



Monday Message

March 9, 2020

New CTE Indicator Assessment Test

ECATS will be updated tonight to include the new CTE Indicator Assessment test. It will be available for selection Tuesday morning, 3/10/2020.

Steps for Conducting Active Child Count

- Go to Reporting
- Select Standard Reports
- Select Special Education
- Select Child Count
- Select Transactional/EdPlan from the Data Source drop list
- Select April 2020 | 4/02/2019 – 4/01/2020 from the Count Period drop list
- Do not select schools unless checking only 1 school at a time. For the whole district, do not use “Select All”
- **Check the box Include Exceptions/Validations**
- Click Generate Report
- **NOTE:** Your report has been scheduled to run at midnight
- The next day, Go to Reporting
- Select My Reports
- Open the child count report
- Review the exceptions tab and correct any data in ECATS that is needed

Child Count Error Correction:

Correct any demographic errors in PowerSchool and wait overnight for the record to update, then re-run the report.

On the Student Data tab:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1																						
2	Region	LEACod	LEANar	NCESID	School	School	Studen	LastNa	FirstNa	Middle	DateOf	AgeAs	IsHispa	Race	IsLEP	Gende	Grade	IEPStar	Excepti	Setting	Entitle	PlanTy

- Highlight the header row and go to the data tab and click Filter.

- Filter on Schools and look for any blanks. If you have blanks, file a ZenDesk Ticket with the student ID.
- Filter on Exceptionality and look for any blanks. If you see blanks, correct this in the student record in forms. If the eligibility exists in an event, file a ticket with ZenDesk.
- Filter on Setting and look for any blanks. If you see blanks, correct this in the student record in forms. If the IEP with setting selected exists in an event, file a ticket with ZenDesk.

On the Exceptions Tab:

Look for an 'X' in any of the following columns. These must be fixed or excluded prior to certification.

Is Duplicated – determine which district should count the record – exclude from district not eligible to count record.
School Code is Blank – File ZenDesk ticket
Grade is Blank – Either correct in PS or File ZenDesk Ticket
PK Grade Check – Ensure student grade is correct 3,4 year olds must be PK
Developmental Delay Age Not Appropriate – If no new eligibility exists and student is 8 years old – exclude.
Race – Ensure Race is selected in PS
StudentID – File ZenDesk Ticket
IsLEP – Ensure EL response is selected in PS

Removing Students:

- If you have students on your report that have been exited or are no longer in EC services, first make sure they have been exited in PowerSchool. Then pull up their record in ECATS, from the Student Information drop list, select Student Level Report View. Select the count you are working on. Check the box to exclude the student. Scroll to the bottom of the page and click update the data base.
- If the student is Inactive in ECATS, select Admin, School System, Administration, Inactive Students. Then select Student Level Report View. Select the count you are working on. Check the box to exclude the student. Scroll to the bottom of the page and click update the data base.

Best Practice:

Have someone at each school in your district review the report at their school to ensure every student on it is still actively enrolled and receiving services.

Certification: Do not Certify Count until 4/1/2020

- Once all errors are corrected, and a report is generated with no Errors (warnings are okay) Go to Admin
- Select Reporting
- Select State Reporting Certification
- Click Certify
- Check the box next to:
 - I certify that the information was submitted and accepted by ECATS for Region/LEA:
- Click Certify Active Child Count
- Once the count is certified you will see a Green Check on the State Reporting Certification Page and until the State Count closes you will see a Decertify button. This can be used to make corrections until the count period closes.

For previous issues of the ECATS Monday Message, please visit https://ec.ncpublicschools.gov/ecats/monday_messages.