



Student Record Review Checklist to Ensure Accuracy for December 1 Child Count

ECATS Screens/Workspace	What to check
Student History page	<p>The student must have been enrolled in the district on or before the count period date (12/1/2019).</p> <p>Look for Student Enrollment event and verify Event Date is correct.</p>
Student History page or Finalized IEP document	<p>The student must have a finalized IEP/PSSP/CSP event that is valid on the count period date (12/1/2019).</p> <p>Check Begin Date and End Date on Student History page.</p> <p>OR</p> <p>Check From and To dates on finalized IEP document for most current IEP.</p>
Student History page or Finalized IEP document	<p>The student must have been active in EC and receiving services as of the count period date (12/1/2019).</p> <p>On Student History page, select Details button for most current IEP. Scroll down to see services Begin and End Dates.</p> <p>OR</p>

	Locate services and dates in the finalized IEP document for most current IEP.
Student History page	<p>Student must have a current Eligibility Determination.</p> <p>On the Student History page verify the Eligibility Determination event exists and that the Begin and End Dates are correct.</p>
Student Profile	The student must NOT be age 23 or older.
Student Level Report View	The student must not be marked as 'Exclude Student from This Report' for the December 2019 Child Count report.