

Federal Reporting Office Hours

Special Programs and Data

September 2023

Automated Captioning for Participants in WebEx

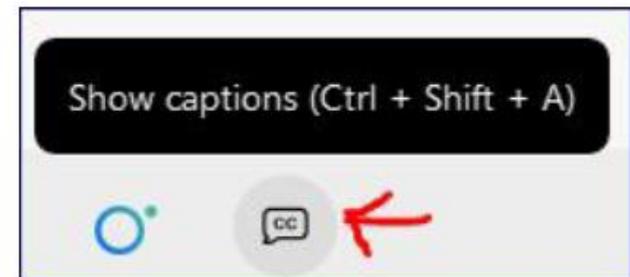
Option 1: Caption and Highlights Panel

1. Locate blue circle and dot icon on the bottom of screen.
2. Select icon 
3. A side panel will appear on the right side of the screen.



Option 2: Closed Captioning

1. Select the Closed Captioning (CC) icon
 - a. Captions will appear on the bottom of screen.
2. Grab and move to desired location



Federal Reporting Preparation Tips

Exit Count

Indicator 11

Indicator 12

Exit Count

Exit Count Reminders

- Opens September 15th
- Closes September 29th
- Captures end-of-year reporting data on students exiting special education during 7/1/2022 through 6/30/2023 reporting period

September						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15-Sep Exit Count Opens

29-Sep Exit Count Closes

Exit Count Reminders



Exited Graduation Data

ECATS has returned to its normal file schedule and is importing 2023-2024 school data. Please remember that a higher volume of transfers due to BOY is occurring, and record transfers in ECATS could take longer than usual.

The process to update graduation data in ECATS has been completed. **Students who have graduated have been exited in ECATS. Districts may now select the Modified Exit Reason for the 2022-2023 Exit Count and these students will no longer appear active in ECATS.** If you find a student has not been exited, please have your ECATS Designee submit a Zendesk ticket.

[Steps to Document Modified Exit Reason](#)

Exit Count

- Exit Count report available to review data

Scheduled Reports		
Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count
FAM-S	Caseloads as of a Point in Time	IEP Services Report with Location (xls)
General	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
	Child Count	IEP Services Report with Minutes (xls)
Progress Monitoring	Compliance by Case Manager (xls)	Indicator 11
	Compliance by School (xls)	Indicator 7
Service Logging	Compliance by Students (xls)	Missing Progress Report (xls)
	Compliance Summary (PDF)	Overdue Eligibility/IEP Report (xls)
Special Education	Contacts Report (PDF)	Progress Report Status (PDF)
	ESY By School By Case Manager (xls)	Projected/Missed Eligibility Meetings (xls)
	ESY by Service (xls)	Projected/Missed IEP Meetings (xls)

- Training video and resources available in ECATS (Main Menu > Resources)

Resources		Review the License Agreement	Upload File(s)	Delete/Update Documents
Federal Reporting	<input type="checkbox"/>	Federal Reporting	10/26/2020	Beth Burris
Service Logging Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
Special Education Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris

- [ECATS Exit Count - Errors and Warnings Reference Guide](#)
- [ECATS Exit Count - Same Day Reporting Updates](#)
- [ECATS Exit Count Reporting Checklist](#)

- Federal Reporting
- General
- Service Logging Documents

- [ECATS Exit Count Reporting Checklist](#)
- [ECATS Exit Count - Same Day Reporting Updates](#)
- [ECATS Exit Count - Errors and Warnings Reference Guide](#)

Student Record Review Checklist to Ensure Accuracy for EC Exit Count

Preparing for Exit Count

Things to check in the student record

ECATS Screens/Workspace	What to Check
Student History page	Student must have exited Special Education or the District between the begin date and end date of the reporting period window (7/1-6/30).
Student History page	<p>Student must be exited on the end date of the reporting period window (6/30) in all of North Carolina. Students could be active or inactive overall in ECATS.</p> <p>- If a child exits one NC district to move to another NC district, and in the second district they are receiving services on the Count Period End Date, they would not be included in this report for either district.</p> <p>- If a child is active and exited in many districts during the Count Period and remain exited on the Count Period End Date, only the last district exited would report that Student.</p>
Student History page	<p>The following are considered Special Ed Exit Events:</p> <ol style="list-style-type: none"> 1. Non-Eligibility Event (not initial) 2. Parent Revocation of Service Event (not initial) 3. Parent Consent Denial Event (not initial) 4. Reached Maximum Age
Student History page or Finalized IEP document	The IEP/PSSP/CSP End Date must be greater than or equal to the Exit Date (or Special Ed Exit event) AND there must be at least one service with an End Date on or after the Exit Date.
Student Profile	The student must not be age 23 or older.
Student Level Report View	The student must not be marked and 'Exclude Student from This Report' for the applicable report and count period.

Exit Count Report: Common Exceptions

- **Setting - The Student's age is invalid for the Primary Educational Setting**
 - This is a warning; no action needed
- **Exit Reason Blank**
 - Document modified exit reason
- **Is Duplicated**
 - LEA with most recent exit date within reporting period includes student in Exit Count
 - LEA with older exit date within reporting period excludes student from Exit Count
- **Exit Reason Not Appropriate for Age**
 - Update the modified exit reason
 - There should be no students under age 16 with exit reason, Dropped Out

Preparing for Exit Count

Exit Count Report: Common Exceptions

- Exit Reason Blank
- Exit Reason Not Appropriate for Age

Student ID	Age As Of Count Period End Date	IEP Start Date	Exceptionality Category	Setting	Exit Reason	Exit Date
ABC123	16	11/16/2022	LD	REG	TR	3/9/2023
ABC124	19	5/8/2023	IDMI	RES	MV	6/8/2023
ABC125	16	5/20/2022	OH	REG		1/5/2023
ABC127	16	5/19/2022	IDMO	SEP		9/28/2022
ABC128	17	3/17/2023	LD	REG	DO	6/8/2023
ABC129	18	3/22/2022	ED	REG	GR	1/5/2023
ABC130	7	11/3/2021	DD	RES	TR	11/1/2022
ABC133	18	3/28/2023	OH	RES	MV	6/8/2023
ABC134	4	5/20/2022	AU	PKSC	DO	9/26/2022
ABC135	15	5/24/2022	OH	REG	DO	2/2/2023

Reminder: Modified Exit Reason

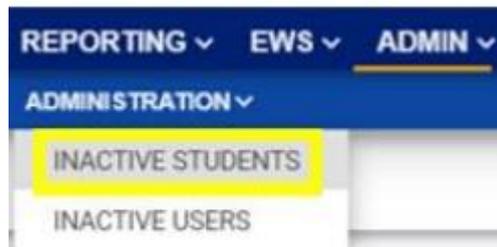
Steps to Document Modified Exit Reason

- Students withdrawn from your LEA in PowerSchool are also withdrawn in ECATS
- Conduct inactive students search to access student record

①



②



③

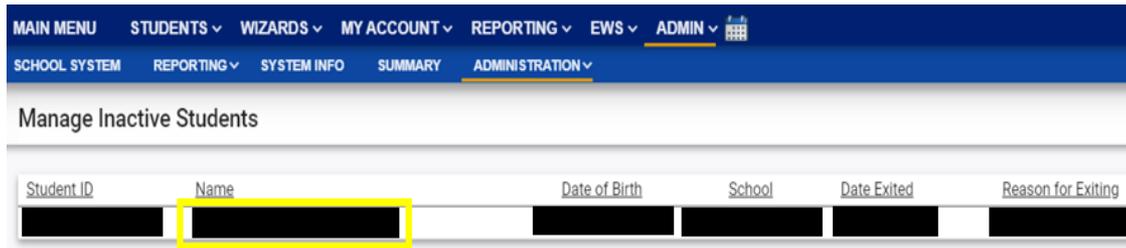
A screenshot of the 'Criteria for Selecting Inactive Students to View' search form in the PowerSchool interface. The form includes the following fields and options:

- Last School Attended: All Schools (dropdown menu with asterisk)
- Student Last Name: (text input) Exact Match
- Student First Name: (text input) Exact Match
- Student Middle Name: (text input) Exact Match
- Date of Birth: (calendar icon)
- Student ID: (text input) Exact Match
- Students Exited After: (calendar icon)
- Students Exited Before: (calendar icon)
- Exit Reason: -Any- (dropdown menu)
- Sort List By: Student's Last Name (dropdown menu with asterisk)

A green box highlights the 'VIEW INACTIVE STUDENTS *' button at the bottom right of the form.

Reminder: Modified Exit Reason

- Click the inactive student's name link to access the record



Manage Inactive Students

Student ID	Name	Date of Birth	School	Date Exited	Reason for Exiting
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

- Select the appropriate Modified Exit Reason and click Update Database.

Exiting Student Information

Date Exited: 07/06/2021

Reason for Exiting: W1 Transfer Withdrawal

Modified Exit Reason:

[UPDATE THE DATABASE](#)

- Graduated with Regular High School Diploma
- Dropped Out of School
- Died
- Received a Certificate
- Reached Maximum Age
- Moved, Known to be Continuing

Reminder: Modified Exit Reason

- For currently active student records, click Details next to the associated Exit event

Student History							
Event Date*	Event Type	(transferred from)	Begin Date	End Date	User	Document	Date Created
07/06/2020	Exit School System				Transfer / Import		DETAILS

- Select the appropriate Modified Exit Reason and click Update Database.

Event Details

Event Type: Exit School System

Date: 07/06/2020

Created By:

School:

Exit Info

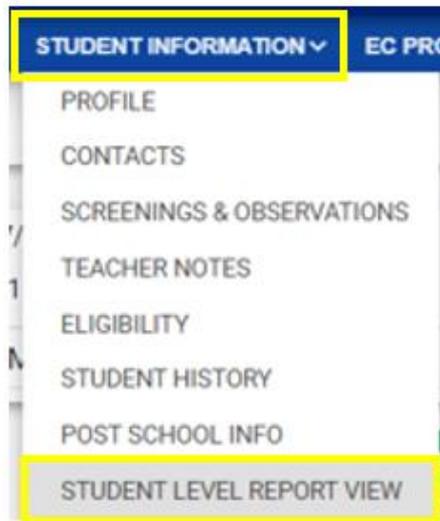
Exit Reason: W1 Transfer Withdrawal

Modified Exit Reason:

[UPDATE THE DATABASE](#)

Reminder: Student Level Report View

- After documenting the Modified Exit Reason in the student record, also update the Student Level Report View to clear the error from the report



Report View

Report Type: Child Exit Count: September

Reporting Period: 2021-2022

UPDATE EXCEPTION

UPDATE REPORT

Tip: Missing Modified Exit Reason drop list

When the Modified Exit Reason drop list is missing for an inactive student record, check the Student History screen to confirm the student exited from EC.

The Modified Exit Reason drop list does not display for students who are not EC at the time of the exit.

Date Exited: 07/01/2023

Reason for Exiting: W1 Transfer Withdrawal

UPDATE THE DATABASE

Re-Activation Date: 09/05/2023



RE-ACTIVATE THIS STUDENT IN THE DATABASE

Event Date*

Event Type

07/01/2023



Exit School System

12/08/2022



Notification - IEP

12/08/2022



Non-Eligibility Determination

EXIT COUNT Q&A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask anything you like!



Indicator 11

Child Find

Indicator 11

- Opens October 2nd and closes October 31st
- Captures the percent of students for whom a referral was received, and placement determined within 90 days
- Based on data from the 7/1/2022 through 6/30/2023 reporting period

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-Oct	Indicator 11 Opens
31-Oct	Indicator 11 Closes

Indicator 11

- Indicator 11 report available to review data

Scheduled Reports		
Early Warning System	Accommodations Report School/Grade/Class/Test	Exit Count
FAM-S	Caseloads as of a Point in Time	IEP Services Report with Location (xls)
	Caseloads Report Admin (xls)	IEP Services Report with Location/Transportation (xls)
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Resources		Review the License Agreement	Upload File(s)	Delete/Update Documents
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	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
Service Logging Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
Special Education Documents	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris
	<input type="checkbox"/>	Federal Reporting	10/13/2020	Beth Burris

ECATS Indicator 11 Reporting - Exceptions Tab Guide

ECATS Indicator 11 Reporting - Updating Initial Delay Reason Guide

ECATS Indicator 11 Reporting - Errors and Warnings Guide

ECATS Indicator 11 Reporting - FAQ Guide

ECATS Training Federal Reporting Webinar Videos - Last Updated 10/11/2020

Ind 11 Report: Common Exceptions

- Is Duplicated
 - Exclude the referral event that was finalized in the previous PSU
- Consent to Evaluate Date Required/Consent to Evaluate Purpose Required
 - Submit the Consent to Evaluate Response
- Initial Placement Delay Reason is Required
 - Document Initial Placement Delay Reason (if delay)
 - Submit Consent for Services response (if no delay)
- Delay Reason Not Required
 - Remove/clear initial placement delay reason if no delay (0 days delayed)

Common Exception: *Is Duplicated*

- ❑ If the student transferred to your PSU, with a Referral event that was initiated in the previous PSU, exclude that Referral event from the Student Level Report View.

04/18/2023		Transfer Student (ncecatspamico => ncecatsEFG)
04/18/2023		Grade Change (P2)
04/18/2023		School Change (CECAS)
04/06/2023		Student Enrollment
04/05/2023		Exit School System (ncecatsABC)
02/09/2023		Parent Consent (Yes) (ncecats_ABC)
02/09/2023		Notification - IEP (ncecats_ABC)
02/08/2023		Referral (ncecats_ABC)

Report View

Report Type: Indicator 11: Child Find

Reporting Period: 2022-2023

Exclude this Record:

UPDATE EXCEPTION

UPDATE REPORT

Tip:

Duplicate Referral Event

- ❑ If the student has duplicated referral events with the same date OR multiple referral events within the same PSU in which the previous referral was not completed, exclude the duplicated referral event from the Student Level Report View.

Student History	
Event Date*	Event Type
04/05/2023	Parent Consent (Yes)
04/05/2023	Notification - IEP
04/05/2023	Referral
03/01/2023	Parent Consent (Yes)
03/01/2023	Notification - IEP
02/15/2023	Referral

Student History	
Event Date*	Event Type
03/21/2023	Notification - IEP
03/21/2023	Non-Eligibility Determination
11/17/2022	Notification - IEP
11/17/2022	Notification - IEP
09/22/2022	Referral
09/22/2022	Referral
08/29/2022	Student Enrollment

Common Exception: *Consent to Evaluate Date Required/Consent to Evaluate Purpose Required*

☐ Submit the Consent to Evaluate Response

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)

 Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Initial or Reeval? Initial Reeval

Parent/Guardian/Student Consent to Evaluate Response:

Parent/Guardian/Student Consent to Evaluate Date Signed: 

 The following question is specific to private school students ONLY. Regardless of whether a student is private school or public school status, users should complete the applicable EC processes.

Is the parent requesting an evaluation/reevaluation solely for the purpose of applying or renewing scholarships (vouchers), and will not receive services through a private school services plan (PSSP)?

Date: 

[SUBMIT CONSENT TO EVALUATE RESPONSE](#)

Common Exception: Initial Placement Delay Reason is Required (beyond 90-day timeline)

- ❑ If initial placement is after 90-day timeline, document initial placement delay reason

Student History

Event Date*	Event Type
06/16/2023	Provision of Services Parental Consent

Timeliness and Special Situations

General Data Part C Referral: C to B Transition **Part B Referral**

Referral Data

Referral Date:	90 Day Timeline End Date:	Private School Non-Participation Notice Date (If Applicable):	Delay Reason (If Applicable):
03/10/2023	06/08/2023		

SAVE

Reminder:

Initial Placement Delay Reason - COVID 19

- ❑ Students with COVID 19 selected as initial placement delay reason must be updated.

Removal of Initial Placement Delay Reason: COVID 19

The COVID 19 delay reason was added to ECATS as an internal tracking field during the pandemic and was never an approved exception for federal reporting. As of January 13, 2023, the COVID 19 delay reason will no longer be an option in ECATS. For any student with a new referral as of 7/1/2022 and has the initial placement delay reason, COVID 19, documented in their record, please update the initial placement delay reason to a more appropriate reason. The Indicator 11 – October 2023 report is now available and can be reviewed to identify those students who may have the initial placement delay reason documented as COVID 19. Once users download the report, go to the Student Details tab, and filter the column, Initial Placement Delay Reason, to identify students with COVID 19 selected as the initial placement delay reason.

Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
COVID-19	1/12/2023	Yes	46	Delayed
COVID-19			1	Delayed
COVID-19			3	Delayed

Common Exception: *Initial Placement Delay Reason is Required (0 days delayed)*

- If initial placement is within the 90-day timeline, submit the Consent for Services response

Consent for Services

[CREATE CONSENT FOR SERVICES](#)

 Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Parent/Guardian/Student Consent for Services Response:

Parent/Guardian/Student Consent for Services Date Signed: 

[SUBMIT CONSENT FOR SERVICES RESPONSE](#)

Reminder: Consent Responses

EC Process > Consent screen

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)



Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Consent for Services

[CREATE CONSENT FOR SERVICES](#)



Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Documents created for

- [Consent for Eval](#)
- [Consent for Services](#)

Remember: An open check box associated with the Consent document indicates the document was finalized, the but the Consent response has not yet been submitted on the EC Process > Consent screen.

Reminder: Consent Response

EC Process > Consent screen

Consent to Evaluate

[CREATE CONSENT TO EVALUATE](#)



Use the link directly above to create a final parent/guardian/student Consent to Evaluate document. Then submit the response information in the fields directly below.

Initial or Reeval? Initial Reeval

Parent/Guardian/Student Consent to Evaluate Response:

Parent/Guardian/Student Consent to Evaluate Date Signed:



The following question is specific to private school students ONLY. Regardless of whether a student is private school or public school status, users should complete the applicable EC processes.

Is the parent requesting an evaluation/reevaluation solely for the purpose of applying or renewing scholarships (vouchers), and will not receive services through a private school services plan (PSSP)?

Date:

[SUBMIT CONSENT TO EVALUATE RESPONSE](#)

Consent for Services

[CREATE CONSENT FOR SERVICES](#)



Use the link directly above to create a final parent/guardian/student consent for services document. Then submit the response information in the fields directly below.

Parent/Guardian/Student Consent for Services Response:

Parent/Guardian/Student Consent for Services Date Signed:

[SUBMIT CONSENT FOR SERVICES RESPONSE](#)

Reminder: Consent Response

Confirm the response was submitted

Documents created for

- E** [Consent for Eval](#)
- E** [Consent for Services](#)

Remember: The red **E** associated with the Consent document indicates the document was finalized, and the Consent response was submitted on the EC Process > Consent screen.

Student History

- 05/14/2023  Provision of Services Parental Consent
- 03/17/2023  Parent Consent (Yes)

Remember: The Provision of Services Parental Consent event and Parent Consent (Yes) event on the Student History screen indicates the Consent responses were submitted on the EC Process > Consent screen.

Reminder: Consent Response

Upload copy of signed consent

- ❑ Upload signed copy of Consent to Evaluate (if applicable) and Consent for Services to Documents

Documents

<u>Document</u>	Batch	<u>Status</u>	Del	Attachment	
<u>Consent for Services</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>Consent for Service</u>
<u>Consent for Eval</u>	PDF	<input type="checkbox"/>	Final	<input type="checkbox"/>	<u>Signed Consent</u>

Common Exception: Delay Reason Not Required

- ❑ Remove the initial placement delay reason from the Data Collection screen if there was no delay

Initial Placement Delay Reason	Consent for Placement Date	Consent for Placement Given	# Days Delayed	Subtraction Category
IN04: Delay in getting parent consent	2/28/2023	Yes	0	Eligible
IN04: Delay in getting parent consent	3/17/2023	Yes	0	Eligible

Student History

Event Date*	Event Type
02/28/2023	Provision of Services Parental Consent

Timeliness and Special Situations

General Data Part C Referral: C to B Transition **Part B Referral**

Referral Data

Referral Date:	90 Day Timeline End Date:	Private School Non-Participation Notice Date (If Applicable):	Delay Reason (If Applicable):
12/06/2022	03/06/2023		IN04: Delay in getting parent consent

Tip:

Subtraction Category – Exclusion Prior to 90 Days

- ❑ If the referral was finalized in current PSU, confirm the Referral date is on/after the Student Enrollment date

Subtraction Category	
Eligible	
Eligible	
Exclusions Prior to 90 Day Timeline	
Exclusions Prior to 90 Day Timeline	
Exclusions Prior to 90 Day Timeline	
Exclusions Prior to 90 Day Timeline	
Eligible	
Eligible	

08/29/2022		Student Enrollment
08/22/2022		Referral

Preparing for Indicator 11

Reminders

- Do not wait until October to begin reviewing the Indicator 11 Report for accuracy of data
- Routinely review the Student Details tab in the Indicator 11 report
- The Exceptions tab in the Indicator 11 report displays errors in student records that must be corrected before certifying data. It does not display discrepancies (“false delays”) created by incorrect or incomplete data entry
- Delete duplicate referral events for the same student record
- Review the [Indicator 11 Federal Reporting User Guide](#)

INDICATOR 11

Q&A

We are here to answer your questions!

Feel free to type in the chat or unmute and ask anything you like!



Indicator 12

Part C to Part B Timely Referral

Indicator 12

- Captures data on students who received Part C services and were referred to Part B during the 7/1/2022 through 6/30/2023 reporting period.
- All students must have an IEP developed within 90 days of the referral and receive services by their 3rd birthday.
- All Traditional LEAs must submit completed Indicator 12 spreadsheets to ecindicators@dpi.nc.gov by October 31st.
- Charter Schools and State Operated Programs do not submit Indicator 12 spreadsheets.

Indicator 12

Indicator 12 - Part C to Part B Timely Referral

Indicator 12 will be submitted on spreadsheets by all PSUs. Charter Schools do not need to submit an Indicator 12 spreadsheet this year. The Indicator 12 spreadsheet has a tab with helpful clarifications to assist PSUs in entering their data and can be found below. The spreadsheet can be submitted at any time prior to the due date of October 30, 2023. Your cooperation in meeting the deadline for data submission is greatly appreciated. Please email all Indicator 12 spreadsheets to ecindicators@dpi.nc.gov.

2022-23 Indicator 12 Spreadsheet

[Indicator 12 Excel Spreadsheet](#)

Indicator 12 Data Collection Templates

[Child Find Resources](#) | [NC Early Learning Network \(unc.edu\)](#)

[PreK Child Find & Transition Calculator \(2023\)](#)

[Transition Resources](#) | [NC Early Learning Network \(unc.edu\)](#)

Remember to submit [Indicator 12 spreadsheet](#) to ecindicators@dpi.nc.gov by October 31st

Indicator 12 Reminders

- Submit as Excel spreadsheet only (no PDFs)
- Submit updated version

Data Submission Form for Indicator 12 (7/1/2022-6/30/2023)

Revised 5/23/2023

- Submit with no red cells

Red cells signify an error in the calculation of data or missing data. Enter 0's where appropriate. Please do not submit your Indicator Spreadsheet with red cells.

Section B: For children included in (a), but not included in b, c, d, or e, indicate the range of days beyond the third birthday when eligibility was determined and the IEP developed.

0	=Number of children with placement delayed beyond their 3rd birthday. (a-b-c-d-e)
	1-5 days
	6-15 days
	16-25 days
	26-35 days
	36-45 days
	46 or more days

INDICATOR 12

Q&A

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Feel free to type in the chat or unmute and ask anything you like!



Other Reminders

NC ECATS Data Managers Contact Directory
Federal Reporting Office Hours Website

ECATS Data Managers Contact Directory

Update the Contact Directory with any corrections and/or additions.

<https://docs.google.com/document/d/1tQFdgbqV1kqhMXN9PIGR38JrYbvR8UuZ/edit?usp=sharing&oid=100162846075394212010&rtpof=true&sd=true>

ECATS website: Federal Reporting Office Hours

Access previous PowerPoints and session recordings from the ECATS website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/reporting/federal-reporting-office-hours>

ECATS website: Federal Reporting Office Hours

Every Child Accountability & Tracking System (ECATS)

[Special Education](#)

[Service Documentation](#)

[MTSS](#)

[Monday Messages](#)

[Frequently Asked Questions](#)

[Newsletters](#)

[ECATS ODS](#)

[Resources](#)

[Reporting](#)

[Federal Reporting Office Hours](#)

Federal Reporting Office Hours

The Office of Exceptional Children will have staff available for Federal Reporting Office Hours on the first Wednesday of each month from 10:00-10:30 a.m. and from 2:00-2:30 p.m. to provide additional support to districts with Federal Reporting questions. Student level data cannot be shared in an open forum; therefore, only general reporting and data correction questions may be addressed during the office hours. Student level data questions must be submitted via a ZenDesk ticket. To ask questions about upcoming federal reporting, please click [here](#) to join the call.

Below is an archive of Federal Reporting Office Hour sessions. Because this is an archive, please note that some website links may change.

Frequently Asked Questions

[2023 Federal Reporting Office Hours Resources](#)



[2022 Federal Reporting Office Hours Resources](#)



[2021 Federal Reporting Office Hours Resources](#)

