

# Troubleshooting Federal Child Count Reports

# Overview

- The Federal Child Count (FCC)
  - Includes students with disabilities who are receiving special education services according to their IEPs as of October 31
  - Is used in determining the amount of Special Education Part-B IDEA and Early Childhood Special Education funds allocated to the state
  - Is collected from traditional school districts, community schools and STEM districts through the Education Management Information System (EMIS) and is submitted to the US Department of Education (USDOE)
- This presentation will focus on troubleshooting the EMIS FCC Reports, which are generated throughout the EMIS data submission process

# EMIS Data Collections and the FCC Snapshot



- Data from student collections to generate the FCC Reports
  - Beginning of Year Student (S) Collection
  - SOES Beginning of Year Student (S) Collection
- Collections are scheduled to close December 20, 2018
  - FCC will close when the above collections close
  - There is no appeal for the FCC

# FCC Reports

- Level 2 Reports
  - (FCCD-001) Federal Child Count Detail
  - (FCCS-001) Federal Child Count Statement of Assurances
- FCC Reports are updated nightly
- Review the most recent version of the reports throughout the data collection process
- Submit updated EMIS data to make corrections to the reports

# Level 2 Reports



Select the Level 2 Reports link

 **Beginning of Year Student Collection (FY19)**  
FY19-S-TRAD Init: Collection required for all Traditional Districts, JVSs, ESCs, and State Supported Schools. Source file(s) for GI, FS, FD, FN, GE, ... 

**Submissions:** September 04, 2018 - December 20, 2018 (52 days till close)  
**Version:** 4  
**Status:** The collection was submitted October 26, 2018 at 04:58:53 PM by   
**Submission Status:** Processing Completed (October 26, 2018 at 04:58:48 PM)  
**Submission Number:** 6 (attempt 1)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

**From ODE:** [Level 2 Reports](#)

**Prepare Outputs:** [Level 1 Validations](#)  
[View submission 6 Data](#)

 **SOES Beginning of Year Student Collection (FY19)**  
FY19-S-SOES Init: Collection required for all Community Schools. Source file(s) for GI, FS, FD, FN, GE, FE, FC, FL, GJ, and GQ student record types, ... 

**Submissions:** July 25, 2018 - December 20, 2018 (52 days till close)  
**Version:** 4  
**Status:** The collection was submitted October 26, 2018 at 09:08:37 AM by   
**Submission Status:** Processing Completed (October 26, 2018 at 09:08:31 AM)  
**Submission Number:** 16 (attempt 1)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Edit Default Collection properties](#)

**From ODE:** [Level 2 Reports](#)

**Prepare Outputs:** [View submission 16 Data](#)

# FCC Reports

**SIFWorks VRF Data Collector** Logged in as helenmills (Logout)

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#) [Reports](#) [Archives](#) [Preferences](#)

[Level 1 Reports](#) > [Level 2 Reports](#)

**Verify that filters are correct then select “Show Reports”**

**Reports**  
[Level 1 Reports](#) | [Level 2 Reports](#) | [Received Files](#)  
Level 2 Reports

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Collection Request, or a single Category (and select a single LEA).

**Filter Options**

LEA:     Collection Request:     Data Set:     School Year:     Category:

LEA IRN:      Show closed collections    Last Activity Within:

Processed on or after:  (mm/dd/yyyy)    Last Updated on or after:  (mm/dd/yyyy)

With Data Only:  Exclude reports with 0 rows    Report Name includes:

**Display Options**

Group By:  Collection Request    LEA    Level 2 Report    Category    Data Set    None    File Format:  CSV    HTML

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

# FCC Reports cont'd

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission
▼ Beginning of Year Student Collection (FY19) (2019S1TRD) (Count: 15)											
<a href="#">[ECCD-001] Federal Child Count Detail</a>		17	2	27	67	113	Student	S	10/27/18 00:00	10/25/18 00:00	<a href="#">S_Unknown</a>
<a href="#">[ECCS-001] Federal Child Count Statement of Assurances</a>		0	0	0	15	15	Student	S	10/27/18 00:00	10/25/18 00:00	<a href="#">S_Unknown</a>
<a href="#">[FTED-001] FTE Detail</a>		94	5	0	839	938	Funding	S	10/27/18 00:00	10/25/18 00:00	<a href="#">S_Unknown</a>
<a href="#">[FTED-003] FTE Adjustments</a>		4	33	94	0	131	Funding	S	10/27/18 00:00	10/25/18 00:00	<a href="#">S_Unknown</a>
<a href="#">[FTES-001] FTE Total by Fund Pattern</a>		0	0	0	13	13	Funding	S	10/27/18 00:00	10/25/18 00:00	<a href="#">S_Unknown</a>
<a href="#">[FTES-002] FTE Total by Student and Fund Pattern</a>		0	0	0	879	879	Funding	S	10/27/18 00:00	10/25/18 00:00	<a href="#">S_Unknown</a>
<a href="#">[FTES-003] FTE Total by Student</a>									10/27/18 00:00	10/25/18 00:00	<a href="#">S_Unknown</a>
<a href="#">[TUIT-001] Educating District Tuition - 1st Funding Window</a>									10/27/18 00:00	10/03/18 00:00	<a href="#">Not_Known</a>
<a href="#">[TUIT-002] Resident District Tuition - 1st Funding Window</a>		0	0	0	1	1	Tuition	S	10/27/18 00:00	10/03/18 00:00	<a href="#">Not_Known</a>
<a href="#">Generate a single zip file for all reports</a>   <a href="#">Export report information to a .csv file</a>											

Open individual files or generate a zip file

# Formatting the FCC Detail Report



# Formatting the FCC Detail Report

- The next series of slides will demonstrate these basics
  - Wrap text header row
  - Freeze top row
  - Expand all columns
  - Apply filters
- Open the (FCCD-001) Federal Child Count Detail Report

# Wrap Text Header Row

Select the header row by clicking on the number "1"

Then select "Wrap Text"

AutoSave Off SCRAMBLED FCCD-001 Federal Child Count Detail D

File Home Insert Page Layout Formulas Data Review View Help Tell me what you

Clipboard Font Alignment Number

Calibri 11 A A Wrap Text Merge & Center

A1 LEA IRN

1	LEA IRN	Bldg IRN	SEVERITY	SSID	Emis ID	Last Name	First Name	Middle Name	FED CCT ST	FED CCT ST	FED
2	111111	111123	C	AB123456	1.23E+08	Last Name	First Name	Middle Name	FC0002	Unable to	N
3	111111	111123	C	AB123457	1.23E+08	Last Name	First Name	Middle Name	FC0002	Unable to	N
4	111111	111123	F	AB123458	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y
5	111111	111123	F	AB123459	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y
6	111111	111123	F	AB123460	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y
7	111111	111123	F	AB123461	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y
8	111111	111123	F	AB123462	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y
9	111111	111123	F	AB123463	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y
10	111111	111123	F	AB123464	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y
11	111111	111123	F	AB123465	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y

# Freeze Top Row

Select the  
“View” tab

Then select  
“Freeze Panes”  
and “Freeze  
Top Row”

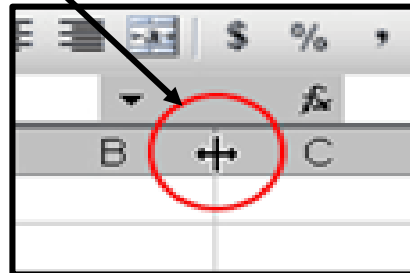
The screenshot shows the Microsoft Excel interface with the 'View' tab selected in the ribbon. The 'Freeze Panes' dropdown menu is open, and the 'Freeze Top Row' option is highlighted with a red circle. The spreadsheet data is visible below the ribbon.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	LEA IRN	Bldg IRN	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Name	FED CCT STATUS CODE																		
2	111111	111123	C	AB123456	1.23E+08	Last Name	First Name	Middle Name	FC0002	Unable to	N														111111	05	
3	111111	111123	C	AB123457	1.23E+08	Last Name	First Name	Middle Name	FC0002	Unable to	N															111111	05
4	111111	111123	F	AB123458	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y	IENS													111111	10	
5	111111	111123	F	AB123459	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y	IENS													111111	15	
6	111111	111123	F	AB123460	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y	IENS													111111	15	
7	111111	111123	F	AB123461	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y	IENS													111111	10	
8	111111	111123	F	AB123462	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y	IENS													111111	15	
9	111111	111123	F	AB123463	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y	IENS													111111	10	
10	111111	111123	F	AB123464	1.23E+08	Last Name	First Name	Middle Name	FC0004	No LRE req	Y	IENS													111111	12	

# Expand all Columns

Click on the triangle between Column A and Row 1 to select the entire spreadsheet

Place cursor between any two column headers and double click to expand all columns



The screenshot shows the Excel interface with the 'View' ribbon selected. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H
1	LEA IRN	Bldg IRN	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Name
2	111111	111123	C	AB123456	1.23E+08	Last Name	First Name	Middle Name
3	111111	111123	C	AB123457	1.23E+08	Last Name	First Name	Middle Name
4	111111	111123	F	AB123458	1.23E+08	Last Name	First Name	Middle Name
5	111111	111123	F	AB123459	1.23E+08	Last Name	First Name	Middle Name
6	111111	111123	F	AB123460	1.23E+08	Last Name	First Name	Middle Name
7	111111	111123	F	AB123461	1.23E+08	Last Name	First Name	Middle Name
8	111111	111123	F	AB123462	1.23E+08	Last Name	First Name	Middle Name
9	111111	111123	F	AB123463	1.23E+08	Last Name	First Name	Middle Name
10	111111	111123	F	AB123464	1.23E+08	Last Name	First Name	Middle Name
11	111111	111123	F	AB123465	1.23E+08	Last Name	First Name	Middle Name

# Apply Filters

From the "Data" tab choose "Filter"

Filters will be available to select in each column header

AutoSave Off | SCRAMBLED FCCD-001 Federal Child Count Detail DEMO - Excel

File Home Insert Page Layout Formulas **Data** Review View Help Tell me what you want to do

Get Data From Text/CSV From Web From Table/Range Recent Sources Existing Connections Refresh All Queries & Connections Properties Edit Links Filter Clear Reapply Advanced Text to Columns

Get & Transform Data Queries & Connections Sort & Filter Data Tools

A1 | LEA IRN

	A	B	C	D	E	F	G	H	I	
	LEA IF	Bldg IF	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Name	FED CCT CODE	FED CCT STATUS
1										
2	111111	111123	C	AB123456	123456789	Last Name	First Name	Middle Name	FC0002	Unable to translate LRE- must rep
3	111111	111123	C	AB123457	123456790	Last Name	First Name	Middle Name	FC0002	Unable to translate LRE- must rep
4	111111	111123	F	AB123458	123456791	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date
5	111111	111123	F	AB123459	123456792	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date
6	111111	111123	F	AB123460	123456793	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date
7	111111	111123	F	AB123461	123456794	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date
8	111111	111123	F	AB123462	123456795	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date
9	111111	111123	F	AB123463	123456796	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date
10	111111	111123	F	AB123464	123456797	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date

# Quick Check

The Federal Child Count Detail Report contains student detail data as it pertains to the count. This report is critical in the data review and error correction process and should be carefully reviewed for accuracy and completeness.

- Are you using the most recent version of the report?
- Are you able to open and format the CSV report to begin the review process?
- Can you apply filters to all columns?



# Troubleshooting the Federal Child Count Detail Report

# Troubleshooting the FCC Detail Report

The next series of slides will review data contained in the report including

- Student EMIS data
- Severity Codes and Numbers
- Least Restrictive Environment (LRE) Source Codes
- Federal Child Count Flag
- Status Codes and corrective actions



# Student EMIS Data

- Disability Condition Code
  - Review for accuracy
- Student Age Number
  - Student's age as of October 31
- Sent Reasons and IRNs
  - Displays if relevant to the FCC
- FED CCT LRE Code – the code that will be used in the Federal Child Count
  - If this is blank, the student is not included in the count

# Severity Numbers and Codes

Severity numbers (ERR SEV NUM) are aligned with severity codes

- Report is sorted least severe to most severe

ERR SEV NUM	SEVERITY CODE
15	I - Informational
39	W - Warning
63	C - Critical
79	F - Fatal

# Least Restrictive Environment (LRE) Source Codes

## Columns - DIST LRE SRC CODE and DIST LRE SRC DESCR

- Use in conjunction with the FCC Status Codes when analyzing report data
  - 3 = Student's age is not 3 – 21
  - 5 = No IEP Reported (Uses IENS “IEP outcome not served” as LRE)
  - 7 = FN270 Override
  - 8 = GE Record
  - 9 = How Received = 6
    - FED CCT LRE CODE will be IE39 if age 6 or older and IENS if age 3-5
  - A = Sent Reason = AU or JP
    - FED CCT LRE CODE will be IE39 if age 6 or older and IE51 if age 3-5

# Federal Child Count Flag

## Column - FED CCT FLAG

- Y – Student included in the Federal Child Count
- N – Student not included in the Federal Child Count
- In some cases, the flag can be set to “Y” and the student has an LRE of IENS (IEP Complete Not Served)
- Review all students on the report regardless of flag

# FED CCT Status Codes

Columns - FED CCT STATUS CODE and FED CCT STATUS CODE DESCR

- Indicates the status of a student as it relates to inclusion in the count
- Indicates that a data issue exists or that no errors are identified
- Data with no errors on the report should still be reviewed for accuracy
- The following slides will filter on each Status Code and provide suggestions for error resolution

# FED CCT Status Code FC0001

## Filter on FC0001

- **On Oct 31 Student age is outside the 3-21 included range (Fatal)**
  - Source Code 3 - Student age is not 3 – 21
  - FED CCT FLAG - N
- View the student's reported date of birth on the Student Demographic (GI) Record to confirm age
- If the student's date of birth is incorrect, make the correction and submit updated EMIS data

# FED CCT Status Code FC0002

## Filter on FC0002

- **Unable to translate LRE-must report FN270 element (Critical)**
  - Source Code 7 - FN270 Override
  - or Source Code 8 - GE Record
  - FED CCT Flag - N
- The FCC considers age and not grade level
- As of October 31 the student's IEP Outcome (LRE) must agree with the student's age
  - Students 3 through 5 = preschool LRE
  - Students 6 through 21 = school-aged LRE

# Reporting the FN270 Element

## Updated October 31 IEP Outcome Element (FN270)

- Student's age is under 6 years old while their IEP on October 31 has a school-aged outcome – report a preschool LRE FN270 element
- Student's age is over 5 years old while their IEP on October 31 has a preschool outcome, report a school-aged LRE FN270 element
- The current IEP outcome and FN270 values should not be the same
- When the FN270 value is reported correctly the LRE that aligns with the student's age will appear in the column FED CCT LRE CODE
- When reported incorrectly the FED CCT LRE CODE column will be blank



# FED CCT Status Code FC0003

## Filter on FC0003

- **CIEP most recent IEP - should be no disability (Warning)**
  - Source Code 8 - GE Record
  - FED CCT FLAG - N
- Verify the CIEP event and confirm that the student's disability code is being reported as ending on the date of the CIEP event
- If the student's disability code on the Student Attributes - Effective Date (FD) Record is not reported as ended, make the correction and submit updated EMIS data

# FED CCT Status Code FC0004

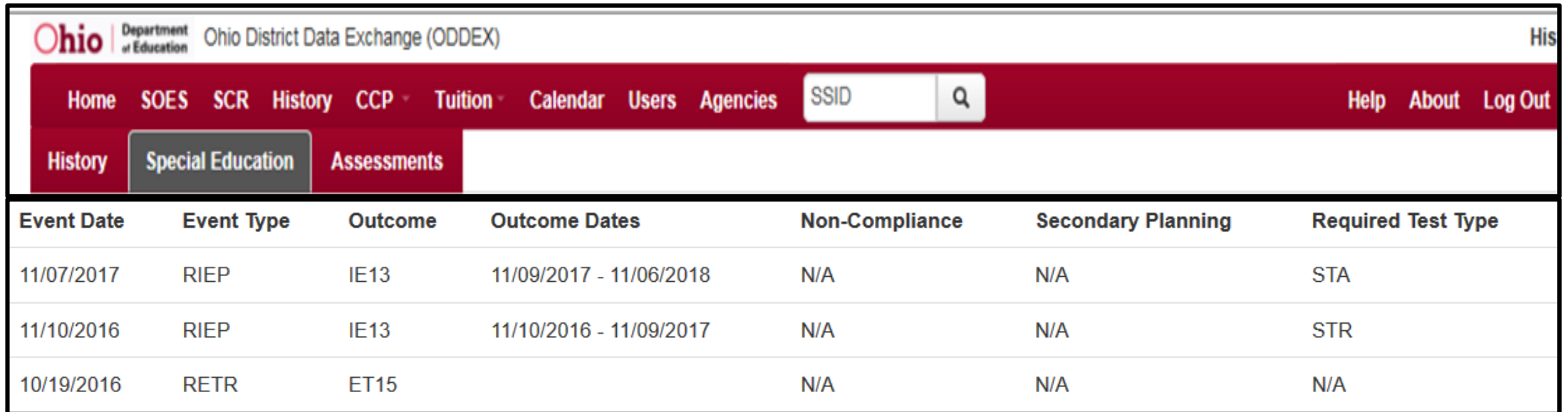
## Filter on FC0004

- **No LRE reported for Oct 31 date – assigned no services LRE (Fatal)**
  - Source Code 5 - No IEP Reported
  - FED CCT Flag – Y (These students are included in the count)
  - FED CCT LRE CODE – IENS
- Verify the student's special education event records as of October 31
- Verify the most recent IEP was reported to EMIS
- Students who are age 3 to 5 with a How Received of 6 will have this status code. Their LRE will be manually converted to IE39 after the FCC snapshot by the Office of Exceptional Children prior to data being reported to the federal government

# ODDEX Records

## Special Education Data Tab

- This is a great way to verify if the student's IEP events were reported to EMIS



Event Date	Event Type	Outcome	Outcome Dates	Non-Compliance	Secondary Planning	Required Test Type
11/07/2017	RIEP	IE13	11/09/2017 - 11/06/2018	N/A	N/A	STA
11/10/2016	RIEP	IE13	11/10/2016 - 11/09/2017	N/A	N/A	STR
10/19/2016	RETR	ET15		N/A	N/A	N/A

# NIEP Date Type - No IEP

## Reporting an NIEP event

- NIEP is reported when services are being provided without an active IEP
- NIEP events can only be reported in specific situations
  - 10 - Student newly transferred in; IEP adoption determination not complete; services being provided based on prior IEP
  - 11 - IEP expired; new IEP not in place; services being provided based on prior IEP
  - 12 - IEP current, but not reported to EMIS in prior collection; services provided based on current IEP
- NIEP cannot be used prior to an Initial IEP being written and services provided

# FED CCT Status Code FC0005

## Filter on FC0005

- **Student does not meet inclusion filter in this district (Warning)**
  - Source Code 5 - No IEP Reported – verify if special education events need to be reported for this student
  - or Source Code 7 - FN270 Override
  - or Source Code 8 - GE Record
  - FED CCT Flag - N
- Review Student Standing (FS) Record coding for accuracy
- Refer to the Federal Child Count Report Explanation, section “Include in USDOE Count”
- Open enrolled in and court placed in students can have this status at the educating district

# Multiple District Tie Breakers

1. Student counts where Reporting IRN = District of Residence IRN  
~OR~ counts where Reporting IRN is reporting a How Received code of M (Community School) or K (STEM District)
2. If entities are claiming the student in the same way (as above), then the student is included at the entity with the later Admission Date
3. If entities are claiming the student in the same way as in number 1 and reporting the student with the same admission date, then the student will not count for any district

# FED CCT Status Code FC0006

## Filter on FC0006

- **Student counting in alternative district - does not count in your district (Warning)**
  - Source Code 5 – No IEP Reported - verify if special education events need to be reported for this student
  - or Source Code 7 - FN270 Override
  - or Source Code 8 - GE Record
  - or Source Code 9 - How Received = 6
  - or Source Code A - Sent Reason AU or JP
  - FED CCT Flag - N
- Student counts at the IRN in the FED CCT ALT IRN column
- Review data in ODDEX to compare how data is being reported
- Communicate with the alternative district to determine how this student should be reported

# FED CCT Status Code FC0007

## Filter on FC0007

- **Student excluded -conflict in where student should count (Fatal)**
  - Source Code – 7 FN270 Override
  - Or Source Code – 8 GE Record
  - FED CCT Flag - N
- Could not determine where this student should count, so the student will not be counted at either entity
- Review data in ODDEX to compare how data is being reported by both entities
- Communicate with the other entity to determine how this student should be reported



# FED CCT Status Code FC0008

## Filter on FC0008

- **No errors identified in ODE processing (Informational)**
  - Source Code 7 – FN270 Override
  - or Source Code 8 – GE Record
  - or Source Code 9 – How Received = 6
  - or Source Code A – Sent Reason = AU or JP
  - FED CCT Flag - Y
- Data for the students should still be reviewed for accuracy
- Apply filters to verify elements such as disability conditions and LREs
- District staff can be very helpful in verifying data accuracy and completeness

# Quick Check

The Federal Child Count Detail report will display students who are and who are not included in your count. The report will also indicate students with issues preventing them from being included. Check this report often as it can be effected by another entity's EMIS reporting.

- Have all status codes been reviewed and all reporting issues corrected?
- When corrections have been made in the student information system (SIS), has that updated data been submitted to EMIS?
- Based on inclusion criteria are all of your special education students being counted correctly?

# Troubleshooting the Federal Child Count Statement of Assurances Report

# Open the FCC Statement of Assurances Report

	A	B	C
1	DISAB CNDTN CODE	DISABILITY DESCR	STUDENT COUNTS
2	--	3, 4, and 5 Year Olds With a disability (Any)	4
3	1	Multiple Disabilities (other than Deaf-Blind)	2
4	2	Deaf-Blindness	0
5	3	Deafness (Hearing Impairment)	0
6	4	Visual Impairments	0
7	5	Speech and Language Impairments	9
8	6	Orthopedic Impairments	0
9	8	Emotional Disturbance (SBH)	0
10	9	Intellectual Disabilities (Formerly Mental Retardation or -see Manua	3
11	10	Specific Learning Disabilities	32
12	12	Autism	0
13	13	Traumatic Brain Injury (TBI)	0
14	14	Other Health Impaired (Major)	0
15	15	Other Health Impaired (Minor)	17
16	16	Developmental Delay	0
17			

**Format the report by wrapping the text in the header row and expanding all columns**

# Understanding Statement of Assurances

- The report includes
  - only students who have a FED CCT Flag = Y
  - all students age 3 to 5 in the first category
  - students age 6 to 21 in each disability specific category
- Using the above criteria the next series of slides will match the FCC Detail Report against the FCC Statement of Assurances Report
- When you are told that the counts on this report are incorrect, filtering allows you to show which students are included or not included

# Filter on FCC CCT Flag

Select Y on the  
FED CCT Flag Filter on  
the FCC Detail Report

ID	Emis ID	Last Name	First Name	Middle Name	FED CCT STATUS CODE	FED CCT STATUS CODE DESCR
123456	123456789	Last Name	First Name	Middle Name	FC0002	Unable to translate LRE- must report
123457	123456790	Last Name	First Name	Middle Name	FC0002	Unable to translate LRE- must report
123458	123456791	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123459	123456792	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123460	123456793	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123461	123456794	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123462	123456795	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123463	123456796	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123464	123456797	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123465	123456798	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123466	123456799	Last Name	First Name	Middle Name	FC0001	On Oct 31 students age is outside 3
123467	123456800	Last Name	First Name	Middle Name	FC0003	CIEP most recent IEP- should be no
123468	123456801	Last Name	First Name	Middle Name	FC0003	CIEP most recent IEP- should be no
123469	123456802	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123470	123456803	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123471	123456804	Last Name	First Name	Middle Name	FC0004	No LRE reported for Oct 31 date - a
123472	123456805	Last Name	First Name	Middle Name	FC0005	Student does not meet inclusion filt
123473	123456806	Last Name	First Name	Middle Name	FC0005	Student does not meet inclusion filt
123474	123456807	Last Name	First Name	Middle Name	FC0005	Student does not meet inclusion filt
123475	123456808	Last Name	First Name	Middle Name	FC0006	Student counting in Alternate Distric
123476	123456809	Last Name	First Name	Middle Name	FC0006	Student counting in Alternate Distric

These are the students  
who are included in  
the Statement of  
Assurances Report



# Filter on Student Age Number

J	K	L	M	N	O
FED CCT STATUS CODE DESCR	FED CCT FLAG	FED CCT LRE CODE	LEGAL DIST OF RES IRN	DISAB CNDTN CODE	STDNT AGE NUMBER
No LRE reported for Oct 31 date - assigned no services LRE	Y			111 10	
No LRE reported for Oct 31 date - assigned no services LRE	Y			111 15	
No LRE reported for Oct 31 date - assigned no services LRE	Y			111 15	
No LRE reported for Oct 31 date - assigned no services LRE	Y			111 10	
No LRE reported for Oct 31 date - assigned no services LRE	Y			111 15	
No LRE reported for Oct 31 date - assigned no services LRE	Y			111 10	
No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS		11111 12	
No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS		11111 05	
No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS		11111 09	
No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS		11111 15	
No LRE reported for Oct 31 date - as		IENS		11111 01	
No errors identified in ODE processin		IE39		11111 10	
No errors identified in ODE processin		IE15		11111 15	
No errors identified in ODE processin		IE13		11111 10	
No errors identified in ODE processin		IE13		11111 10	
No errors identified in ODE processin		IE13		11111 15	
No errors identified in ODE processin		IE13		11111 05	
No errors identified in ODE processin		IE39		11111 05	
No errors identified in ODE processin		IE39		11111 05	
No errors identified in ODE processin		IE39		11111 05	
No errors identified in ODE processing	Y	IE39		11111 05	

**Select ages 3, 4 and 5 on the FCC Detail Report**

**These students are included in the 3, 4, and 5 year olds with a disability (any) category**

The screenshot shows a filter menu for the 'STDNT AGE NUMBER' column. The menu includes options for sorting (Smallest to Largest, Largest to Smallest, Sort by Color) and filtering (Clear Filter From "STDNT AGE NUMBER", Filter by Color, Number Filters). A search box is present above a list of checkboxes for ages 3 through 11. The checkboxes for ages 3, 4, and 5 are checked, while others are unchecked. 'OK' and 'Cancel' buttons are at the bottom.

# Matching Data Between Reports

From the filtered students on the FCC Detail Report, select a range of cells and see the “count” appear at the bottom of the spreadsheet. This will match the count on the Statement of Assurances.

	K	L
	FED CCT FLAG	FED CCT LRE CODE
igned no services LRE	Y	IE51
g	Y	IE51
g	Y	IE51
igned no services LRE	Y	IE51

Count: 4

	A	B	C
	DISAB		STUDENT
	CNDTN		COUNTS
1	CODE	DISABILITY DESCR	
2	--	3, 4, and 5 Year Olds With a disability (Any)	4
3	1	Multiple Disabilities (other than Deaf-Blind)	2
4	2	Deaf-Blindness	0
5	3	Deafness (Hearing Impairment)	0
6	4	Visual Impairments	0
7	5	Speech and Language Impairments	9
8	6	Orthopedic Impairments	0
9	8	Emotional Disturbance (SBH)	0
10	9	Intellectual Disabilities (Formerly Mental Retardation or -see Manua	3
11	10	Specific Learning Disabilities	32
12	12	Autism	0
13	13	Traumatic Brain Injury (TBI)	0
14	14	Other Health Impaired (Major)	0
15	15	Other Health Impaired (Minor)	17
16	16	Developmental Delay	0
17			



# Arrange All

The screenshot shows the Microsoft Excel interface. The 'View' tab is selected in the ribbon, and the 'Arrange All' button is circled in red. An 'Arrange Windows' dialog box is open, showing the 'Vertical' option selected under the 'Arrange' section. The spreadsheet data is visible in the background.

	A	B	C
	DISAB CNDTN		STUDENT COUNTS
1	CODE	DISABILITY DESCR	
2	--	3, 4, and 5 Year Olds With a disability (Any)	
3	1	Multiple Disabilities (other than Deaf-Blind)	
4	2	Deaf-Blindness	
5	3	Deafness (Hearing Impairment)	
6	4	Visual Impairments	
7	5	Speech and Language Impairments	
8	6	Orthopedic Impairments	0
9	8	Emotional Disturbance (SBH)	0
10	9	Intellectual Disabilities (Formerly Mental Retardation or -see Manua	3
11	10	Specific Learning Disabilities	32
12	12	Autism	0
13	13	Traumatic Brain Injury (TBI)	0
14	14	Other Health Impaired (Major)	0
15	15	Other Health Impaired (Minor)	17
16	16	Developmental Delay	0

When two spreadsheets are open at the same time, from the View tab select "Arrange All" and then "Vertical"

# Arrange All cont'd

1	DISAB CNDTN CODE	DISABILITY DESCR	STUDENT COUNTS
2	--	3, 4, and 5 Year Olds With a disability (Any)	4
3	1	Multiple Disabilities (other than Deaf-Blind)	2
4	2	Deaf-Blindness	0
5	3	Deafness (Hearing Impairment)	0
6	4	Visual Impairments	0
7	5	Speech and Language Impairments	9
8	6	Orthopedic Impairments	0
9	8	Emotional Disturbance (SBH)	0
10	9	Intellectual Disabilities (Formerly Mental Retardation or -see Manua	3
11	10	Specific Learning Disabilities	32
12	12	Autism	0
13	13	Traumatic Brain Injury (TBI)	0
14	14	Other Health Impaired (Major)	0
15	15	Other Health Impaired (Minor)	17
16	16	Developmental Delay	0
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			

1	FED CCT STATUS CODE	DESCR	
2	Unable to translate LRE-	must report FN270 element	
3	Unable to translate LRE-	must report FN270 element	
4	No LRE reported for Oct 31 date - assigned no services LRE		
5	No LRE reported for Oct 31 date - assigned no services LRE		
6	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
7	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
8	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
9	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
10	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
11	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
12	On Oct 31 students age is outside 3-21 included range	N	
13	CIEP most recent IEP- should be no disability	N	
14	CIEP most recent IEP- should be no disability	N	
15	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
16	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
17	No LRE reported for Oct 31 date - assigned no services LRE	Y	IENS
18	Student does not meet inclusion filter in this district	N	
19	Student does not meet inclusion filter in this district	N	
20	Student does not meet inclusion filter in this district	N	
21	Student counting in Alternate District - Does not count in your district	N	
22	Student counting in Alternate District - Does not count in your district	N	
23	No errors identified in ODE processing	Y	IE39
24	No errors identified in ODE processing	Y	IE15
25	No errors identified in ODE processing	Y	IE13
26	No errors identified in ODE processing	Y	IE13
27	No errors identified in ODE processing	Y	IE13

**“Arrange All” allows both spreadsheets to be viewable at the same time**

# Change the Student Age Filter

	K	L	M	N	O	P	Q
1	FED CCT FLAG	FED CCT LRE CODE	LEGAL DIST OF RES IRN	DISAB CNDTN CODE	STDNT AGE NUMBER	DIST LRE SRC CODE	DI
4	Y	IE			5		No
5	Y	IE			5		No
6	Y	IE			5		No
7	Y	IE			5		No IEP Reported
8	Y	IE			5		No IEP Reported
9	Y	IE			5		No IEP Reported
10	Y	IE			5		No IEP Reported
11	Y	IE			5		No IEP Reported
15	Y	IE			5		No
16	Y	IE			5		No
17	Y	IE			5		No
23	Y	IE			A		Se
24	Y	IE			8		GE
25	Y	IE			8		GE
26	Y	IE			8		GE
27	Y	IE			8		GE Record
28	Y	IE			7		FN270 Override
29	Y	IE			9		How Received = 6
30	Y	IE			9		How Received = 6
32	Y	IE			9		How Received = 6
33	Y	IE			9		How Received = 6
34	Y	IE			9		How Received = 6
35	Y	IE			9		How Received = 6

Leave the FED CCT Flag Column filter set to show only Y values

Change the filter for the Student Age Number column to include all ages except 3, 4, and 5

# Add a Third Filter

	K	L	M	N	O	P	Q
1	FED CCT FLAG	FED CCT LRE CODE	LEGAL DIST OF RES IRN	DISAB CNDTN CODE	STDN AGE NUMBER	DIST LRE SRC CODE	
4					16	5	
5					17	5	
6					19	5	
7					18	5	No IEP Reported
8					17	5	No IEP Reported
9					14	5	No IEP Reported
10					5	5	No IEP
11					6	5	No IEP
15					17	5	No IEP
16					13	5	No IEP
17					6	5	No IEP
23					11	A	Sent Reason = AU or JP
24					12	8	GE Record
25					10	8	GE Record
26					13	8	GE Record
27					14	8	GE Record
28					6	7	FN270 Override
29					8	9	How Received = 6
30					6	9	How Received = 6
32					9	9	How Received = 6
33					11	9	How Received = 6
34					8	9	How Received = 6
35					13	9	How Received = 6
39	Y	IE39	111111	10	10	9	How Received = 6

Add a third filter in the DISAB CNDTN CODE column

Select one disability code at a time

# Match the Data Between the Reports

FED CCT FLAG	FED CCT LRE CODE	LEGAL DIST OF RES IRN	DISAB CNDTN CODE	STDNT AGE NUMBER	DIST LRE SRC CODE	DIST LRE SRC DESCR	FED CCT ALT IRN	ADMSN DATE
17	Y	IE15	1111101	6	5	No IEP Reported		0000-00-00 00:00
86	Y	IE15	1111101	16	8	GE Record		0000-00-00 00:00

DISAB CNDTN CODE	DISABILITY DESCR	STUDENT COUNTS
--	3, 4, and 5 Year Olds With a disability (Any)	4
1	Multiple Disabilities (other than Deaf-Blind)	2
2	Deaf-Blindness	0
3	Deafness (Hearing Impairment)	0
4	Visual Impairments	0
5	Speech and Language Impairments	9
6	Orthopedic Impairments	0
8	Emotional Disturbance (SBH)	0
9	Intellectual Disabilities (Formerly Mental Retardation or -see Manua	3
10	Specific Learning Disabilities	32
12	Autism	0
13	Traumatic Brain Injury (TBI)	0
14	Other Health Impaired (Major)	0
15	Other Health Impaired (Minor)	17

From the filtered students on the FCC Detail Report, select a range of cells and see the “count” appear at the bottom of the spreadsheet. This will match the count on the Statement of Assurances.

# Quick Check

The Federal Child Count Statement of Assurances Report is derived from the same data that is on the FCC Detail Report. Using filters, you can match the data between the reports. The Statement of Assurances is sometimes requested by auditors.

- Can you match the data between the two reports using filters?
- Are you seeing the numbers of students that you were expecting?
- Has this data been shared with others in your district?



# Summary

- The FCC Reports contain both data to verify and issues to correct
- Some issues can be corrected and some are simply stating the fact that the student cannot be included in the count
- Work with district staff to verify that the data is both correct and complete
- “No errors” does not necessarily mean that your data is accurate

# Resources

- Federal Child Count Detail Report and Federal Child Count Statement of Assurances Report Explanation
  - ODE Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations
- EMIS Manual
  - ODE Home > Data > EMIS > Documentation > EMIS Manual
- Your district staff
- Your ITC



Questions?