Child Count & Annual Data Report Submissions

SPECIAL EDUCATION SERVICES
Back to School Meeting
Renaissance Hotel
Montgomery, Alabama
Friday, August 10, 2012
Validating Data

• Data submitted only via the STISETS, Report Desktop, State Reports, District Approved process.

• The Preview Data and Review Data should always be compared for consistency and accuracy after checking the District Approved box. The Review Data report is the data submitted to the ALSDE as of the District Approved Date.
Warning!!

• Timely submission of data through the **District Approved** process via STISETS is used in making annual LEA determinations.

• It is **critical** to review and verify data prior to checking the **District Approved** box to ensure timely and accurate data submissions!
Annual Data Report

• Includes Personnel Data Report, Student Exiting Report, and Supplemental Data Report

— Required data reports are submitted to the Alabama State Department of Education (ALSDE) only via STISETS, Report Desktop, State Reports, District Approved process.
Student Exiting Report

• Only students age 14-21 should have exiting information entered into STISETS Student Folder when exiting a LEA or SSSO agency.

• Exiting data includes exiting date, exiting description, and exiting exceptionality.

Helpful Tip: For those students receiving the Alabama Occupational Diploma (AOD), select exiting description “received a certificate”.
Student Exiting Report

• **Issue:** Exiting data remains in the **STISETS Student Folder** of the electronically transferred student record
  
  – When a student, age 14-21, transfers from a LEA or a SSSO to another LEA or SSSO, the exiting data remains in the **STISETS Student Folder**.
  
  – If the data is not removed, the student will be incorrectly included on the following year’s **Student Exiting Report** of the receiving LEA or SSSO.

• **Fix:** Delete exiting data from the **Student Folder** upon receipt.
Student Exiting Report

• Issue: Students below age 17 reported as a drop-out on the date of exit
  – Students between the ages of 14-16 may be reported as a drop-out if they have transferred out of the LEA or SSSO and, despite all efforts, cannot be located in order to determine if student is continuing his/her education.

Note: The ALSDE may require copies of documentation of such efforts to locate the student
Student Exiting Report

• Students who are identified as “no shows” at the beginning of the School Year, which includes the beginning of the reporting period of July 1 through the start of the school year, should not be reported on the Student Exiting Report.

• Students who pass the Alabama High School Graduation Exam during the July administration should be counted on the upcoming school year’s Student Exiting Report.
Child Count

• The Child Count Snap Shot must be taken in STISETS on October 1st only; it should not be taken prior to or after this date except with ALSDE approval.

• In order to ensure that all students are counted accurately, each agency should review the Child Count data Warnings and Errors beginning in August.

• Questions regarding the data elements should be directed to the ALSDE prior to the collection window as much as possible.
Child Count (cont’d)

- Resubmission of a corrected data file during the submission timeframe will not be determined untimely; agencies should closely review the data file for errors and needed additions prior to selecting the **District Approved** box in order to avoid resubmission.
Child Count (cont’d)

• Although the submission process is completed electronically, the *Child Count Certification Form* (Attachment 1 in the Child Count Help Document) with the LEA Superintendent’s/Agency Director’s original signature must be provided to the ALSDE.

• *No changes* or *corrections* to a public agency’s Child Count data file will be made after the *Child Count Verification* process has been completed.

• The last file submitted to Data Collection during the *Child Count Verification* will be considered the public agency’s official and final Child Count file.
Resources

• You may locate the documents below by going to the ALSDE Web site (www.alsde.edu), selecting the Offices tab, expanding the Office of Learning Support, selecting Special Education, and then Statistical Information:
  ❖ Annual Data Report Help Document
  ❖ Child Count Help Document
  ❖ Data Submissions FAQs

• You may access the Information Collection Calendar on the Special Education page (click the calendar link on the left hand side)
Questions/Technical Assistance

• For questions related to data requirements, contact Eric Dickson at 334-242-8114 or edickson@alsde.edu

• For technical assistance with Annual Data Report or Child Count submissions through the STISETS program, contact the STI helpline at 1-800-844-0884.

• For resubmission of data during the submission timeframe, contact Data Collections at 334-353-1250 to request the data file to be unlocked.