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 of the December Count validation reports.

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 by **February 2, 2024**. Pages 3-6 cover the “Detail” reports that should be reviewed and the “Signature” reports that must be signed and uploaded by **February 23, 2024**.

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 |
| þ | This report ties to a compliance measure |
| : | The data in this report are used in public accountability reports posted on the CDE website |
| Edfacts | The data in this report are included in EdFacts Reports to the U.S. Department of Education |

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| --- | --- | --- | --- | --- | --- | --- |
| Error Reports - Director Must Review Warnings Before February 2, 2024 | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| Errors: Student Detail Report of Errors to Correct |  | 1+ | optional |  | No Sig | Do not upload |
| Errors: Staff Detail Report of Errors to Correct |  | 1+ | optional |  | No Sig | Do not upload |

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| Directors Review reports listed on Validity Certification for Student and Staff | | Data Validity Reports Due **February 23, 2024**  (Upload Validity Reports to DMS) | |
| Staff Validation | |  | |
| Report | Reviewed | Staff: 1.0 Data Validity Certification Report | |
| 1.1 Summary Staff by AU/District/ Job Classification Code |  | Looks Like: | |
| 1.2 Summary of JCC/PURCHASED SERVICE STAFF |  |  | |
| 1.4 Special Ed Directors & Child Find Coordinators |  |
| SAM 1.5 Non-Qualified Personnel Status |  |
| Student Validation | | 1 Page, PDF Format | |
| 2.1 Sig Y2Y Age Group/Disability |  | Director Reviewed? |  |
| 2.2 Sig Y2Y Age Group/Race/Ethnicity |  | Director Signed? |  |
| 2.3 Sig Y2Y Educational Environment |  |  | |
| 2.4 Sig Y2Y Ed Orphans |  |
| 2.5 Indicator 5 – Number of Students |  |
| 2.6 Indicator 6 – Number of Students |  | Student: 2.0 Data Validity Certification Report | |
| 2.7 # Reported by Funding Status/AU/Disability |  | Looks Like: | |
| 2.8 # PPPS by Disability and Type of Service |  |  | |
| 2.9 Indicator 9 – Disproportionate Representation |  |
| 2.10 Indicator 10 – Disproportionate Representation |  |
|  |  | 1 Page, PDF Format | |
|  |  | Director Reviewed? |  |
|  |  | Director Signed? |  |

Signature Reports – Due February 23, 2024

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Staff Reports – 3 Reports +1- Due February 23, 2024 | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| 1.1 Summary of SPED Staff by AU, District & **Job Classification Category** |  | 1 + | PDF |  |  |  |
| 1.2 Summary of JCC by District and AU **Purchased Service Staff** |  | 1 | PDF |  |  |  |
| 1.4 Special Education Directors & Child Find Coordinators |  | 1 | PDF |  |  |  |
| **Detail: SPED BOCES Staff Reported** |  | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Mode Contract Days and Hours Per Day by JCC** |  | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Special Education List by Job Classification Code** |  | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Teacher Probationary Status** |  | 1+ | optional |  | No Sig | Do not upload |
| **Detail: Teachers with License Information (very bottom of report list)** |  | 30-400+ | optional |  | No Sig | Do not upload |
| **Detail: Overall Performance Ratings** |  | 1 | optional |  | No Sig | Do not upload |

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| --- | --- | --- | --- | --- | --- | --- |
| Staff SAM Reports – 1 Report - Due February 23, 2024 | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| SAM 1.5 Non-Qualified Personnel Status |  | 1+ | PDF | CDE Symbol |  |  |
| **SAM: Caseload Student Detail** |  | 30-500+ | optional |  | No Sig | Do not upload |
| **SAM: Caseload Summary** | C:\Users\Ohleyer_A\Pictures\DEC Count Screen Shots\SAM Caseload Summary top.PNG | 2-34 | optional |  | No Sig | Do not upload |
| **SAM: ALL Certified Staff Report** |  | 5-700+ | optional |  | No Sig | Do not upload |
| **SAM: Percentage of Not-Approved Staff** |  | 1 | optional |  | No Sig | Do not upload |
| **SAM: Staff Licensed After Dec 1** |  | 1+ | optional |  | No Sig | Do not upload |
| **SAM: Year to Year Non-Licensed Staff Report** |  | 1 | optional |  | No Sig | Do not upload |

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| --- | --- | --- | --- | --- | --- | --- |
| Student: Significant Year-to-Year Reports – 4 Reports (+1 for Flag Explanations) – Due February 23, 2024 | | | | | | |
| Report | Looks like: | Pages | Format | Director Review | Signed | Uploaded |
| 2.1 By Age Group and Disability | Table  Description automatically generated | 1 | PDF | Edfacts |  |  |
| 2.2 By Age Group and Race/Ethnicity Ages | Table  Description automatically generated | 1 | PDF | Edfacts |  |  |
| 2.3 Age Group and Ed. Environment Ages | Table  Description automatically generated | 1 | PDF | Edfacts |  |  |
| 2.4 Ed Orphan Change Report | Table  Description automatically generated | 1 | PDF | $ |  |  |
| [Flag Explanations](http://www.cde.state.co.us/datapipeline/snap_sped-december) | Graphical user interface, application  Description automatically generated | 1 | WORD | Edfacts | Not Required |  |
| Detail Listing of Educational Orphans | Text  Description automatically generated | 1+ |  | $ | No Sig | Do not upload |

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| --- | --- | --- | --- | --- | --- | --- |
| Data Summary Reports – 2 Reports - Due February 23, 2024  Number of Students … | | | | | | |
| Report | Looks like: | Pages | Format | Director Reviewed | Signed | Upload-ed |
| **2.7 # Reported by Funding Status/AU/ Disability** | Graphical user interface, application, table  Description automatically generated | 1 | PDF | $ |  |  |
| **2.8 # PPPS by Disability and Type of Service** | Graphical user interface, application  Description automatically generated | 1 | PDF | $MOE |  |  |
| **Student: Detail Funded by Disability Tier and Member District** |  | 1+ |  | $ | No Sig | Do not upload |
| **Detail Listing of Students reported with Funding Status 51** |  | 1+ |  | $ | No Sig | Do not upload |

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| --- | --- | --- | --- | --- | --- | --- |
| Student Indicator Reports – 4 Reports – Due February 23, 2024 (+Detail Reports) | | | | | | |
| Report | Looks like: | Pages | Format | Director Review | Signed | Uploaded |
| 2.5 Indicator 5 |  | 1 | PDF | 📈 |  |  |
| 2.6 Indicator 6 |  | 1 | PDF | 📈 |  |  |
| 2.9 Indicator 9 |  | 1 | PDF | þ |  |  |
| 2.10 Indicator 10 |  | 6 | PDF | þ |  |  |
| Ind 5 Detail Ed Env |  | 4-30+ | optional | 📈 | No Sig | Do not upload |
| Ind 5 Detail List |  | 4-100+ | optional | 📈 | No Sig | Do not upload |
| Ind 6 Detail Ed Env |  | 2+ | optional | 📈 | No Sig | Do not upload |
| Ind 6 Detail List |  | 1-65 | optional | 📈 | No Sig | Do not upload |
| Ind 9 & 10 Detail List |  | 1-100+ | optional | 📈 | No Sig | Do not upload |