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 due **February 1, 2018**. Pages 3-6 cover the "Detail" reports that should be reviewed and the "Signature" reports that must be signed and uploaded by **February 22, 2018**.

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

Error Reports - Director Must Review Warnings Before February 1, 2018

Report	Looks like:		Pages	Format	Director Reviewed	Signed	Upload-ed
Errors: Student Detail Report of Errors to Correct	Colorado Department of Education — Errors: Student Detail Report of Errors to Correct	Page: 1	1+	optional		No Sig	Do not upload
Errors: Staff Detail Report of Errors to Correct	Colorado Department of Education — Errors: Staff Detail Report of Errors to Correct	Page: 1	1+	optional		No Sig	Do not upload

Directors Review reports listed on Validity Certification for Student and Staff

Staff Validation

Report	Reviewed
1.1 Summary Staff by AU/District/ Job Classification Code	
1.2 Summary of JCC/PURCHASED SERVICE STAFF	
1.3 Special Education Core Content Teachers	
1.4 Special Ed Directors & Child Find Coordinators	
SAM 1.5 Non-Qualified Personnel Status	

Student Validation

Report	Reviewed
2.1.1 # of Students Eligible/Funding/Age, Dis & Setting	
2.1.2 # of Students Reported/Age/Dis/AU/Agency/Facility	
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	
3.9 Indicator 9 – Disproportionate Representation	
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	
2.2.6 Sig Y2Y Educational Environment 6-21	
2.2.7 Sig Y2Y Ed Orphans (New)	

Data Validity Reports Due February 1, 2018 (Upload to Data Management System)

Staff: 1.0 Data Validity Certification Report

Looks Like:

Colorado Department of Education — Staff: 1.0 Data Validity Certification Report — Page: 1

1 Page, PDF Format

Director Reviewed?	
Director Signed?	

Student: 2.0 Data Validity Certification Report

Looks Like:

Colorado Department of Education — Student: 2.0 Data Validity Certification Report — Administrative Unit: — School Year: — Page: 1

1 Page, PDF Format

Director Reviewed?	
Director Signed?	

Signature Reports – Due February 22, 2018

Staff Reports – 4 Reports +1- Due February 22, 2018

Report	Looks like:	Pages	Format	Director Reviewed	Signed	Upload-ed
1.1 Summary of Special Education Staff by AU, District & **Job Classification Category**	Colorado Department of Education — Staff: 1.1 Summary of Special Education Staff by Administrative Unit, District & Job Classification Category — Page: 1	1 +	PDF			
1.2 Summary of Job Classification Category by District and AU **Purchased Service Staff**	Colorado Department of Education — Staff: 1.2 Summary of Job Classification Category by District and Administrative Unit - Purchased Service Staff — Page: 1	1	PDF			
1.3 Special Education Core Content Teachers	Colorado Department of Education — Staff: 1.3 Special Education Core Content Teachers — Page: 1	1+	PDF			
1.4 Special Education Directors & Child Find Coordinators	Colorado Department of Education — Staff: 1.4 Special Education Directors & Child Find Coordinators — Page: 1	1	PDF			
SPED BOCES Staff Reported	Colorado Department of Education — Staff: Detail Report: Special Education BOCES Staff Reported — Page: 22	1+	optional		No Sig	Do not upload
Mode Contract Days and Hours Per Day by JCC	Colorado Department of Education — Staff: Detail Report: Mode Contract Days and Hours Per Day by Job Classification Category — Page: 1	1+	optional		No Sig	Do not upload
Detail: Special Education List by Job Classification Code	Colorado Department of Education — Staff: Detail Report: Special Education List by Job Classification Code — Page: 1	1+	optional		No Sig	Do not upload

Detail: Teacher Probationary Status	Colorado Department of Education Staff: Detail Report: Teacher Probationary Status Administrative Unit: School Year: Page: 1	1+	optional		No Sig	Do not upload
Detail: Teachers with License Information	Colorado Department of Education Staff: Detail Report: Teachers with License Information Administrative Unit: School Year: Page: 1	30-400+	optional		No Sig	Do not upload
Detail: Overall Performance Ratings	Colorado Department of Education Staff: Detail Report: Overall Performance Ratings Administrative Unit: School Year: Page: 1	1	optional		No Sig	Do not upload

Staff SAM Reports – 1 Report - Due February 22, 2018

Report	Looks like:	Pages	Format	Director Reviewed	Signed	Upload-ed
SAM 1.5 Non-Qualified Personnel Status	Colorado Department of Education SAM: 1.5 Non-Qualified Personnel Status Administrative Unit: School Year Page: 1	1+	PDF			
SAM: Caseload Student Detail	Colorado Department of Education SAM: Caseload Student Detail (DC210 Detail) School Year: Administrative Unit: Not Approved Staff Page: 1	30-500+	optional		No Sig	Do not upload
SAM: Caseload Summary	Colorado Department of Education SAM: Caseload Summary (DC210 Summary) Administrative Unit: School Year:	2-34	optional		No Sig	Do not upload
SAM: Certified Staff Report	Colorado Department of Education SAM: Certified Staff Report (DC208, DC209, DC211) Administrative Unit: 01040 - ADAMS 27J BRIGHTON School Year: 2016-2017 Not Approved Staff	5-700+	optional		No Sig	Do not upload

Data Summary Reports – 5 Reports - Due February 22, 2018
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	Colorado Department of Education — Page: 1 — Student: 2.1.1 Number of Students 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	Colorado Department of Education — Page: 1 — Student: 2.1.2 Number of Students 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	Colorado Department of Education — Page: 1 — Student: 2.1.3 Number of Reported Students 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	Colorado Department of Education — Page: 1 — Student: 2.1.4 Number of Reported Students Parentally Placed in a Private School By Disability and Type of Service	1	PDF	Ed		
2.1.5 # by Special Education Funding Status By Administrative Unit and Disability	Colorado Department of Education — Page: 1 — Student: 2.1.5 Number of Reported Students by Special Education Funding Status by Administrative Unit and Disability	1	PDF	$		

Student: Significant Year-to-Year Reports – 7 Reports (+1 for Flag Explanations) – Due February 22, 2018

Report	Looks like:	Pages	Format	Director Review	Signed	Uploaded
2.2.1 By Age Group and Disability 3-5	Colorado Department of Education Student: 2.2.1 Significant Year-to-Year Change Report By Age Group and Disability Ages 3 - 5 Page: 1	1	PDF	Ed		
2.2.2 By Age Group and Disability 6-21	Colorado Department of Education Student: 2.2.2 Significant Year-to-Year Change Report By Age Group and Disability Ages 6 - 21 Page: 1	1	PDF	Ed		
2.2.3 By Age Group and Race/Ethnicity Ages 3-5	Colorado Department of Education Student: 2.2.3 Significant Year-to-Year Change Report By Age Group and Race/Ethnicity Ages 3 - 5 Page: 1	1	PDF	Ed		
2.2.4 By Age Group and Race/Ethnicity Ages 6-21	Colorado Department of Education Student: 2.2.4 Significant Year-to-Year Change Report By Age Group and Race/Ethnicity Ages 6 - 21 Page: 1	1	PDF	Ed		
2.2.5 Age Group and Ed.Environment Ages 3-5	Colorado Department of Education Student: 2.2.5 Significant Year-to-Year Change Report By Age Group and Educational Environment Ages 3 - 5 Page: 1	1	PDF	Ed		
2.2.6 Age Group and Ed.Environment Ages 6-21	Colorado Department of Education Student: 2.2.6 Significant Year-to-Year Change Report By Age Group and Educational Environment Ages 6 - 21 Page: 1	1	PDF	Ed		
Student: 2.2.7 Ed Orphan Change Report	Colorado Department of Education Student: 2.2.7 Significant Year-to-Year Ed Orphan Change Report Page: 1	1	PDF	$		
Flag Explanations	Special Education December Count Snapshot Flag Explanations | 2 Administrative Unit: School Year: Category Flagged | Count Difference from Last Year | Percentage Difference from Last Year	1-4	WORD	Ed	Not Required	

Student Indicator Reports - 4 Reports - Due February 22, 2018 (+3 Detail Reports)

Report	Looks like:	Pages	Format	Director Review	Signed	Uploaded
3.5 Indicator 5	Colorado Department of Education — Student: 3.5 Indicator 5: Number of Students Aged 6-21 by Educational Settings (Page: 1)	1	PDF	📈		
3.6 Indicator 6	Colorado Department of Education — Student: 3.6 Indicator 6: Number of Students Aged 3-5 by Educational Settings (Page: 1)	1	PDF	📈		
3.9 Indicator 9	Colorado Department of Education — Student: 3.9 Indicator 9: Disproportionate Representation of Racial and Ethnic Groups in Special Education (Page: 1)	2	PDF	☑		
3.10 Indicator 10	Colorado Department of Education — Student: 3.10 Indicator 10: Disproportionate Representation of Racial and Ethnic Groups in Specific Disability Categories (Page: 1)	8-12	PDF	☑		
Ind 5 Detail	Colorado Department of Education — Student: Indicator 5: Detail Listing of Students Aged 6-21 by Educational Settings (Page: 1)	4-400+	optional	📈	No Sig	Do not upload
Ind 6 Detail	Colorado Department of Education — Student: Indicator 6 Detail Listing of Students Aged 3-5 by Educational Settings (Page: 1)	1-65	optional	📈	No Sig	Do not upload
Ind 9 & 10 Detail	Colorado Department of Education — Student: Indicator 9 and 10: Detail Listing of Students by Race/Ethnicity and Disability. (Page: 1)	4-400+	optional	☑	No Sig	Do not upload