PowerSchool

Alabama State Reporting

Child Count Validation and Submission

Instruction and Demonstration

ALMODEL V. SPSM-AL_21.9.1.0

September 20, 2021

- What student data needs to be corrected and how do I correct it?
- How do I access the Child Count Validation Reports and review errors?
- How do I process the October 1 Submission?
- How do I verify the Child Count Submission export?

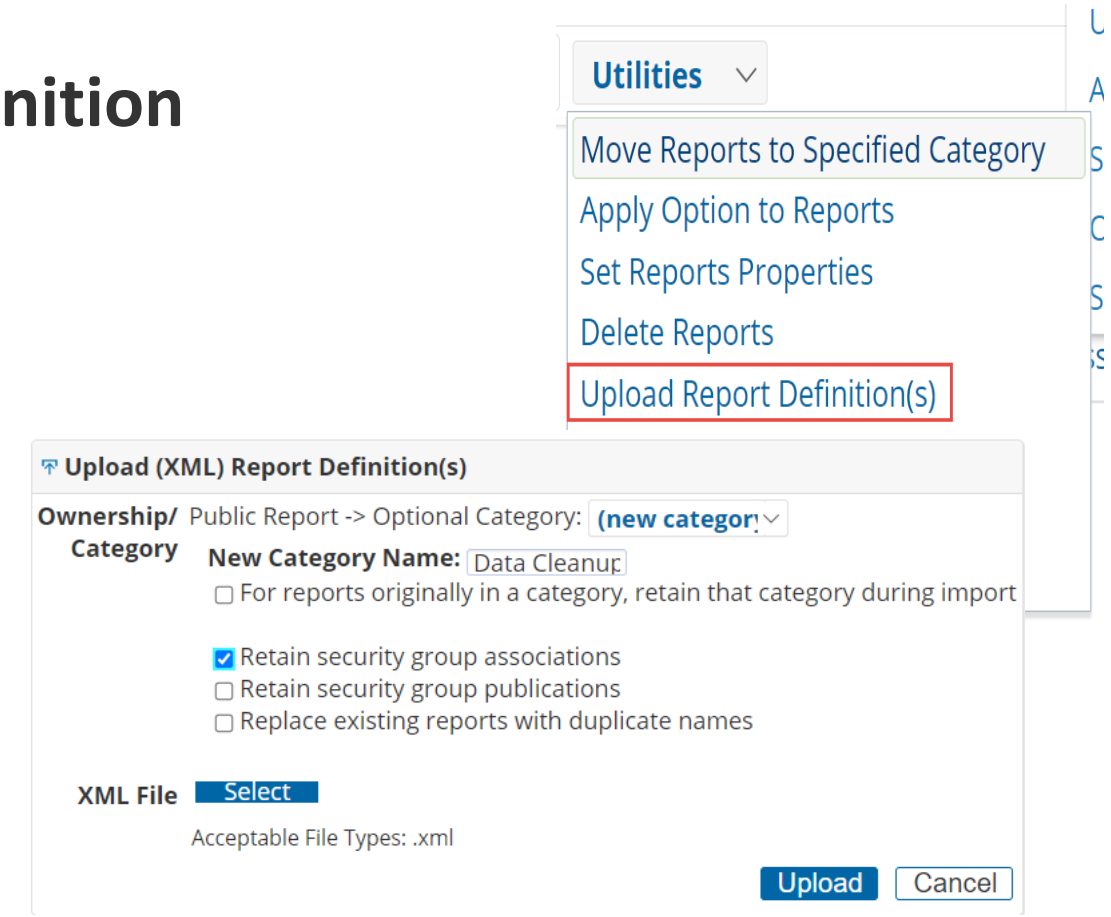
Uploading Reports and Setting Report Security

Data Cleanup Reports

- Students with Missing IntegrationIDTs
- Students with Provisional IDs
- Students Exited or Withdrawn (or Graduated)
- General Students with IntegrationIDTS

Step 1: Uploading a Report Definition

1. Login as admin.
2. Select Reports > Standard Reports > Utilities > Upload a Report Definition
3. Create a new category called Data Cleanup.
4. Enable Retain security group associations.
5. Click Select to select the Data Cleanup Child Count (contains entire folder of reports)
6. Click Upload.



- ✓ *Will be included in September 24th ALMODEL release.*
- ✓ *Refer to Report Security Quick Reference Guide.*
- ✓ *You will want to add security group access to individual reports as needed*

What is an IntegrationIDT and why is it important?

- Student demographic and enrollment data in Special Programs is updated continuously to "match" the data in SIS through a process called "***Continuous Integration***."
- The first time a student record is integrated from SIS to Special Programs, an internal number is assigned that creates the "link" between the two records. This internal "linking" identifier is called an ***IntegrationIDT.***
- Every time a student record "syncs", the ***Student ID, Firstname and Lastname*** are matched up by the "***IntegrationIDT***" to ensure the fields are the same.
- If the record in SIS and Special Programs have all fields in alignment, the record with any newly changed data is sent to Special Programs!
- If all fields aren't in alignment, the record is rejected. The export to PS SIS also fails as well! (No Alerts, No State Reporting Information)

Row	Problem	ID	Last Name	First Name	Integration IDT
48	Row rejected because the other match value would not be unique within the system.	739424711	[redacted]	[redacted]	QNM:6403

How is it possible to have student records without an Integration IDT?

- If a student is manually "*added*" in Special Programs, the student is not integrated with SIS. All students, regardless of age, should be enrolled through SIS as per ALSDE policy.

- If a student transfer envelope is "*received*" in Special Programs *before* the student has completed the enrollment process in SIS, a student profile will be created in Special Programs that is *not integrated* with SIS. In other words, because the student profile was created through the transfer process before the student was integrated into the General Student table, the student *does not* get an "IntegrationIDT" assignment.

- The third way a student might not have an "IntegrationIDT" is if the student's of the SETS migration of *inactive students with historical data*. Because the student is inactive, this poses no problem …. unless … the student returns! If a student is "*reactivated*" who was migrated *with historical data and documents*, the student *will not* have an "IntegrationIDT" assignment.

- Finally, if a student was active in SETS but was a *No Show* for the start of the current school year – with no SIS enrollment record, the student will not have an Integrationidt.

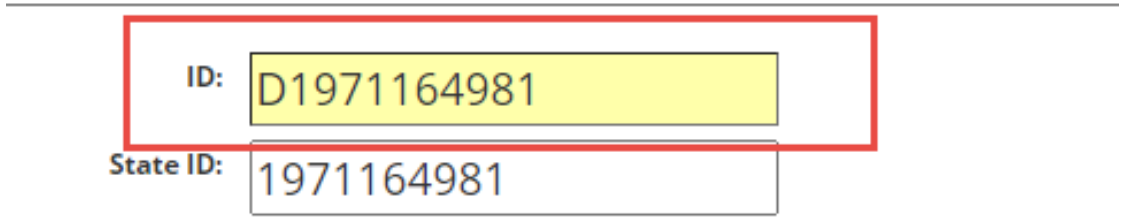
What are ‘Provisional IDs’?

- Provisional IDs are the IDs assigned to students who have not been *formally assigned* at State ID (which is the Student ID)
- Students who have been assigned a Provisional IDs in SIS *will not integrate* to Special Programs until the Alabama State ID has been assigned.
- If you have students who still have a provisional ID assignment, notify your SIS System Administration/Data Manager immediately to *request assignment of a State ID*.
- You must make sure every student has a valid Alabama State ID and has completed the SIS enrollment process because you must import the student from the General Ed Students table *before* you can begin any evaluation or referral processes.

Resolving Missing IntegrationIDTs

Step 1: Identify student with empty “IntegrationIDT” and change Student ID

1. From the Data Cleanup folder, select Students with Missing IntegrationIDTs
2. From the report, click the profile link of student
3. Click Edit and add ‘D’ in front of student id number.



✓ *Editing the Student ID identifies the student profile as the duplicate profile which will be merged*

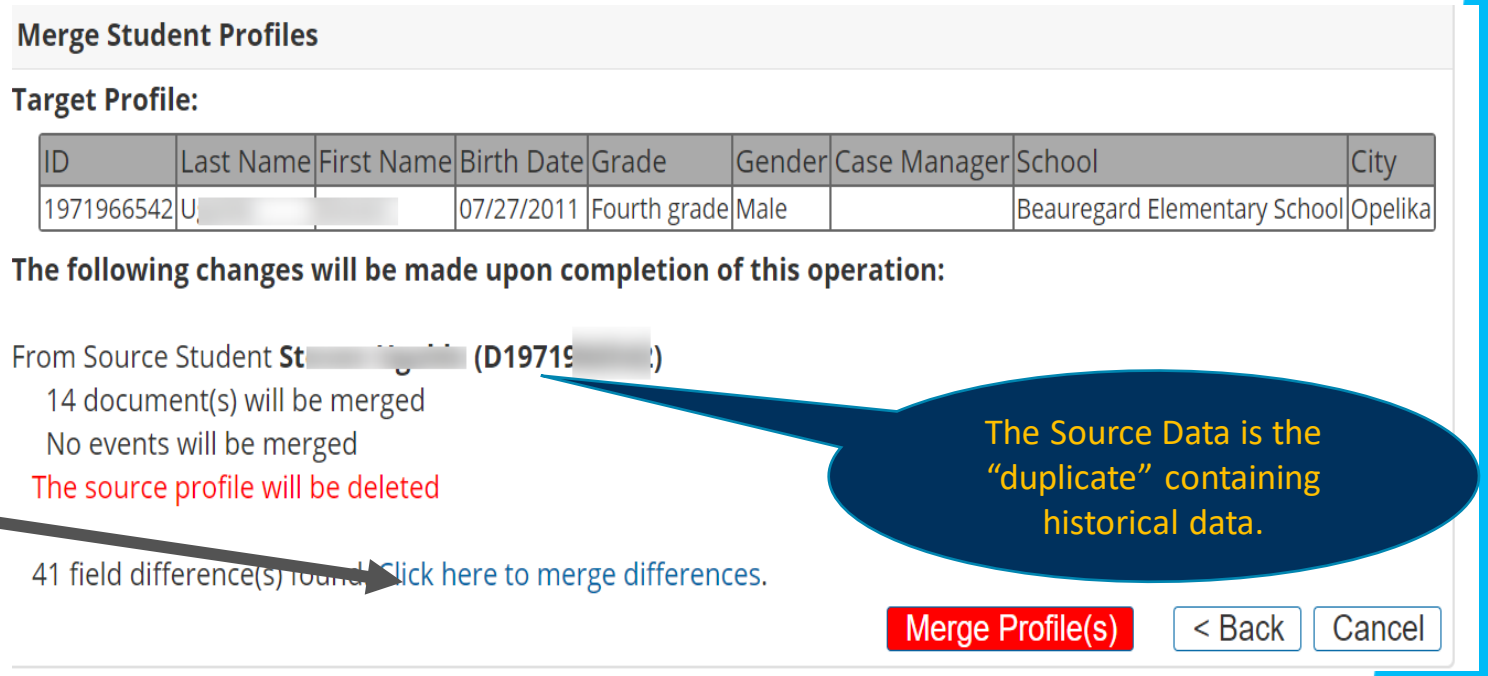
Step 2: Search for and Import the student from General Ed table

1. Verify the student has re-enrolled in PS SIS and has been assigned a valid Alabama State ID.
2. Search for the student in the General Student Table, select the student, and click Import.
3. The student will be imported into the student table.
4. Verify that the first name and last name match exactly and that both records ARE the SAME student!

✓ *This process integrates the record from SIS and assigns an IntegrationIDT to the student.*

Step 3: Merge the Student profiles

1. Select Utilities > Students > Merge Student Profiles
2. Enter of the Target student. It will find the matching "duplicate" Source student
3. Click Merge Profiles. Make sure you **Click here to Merge differences**.
4. Save the record and refresh the profile to ensure the profile data re-integrates from PS SIS.



✓ *Review the data carefully! Student demographic data should remain on the Target Profile but the Source profile contains all the historical special education/program data*

✓ *Remember, the names must match exactly --- the Student IDs should not!*

Correcting the Alabama State ID for Students with a Provisional ID

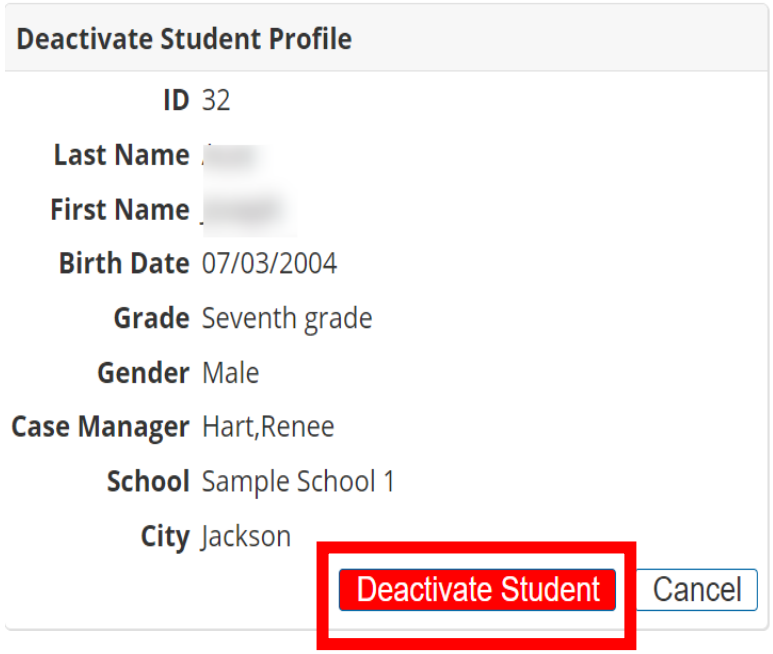
- ✓ *Follow the same steps to merge profiles when a student has a missing integrationIDT --- the only difference is:*
  - *You don't have to edit the student id*
  - *You want to make sure the names match*

Mass Deactivating Withdrawn Students

* consider all modules the student might be in before making the student Inactive through deactivate
EX. EL Students

Step 1: Deactivate a single student

1. Search for and select the student.
2. Select More > Deactivate Profile.
3. Click Deactivate Student. Click Ok.

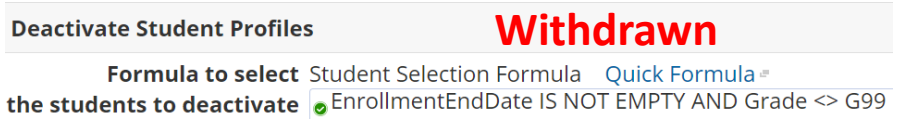


✓ *Deactivate a student if the student has withdrawn or exited services --- you can always reactivate if necessary!*

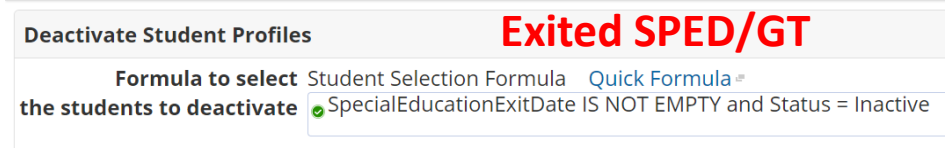
Step 2: Use Utilities to Deactivate “batches” of Students

1. Select Administration > Utilities > Student > Deactivate Profiles.
2. In the Student Selection Formula, enter a formula to identify selection criteria.
3. Select Continue.
4. Select Deactivate students. (You can choose to deactivate all students on the list or select students).

Withdrawn

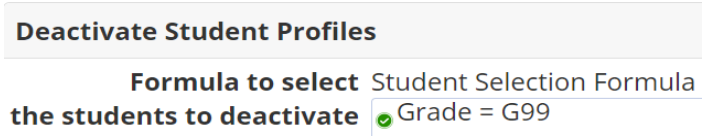


Exited SPED/GT



You can add: “NOT EL OR ELProgramExitDate IS NOT Empty”

Graduates

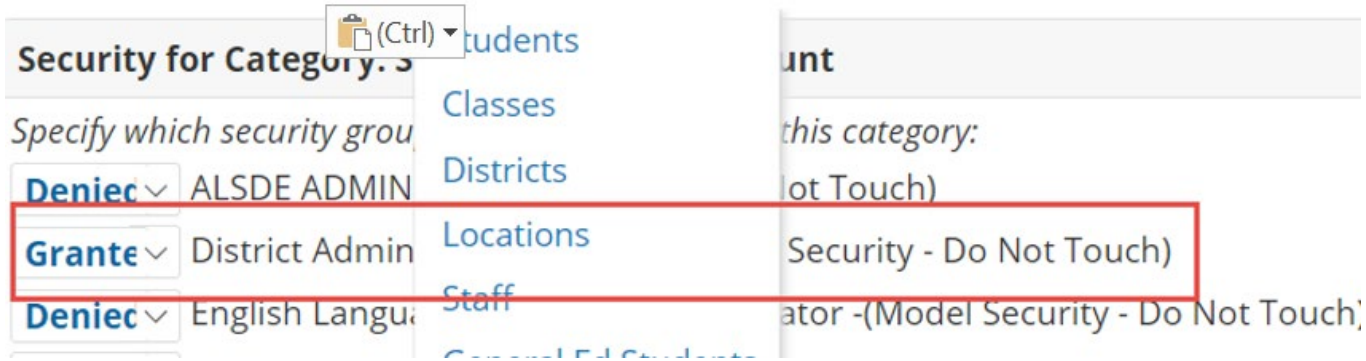


✓ *This process deactivates the student profile and documents which can then be archived automatically at year end for later easy retrieval*

Setting up Security Access to Child Count Reports

Step 1: Granting Security access to Child Count Reports

1. Select Reports > Standard Reports > Utilities > Set Reports Properties
2. Click .. and select Security
3. Click .. and select Security. Select Granted for all appropriate Security Groups.
4. Click Accept.



- ✓ *Refer to Report Security Quick Reference Guide.*
- ✓ *You will want to add security group access to individual reports as needed (Child Count as well and PS SIS Export Reports)*
- ✓ *District Admin Special Programs, Gifted Administrator, Security Administrator System Wide***

October 1 Snapshot

- A Snapshot of the Child Count data must be taken on *October 1* of each year.
- The state snapshot submission *begins on October 1 and must be submitted within the state-specified submission window*.
- Changes to the snapshot can only be made during the designated submission window.

Child Count Student Listing

1. Select **Reports > Standard Reports > State Report – Child Count**
2. Select **Child Count Student Listing.**

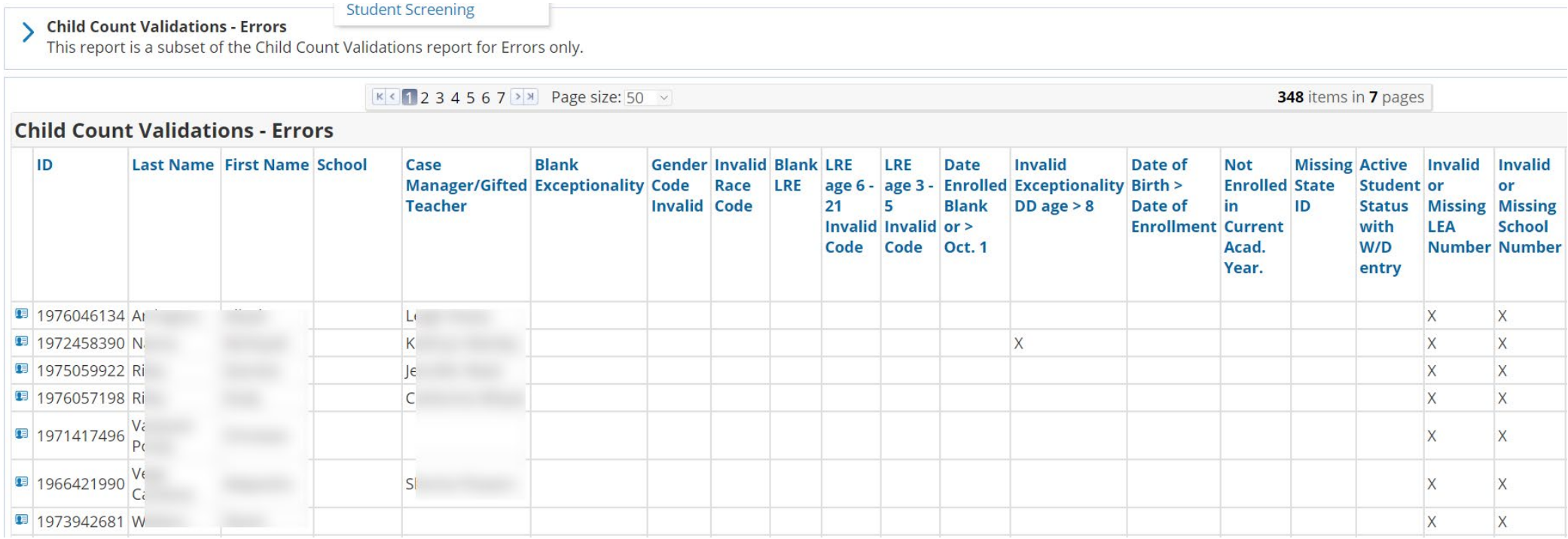
Child Count Student Listing - Apple Grove Unified School District

	Child Count Date	Student State Number	Student Name	School	DOB	Grade	Gender	Race	Ethnicity	Exceptionality	LRE
	09/20/2021	1974796322	Julie Adams	Apple Grove High School	12/08/2002	Fourth grade	Female	Hispanic	Yes	Specific Learning Disability	01-100%-80% of the Day Inside the Gen Ed Environment

✓ *Once all errors have been corrected, the student is listed in the Child Count Student Listing*

Child Count Validation Errors

1. Select **Reports > Standard Reports > State Report – Child Count**
2. Select **Child Count Validations – Errors Report**



Student Screening

Child Count Validations - Errors
This report is a subset of the Child Count Validations report for Errors only.

1 2 3 4 5 6 7 Page size: 50 — **348** items in **7** pages

Child Count Validations - Errors

ID	Last Name	First Name	School	Case Manager/Gifted Teacher	Blank Exceptionality	Gender Code Invalid	Invalid Race Code	Blank LRE	LRE age 6 - 21 Invalid Code	LRE age 3 - 5 Invalid Code	Date Enrolled Blank or > Oct. 1	Invalid Exceptionality DD age > 8	Date of Birth > Date of Enrollment	Not Enrolled in Current Acad. Year.	Missing State ID	Active Student Status with W/D entry	Invalid or Missing LEA Number	Invalid or Missing School Number
1976046134	A			L													X	X
1972458390	N			K								X					X	X
1975059922	Ri			Je													X	X
1976057198	Ri			C													X	X
1971417496	Va Po																X	X
1966421990	Ve Ca			Sl													X	X
1973942681	W																X	X

✓ *Report > Modify the Profile Data > Click Report Link > Refresh Profile*

Child Count Validation Reports

- *Before* submission, review and correct student data by reviewing the Child Count validation reports by selecting the student profile link and correcting the ‘source’ data
- Demographic data has to be *corrected in SIS*
- Special Education and Gifted data has to be *corrected in Special Programs profiles*

Alabama Child Count

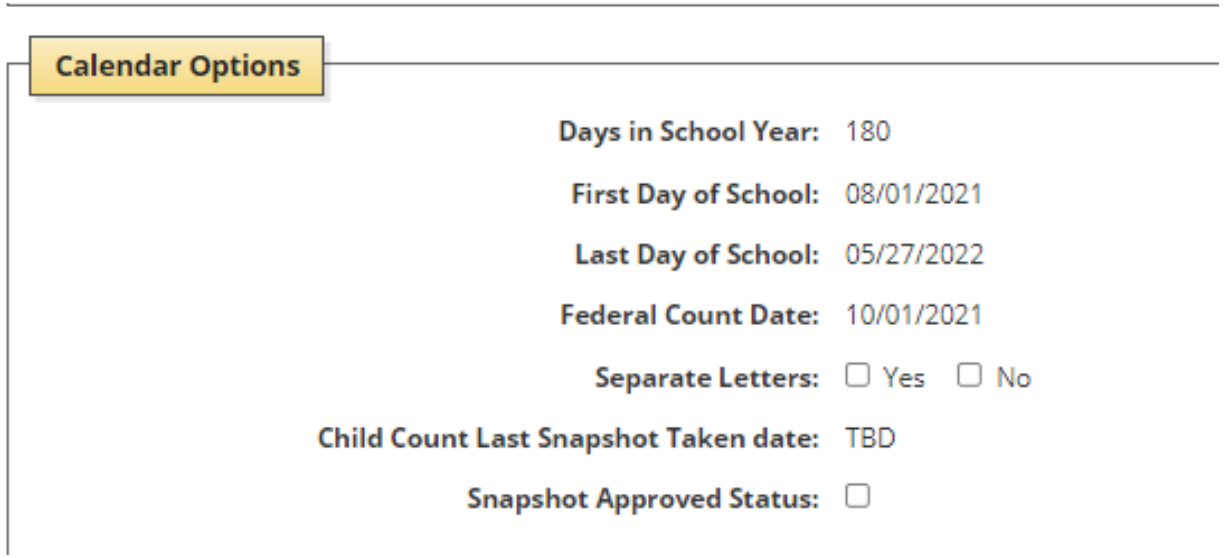
- **Special education** students in school-age programs PK3 – 12 who have a valid IEP on October 1 with an **Active** status and **Gifted** students with an **Active** status will be included in the October 1 submission.

- All school districts in Alabama must create a **Snapshot** of their data **on October 1** each year and submit the following reports as part of this **Special Education** and **Gifted** Data Collection. The following reports will be used for the **Child Count Snapshot**:

  - Child Count Snapshot
  - S_AL_STU_STATE_ChildCount_X

Profiles > Globals > Federal Child Count Date

1. Verify the Federal Count Date is entered for the correct reporting year.
2. Go to Administration > Configuration > Profile Types > Globals.
3. Select Edit and enter the correct dates for Federal Count Date. Make sure the start and end date of the current school year are correct.
4. Save.



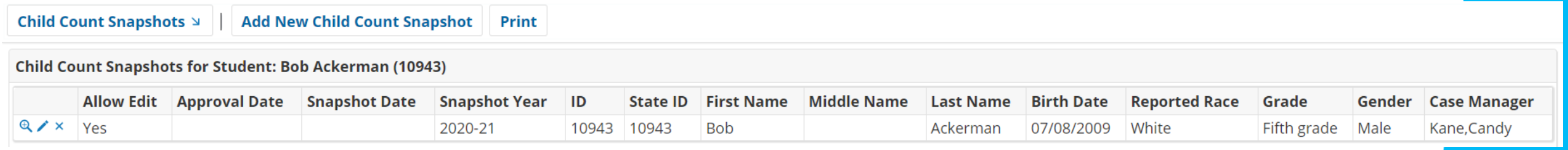
✓ *Checking Global dates will be a year-to-year task!*

✓ *Take the snapshot only 1 time!*

Creating the Snapshot

Child Count Snapshot Profile

- When the Child Count snapshot is taken, it will create a child profile (Child Count Snapshot) and populate the data in this new profile from the data in the Child Count area of the State Reporting profile.



Reports > State Reporting Snapshot > Child Count Snapshot

1. **Reporting > Standard Reports > State Reports Snapshots > Child Count Snapshot**.
2. When you go to this report for the first time no students will display.
3. Click **Populate Reporting Snapshot** to take the snapshot. At this step you have taken a snapshot of your data of all students.
4. **DO NOT take another snapshot**. (You will be able to edit the student's data in your snapshot in steps below.)

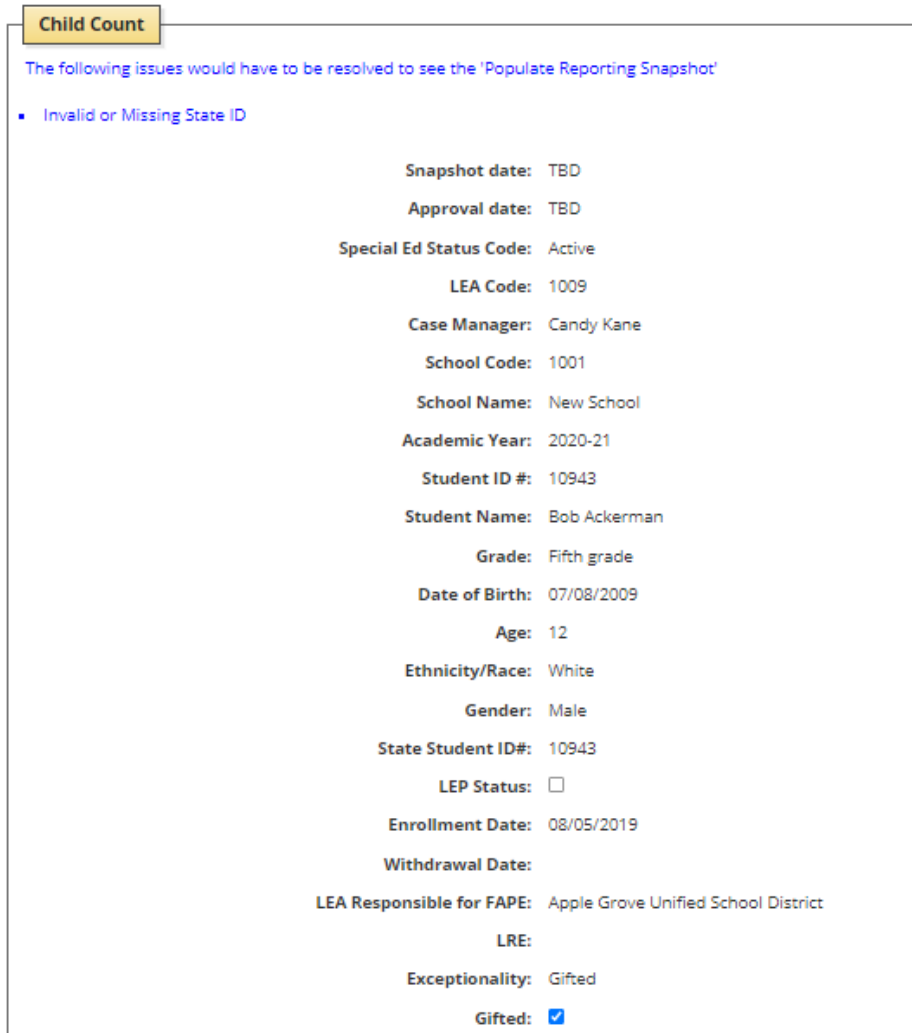
- ✓ *On October 1st*
- ✓ *Date taken will be populated in the Global Profile*

Child Count Student Listing Snapshot - Jefferson County School System

Child Count Date	Student State Number	Student Name	School	DOB	Grade	Gender	Race	Ethnicity	Exceptionality	LRE	Case Manager
10/01/2021	1971061021	Ka Cl	Clay Elementary School	09/17/2012	Third grade	Male	Black or African American	No	Orthopedic Impairment	01-100%-80% of the Day Inside the Gen Ed Environment	Ter
10/01/2021	1969559507	Ira Ra	Irondale Community School	07/30/2011	Fifth grade	Female	Hispanic	Yes	Specific Learning Disability	01-100%-80% of the Day Inside the Gen Ed Environment	Alli Ree
10/01/2021	1972847667	Ju Ba	McCalla Elementary School	09/10/2012	Third grade	Male	Black or African American	No	Other Health Impairment	01-100%-80% of the Day Inside the Gen Ed Environment	Ha
10/01/2021	1972015851	Jru	Grantswood Community School	07/26/2013	Third grade	Male	Black or African American	No	Autism	06-Separate School-Public Day School > 50% of the Day	Kri
10/01/2021	1973830308	Re	Chalkville Elementary School	11/11/2014	First grade	Male	Black or African American	No	Developmental Delay	04-Less than 40% of the day Inside the Gen Ed Environment	Lor

To Edit the Child Count Snapshot Data Report

1. All *demographic data* must be corrected in the SIS. Refresh the profile to see data changes.
2. Modify *Special Education* and/or *Gifted Profiles* as necessary for data modifications.
3. The next step is to go to the *State Reporting* profile, scroll to the bottom of the page to the Child Count section and review your corrections.
4. If the data meets all of the acceptable validations and you are logged in as the administrator, you will see a Populate Child Count Snapshot button. This will add the corrected data to the snapshot.



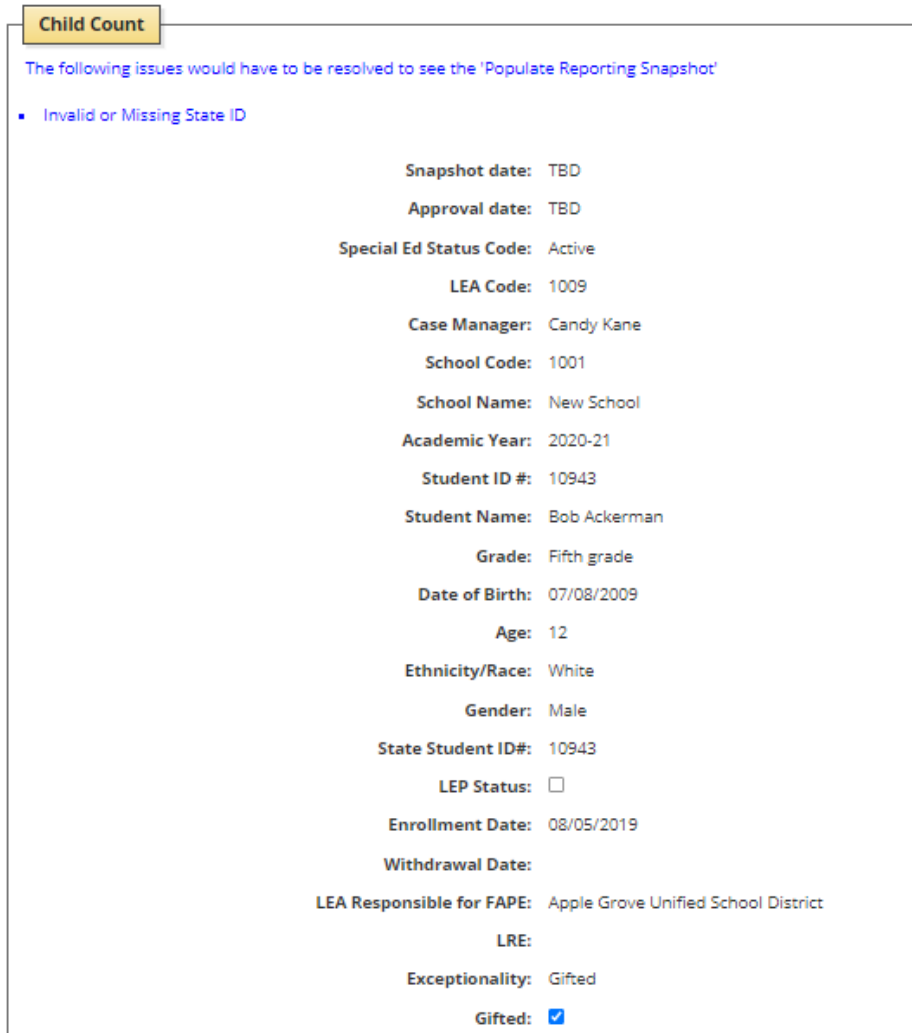
To Add a Student from the Snapshot Data Report

1. Search and **select the student** you want to add to the snapshot.

2. Navigate to State Reporting Profile and the Child Count section at the bottom of the page.

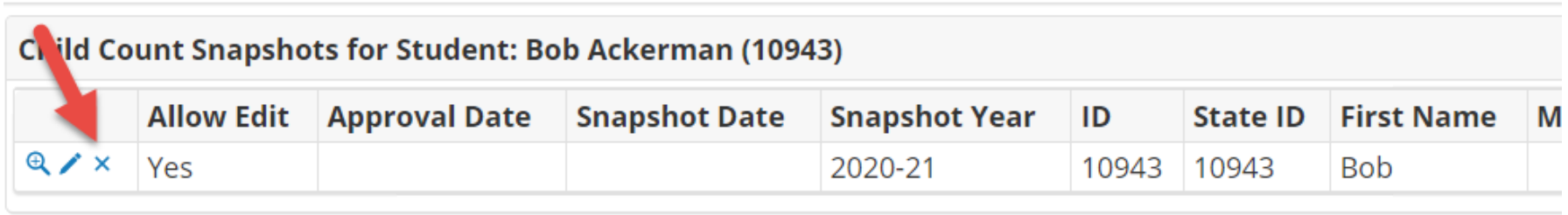
3. If the student data meets all of the acceptable Child Count validations and you are logged in as the Administrator, you will see the **'Add to Reporting Snapshot**' button. This will add the student to the current snapshot.

4. To view the added student on the Child Count Snapshot report, navigate to the report and select **Refresh.**



To Remove a Student from the Snapshot Data Report

1. Search and **select the student** you want to delete to the snapshot.
2. Navigate to Profile - **Child Count Snapshots**.
3. Click the X next to the student record.
4. Click **Delete Child Count Snapshot Permanently**.
5. To view the student's removal, navigate to the **Child Count Snapshot** report and then select Refresh.



Child Count Approval Process

- The Child Count Approval process is completed after all data for the Child Count Snapshot has been reviewed, and the data is ready to send to the state.
- When the data report is approved, the PowerSchool SIS export report S_AL_STU_STATE_ChildCount_X is created.
- Students with a Student.IntegrationIDT and an Approval Date will be added to this report. This is how the state will receive the approved report.

To Approve the Snapshot

1. Before you approve the Child Count report, the snapshot must already have been taken and reviewed.
2. Navigate to Reporting, Standard Reports, State Reports Snapshot, and then **Child Count Snapshot**.
3. Click **Approve Reporting Snapshot**.
4. The Approval will also be recorded in the **Globals Profile** with a check next to the **Snapshot Approved Status** field.

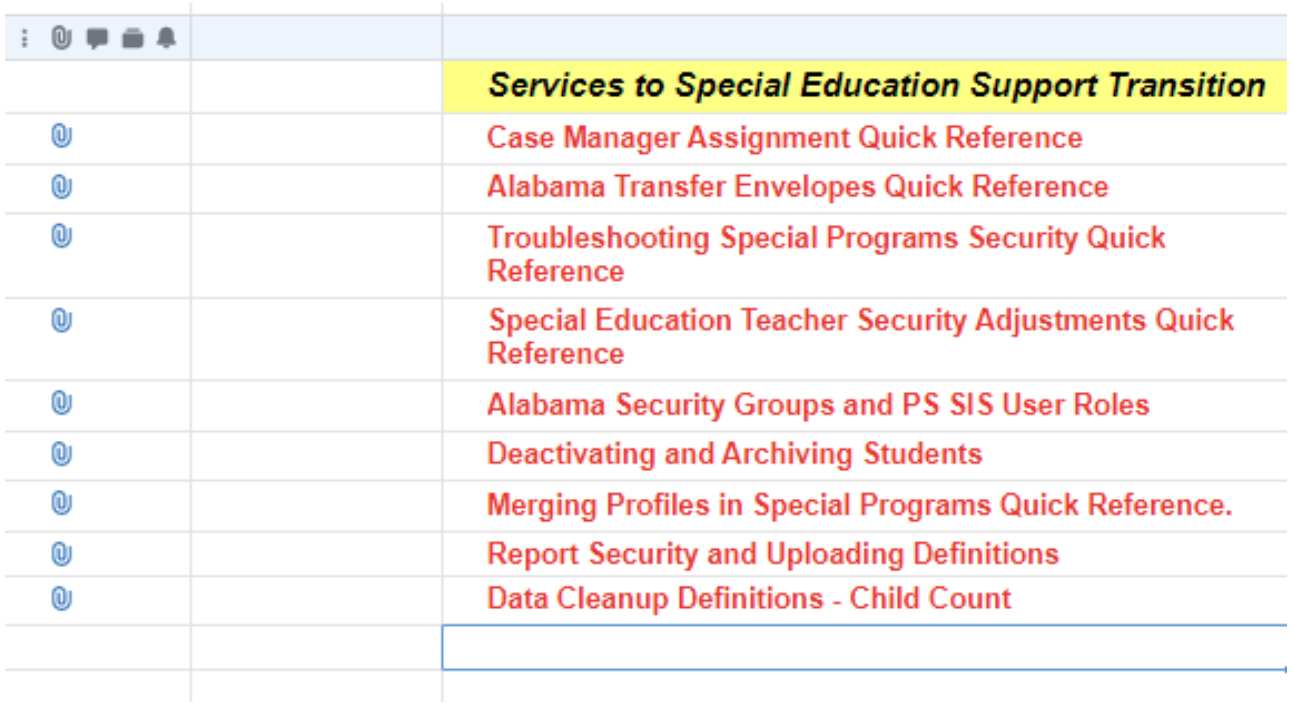
Verifying Child Count Submission Export

Reports > PS SIS Exports > S_AL_STU_STATE_ChildCount_X

1. **Reporting > Standard Reports > PS SIS Exports**
2. Select S_AL_STU_STATE_ChildCount_X

Helpful Hints and Quick Reference Guides click Here

- Child Count Validation Errors all cleared?
- Child Count Student Listing match the Child Count Snapshot?
- Approved Child Count Snapshot match the Export Submission?



Services to Special Education Support Transition
Case Manager Assignment Quick Reference
Alabama Transfer Envelopes Quick Reference
Troubleshooting Special Programs Security Quick Reference
Special Education Teacher Security Adjustments Quick Reference
Alabama Security Groups and PS SIS User Roles
Deactivating and Archiving Students
Merging Profiles in Special Programs Quick Reference.
Report Security and Uploading Definitions
Data Cleanup Definitions - Child Count

If you need assistance

Contacting ALSDE Enterprise Support

Customers are encouraged to use any of these methods to contact the Enterprise Support team:

- Web/Chat
  https://help.powerschool.com/t5/Contact-Support/ct-p/Contact-Support
- Phone 1-866-512-1899

  If immediate assistance with outage/performance/critical submission cases is needed, it is advised to call into the Enterprise Support number. Enterprise Support Engineers are standing by to assist with these immediate needs. Afterhours/weekends, calling the Enterprise support line will connect with our standard support teams.

Phone Tree Options:

After selecting new and entering customer support id (available on the Community), the options are

1. SIS, Including PowerPack
2. Special Programs
3. Any other PowerSchool Product (select from presented phone tree options)

If entering an existing case number, you will be routed to the appropriate team to provide support for that product.