

CECAS Process in PowerSchool

This document will assist PowerSchool users in initiating the Exceptional Child process. PowerSchool is the authoritative source for demographic information; CECAS is the authoritative source for EC information.

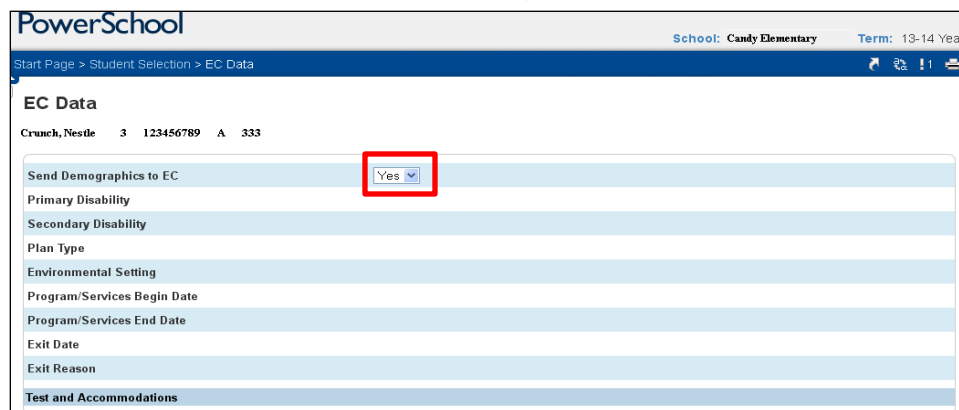
EC process:

- All students must be entered into PowerSchool first.
- Student demographic data will feed from PowerSchool to CECAS and Reporting User systems.
- CECAS Daily Users will enter EC data into CECAS as usual.
- Reporting User systems will feed EC data to CECAS for students.
- CECAS will feed basic EC data to PowerSchool.
- Child counts will be done in CECAS.

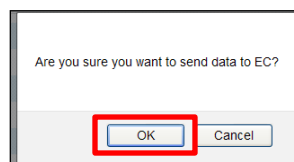
Initiating the EC Process

Navigation: Query for Student > Information > EC Data

1. On the **EC Data** screen, in the **Send Demographics to EC** field, select **Yes**.



2. Click **OK** to send the data.



3. Once CECAS has populated EC data for the student, this information will be returned and will update the **EC Data** screen in PowerSchool.

CAUTION: Verify the correct student is displayed and needs to have a referral entered for CECAS. This action cannot be undone.

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