

Instructions for Using Child Count Transfer System for State and Federal Funding Transfer Request For Children with Disabilities

*LEAs and Charter Schools should use this system to report all children with disabilities transferred to their schools **within the first sixty instructional days of the school year.***

The information collected in this system is required by state and federal legislation to determine the amount of state and federal funds each LEA or Charter School receives for children with disabilities. Each child must have been included in the December 1 child count of the previous school year in order to generate federal funds and/or in the April 1 child count of the previous school year to generate state funds. The child count is based on the exact number of children who on the day of the headcount have been appropriately identified in North Carolina, according to Procedures Governing Programs and Services for Children with Disabilities and receiving special education and related services.

The child count is an unduplicated count of eligible/identified children with disabilities as identified by the Individualized Education Program Team (IEP Team) and for federal funds also the Preschool Individualized Education Program Team (Preschool IEP Team). Each child eligible for counting shall be counted ONCE under the PRIMARY disability classification. An individualized education program is required for the child to be included on the form.

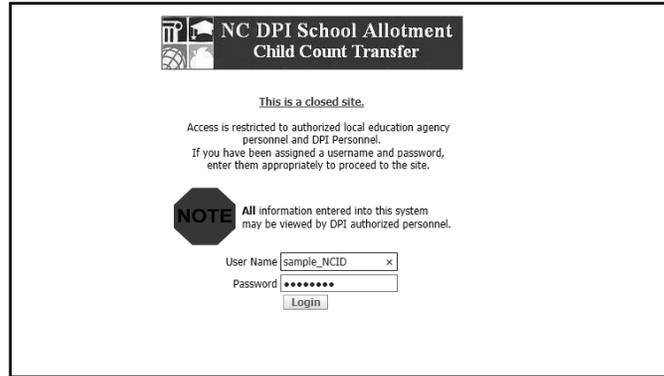
Sixty Days Transfer -- During the first 60 school days, if a student with disabilities who was included in the prior year December 1 or April 1 child count leaves or returns to a LEA from a Charter School, the prorated share of funds allocated for that student will be adjusted.

When to use the system-- In order to initiate the transfer of funds, the LEA or Charter School receiving the students must enter the transfer into the Child Count Transfer System by the 10th of the month following the month the student transferred. For example, if the student transfers to your school on 8/29/2014, you need to notify us by 9/10/2014. We will initiate the transfer of funds, if you submit this information by the correct due date.

Accessing the System:

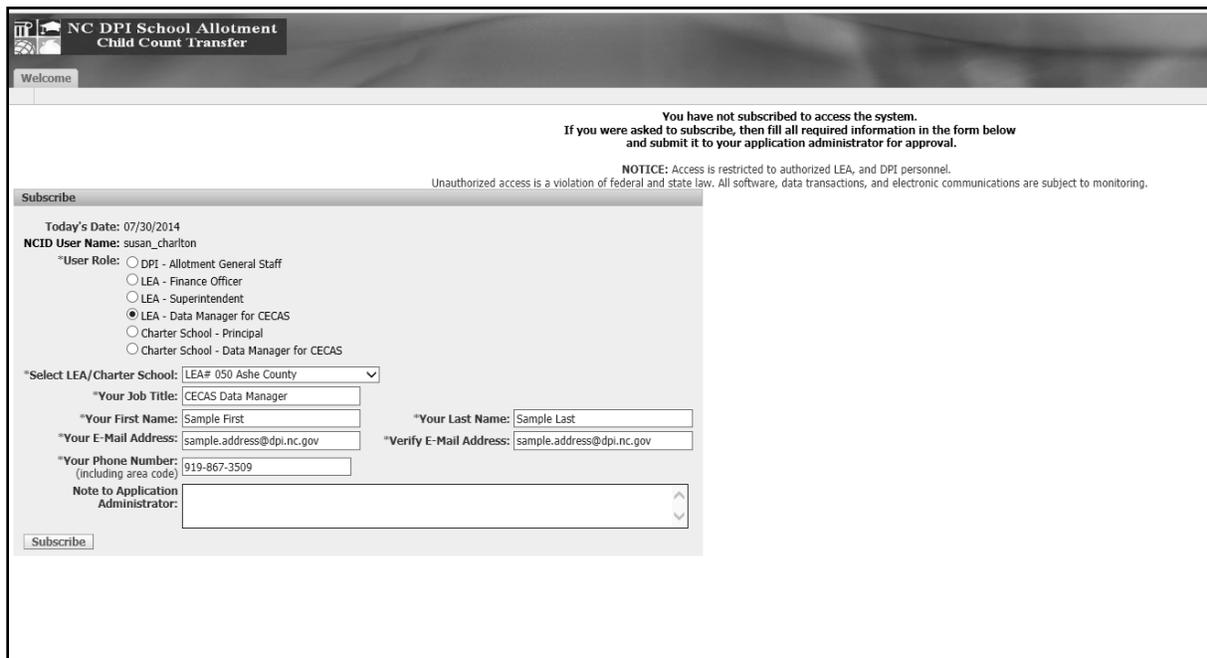
The URL for the system is <https://schools.nc.gov/childcounttransfer>.

To request security for the system use your NCID and password to sign on the system.



The subscribe screen will appear. Select a user role and your LEA/Charter School. Fill out the remaining fields to request access.

Note: If you are not listed as the CECAS contact for your LEA/Charter School then you will not be given security as a Data Manager. A Data Manager enters the transfers into the system.



You should receive an email within 1 business day approving your security.

Transferring Children:

Only CECAS Data Managers have access to transfer students.

For state funds the children must be found in the April 1 Headcount and for federal funds in the December 1 Headcount. The transfer method is the same for state or federal funds.

For state funds choose the **State_Fund_Transfer** tab then the **Search** tab. For federal funds choose the **Federal_Fund_Transfer** then the **Search** tab.

Special Instructions for New Charter Schools for FY14-15- The transfers you originally sent in on the transfer form have been entered into the system. Please review the children that were entered into the system for State (Apr Childcount) and either submit or delete the child from the list. These children can be viewed on the View/Edit/Submit screen. Please review the children that were entered into the system for Federal (Dec Childcount) and send me the CECAS Id of any children that did not transfer by email – susan.charlton@dpi.nc.gov . Please copy and paste the CECAS Id of all of the children that did not transfer in the email These will have to be reversed by DPI as these have already been processed to calculate the Federal Initial Allocations. Please add any additional students into the system for both State and Federal as explained below.

The screenshot shows the 'NC DPI School Allotment Child Count Transfer' web application. The interface includes a navigation bar with tabs for 'Welcome', 'State_Fund_Transfer', and 'Federal_Fund_Transfer'. Below this is a sub-navigation bar with 'Instructions', 'Search', 'Search for Multiple Transfers', 'View/Edit/Submit', and 'Fund Transfer'. The main content area is titled 'STEP 1: Search Transferred Students in April EC Headcount List -- State Fund'. It contains instructions on how to use the search function, followed by a search criteria form. The form has fields for 'First Name (required)', 'Last Name (required)', 'Gender (required)', 'Select LEA/Charter School (optional)', and 'CECAS ID (optional)'. The search results are displayed in a table with columns for LEA, First Name, Last Name, CECAS ID, Date of Birth, Gender, Grade, and AGEATCPEND.

Instructions on utilizing the Search

Search a child in the April 1 Headcount.

- (1a) Required search: Enter the full or partial First Name, enter the full or partial Last Name, and select Gender. Each of the three fields (First Name, Last Name, and Gender) cannot be left blank.
- (1b) Optional search: Select LEA/CS where the child was in the April HC and/or CECAS ID
- (2) Click the **Search** button
- (3) The Search Report will display according to the search criteria.
- (4) Once you have located the transferred student in the Search Report, click the link [Click here to select this student](#) to enter it into the Transfer Request.
- (5) To start a new search, simply click the **Clear Search** button, then repeat steps (1) through (4)
- (6) The search report will display the first 50 records. In order to find the child, you may need to narrow your search criteria.

Enter Search Criteria

First Name (required) Last Name (required) Gender (required)

Select LEA/Charter School (optional) CECAS ID (optional)

Display Search Report

row(s) 1 - 1 of 1

LEA	First Name	Last Name	CECAS ID	Date of Birth	Gender	Grade	AGEATCPEND	
Click here to select this student	070	Alice	Smith	7855PKDP89X	04/26/2006	F	01	7

The following fields are required **First Name**, **Last Name** and **Gender**. At least one letter of the **First Name** and one letter of the **Last Name** are required.

Only the first 50 children will display. You may need to narrow your search criteria to find the child.

If the child was not in the April 1 child count for state or the December 1 child count for federal, the student will not display as there are no funds allotted to transfer for the child.

Click the “**Click here to select this student**” line beside the student. If the child was previously transferred in this system this school year you will be redirected to a “**Multiple Transfer Page**” for state funds. If you are an LEA and you try to transfer a student from another LEA you will get an error message.

NC DPI School Allotment
Child Count Transfer

<<< back to Search page

STEP 2: Enter/Edit/Submit information for the Transferred Student -- State Fund

STEP (1): Review the information about the student

[Id](#)

*MULTIPLE TRANSFER

Transfer From: LEA
LEA/Charter School#: 070
LEA/Charter School Name: Beaufort County
where the student was
in April Headcount List.

Transfer To: CS
LEA/Charter School#: 92Z
LEA/Charter School Name: XYZ Charter Academy
in School Year: 2015
School Start Date: 08/18/2014

UID: 7855PKDP89X
First Name: Alice
Last Name: Smith
Date of Birth: 04/26/2006

Gender: F
Grade: 01
Ageatcpnd: 7

STEP (2): Enter additional information about the student

(i) Enter the First Date of Attendance when the student transferred to: MM/DD/YYYY (required)

(ii) If the student later transferred out to another LEA/Charter school within 60 school days, you must enter the Last Date of Attendance: MM/DD/YYYY (optional)

(iii) Enter anything needed to be noted for this student: (optional)

STEP (3): Apply Changes

- You must click the 'Save Changes' button, in order to save this student information in the Transfer Request.
- Otherwise you can click the 'Cancel' button to go back the Search page.

Review the student information to confirm that this is the correct child.

Enter the date that the child transferred to your LEA/Charter School. You can use the “**Same as School Start Date**” button if the child started on the first day of school or after April 1, for state, or December 1, for federal, of the prior school year.

If the child subsequently transferred from your LEA/Charter School, fill in the field for the last date of attendance.

Click the “**Save Changes**” button to continue.

NC DPI School Allotment
Child Count Transfer

Welcome | State_Fund_Transfer | Federal_Fund_Transfer | Allotment_Review | Allotment_Admin | Manage_Permissions

Instructions | Search | Search for Multiple Transfers | Edit/Submit/View | Fund Transfer |

<<< back to Search page

STEP 3: Transferred Students List -- State Fund

Status column explanation:

- Not submitted to DPI** - LEA/Charter School has not submitted this student's information to NCDPI. Prior to submitting, the LEA/Charter school can edit/delete this student's information. In order to submit to NCDPI, LEA/Charter school must click the **Edit** button for each transferred student, then click the **Submit** button. Once it is submitted, it can not be edited, i.e. **Edit** button will be replaced with **View** button.
- Submitted** - LEA/Charter school has submitted this student's information to NCDPI School Allotment and is waiting to be reviewed by the allotment staff. Click the **View** button to view the date of submission.
- Reviewing, Reviewed** - NCDPI Allotment staff is reviewing or reviewed this student information
- Funded** - NCDPI Allotment staff has reviewed and approved this student and funds have or are going to be transferred to the LEA/Charter school in the Allotment Revision Number entered. Click the **View** button to view the Allotment Revision Number of this fund transfer under the Audit Trail section.
- Rejected** - NCDPI Allotment staff has reviewed and rejected this student as a valid 60 days transfer. Click the **View** button to view the reason for the rejection in the Reviewer Note under the Audit Trail section.

*** Warning ***
Your LEA/Charter School has 1 child transfers have not been submitted to NCDPI. Please click on **Edit/Submit** button by each transfer to edit or submit it. Please review each transfer before submission. Once it is submitted, it can not be edited. If it is not submitted, it will NOT be processed.

Go Rows 15 Actions

1 - 1 of 1

Edit Submit View	Status	School Year	Transfer From LEA/Charter	Transfer To LEA/Charter	First Name	Last Name	UII	Date of Birth	Grade	First Date of Attendance	Last Date of Attendance	LEA/CS Note	NCDPI Review Note	Entered By	Entered Date	Submit Person	Submit Date	id
Edit/Submit	(NOT SUBMITTED) to DPI	2015	070 Beaufort County	922 XYZ Charter Academy	Alice	Smith	7859PDP89X	04/24/2006	01	06/18/2014				Susan Charlton	06/04/2014 10:58AM			665

1 - 1 of 1

The Transferred Student List will show. Click the “<<**back to Search page**” line to enter more children.

There are several Statuses that may show on this screen and the explanations are on the screen.

Once you have chosen your students you must submit them for processing by clicking the “**Edit/Submit**” button beside each child.

NC DPI School Allotment
Child Count Transfer

<<<< back to Transfer List page

STEP 2: Enter/Edit/Submit information for the Transferred Student -- State Fund

Submission to NCDPI

- Please review the student information below, before submission to NCDPI.
- Once you click the 'Submit' button, you can not edit/delete the transfer information for this student any more.
- You must click 'Submit' button, in order for NCDPI Allotment staff to start reviewing this transfer request.
- After submission, you find out it was submitted in error. You must call NCDPI School Allotment Section to delete it.

STEP (1): Review the information about the student

Id: 665

*MULTIPLE TRANSFER

Transfer From: LEA LEA/Charter School#: 070 LEA/Charter School Name: Beaufort County where the student was in April Headcount List.	Transfer To: CS LEA/Charter School#: 922 LEA/Charter School Name: XYZ Charter Academy in School Year: 2015 School Start Date: 08/18/2014
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UID: 7855PKDP89X

First Name: Alice	Gender: F
Last Name: Smith	Grade: 01
Date of Birth: 04/26/2006	Ageatcpend: 7

STEP (2): Enter additional information about the student

(i) Enter the First Date of Attendance when the student transferred to: MM/DD/YYYY (required)

(ii) If the student later transferred out to another LEA/Charter school within 60 school days, you must enter the Last Date of Attendance: MM/DD/YYYY (optional)

(iii) Enter anything needed to be noted for this student: (optional)

Transfer Entered By: Susan Charlton
Transfer Entered Date: 09/04/2014

STEP (3): Apply Changes

- You must click the 'Save Changes' button, in order to save this student information in the Transfer Request.
- Otherwise you can click the 'Cancel' button to go back the Search page.
- To delete this student from the Transfer Request, please click the 'Delete' button

The information for the child appears.

Review the data and make any correction needed.

Click the **“Submit”** button to process this transfer. If this is a federal funds transfer and the student has previously transferred, you will get an error message and must contact the School Allotments Section to process this child’s transfer.

You will return to the prior screen and the **“Edit”** button changes to a **“View”** button.

You must submit each child for processing.

You cannot edit a transfer after it has been submitted. **“View”** is the only option after submission.

Viewing Funding:

All users have access to view funding.

The funding screens list the children that were transferred to/from your LEA/Charter School.

The funding screens are not populated until the transfer has been processed in a revision.

To view funding, select the tab “**Fund Transfer.**”

The “**Transfer From**” tab lists all children that transferred from your LEA/Charter School.

The “**Transfer To**” tab lists all children that transferred to your LEA/Charter School.

The “**Transfer From To**” tab lists all children that transferred to or from your LEA/Charter School. This screen is only available for state funds.

The “**Funding Summary**” tab lists the totals of the transfers.

To see a particular Revision use the “**Actions**” button to filter the **Allotment Revision Number** field.

Infrequent Issues when transferring children:

- (1) You have submitted a child and do not see them in the Funding Reports.
Check the “**View/Edit/Submit**” tab. The child may have been sent back for corrections and the status will be set to “**(NOT submitted) to DPI.**” Click the “**Edit**” button to view the notes to make the necessary changes before submitting again. The transfer may have been rejected and the status will be set to “**(REJECTED) by Allotment Staff.**” Click the “**View**” button to read the notes. The child may have been submitted but has not yet been reviewed and funded.

- (2) You have a child transferring to a year round school or to a school with a different school start date so the school start date is incorrect.
Write a note in the note field for the Allotment staff to change the school start date.

- (3) There is a child that shows as transferred from your LEA/Charter School but they are still at your LEA/Charter School.
Contact the School Allotment Section, (919) 807-3739. You need to send us back up that the child is still at your LEA/Charter School.

- (4) You cannot find a child that you know was in the April 1(state) or December 1(federal) child count.
Use part of the child’s name, it may be listed differently in the database. The name for state funds may be different for federal funds if the name was updated after the December 1 child count. Try removing the CECAS ID and/or the LEA/Charter School. If you cannot find the child then they were not included in the child count.

- (5) Your Funding Summary does not match your Revision.
Check that the **Allotment Revision Number** field is filter for the correct Revision.

If you have any questions about this system or the procedures, please contact the School Allotments section at 919-807-3739.