ECATS
Monday Message
April 18, 2022

Special Education Module

Duplicate Student Ticket Process for Duplicates found in ECATS
If you locate a student in ECATS that has two different Student ID numbers but both ID numbers identify the exact same student, this must be corrected in the State Student UID system and PowerSchool before they can be merged in ECATS.

Once both IDs are located in ECATS, contact your PowerSchool LEA Coordinator, and provide them with both Student ID numbers. They will then submit a ticket to the PowerSchool service desk, with the description, "EC Duplicate Student Numbers".   Once they have completed submitting the ticket, they can provide you with the PowerSchool ticket number. You can then place the PowerSchool Ticket number on a ZenDesk ticket filed for this duplicate.

This description and process will allow the PowerSchool Service desk to know it is an EC Student, and they can work these tickets so Federal Reporting and Child Counts can be completed on time. This also will allow DPI to follow the ticket, and when resolved in the State Student UID system and in PowerSchool, DPI can then have the data merged in ECATS keeping the correct student ID number.

The process is the same for non-EC students except no ZenDesk ticket is created and the description should just read "Duplicate Student Numbers".

Note: This message is a repeat of the April 13, 2022, Director's Weekly Message.
Tip Sheet: Modified Day Placement and Documentation in ECATS
The directions for documenting a student's modified day placement in ECATS has been attached to this communication. Please consider establishing local practices to ensure the appropriate use and local monitoring of modified day placements. These placements should be considered short-term in nature, reviewed frequently for appropriateness, and include a plan for transitioning back to a full school day. Also, as a courtesy alert, the use of Home/Hospital and Modified Day placements will be a priority area for fiscal and program monitoring when the new cycle of monitoring begins July 1, 2022. Technical assistance regarding this

area and other monitoring priorities will be provided in advance of any public-school unit (PSU) being monitored. (ATTACHED)

April Child Count 2022 Schedule

Correction and Certification Window	
April Child Count opens for all LEAs, Charter Schools, and SOPs	4/1/2022
Deadline for Certification Status	4/22/2022

EC Directors or Data Managers should review the April 2022 Child Count Report for errors such as duplicate records, incorrect age, grade, setting, and disability. Please remember that when certifying the child count, the EC Director is assuring that all data submitted is accurate.

According to the State Auditors, Directors of Exceptional Children Programs and Lead Administrators of Charter schools must certify the child count data. For this to occur, Directors of Exceptional Children Programs must use their "username" and "password" to log into ECATS to verify and certify the child count data. If the EC Director does not certify the count, a signed and scanned verification form must be submitted to Khalilah O'Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov. All errors must be corrected, and all Public School Units must certify their submissions no later than April 22, 2022.

Thank you for your attention to this vital transfer of information. If you have questions regarding child count procedures or technical issues while submitting the child count, please contact ZenDesk.

Note: This message is a repeat of the April 13, 2022, Director's Weekly Message.
Important Federal Reporting Reminder: Submission Timeliness
If your district does not certify the data required for Indicators by the due date, your data may be certified by state staff. The integrity of the data is always at risk when the Department of Public Instruction must finalize the data for your district.

EXCEPTIONAL CHILDREN
NC Department of Public Instruction