in to OSPI Special Education.

Amber O'Donnell  
 Special Education, OSPI  
 PO BOX 47200  
 Olympia, WA 98504-7200

Resident District	3-5 Childcount	6-21 Childcount	3-21 Childcount
Granite Falls School District	0	4	4
Lake Stevens School District	52	888	940
Marysville School District	0	2	2
Mukilteo School District	0	1	1
Snohomish School District	0	2	2
<b>Total</b>	<b>52</b>	<b>897</b>	<b>949</b>

By checking this box, I CERTIFY that the information provided on this form is to the best of my knowledge complete and accurate as per the CEDARS Special Education Report Business Rules. A knowingly false claim on this report is a criminal offense under U.S. Code, Title 18, Section 1001 or Section 287.

District Name: \_\_\_\_\_ School District

District Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Save**

Verify that the numbers on the certification page match the numbers from your validation list. Select the box under the summary table titled: "By checking this box, I certify that the information provided on this form is to the best of my knowledge complete and accurate as per the CEDARS Special Education Report Business Rules. A knowingly false claim on this report is a criminal offense under U.S. Code, Title 18, Section 1001 or Section 287;" and then select the **Save** button.

Once you have certified and selected the save button, you will be re-directed to the printable reports, including the copy that needs to be printed, signed and mailed to OSPI. An automated email will be sent to you and OSPI to notify that the district report has been certified.

**Print, sign and send the certification page to:**

**Amber O'Donnell  
Special Education, OSPI  
PO Box 47200  
Olympia, WA 98504-7200**

## Print/Download

The final step for completing your Special Education Federal November Child Count is to download and or print all reports. The available downloads and print friendly formatted reports are listed under this tab. The school year selection box will be defaulted to the current school year and currently, only the 2011-12 reports and forward will be available here. There are three sets of reports:

- Certification Report for mailing to OSPI
- All LRE Reports (contains the same reports from *Certification* tab –*Step 2: Review* sub-tab)
- Validated student detail list

The Download button next to each report will ask you to open or save a copy of the report in Excel format. The Print Friendly button next to each report (except the validated student details list) will display a pop-up window with a print friendly version of the report.

The screenshot shows the 'Print/Download' tab of the 'Special Education Federal Child Count' application. The 'Select School Year' dropdown is set to '2011-2012'. Under the heading 'Certification Reports', there are three rows of options, each with a 'Download' button and a 'Print Friendly' button. A red arrow points from a text box to the 'Print Friendly' button for the certification report. The text box contains the instruction: 'Print Friendly version of the Certification report must be signed and mailed to OSPI'.

Please remember, it is your district's responsibility to keep a copy of these reports available for auditing purposes.

## Further Information

### Special Education

<http://www.k12.wa.us/SpecialEd/Data/default.aspx>

Sandy Grummick

Amber O'Donnell

[specialeddata@k12.wa.us](mailto:specialeddata@k12.wa.us)

360.725.6075

### Education Data System (EDS)

Contact your District Data Security Manager

<https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>

EDS User Guide and Policy

<http://www.k12.wa.us/EDS/default.aspx>

### CEDARS Data

Contact your CEDARS District Administrator

CEDARS Data Manuals, Training Materials and Other documents

<http://www.k12.wa.us/CEDARS/Training.aspx>

### OSPI Customer Support

[customersupport@k12.wa.us](mailto:customersupport@k12.wa.us)

1.800.725.4311, Option 1

### OSPI TTY

(360) 664-3631