

Fall 2026: Child Count Training



OKLAHOMA
Education



Agenda

- What's new/changed for 2026
- Child Count refresher
- Data quality reminders
- State aid
- Reviewing and correcting your EdPlan data
- OSDE State Reporting Certification App
- Appeals and certification

Updates for 2026

- Sif Unity
 - Data flow has improved
 - My Student Data Viewer should be part of troubleshooting
 - Some data flow issues require the SIS vendor or DIS
 - Student Data Support Form
- OSDE State Reporting Certification App
 - Official Special Education list
 - Find Missing Records
 - Site confirmation and district certification
- EdPlan
 - Remains the source for SPED information that feeds the app

Purpose of Child Count

- Identify the number of students in your district and the state who have disabilities being served under IDEA
- Used for:
 - SPED State Aid Weights
 - State and federal reporting
 - Disability and demographic reporting
 - Educational environment reporting

October 1,
2026

How to Best Prepare for Oct 1

- Before October 1, pay special attention to:
 - Enrollment
 - Students are enrolled in your SIS on or before 10/1
 - Check enrollment codes
 - Eligibility
 - Students have a finalized MEEGs active on 10/1
 - IEP
 - Students have a finalized current IEP active on 10/1
- Data Flow
 - Check for any mismatches between your SIS and EdPlan or students who may appear in one system but not the other
 - Check for duplicates – duplicate records must be resolved

Four Steps...

Review the EDPlan Child Count SY27 Report

- Check the data in the main tab for accuracy
- Fix errors on Error tab

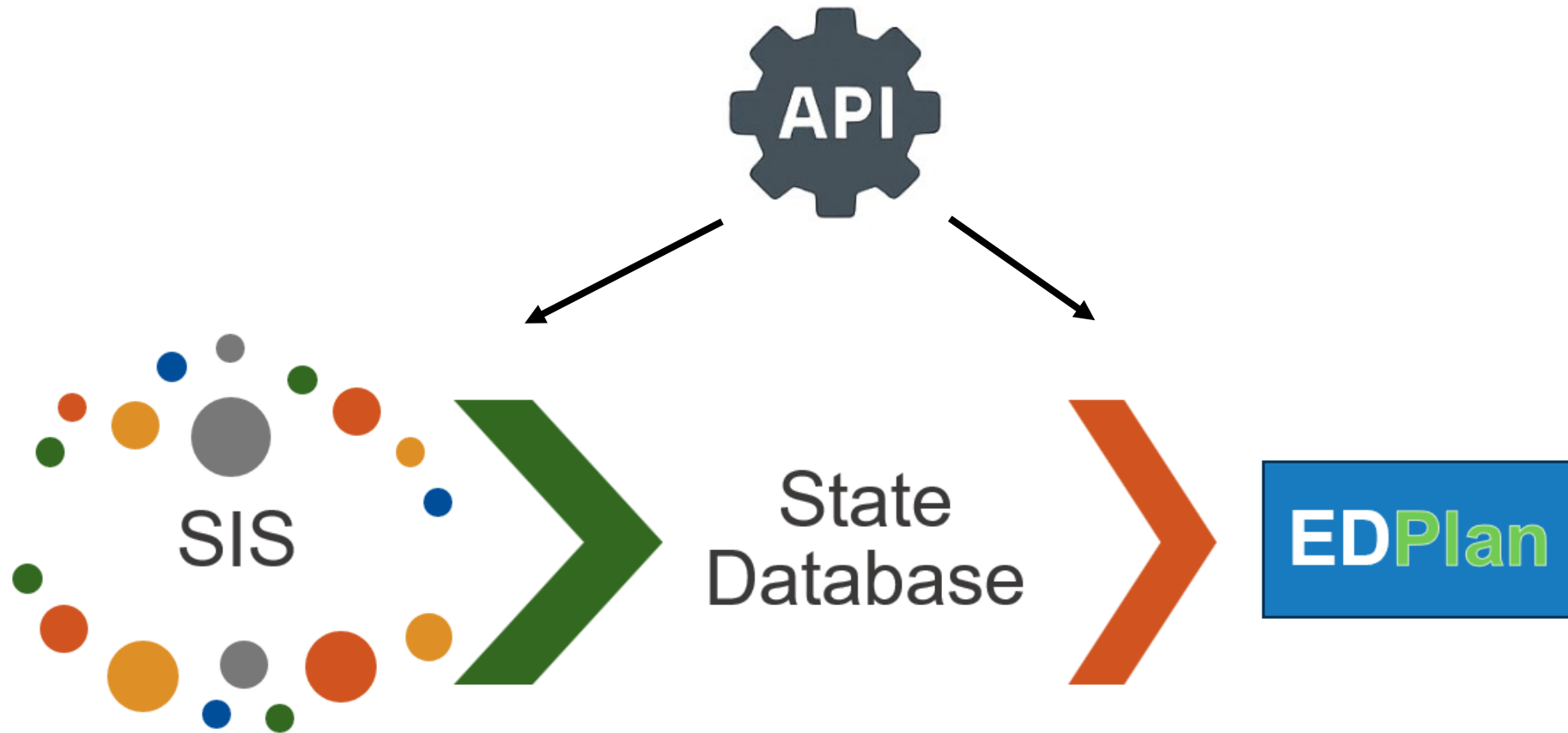
Review the OSDE State Reporting Certification App

- Verify accuracy of the special education list
- Fix errors in the “Special Education-Find Missing Students” tool

Submit appeals if missing students

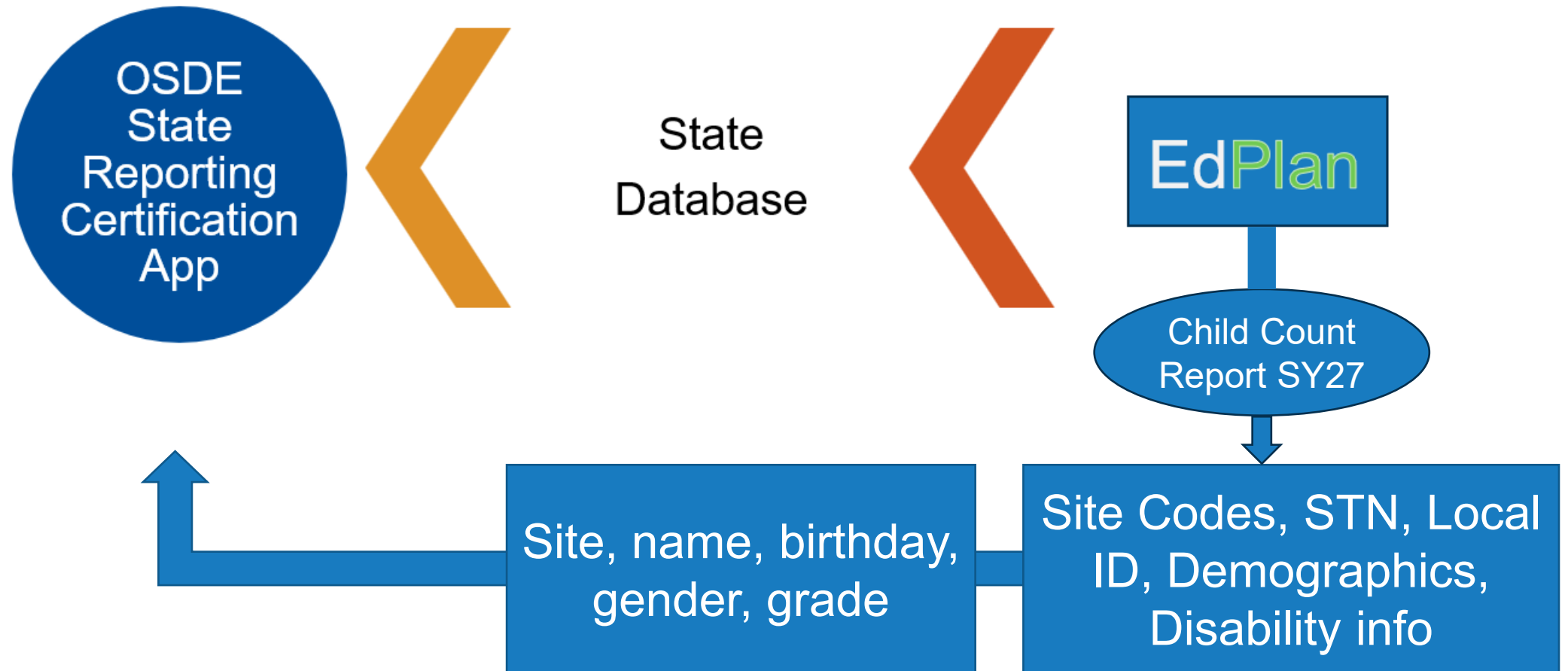
Certify by October 31 (tentative) for timely status

Where Does Child Count Data Come From?



Note: Not every Child Count error is an EDPlan error

Where Does Child Count Data Go?



SPED Child Count



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Basic Data Quality Requirements

Every student must have...

- a valid STN and local ID
- an accredited site code
- a valid enrollment type/status
- finalized eligibility and IEP events
- an educational environment code
- complete disability category information (primary, suspected, etc.) and related services
- a valid grade code
- a date of birth

...in their record in EDPlan,

AND

must be enrolled in your SIS and in the Wave on October 1.

Enrollment Type?

- This element is not auto-populated in EDPlan because it is not a feature in the Wave.
- Must be fixed manually.
- Determines LRE category.

▼ Enrollment	
School Albion Public School ▼	Grade Pre-Kindergarten
Length of School Week 30.00	Time Unit hour(s)
Next School Albion Public School	Enrollment Type Public School Enrollment ▼



Special Education Data Quality Notes

- Students who are categorized as DD must have a suspected disability on their current MEEGs
 - No students age 10 or greater can have a disability category of DD
- Students with grade PK must have an **updated** early childhood environment recorded and saved in the services section
 - Students in Kindergarten, regardless of age, will have an LRE
- Review services for LRE accuracy

LRE Reminders

- LRE not collected for PK students
- LRE collected for KG and above, regardless of age
 - What can affect it?
 - Total service time: must be less than total hours of instruction
 - Shortened day
 - Enrollment type on personal page
 - LRE collected from services section of finalized IEP, not workspace
 - Must re-finalize to save changes for reporting purposes

Notes on Early Childhood and ECEs

- Must enroll in your district for evaluation and IEP services
- Using PK3 basis of admission (BOA) code will get them into EdPlan for evaluation and IEP services
 - When student is determined eligible for services, the BOA code must be changed to R or other appropriate code
- Enter EC environment information (mandated for child count)
- Do not report shortened weeks for students only receiving services, unless the district has a GedEd program for 3-year-olds

3-Year-Olds on Shortened Day

▼ Instructional Time

Is this student's instructional week the same length as nondisabled peers?

☐ Yes

☒ No

If no, what is the total length of the student's instructional week

HR

(Required)

MIN

(Required)

If no, describe below the reason(s) for a shortened school week. If student is participating in a secondary transition program, describe the program.

(Required)

The concern described is due to

☐ Health/Medical

☐ Behavioral

☐ Secondary Transition Program

☒ Other

Please describe the reintegration plan to increase the student's instructional week to the same length as nondisabled peers. If student is participating in a secondary transition program, describe the program.

(Required)

Date of the next team meeting to review progress towards plan

mm/dd/yyyy



(Required)

Is this placement in the school where the student would normally attend if nondisabled?

☒ Yes

☐ No

If only receiving services, answer yes

If district has a GenEd program for 3-year-olds, select "No" and provide the reason for the shortened week.

State Aid Funding Formula

- District state funding is based on a weighted formula
- Each student begins with a weight of 1.0
- Additional weights added for various eligibilities (e.g.)
 - Early Childhood
 - Free/Reduced Lunches
 - Gifted/Talented
 - Special Education
- Calculation: Total weight x state multiplier = \$\$\$ to the district

How is a student eligible for a special education weight?

- Must have a current finalized MEEGS
 - The MEEGS must identify a Primary Disability Category
 - The MEEGS may identify a Secondary Disability Category
- Must have a current finalized IEP
 - The IEP may have related services documented
 - 1 of 5 related services may be funded if it is weighted higher than the secondary disability, or if there is no secondary disability
- How are weights assigned?
 - Primary Disability (Default)
 - Highest weight between Secondary Disability and Related Service

Special Education State Aid Weights

Primary/Secondary Disability	Weight	Primary/Secondary Disability	Weight
3-Deafness or Hearing Impairment (D/HI)	2.90	11-Deaf-Blindness (DB)	3.80
5-Speech Language Impairment (SLI)	0.05	12-Multiple Disabilities (MD)	2.40
6-Visual Impairment (VI)	3.80	13-Autism (AU)	2.40
7-Emotional Disturbance (ED)	2.50	14-Traumatic Brain Injury (TBI)	2.40
8-Orthopedic Impairment (OI)	1.20	15-Developmental Delay (DD)	Suspected
9-Other Health Impairment (OHI)	1.20	16-Intellectual Disability (ID)	1.30
10-Specific Learning Disability (SLD)	0.40		

Related Services Approved for Funding

Primary/Secondary Disability	Corresponding Related Service
3-Deafness or Hearing Impairment (D/HI)	Audiology
5-Speech Language Impairment (SLI)	Speech Language
6-Visual Impairment (VI)	Orientation & Mobility
7-Emotional Disturbance (ED)	Counseling
8-Orthopedic Impairment (OI)	OT or PT

Clearing Your SPED Child Count



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Step One:

Review and Clean the EDPlan Child Count Report SY27

Checking the SY27 Child Count in EdPlan



 Your District
REPORTS

1



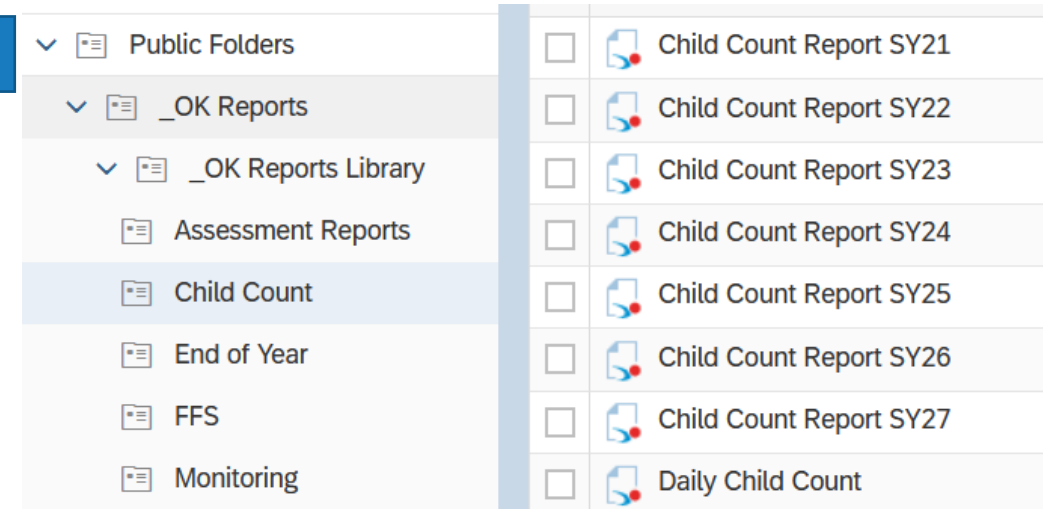
2

Will open new browser tab called “BI launch pad”

3

Click on the **Folders** tile, then **Public Folders**, **_OK Reports**, **_OK Reports Library**, **Child Count** folder.

4



5

Open “**Child Count Report SY27.**”

Internal Tabs

Child Count Report

Child Count Errors

Child Count Report

The Child Count Report tab includes all active, eligible students in EDPlan who have an IEP/ISP and no *known* errors.

- This list constitutes your “child count” list.
- Check the accuracy of the information! (especially LRE)

The Child Count Errors tab lists all active, eligible students with an IEP who have...

- Missing/invalid STNs
- Missing enrollment data
- Missing or incorrect SPED data (disability, LRE/ECE)

Note: An error exists if the column has an X for the student.

Check Accuracy of Student Records

- Main tab review:
 - School site
 - Age & grade
 - Disability categories
 - Related services
 - LRE & ECE
 - Missing students? Move to Error tab...

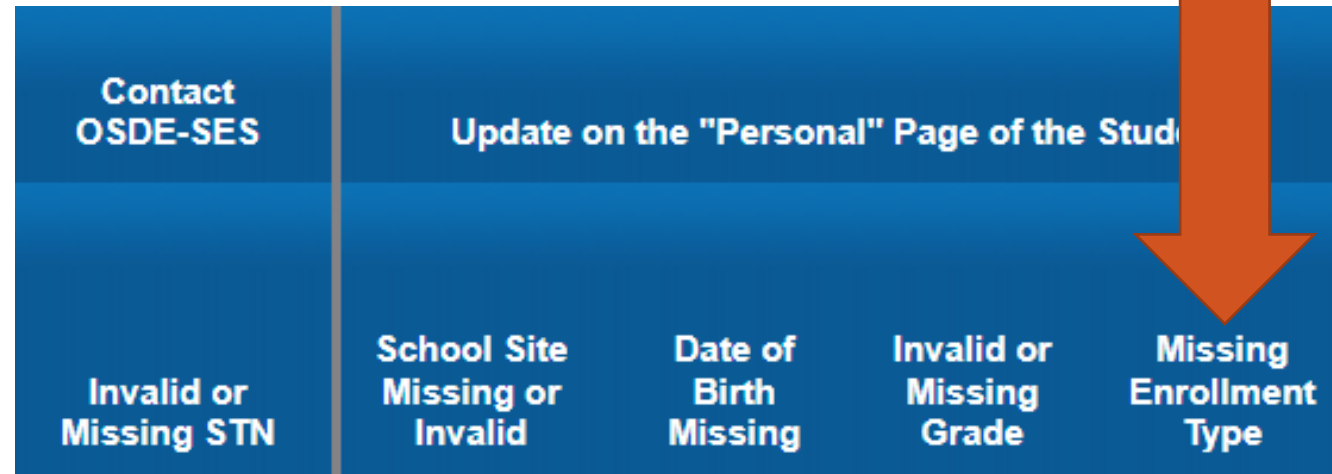
Child Count Report

Child Count Errors

Child Count Report

Correcting Errors 1

- Start early! Once an error is fixed in the student's record in the SIS or EDPlan, it may take 24 to 72 hours to show in the Child Count Report and the web app
- Corrected errors could potentially make it to the OSDE State Reporting Certification App before they are seen on the report!



- STN issues: Contact SES Data Team to resolve
- Enrollment data: update in your student information system!
- Enrollment type: update on the student's personal page

Correcting Errors 2

Shortened Week Length Error

This indicates that the child has letters or symbols entered in the number field that records how many instructional hours per week a student receives (if a different amount per week than their peers).

Correct in the Services page in the student's record*:

▼ Instructional Time

Is this student's instructional week the same length as nondisabled peers?

☐ Yes ☒ No

If no, what is the total length of the student's instructional week

HR

27 HR

MIN

0

****You must re-finalize the IEP to save the information for the report.***

Correcting Errors 3

Service
Time
Greater
Than
Instructional
Time

This indicates that the student has more service time than instructional time in the finalized IEP. This causes a mis-calculation in the LRE.

- Correct in the Services page in the student's record, and you must re-finalize the IEP to save the information for the report.
- Sometimes populates students without an "X"

NOTE: Errors do not prevent the student being included in report. Ignore for 3-5 in PK.

Correcting Errors 4

Primary Disability Missing	DD with No Suspected Disability	DD as Suspected	DD Over 9	MD is Secondary Disability
----------------------------	---------------------------------	-----------------	-----------	----------------------------

- All these errors must be fixed in the Eligibility Determination in EDPlan*:
 - Primary disability missing
 - Developmental delay errors
 - MD as secondary error: this indicates that the child has Multiple Disabilities listed as their Secondary Disability, which is not allowed by the IDEA.

****You must re-finalize the eligibility determination to save the information for the report.***

Correcting Errors 5

Early
Childhood
Environment
Missing

ECE error: this indicates that the child does not have an early childhood environment entered on the Services page in EDPlan:

> Enter Early Childhood Educational Environment Data

Out of
Date IEP

IEP is more than one year out of date.

Scenarios...

- A child doesn't show up on either tab?
 - Check the student history for proper documentation
 - Potential Issue: No IEP, is not enrolled, or is not of age.
- A child is listed who shouldn't be?
 - Ensure student has been exited correctly or dismissed from SPED services.
- I don't have a child's *first* IEP finalized by October 1?
 - Will not be included in the FY27 SPED child count.
- I don't resolve an error prior to October 1?
 - It can be corrected before certifying Oct. 31(Tentative).

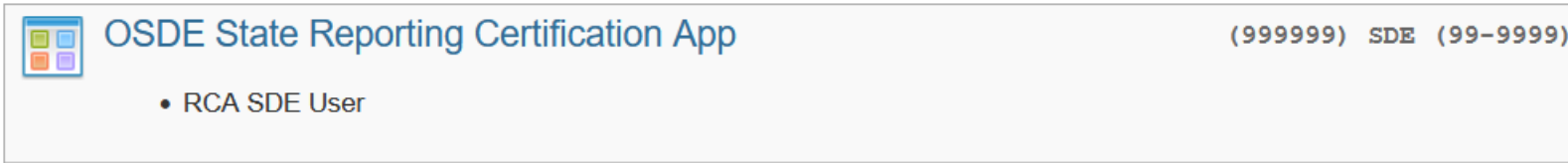


Step Two:

Verifying the Official List

OSDE State Reporting Certification App

- Application in Single Sign On



- The App includes various reports:
 - My Student Data Viewer
 - FQSR
 - October 1 Consolidated Report
 - October 1 Special Ed Child Count Report
- Access to the Certification App is granted by your Superintendent



Home

This application is and will be used to certify student level data for State and Federal Reporting purposes. As new reports are added, they will appear

CHARTER SCHOOL REPORTING: All Charter School data has been converted to be reported through the charter school regardless of how the data is tr
contain any data. Will have to "confirm" the empty site before you can certify your report.

[Data Spotlight Registration](#)

[Affiliates Document Store](#)

Reporting Periods List

Your Apps

Reporting Period	Status	Open Date	Due Date
My Student Data Viewer	Open	06/29/2025	12/29/2026
October 1 Special Ed Child Count Report	Closed	09/24/2026	10/30/2026



Home

This application is and will be used to certify student level data for State and Federal Reporting purposes. As new reports c

CHARTER SCHOOL REPORTING: All Charter School data has been converted to be reported through the charter school regar
district, the charter school site will still appear in your list of school sites, but will not contain any data. Will have to "confirm

[Data Spotlight Registration](#)

[Affiliates Document Store](#)

View previous recordings
From the DIS team



Reporting Periods List

Reporting Period	Status	Open Date	Due Date
My Student Data Viewer	Open	06/29/2025	12/29/2026
October 1st Consolidated Report *	Open	09/23/2025	10/11/2026

District Home

Data Navigator

Resources

Home - Your District

ALERT - SDE is investigating errors in the Student Data collection related to the Native American Program and missing tribes. As long as your data in the Student Participation collection is reporting tribes correctly, the Student Data and Student Participation collections provide visibility of data that is received from your SIS allowing you the opportunity to ensure the quality of student data. Data that is not displayed as expected are no district certification options available.

[Student Data Support Form](#)

Submit Support Ticket to DIS Team

Register for training sessions below:

Career Concentrator & Tutoring Programs- Sept. 15th at 10:00	Career Concentrator & Tutoring Programs- Sept. 16th at 1:00
Student Discipline - Sept. 22nd at 10:00	Student Discipline - Sept. 24th at 1:00
Presidential Physical Fitness Assessment - Sept. 22nd at 10:00	Presidential Physical Fitness Assessment - Sept. 23rd at 1:00
October 1 Consolidated Report - Sept. 22nd at 11:00	October 1 Consolidated Report - Sept. 24th at 12:00



District Home

Data Navigator

Resources

Data Navigator

[Select Collection](#)

Select Collection

Select a collection below to review student demographics, attributes, or programs.

Student Data	Display of students enrolled during the current school year, their demographics and indicators as received by the district's stu
Student Participation	Display for districts to ensure all students in the current school year have records that accurately reflect the student's program

⏮

⏪

1

⏩

⏭

10

▼

items per page

Data Navigator

[Select Collection](#) > [Student Data](#) > Select School(s)

Select ONE school to view records for the Student Data Collection

Next Step >

3 TOTAL RECORDS

	School Name	School Code	Total Records
☐	Your District HS	9011234705	75
☒	Your District MS	9011234505	45
☐	Your District ES	9011234105	55

Home

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[Data Spotlight Registration](#)

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Reporting Periods List

Reporting Period	Status	Open Date	Due Date
My Student Data Viewer	Open	06/29/2025	12/29/2026
October 1 Special Ed Child Count Report	Closed	09/24/2026	10/30/2026

District Home

Data Navigator

Data Reports

Resources

Data Navigator

[Select Collection](#) > [October 1 Special Ed](#) > Select School(s)

Select ONE school to view records for the October 1 Special Ed Collection

Next Step >

3 TOTAL RECORDS

	School Name	School Code	Total Records	School Status
☐	Your District HS	90I1234705	75	Confirmed
☒	Your District MS	90I1234505	45	Confirmed
☐	Your District ES	90I1234105	55	Confirmed

1 10 items per page

October 1 Special Ed Child Count Report

- Will include child count data from EDPlan
 - Data will include:
 - Student name and STN
 - Demographics
 - Age
 - Gender
 - Race
 - Grade
 - Educational Environment
 - Disabilities (Primary, Secondary, Suspected, Concomitant, Related Services)
 - Special Education Weights

“Special Education” List

- Students on this list are confirmed for the SPED Child Count
 - Lists students *without* SIS errors and *without* EDPlan errors
- Pulled exactly as showing in main EDPlan CC report
 - No data from the SIS record
- IF you find an error here, it must be fixed in EDPlan

October 1 Special Ed Report View

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October 1 Special Ed Child Count Report

Change Reporting Period

District Home

Data Navigator

Data Reports

Resources

Data Navigator

Select Collection > October 1 Special Ed > Your District MS Record List

View Records for October 1 Special Ed Your District MS

Below you will find the list of records for this report.

Find Missing Records

Clear Filters

Download

Customize View

48 TOTAL RECORDS IN VIEW

Search...

District ID	School ID	Local ID	STN	First Name	Middle Name	Last Name	Birth Date	Age	Gender	Reported Grade	Race Ethnicity	Primary Disability	Suspected Disability	Secondary Disability	Related Service	Concomitant Disability	Least Restrictive Environment
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter

“Find Missing Records” List

- Shows students missing from main list due to data conflicts
 - SIS-EDPlan conflicts include mis-matched sites, grades, etc., possibly missing from main lists entirely
- Conflicts highlighted in yellow
 - Will have to investigate...no error details provided
- Fix in EDPlan or your SIS, wherever the mis-match is located
- Students on this list will *not* be counted on Child Count if not resolved

What if...

- A student has an error and is not on the Final Report?
 - Check “Find Missing Students” list—indicates an error to resolve.
 - Still missing? Some records will not show on Final Report
- A student is not on either SPED list?

Students missing from both SPED lists have
unresolved EDPlan errors!

Step Three

Appealing your Child Count List

Appeals

- The appeal process allows us to track missing students.
- Expect to fix record errors and SIS enrollment first. *If you appeal a student with a known error, we will simply direct you to that and close the appeal.*
- Appealed records may take several days to resolve and show in the October 1 Special Ed table.

Which Students can be Appealed?

- Students missing from:
 - The “Oct 1 Special Education” table in the App
 - Your EDPlan system
 - Out of State transfers
- Students listed Oct 1 Special Ed table who should not be there
- Students with SIS-EDPlan conflicts that districts can’t resolve:
 - Duplicate STNs or duplicate records
 - Grade, site, etc., updates to make manually

Appeal Guidance

- A web form will be used to submit an appeal. It will ask for student info such as:
 - STN
 - Asks if student is an out of state transfer
 - District Name
 - School site number
 - Requestor information
- Watch the bulletin in the SES Info Hub in EdPlan for child count and appeal updates

Out of State Transfers

- Identify them as early as possible
- Complete the MEEGs and IEP documents asap, before 10/1 if possible
 - If you can't before 10/1, ensure they at least have a short-term MEEGs
 - Upload all out of state documents to the student's profile under Documents
- An out of state transfer may or may not show up in the OSDE State Reporting Certification App
- If only a short-term MEEGs exists in student history, file an appeal to ensure student(s) are not missed

How to Submit an Appeal

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October 1 Special Ed Child Count Report

Change Reporting Period

Home

District Home

Home

Data Navigator

Home

Data Reports

Home

Resources

Home - Your District

Closed Period

175 Total October 1 Special Ed Records

Resolved: Some students are showing as duplicates in the report due to a formatting issue with the Local ID as of 10/20. Expected resolution date of 10/21.

The Special Ed Child Count Report identifies students who are actively enrolled in school, IDEA eligible, and have an active IEP on the snapshot date of October 1 along with their disability indicators and

Special Ed Appeals Form

Opens in new tab

Alerts and notifications will be posted in this location during the reporting period.

School List

3 TOTAL RECORDS

School Name	
Your District HS	
Your District MS	

Step Four:

Certification

Completing Certification

- Certification will be completed in the OSDE State Reporting Certification App
- Verify accuracy of Special Education list in the App
 - If accurate, notify superintendent
 - If not accurate, correct any identified errors
- Sites must be confirmed before certification button is activated
- Superintendent or representative will “certify” final data

Confirming Site Data



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October 1 Special Ed Child Count Report [Change Reporting Period](#)

[District Home](#)

[Data Navigator](#)

[Data Reports](#)

[Resources](#)

Data Navigator

[Select Collection](#) > [October 1 Special Ed](#) > Select School(s)

Select ONE school to view records for the **October 1 Special Ed Collection**

[Next Step >](#)

3 TOTAL RECORDS

	School Name	School Code	Total Records	School Status	District Status
☐	Your District HS	9011234705	75	Confirmed	Certified
☐	Your District MS	9011234505	45	Confirmed	Certified
☐	Your District ES	9011234105	55	Confirmed	Certified

10 items per page



Things to Consider

- Before confirming sites or certifying, please consider:
 - It is possible to certify with missing students in the Special Education list
 - If you are waiting on records to flow in from EdPlan, don't confirm
 - Confirming sites will lock the site from receiving new data
 - Site confirmations can be unlocked by the superintendent or site principal
 - Certification is the final sign off that your district's data is correct
 - In rare circumstances, certifications can be reversed but only by the state

Before You Certify Checklist

- ☐ You have reviewed the October 1 Special Ed Child Count Report list
- ☐ You have ensured the students expected to be counted are present in the list
- ☐ You have ensured those students who shouldn't be counted are not there
- ☐ Disability and demographic information is accurate

Before You Certify Checklist Cont...

- ☐ LRE/ECE information is accurate
- ☐ All known errors have been corrected
- ☐ Any missing students have been investigated/appealed, if necessary
- ☐ Understand that certification represents the district's *final* verification of its data

Resources

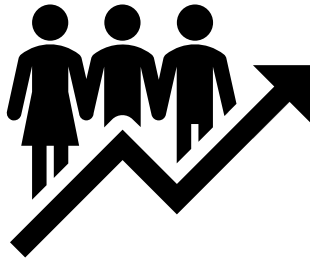
- All child count guidance: <https://oklahoma.gov/education/services/special-education/data/child-count-collection.html>
 - Presentation information (updated next week)
 - State Aid Weights for Students with Disabilities Memo
 - Appeals process
- General enrollment guidance: <https://oklahoma.gov/content/dam/ok/en/osde/documents/services/special-education/data/general-resources/Enrollment-and-System-Integration-Guidance.pdf>
- EC Environments: https://ideadata.org/preschool-toolkit/static/media/Decision%20Tree%20for%20Preschool%20Educational%20Environments_2.f3441dde.pdf

Contact Information

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