**ECATS Child Count Warnings and Exceptions Guide**

Key Points:

* Warnings do not need to be addressed in order to certify the Child Count.
* Errors must be corrected prior to certification.
* Students must have a current IEP on the child count date (12/1 or 4/1) in order to be included.
* Students with an Initial referral after 7/1/2019 must have Parental Consent for services response documented to be included.
* Students on a Comparable Services Plan (CSP) will not be included if Referral is over 90 days or the Out-of-State IEP is expired.

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| **Warning Type** | **Exception** | **Action** |
| Error | Is Duplicated | Same student ID exists on another LEA's Child Count. Work with the other LEA where the student duplicated to determine which district needs to resolve this via exclusion in ECATS. Find LEA Data Manager [here](https://drive.google.com/file/d/1tQFdgbqV1kqhMXN9PIGR38JrYbvR8UuZ/view?usp=sharing). Once the student is excluded both districts should click Update Report on the Student Level Report View Page to clear the error.  |
| Warning | Potential Duplicates | Student has similar demographic-level information as another student at a different, or within the same, LEA but has a different ID. Resolve via exclusion if student is actually a duplicate. No action required if student is not a duplicate. |
| Error | School Code is Blank | Student is missing a school code. Update this in PowerSchool. If School Code exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS.  |
| Error | Grade is Blank | Student is missing a grade code. Update this in PowerSchool. If grade exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS. |
| Error | PK Grade Check | Student is greater than 5 years old and is being counted in Pre-K. Verify student grade, update in PowerSchool if it is incorrect.  |
| Error | Developmental Delay Age Not Appropriate | Student that is 8 or older and has DD Eligibility. If no new eligibility exists on or before 12/1 (December) or 4/1 (April), exclude student from count. |
| Warning | Setting Age Not Appropriate | Students' age is not appropriate for the setting on the count period date, this is a warning and can be ignored. |
| Error | Race | Student is missing a Race code. Update this in PowerSchool. If Race Code exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS. |
| Error | StudentID | Student is missing a Student ID. Not possible in ECATS. |
| Error | IsLEP | Student is missing “IsLEP” (Y/N) code. Update this in PowerSchool. If “IsLEP” Code exists in PowerSchool, submit a ZenDesk ticket for it to be corrected in ECATS. |