



# Monday Message

March 29, 2021

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## Special Education Module

### **ECATS: PaperClip**

In response to questions regarding the annual PaperClip allocation, the EC Division is providing the attached resource provided by PCG. This document provides information regarding the standard report available to monitor local usage, describes the annual allocation and provides an approximation of pages to bytes. (ATTACHED)

### **ECATS: AU Worksheet**

The AU worksheet was released into ECATS and visible to users on Friday, March 26<sup>th</sup>. This worksheet reflects the policy changes that went into effect on January 1, 2020.

### **New Canvas Module: Federal Reporting – Child Count**

The Special Programs and Data section is happy to announce the release of a new Canvas module on guidance for the upcoming Child Count in ECATS. The Canvas Module, Federal Reporting – Child Count, is self-paced and designed to provide participants with a basic understanding of child count federal reporting requirements along with demonstrations of the active child count process in ECATS. The intended audience for this course includes EC Directors, EC Coordinators, Data Managers, and other personnel responsible for maintaining child count data. Access to this Canvas module will be available on Thursday, April 1<sup>st</sup>, through NCEES located in NCEdCloud.

### **Schedule for April 2021 Periodic Child Count**

NC 1505-3.4 (Policies Governing Services for Children with Disabilities) requires each local education agency (LEA) to certify Exceptional Children child counts to the North Carolina Department of Public Instruction. These child counts are taken on December 1 and April 1 of each year. The December 1 child count is used to generate federal funds and the April 1 child count is used for state funding purposes.

The submission schedule is as follows:

LEA	Correction and Certification Window
Initial Submission from all LEAs and all Charter Schools and SOPs	4/01/2021
Deadline for Certification Status	4/23/2021

EC Directors may run the 2021 child count, prior to submission, 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.

As a reminder, students with an active IEP by April 1, 2021 will be included within the child count. In addition, out-of-state transfer students with an open referral and a Comparable Services Plan can be included if the Out of State IEP has not expired. Please reference the ECATS Child Count Reporting Checklist listed in ECATS under Resources/Federal Reporting.

The April child count will no longer verify that a reevaluation is complete in order to include a record on the count. However, please be aware that compliance requires that reevaluations be completed in a timely manner. Lapses in reevaluation timelines will be monitored by compliance staff. The exception to the child count requirement for reevaluation is for students who have a Developmental Delay and are 8 at the time of count. These records will be caught in the Exceptions tab and must be excluded from the count if a reevaluation has not been completed.

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 Kelley Blas at [kelley.blas@dpi.nc.gov](mailto:kelley.blas@dpi.nc.gov). All errors must be corrected, and all LEAs must certify their submissions no later than April 23, 2021.

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.

*For previous issues of the ECATS Monday Message, please visit [https://ec.ncpublicschools.gov/ecats/monday\\_messages](https://ec.ncpublicschools.gov/ecats/monday_messages).*