

Special Education Child Count

December 1, 2017

Software Instructions

Due

12/1/17 Child Count
Due no later than December 15, 2017

6/30/18 Child Count
Due no later than July 15, 2018

IT Team: Data Management & Analysis
(802) 479-1044



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GENERAL INFORMATION

Minimum System Requirements

CPU

Office 2003 requires a computer Pentium processor with a clock speed of at least 233 megahertz (MHz). Microsoft recommends a computer with a Pentium III or faster processor.

Operating System

Supports only the 32-bit edition of Access 2010: Windows XP with Service Pack (SP) 3, Windows Server 2003 SP2, MSXML 6.0.

Memory

Microsoft recommends that your computer have a minimum of 128 MB of RAM. An additional 8 MB of RAM are required for each Office 2003 program that runs at the same time.

Available Hard Disk Space

Office 2003 requires 400 MB of available hard-disk space. Hard disk requirements vary, depending on your configuration. Custom installation choices may require more or less hard disk space.

Technical Support

Call (802) 479-1044 for assistance with the data entry program.

Installation Instructions

See the Secure File Transfer instructions for downloading your SU's 2018 Child Count Database.

Starting the Application

Start Microsoft Access. Open the database by selecting "open" under the File menu and browsing for the application. If you followed the instructions above, you will find the application at C:\ChildCount2017\ChildCountDateEntry2018_SU0XX.mdb. The program's "Main Menu" will open automatically. There is no password on this year's application.

Submitting Data

Please submit completed data no later than December 15, 2017. Separate instructions for uploading the files via the secure file transfer protocol are available on our [data collection website](#).

MAIN MENU OPTIONS

Child Count Application School Year 2017-2018 -

SUNumber - SU Name

Vermont Agency of Education

| | |
|---|--|
| Work with Student Data | Create Reports |
| <input type="checkbox"/> Add/Edit Student Records | <input type="checkbox"/> IEP Due Date Report |
| Import Data | <input type="checkbox"/> Last Most Recent Eval Date Report |
| <input type="checkbox"/> Import Child Count Previous Year's Data (Access) | <input type="checkbox"/> Students by Primary Disability |
| <input type="checkbox"/> Import Excel Spreadsheet File | <input type="checkbox"/> Students by Case Manager |
| <input type="checkbox"/> Import DocUSped Records | <input type="checkbox"/> Students by School |
| <input type="checkbox"/> Import Exited DocUSped Records | <input type="checkbox"/> Summary Reports |
| Data Submission | <input type="checkbox"/> Assurance Form & Queries |
| <input type="checkbox"/> Export 12/1/2017 Records - Due 12/15/2017 | Application |
| <input type="checkbox"/> Export 6/30/2018 Exited Records - Due 7/15/2018 | <input type="checkbox"/> Exit Child Count Application |
| <input type="checkbox"/> Contact Information | |
| Data Questions? Call 479-1165 | Software Questions? Call 479-1044 |

AOE School Year 2017-2018 Special Education Child Count Application

11/3/2017 Created by VT Agency of Education IT/DMAT Updated 10-27-2017
Version 1

Child Count Main Menu – Quick Reference

| Work with Student Data | |
|--|---|
| Add/Edit Student Records | This button brings the user to a form where he/she can add new students or edit existing student records. See page 6 for more information about this option. |
| Import Data | |
| Import Child Count Previous Year's Data (Access) | This import screen allows the user to import student data from last year's Child Count Access Application. Use this feature only if you have kept last year's information up-to-date and would like to import it into this year's data entry program. The current application is pre-loaded with data as submitted to fulfill last year's December 1 requirement. See Page 7 for more information about this option. |
| Import Excel Spreadsheet File | This import screen allows the user to import student data stored in an Excel spreadsheet file. See page 7 and Appendix A for more information about this option including file specifications. |
| Import SpedEdDoc Records (Comma Delimited File) | This import screen allows the user to import student data stored in a comma delimited text file. Choose this option if you are importing from the SpedEdDoc program using FileMaker Pro. See page 8 and Appendix B for more information about this option including file specifications. |
| Import Exited SpedEdDoc Records (Comma Delimited File) | This import screen allows the user to import student data stored in a comma delimited text file. Choose this option if you are importing from the SpedEdDoc program using FileMaker Pro. See page 8 and Appendix B for more information about this option including file specifications. |
| Data Submission | |
| Export 12/1/2017 Records | Use this feature to create a secure file transfer file to send to the AOE for the December 1st Child Count data collection. Before exporting, the program runs checks on the data and creates an error log to notify the user of any problems with entered data. Once the error log has been reviewed, and critical errors corrected, the user may export the data to a secure file transfer file for submission to AOE. See pages 9-10 for more information about this option. |
| Export 06/30/2018 Exited Records | Use this feature to create a secure file transfer file to send to the AOE for the June 30th Child Count data collection. Before exporting, the program runs checks on the data and creates an error log to notify the user of any problems with entered data. Once the error log has been reviewed and critical errors corrected the user may export the data to a secure file transfer file for submission to AOE. See pages 9-10 for more information about this option. |

| | |
|-----------------------------------|---|
| Work with Student Data | |
| Contact Information | This form allows entry of the name and telephone number of the person the AOE may contact in the event there are questions concerning the data submitted. This information is required. |
| Create Reports | |
| IEP Due Date Report | Report of students whose last IEP date falls within a period determined by the user. |
| Last Most Recent Eval Date Report | Report of students whose last evaluation falls within a period determined by the user. |
| Students by Primary Disability | Report of students by each primary disability. |
| Students by Case Manager | Report of students by each case manager. |
| Students by School | Report of students by each facility. |
| Summary Reports | Report of active students by the above categories, or a report of exited students. |
| Application | |
| Exit Child Count Application | This button closes the application. All data will be saved before exiting. |

Work with Student Data

Child Count 2017 Data Entry Form

Add/Edit Student Records Supervisory Union: **ADDISON NORTHEAST S.U.**

STUDENT ID: [REDACTED] LAST NAME: [REDACTED] FIRST NAME: [REDACTED] MIDDLE NAME: [REDACTED] GENERATION: [REDACTED] BIRTHDATE: 04/12/2005 GENDER: F

GRADE: 7th Grade PRIMARY LANGUAGE: ENGLISH ETHNICITY: Not Hispanic or Latino EDUCATIONALLY RESPONSIBLE TOWN: Bristol

Race (choose at least one)

American Indian: N African American: N White: Y Native Hawaiian Pacific Islander: N Asian: N

Special Ed Info | School Info | Primary Contact Info

INITIAL EVALUATION DATE (optional): 12/09/2008 MOST RECENT EVALUATION / AGREEMENT TO CONTINUE DATE: 03/24/2016 IEP/ISP MEETING DATE: 03/01/2016

PRIMARY DISABILITY: Other Health Impairment SECONDARY DISABILITY: Specific Learning Disability AUTISM SPECTRUM: None ADD/ADHD: N D.D. QUALIFICATION: Not applicable (not Development)

CASE MANAGER: AM EDUCATIONAL ENVIRONMENT/PLACEMENT: Ages 6 to 21: Inside Regular Classroom at least 80% of time MULTI YEAR PLAN?: N COOR SERV PLAN?: N

CHILD COUNT CAT: IDEA B age 3-21 CUSTODY STATUS: Parent(s)

Exit Status **Part C** NOTES

EXIT DATE: [REDACTED] REFERRED FROM PART C: N NOTES: [REDACTED]

EXIT REASON: [REDACTED]

Record: 1 of 161 No Filter Search

Add/Edit Student Records

You may add or edit student records via this screen. The user will be prompted to save record after making any changes. To save the changes click yes, if not, click no.

Options for managing records are available through buttons on the right side of the form.

Sorting

The sort order buttons allow the user to control the sequence in which records are displayed.

Sort by Student ID – Sorts records in ascending order by student ID numbers

Sort by Last Name – Sorts records in ascending order by last name

Sort by Grade – Sorts records in ascending order by grade

Searching

The search buttons allow the user to search through the records for a particular student.

Search by Student ID – Search for a student by using a known student ID

Search by Student Name – Search for a student record by name

Save Record

This button saves any changes made to the current record and moves to the next student's record.

Add New Record

Use the "Add New Record" button if you need to include information for a student not already in the database. Before entering a new record, please use the search options to verify that the student is not already in the data provided.

Main Menu

Returns to the main menu and asks if the record needs to be saved.

EEE Tab

If you have a EEE Student make sure that the information on the EEE tab is filled out completely.

| Special Ed Info | School Info | Primary Contact Info | EEE |
|---|-------------|-----------------------------|-----|
| <p>This section must be completed for EEE students with IEPs dated 9/1/2014 and later. EEE exiting information must be provided only when a EEE student with an IEP dated 9/1/2014 or later exits EEE. See the Child Count Reporting Instructions for more information.</p> | | | |
| Progress Monitoring Method: | | GOLD | |
| Entry Date: | 4/27/2016 | Exit Date: | |
| Outcome A Entry Score: | 6 | Outcome A Exit Score: | |
| Outcome B Entry Score: | 3 | Outcome B Exit Score: | |
| Outcome C Entry Score: | 4 | Outcome C Exit Score: | |
| | | Outcome A Progress at Exit: | |
| | | Outcome B Progress at Exit: | |
| | | Outcome C Progress at Exit: | |

Import Data


The application allows the user to import student data from one or more tables. These tables may be in your Child Count 2017 Maintenance Application or in either a fixed width or comma delimited text file that you have created from another application containing your student data.

If more than one table is imported, the user will be able to either overwrite previous imports or add the data from subsequent imports to the information in the first table that is imported. Therefore, if you currently keep active and exited student data separate, you may import both tables into one new table in this year's application. When importing exited student information, only those students who have exited since December 1, 2016 should be included.

Import Data from Child Count 2017 Data

This import screen allows the user to import data stored in either last year's Access Child Count or the Maintenance version that was sent out for use throughout the past year. Use this feature if your Supervisory Union has kept up-to-date student information in this database. Simply enter the file name of the Maintenance Program and click on "Import Data."


Import Child Count Previous Year's data



You can import the MICORSOFT ACCESS Child Count 2017 MAINTENANCE database directly into this database. You can also use the browse button to find your file and it will be entered automatically. You may also type the full file name including drive and directory (eg C:\DirectoryName\FileName). Please make sure you are importing from the correct MAINTENANCE program

Enter or search for a file name to import:

Import Excel Spreadsheet File



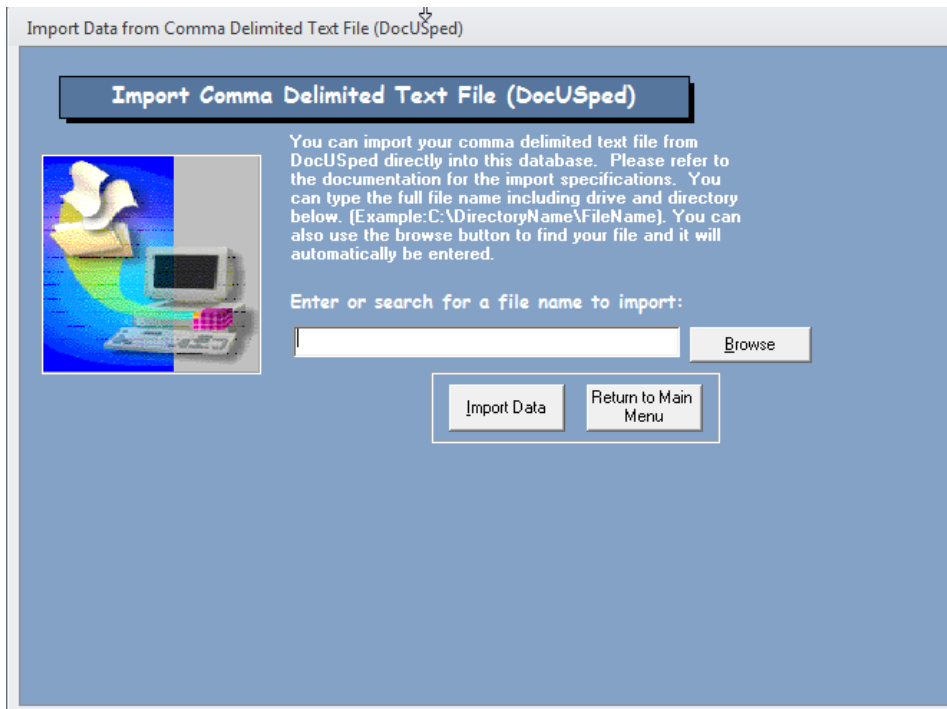
You can import your excel file directly into this database. Please refer to the documentation for the import specifications. You must type the full file name including drive and directory below. (Example:C:\DirectoryName\FileName). You can also use the browse button to find your file and it will automatically be entered.

Enter or search for a file name to import:

Import Excel Spreadsheet File

This import screen allows the user to import data stored in an Excel file. Use this feature if your Supervisory Union has up-to-date student information in this format.

Please see Appendix A for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may re-import your text file.



Import Comma SpedEdDoc Records

This import screen allows the user to import data for December 1st Child Count stored in a comma delimited text file. Use this feature if your SU has up-to-date student information in this format. This is the option you will use if importing data from the SpedEdDoc program. Please note that the importing in this format has separate utilities for the December 1st Child Count and June 30th Exited Students data collections.

Please see Appendix B for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may also re-import your text file.

Import DocUSped EXITED Records

Import EXITED DocUSped Records

You can import your comma delimited text file from DocUSped directly into this database. Please refer to the documentation for the import specifications. Use the browse button to find your file, or type the file path directly into the box below. **IMPORTANT:** Use this form to import EXITED STUDENTS ONLY for the 6/30/18 collection.

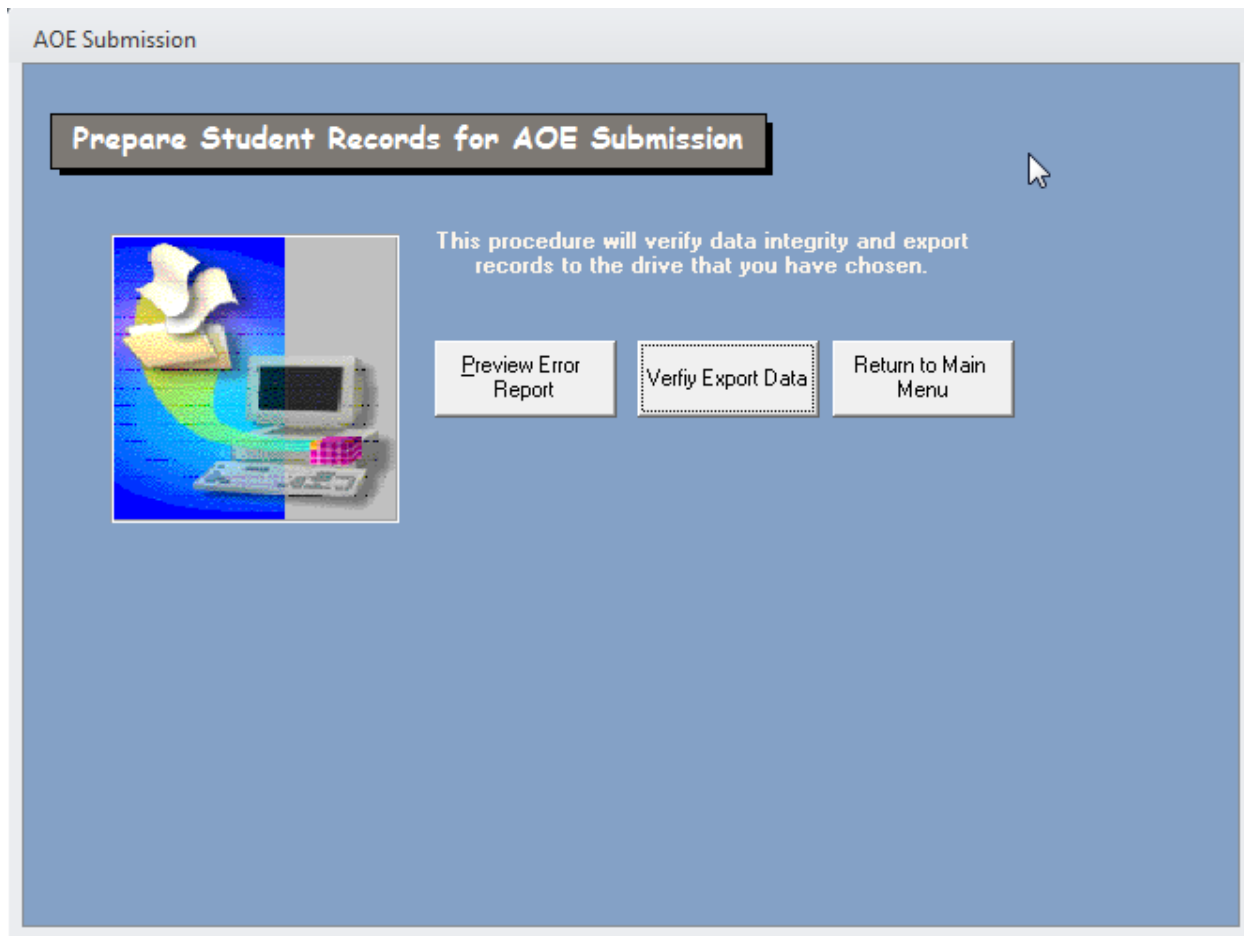
Enter or search for a file name to import:

Import Exited SpedEdDoc Records

This import screen allows the user to import data for June 30th Exited Students Child Count stored in a comma delimited text file. Use this feature if your SU has up-to-date student information in this format. This is the option you will use if importing data from the SpedEdDoc program.

Please see Appendix B for file layout information if using this option. If your file does not meet the format specifications, a screen message will be displayed. Your file will be imported, but you will have to make the necessary corrections through the Add/Edit Student Record form. Alternatively, you may also re-import your text file.

Data Submission



Export 12/1/2017 Records

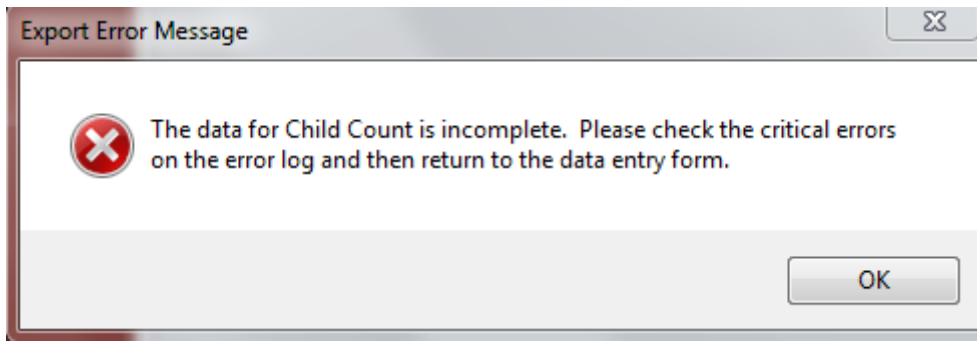
To create a secure file transfer file to send to the AOE for the December 1st Child Count, click the “Export 12/1/2016 Records – Due 12/17/2017” button on the main menu. You will see the above screen.

Export 6/30/2018 Records

To create a secure file transfer file to send to the AOE for the June 30th Child Count, click the “Export 6/30/2017 Exited Records – Due 7/15/2018” button on the main menu. You will see the above screen.

Verify/Export Data

Before exporting the data file (for AOE submission) the software application will execute a series of data checks. If errors are found, the user will see the following messages:



The program will generate an error log, like the one pictured on the next page, listing errors identified by the program. The program will not create a file for submitting until the user has corrected the errors identified as “critical”. Other edit checks identify data which falls out of normal patterns and may generate inquiries from AOE staff but will not prevent export.

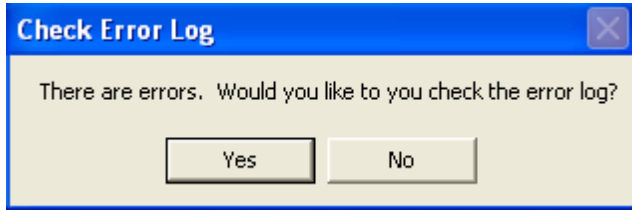
Once the critical errors are cleared, you may click “Export 12/1/2017 Records – Due 12/17/2017” to export your data via secure file transfer.

Please review the errors listed on this form. If there is a "Yes" under Critical Error, you MUST make corrections on the data entry form in order to export the data for AOE. If there is NOT a "Yes" under Critical error and the information is incorrect, please make corrections on the data entry form. If all the information is correct, you may create a disk for AOE with the button on this form.

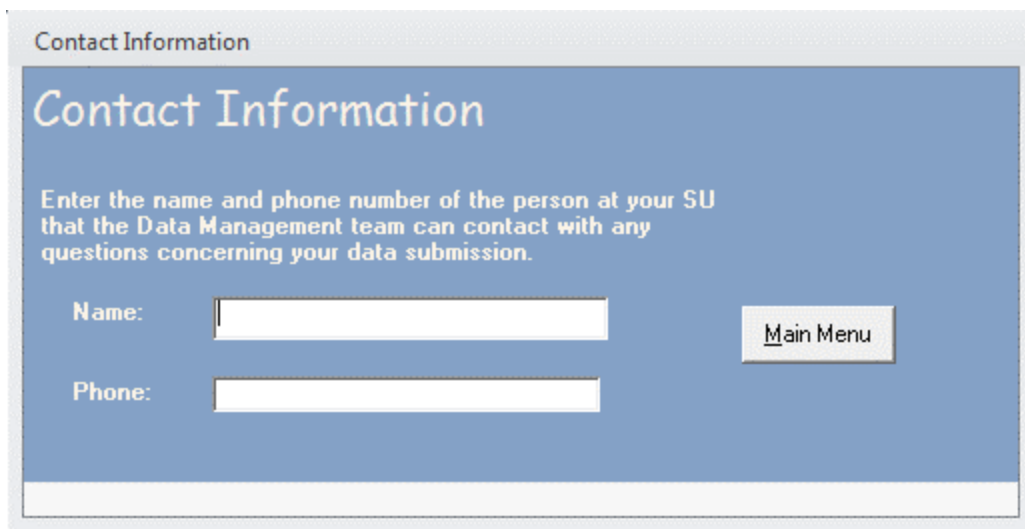
| First Name | Last Name: | Error Description | Critical Error? |
|------------|------------|---|-----------------|
| [REDACTED] | [REDACTED] | IEP Meeting Date before 12/1/2016 and Child Count category NOT Out of Compliance or Unilateral Placement. | Yes |
| [REDACTED] | [REDACTED] | Most Recent Evaluation older than 3 years and Child Count Category not Out of Compliance | Yes |
| [REDACTED] | [REDACTED] | Grade and birth date out of range. | No |

Data Submission – cont.

When no critical errors are identified, the following message will be displayed.



You may click "No" when asked to look at the error log, and the data file will be copied to the C:\ drive for submission to AOE.

A web form titled "Contact Information". The form has a blue header with the title "Contact Information" and a sub-header "Contact Information". Below the header, there is a text box with the instruction: "Enter the name and phone number of the person at your SU that the Data Management team can contact with any questions concerning your data submission." There are two input fields: "Name:" and "Phone:". To the right of the "Name:" field is a button labeled "Main Menu".

Contact Information

Enter name and telephone number of the person the IT Data Team may contact if we have questions concerning the submitted data. You must enter contact information to create a secure file transfer file for the AOE.

Create Reports

Use the buttons included in this section to print any of the reports available. The reports allow different configurations so that you may print them sorted in a way that is best for you. A screen similar to the one below will appear for many of the reports. Use the drop down boxes to determine how you would like your report set up.

IEP Due Date Report

IEP Due Date Report Form

Please choose the IEP Meeting due date ranges, the sort order and the grouping in the boxes below, then click on the "Create Report" button to the right. The date range indicates the time period in which current IEP dates reach their one year anniversary. A separate page will be formatted for each group, and within that group the records will be arranged by primary and secondary sort orders.

IEPs Due Beginning
 Page Break Grouping
 Primary Sort Order
 Secondary Sort Order

IEPs Due Ending

IEP Due Date Report

Report of students whose last IEP date falls within a period determined by the user.

Last Most Recent Eval Date Report

Report lists students whose last evaluation falls within a period determined by the user.

Students by Primary Disability

Report of students by each primary disability.

Students by Case Manager

Report of students by each case manager.

Students by School

Report of students by each facility.

Summary Reports

Report of active students by the above categories, or a report of exited students.

APPENDIX A: Importing an Excel File

Excel Import Table Constraints

NOTE: Column order must be as appears below.

| Field Name | Start | Width | Type |
|----------------|--------------|-------|--|
| PERMNUMBER | Number(Long) | 7 | Assigned by VTAOE. |
| LNAME | Text | 36 | A-Z, "-". No apostrophes. Upper Case only. |
| FNAME | Text | 20 | A-Z, "-". No apostrophes. Upper Case only. |
| MNAME | Text | 20 | A-Z, "-". No apostrophes. Upper Case only. (May be blank.) |
| POSTNAME | Text | 3 | A-Z, "-". No apostrophes. Upper Case only. (May be blank.) |
| DOB | Date | | mm/dd/yyyy |
| EDULVLNO | Text | 2 | Grade Level. See EDULVLNO tab. |
| GENDER | Text | 1 | "M" or "F" |
| DSTID | Text | 4 | Town District of Residence. See DSTID tab. |
| CASEMANAGER | Text | 3 | 2 or 3 letter initials |
| LNGNO | Text | 2 | Language. See LNGNO tab. |
| ORGID | Text | 5 | Supervisory Union. See ORGID tab. |
| CCORGID | Text | 6 | School/Facility. See CCORGID tab. |
| CUSNO | Text | 1 | Custody See CUSNO tab. |
| DIS1NO | Text | 2 | Primary Disability See DISNO tab. |
| DIS2NO | Text | 2 | Secondary Disability See DISNO tab. (May be blank.) |
| AUTNO | Text | 1 | Autism Spectrum. See AUTNO tab. |
| ADD | Text | 1 | "Y" or "N" |
| INITEVAL | Date | | mm/dd/yyyy (May be blank.) |
| MOSTRECEVAL | Date | | mm/dd/yyyy |
| IEPMEETINGDATE | Date | | mm/dd/yyyy |
| MULTIYEARPLAN | Text | 1 | "Y" or "N" |
| CHCNO | Text | 2 | Child Count Funding Category. See CHCNO tab. |
| PLCNO | Text | 2 | Educational Environment/Placement. See PLCNO tab. |
| EXTNO | Text | 1 | Exit Reason. See EXTNO tab. (May be blank.) |
| EXITDATE | Date | | mm/dd/yyyy (Must be blank if EXTNO is blank.) |

| Field Name | Start | Width | Type |
|-----------------------|-------|-------|--|
| ETHNO | Text | 1 | Ethnicity. "1" or "2". See ETHNO tab. |
| RACE_AMI | Text | 1 | American Indian or Alaska Native. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_ASI | Text | 1 | Asian. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_AFA | Text | 1 | Black or African American. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_NAT | Text | 1 | Native Hawaiian or Other Pacific Islander. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_WHT | Text | 1 | White. "Y" or "N". At least one RACE field must be "Y" . |
| ALTORGNAME | Text | 55 | A-Z, punctuation allowed. (May be blank.) |
| ALTORGADDRESS1 | Text | 55 | A-Z, punctuation allowed, 0-9. (May be blank.) |
| ALTORGCITY | Text | 55 | A-Z, punctuation allowed. (May be blank.) |
| ALTORGSTATE | Text | 2 | A-Z. (May be blank.) |
| ALTORGZIP | Text | 11 | 0-9, "-". (May be blank.) |
| NOTES | Text | 255 | All keyboard characters allowed. |
| PARTC | Text | 1 | "Y" OR "N" |
| PRIMARYCONTACTRIGHTS | Text | 1 | Parental Contact Rights. "Y" or "N". |
| PCRNO | Text | 2 | Parental Contact Role. See PCRNO tab. |
| PRIMARYCONTACTNAME | Text | 70 | A-Z, punctuation allowed. |
| PRIMARYCONTACTADDRESS | Text | 55 | A-Z, punctuation allowed, 0-9. |
| PRIMARYCONTACTCITY | Text | 55 | A-Z, punctuation allowed. |
| PRIMARYCONTACTSTATE | Text | 2 | A-Z. |
| PRIMARYCONTACTZIP | Text | 11 | 0-9, "-". |
| PRIMARYCONTACTPHONE | Text | 12 | 0-9, no punctuation. |
| COORDSERVPLAN | Text | 1 | Coordinated Service Plan. "Y" OR "N". |
| DDQUAL | Text | 1 | Developmental Delay Qualifying Domain. See DDQUAL tab. |

| Field Name | Start | Width | Type |
|-----------------------|-------|-------|---|
| ProgressMonitorMethod | Text | 1 | EEE progress monitoring methods. See MON tab. |
| EEE_EntryDate | Date | | mm/dd/yyyy. EEE entry date. |
| OutcomeA_EntryScore | Text | 1 | Outcome A entry score. See OUT tab. |
| OutcomeB_EntryScore | Text | 1 | Outcome B entry score. See OUT tab. |
| OutcomeC_EntryScore | Text | 1 | Outcome C entry score. See OUT tab. |
| EEE_ExitDate | Date | | mm/dd/yyyy. EEE exit date. |
| OutcomeA_ExitScore | Text | 1 | Outcome A exit score. See OUT tab. |
| OutcomeB_ExitScore | Text | 1 | Outcome B exit score. See OUT tab. |
| OutcomeC_ExitScore | Text | 1 | Outcome C exit score. See OUT tab. |
| OutcomeA_ProgressExit | Text | 1 | "Y" or "N." Outcome A progress at exit. |
| OutcomeB_ProgressExit | Text | 1 | "Y" or "N." Outcome B progress at exit. |
| OutcomeC_ProgressExit | Text | 1 | "Y" or "N." Outcome C progress at exit. |

This is what your file will look like before importing.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|---|------------|-------|--------|-------|----------|------------|---------|--------|-------|-------------|-------|-------|-------|-------|--------|--------|-------|-----|------------|
| 1 | PERMNUMBER | lname | fname | mname | postname | DOB | edulvno | Gender | dstid | CaseManager | lngno | orgid | fclid | cusno | dis1no | dis2no | autno | ADD | iniveval |
| 2 | 1118490 | ADAMS | aaaaa | | | 3/18/1997 | 02 | M | T112 | CKP | 3 | SU001 | FE170 | 4 | 4 | | 0 | N | 11/4/1999 |
| 3 | 1030718 | AHERN | bbbbbb | | | 12/23/1986 | 11 | M | T196 | KDS | 3 | SU001 | FE207 | 4 | 14 | | 1 | N | 12/16/1991 |

APPENDIX B: Importing a Comma Delimited File

Comma Delimited Import Table Constraints

NOTE: Column order must be as appears below. All fields must have double quotes around data.

| Field Name | Data Type | Field Size | Acceptable Values |
|----------------|--------------|------------|--|
| PERMNUMBER | Number(Long) | 7 | Assigned by VTAOE. |
| LNAME | Text | 36 | A-Z, "-". No apostrophes. Upper Case only. |
| FNAME | Text | 20 | A-Z, "-". No apostrophes. Upper Case only. |
| MNAME | Text | 20 | A-Z, "-". No apostrophes. Upper Case only. (May be blank.) |
| POSTNAME | Text | 3 | A-Z, "-". No apostrophes. Upper Case only. (May be blank.) |
| DOB | Date | | mm/dd/yyyy |
| EDULVLNO | Text | 2 | Grade Level. See EDULVLNO tab. |
| GENDER | Text | 1 | "M" or "F" |
| DSTID | Text | 4 | Town District of Residence. See DSTID tab. |
| CASEMANAGER | Text | 3 | 2 or 3 letter initials |
| LNGNO | Text | 2 | Language. See LNGNO tab. |
| ORGID | Text | 5 | Supervisory Union. See ORGID tab. |
| CCORGID | Text | 6 | School/Facility. See CCORGID tab. |
| CUSNO | Text | 1 | Custody See CUSNO tab. |
| DIS1NO | Text | 2 | Primary Disability See DISNO tab. |
| DIS2NO | Text | 2 | Secondary Disability See DISNO tab. (May be blank.) |
| AUTNO | Text | 1 | Autism Spectrum. See AUTNO tab. |
| ADD | Text | 1 | "Y" or "N" |
| INITEVAL | Date | | mm/dd/yyyy (May be blank.) |
| MOSTRECEVAL | Date | | mm/dd/yyyy |
| IEPMEETINGDATE | Date | | mm/dd/yyyy |
| MULTIYEARPLAN | Text | 1 | "Y" or "N" |

| Field Name | Data Type | Field Size | Acceptable Values |
|----------------------|-----------|------------|--|
| CHCNO | Text | 2 | Child Count Funding Category. See CHCNO tab. |
| PLCNO | Text | 2 | Educational Environment/Placement. See PLCNO tab. |
| EXTNO | Text | 1 | Exit Reason. See EXTNO tab. (May be blank.) |
| EXITDATE | Date | | mm/dd/yyyy (Must be blank if EXTNO is blank.) |
| ETHNO | Text | 1 | Ethnicity. "1" or "2". See ETHNO tab. |
| RACE_AMI | Text | 1 | American Indian or Alaska Native. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_ASI | Text | 1 | Asian. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_AFA | Text | 1 | Black or African American. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_NAT | Text | 1 | Native Hawaiian or Other Pacific Islander. "Y" or "N". At least one RACE field must be "Y" . |
| RACE_WHT | Text | 1 | White. "Y" or "N". At least one RACE field must be "Y" . |
| ALTORGNAME | Text | 55 | A-Z, punctuation allowed. (May be blank.) |
| ALTORGADDRESS1 | Text | 55 | A-Z, punctuation allowed, 0-9. (May be blank.) |
| ALTORGCITY | Text | 55 | A-Z, punctuation allowed. (May be blank.) |
| ALTORGSTATE | Text | 2 | A-Z. (May be blank.) |
| ALTORGZIP | Text | 11 | 0-9, "-". (May be blank.) |
| NOTES | Text | 255 | All keyboard characters allowed. |
| PARTC | Text | 1 | "Y" OR "N" |
| PRIMARYCONTACTRIGHTS | Text | 1 | Parental Contact Rights. "Y" or "N". |
| PCRNO | Text | 2 | Parental Contact Role. See PCRNO tab. |

| Field Name | Data Type | Field Size | Acceptable Values |
|-----------------------|-----------|------------|--|
| PRIMARYCONTACTNAME | Text | 70 | A-Z, punctuation allowed. |
| PRIMARYCONTACTADDRESS | Text | 55 | A-Z, punctuation allowed, 0-9. |
| PRIMARYCONTACTCITY | Text | 55 | A-Z, punctuation allowed. |
| PRIMARYCONTACTSTATE | Text | 2 | A-Z. |
| PRIMARYCONTACTZIP | Text | 11 | 0-9, "-". |
| PRIMARYCONTACTPHONE | Text | 12 | 0-9, no punctuation. |
| COORDSERVPLAN | Text | 1 | Coordinated Service Plan. "Y" OR "N". |
| DDQUAL | Text | 1 | Developmental Delay Qualifying Domain. See DDQUAL tab. |
| ProgressMonitorMethod | Text | 1 | EEE progress monitoring methods. See MON tab. |
| EEE_EntryDate | Date | | mm/dd/yyyy. EEE entry date. |
| OutcomeA_EntryScore | Text | 1 | Outcome A entry score. See OUT tab. |
| OutcomeB_EntryScore | Text | 1 | Outcome B entry score. See OUT tab. |
| OutcomeC_EntryScore | Text | 1 | Outcome C entry score. See OUT tab. |
| EEE_ExitDate | Date | | mm/dd/yyyy. EEE exit date. |
| OutcomeA_ExitScore | Text | 1 | Outcome A exit score. See OUT tab. |
| OutcomeB_ExitScore | Text | 1 | Outcome B exit score. See OUT tab. |
| OutcomeC_ExitScore | Text | 1 | Outcome C exit score. See OUT tab. |
| OutcomeA_ProgressExit | Text | 1 | "Y" or "N." Outcome A progress at exit. |
| OutcomeB_ProgressExit | Text | 1 | "Y" or "N." Outcome B progress at exit. |
| OutcomeC_ProgressExit | Text | 1 | "Y" or "N." Outcome C progress at exit. |

```
1099999,"SMITH","ETHAN",,,12/2/98 0:00:00,"12","M","T169","PL",3,"SU047","FE020","N",12,,1,"N",11/2/98 0
1188888,"SMITH","JANE",,,4/8/91 0:00:00,"03","M","T234","PL",3,"SU047","FE368","N",9,,2,"N",6/16/99 0:00
1077777,"VERMONT","AMY",,,6/13/83 0:00:00,"11","F","T169","PL",3,"SU047","FE020","N",9,,3,"N",1/31/90 0:
```

This is what the file will look like before import.

APPENDIX C: Definitions – Data Fields

ADD/ADHD: The value “Yes” (Y) for students who are receiving special education and have a diagnosis as ADD or ADHD.

Autism Spectrum: The diagnosis for students who are receiving special education and have a diagnosis on the Autism Spectrum. Please select from the list of acceptable values given. If you have any questions concerning how to complete the Autism Spectrum field, please refer to “*Frequently Asked Questions*” in this packet, or contact Mike Bailey @ 479-1165. Please refer to “Data Field Code Values” on Appendix D for code definitions.

Birth date: The student’s date of birth in mm/dd/yyyy format.

Case Manager: The initials of the special educator who has been designated on the IEP as the IEP manager. Acceptable values include A through Z with a maximum length of 3 characters.

Child Count Category: The appropriate funding category for this student, as certified on the Assurance Form. Select from the list of values given. Please refer to “Data Field Code Values” on Appendix D for code definitions.

Coordinated Services Plan: a plan designed to coordinate the Educational and Human Services for children with high needs.

Custody Status: Select the appropriate custody status for this student. Please refer to “Data Field Code Values” on page 18 for code definitions.

Educational Location: The name of the school, program, or center that the student attends. Please select from the list given. Some selections may ask you to add the name of the school if it is an alternative placement.

Ethnicity: The student’s ethnicity, whether or not of Hispanic or Latino origin. Select from the list of values given.

Exit Date: The date in mm/dd/yyyy format that the student exited from special education and stopped receiving special education services.

Exit Code (Reason): The most appropriate reason why the student is no longer receiving special education services. Select from acceptable list of values given.

First Name: The student’s first name to a maximum of 20 characters. Acceptable values include characters A through Z, “-”. No apostrophes.

Gender: The student’s gender. Acceptable values include male (M) or female (F).

Generation Code: The student’s generation, e.g. II or Jr., to a maximum of 3 characters. Acceptable values include A through Z.

Grade: The student's appropriate grade placement. Select from the list of values given. Please refer to "Data Field Code Values" on Appendix D for code definitions.

IEP Meeting Date: The date of the meeting at which the most recent IEP was completed. Format mm/dd/yyyy.

Initial Evaluation Date: Enter the date of the meeting at which the initial eligibility was decided. Format mm/dd/yyyy.

Last Name: The student's last name to a maximum of 36 characters. Acceptable values include characters A through Z, "-". No apostrophes. Values must be in Upper Case only.

Middle Name: The student's middle name to a maximum of 20 characters. Acceptable values include A through Z, "-". No apostrophes.

Most Recent Evaluation: The date of the meeting at which eligibility was decided. (Do not enter the date that the next evaluation is due.) Format mm/dd/yyyy.

Multi-year Plan: Select Y (yes) or N (no) to indicate whether or not the student has a multi-year plan.

Placement: Select the educational environment (i.e., placement category) that best indicates the setting in which the student has been placed by his or her IEP/ISP for educational services. Educational environments are defined for two age groups: Ages 3 to 5 and Ages 6 to 21. Please remember that all educational environments must be aligned with the child's age as of December 1, 2014. The educational environment is determined at the time each student's IEP/ISP is written.

Primary Disability: The primary disability category (as defined in 2361 and 2362.1 of the Vermont Agency of Education Special Education Regulations) that was identified in the evaluation report. Please refer to "Data Field Code Values" on Appendix D for code definitions.

Primary Language: The primary language of the parent, legal guardian, or adult student. This indicates what language the Parental Rights should be in when presented to the parent, etc. Select from the list of values given.

Race: The appropriate race for the student, regardless of whether or not the student is of Hispanic origin. Select from the list of values given.

Secondary Disability: If applicable, a secondary disability category (as defined in 2361 and 2362.1 of the Vermont Agency of Education Special Education Regulations) that was identified in the evaluation report.

Student ID #: Unique 7 digit number assigned to each Vermont student by the Agency of Education. Districts cannot enter information into this field. Once the child count is verified, the

districts ID numbers for each student. If a district needs an identification number for a student for paperwork purposes, please contact the IT unit at 479-1044.

Town: The name of the town that is educationally responsible for the student. Select from the list of values given.

APPENDIX D: Data Field Code Value

DISABILITY

| | |
|----|-------------------------------|
| 1 | Learning Impairment |
| 2 | Hard of Hearing |
| 3 | Deaf |
| 4 | Speech or Language Impairment |
| 5 | Visual Impairment |
| 6 | Emotional Disturbance |
| 7 | Orthopedic Impairment |
| 8 | Other Health Impairment |
| 9 | Specific Learning Disability |
| 10 | Deaf-Blindness |
| 11 | Multiple disabilities |
| 12 | Developmental Delay |
| 13 | Traumatic Brain Injury |

CHILD COUNT CATEGORY

| | |
|---|-------------------------------------|
| 2 | Receiving Services on Services Plan |
| 3 | Unilateral Placement, No Services |
| 4 | IDEA-B (age 3-21) |
| 6 | IEP Paperwork out of compliance |
| 7 | ISP Paperwork out of compliance |

EXIT REASONS

| | |
|---|---------------------------------------|
| 1 | Grad with Regular High School Diploma |
| 2 | Grad with a Certificate |
| 3 | Reached Maximum Age |
| 4 | Dropped Out |
| 5 | Transferred to Regular Education |
| 6 | Died |
| 7 | Moved, known to be continuing |
| 9 | Revocation of consent |

| PLACEMENT | |
|-----------|--|
| 1 | Ages 6 to 21: Homebound/Hospital |
| 3 | Ages 6 to 21: Correctional Fac-UNDUPLICATED |
| 7 | Ages 6 to 21: Inside Reg Classroom < 40% of time |

| PLACEMENT | |
|-----------|--|
| 8 | Ages 6 to 21: Inside Regular Classroom at least 80% of time |
| 10 | Ages 6 to 21: Inside Reg Class 40% to 79%of time |
| 19 | Ages 6 to 21: Resident Facility - Public or Private |
| 20 | Ages 6 to 21: Separate School: Public or Private |
| 24 | Ages 3 to 5: Not Attending SPED Prog; Services at home |
| 25 | Ages 3 to 5: Not Attending SPED Prog; Services at service provider location |
| 26 | Ages 3 to 5: In SPED Prog; Separate Class |
| 27 | Ages 3 to 5: In SPED Prog; Residential Facility |
| 28 | Ages 3 to 5: In SPED Prog; Separate School |
| 29 | Ages 3 to 5: Attends Reg EC Prog >10 hrs/wk and receives majority of service hrs in Reg EC Prog |
| 30 | Ages 3 to 5: Attends Reg EC Prog >10 hrs/wk and receives majority of service hrs in other location |
| 31 | Ages 3 to 5: Attends Reg EC Prog <10 hrs/wk and receives majority of service hrs in Reg EC Prog |
| 32 | Ages 3 to 5: Attends Reg EC Prog <10 hrs/wk and receives majority of service hrs in other location |

| GRADES | |
|--------|------------------------|
| EE | Early Education |
| KP | Kindergarten Part-time |
| KF | Kindergarten Full-time |
| 01 | 1st Grade |

| GRADES | |
|---------------|------------|
| 02 | 2nd Grade |
| 03 | 3rd Grade |
| 04 | 4th Grade |
| 05 | 5th Grade |
| 06 | 6th Grade |
| 07 | 7th Grade |
| 08 | 8th Grade |
| 09 | 9th Grade |
| 10 | 10th Grade |
| 11 | 11th Grade |
| 12 | 12th Grade |

LANGUAGE

| | |
|---|------------|
| 1 | Cambodian |
| 2 | Chinese |
| 3 | English |
| 4 | Vietnamese |
| 5 | French |
| 6 | German |
| 7 | Spanish |
| 8 | Russian |
| 9 | Other |

| AUTISM SPECTRUM | |
|------------------------|---|
| 0 | None |
| 1 | Autistic Disorder |
| 2 | Asperger's Syndrome |
| 3 | Pervasive Developmental Disorder(PDD-NOS) |
| 4 | Rett's Syndrome |
| 5 | Childhood Disintegrative Disorder |
| AW | Adult Without a Diploma |

CUSTODY STATUS

| | |
|---|----------------|
| 1 | Parent(s) |
| 2 | Legal Guardian |
| 3 | Self (over 18) |
| 4 | SRS |
| 5 | Another State |

PRIMARY CONTACT ROLE

| | |
|---|---------------|
| 1 | Parent |
| 2 | Adult Student |
| 3 | DCF |
| 4 | Ed. Surrogate |
| 5 | Foster Parent |
| 6 | Guardian |