



**ECATS**

# Monday Message

December 13, 2021

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## Special Education Module

### Federal Reporting Office Hours

As a reminder, the Federal Reporting Office Hours are open from at 10:00 AM and 2:00 PM on the first Wednesday of each month. Please contact Khalilah O'Farrow-Boulware at [khalilah.ofarrow@dpi.nc.gov](mailto:khalilah.ofarrow@dpi.nc.gov) if you have any questions. To join in and ask any questions about upcoming federal reporting, please use the following link: <https://ncgov.webex.com/meet/khalilah.ofarrow>.

*Note: This message is a repeat of the December 8, 2021, Director's Weekly Message.*

### December Child Count

The December Child Count captures federal reporting data on students receiving special education as of December 1, 2021. The December Child Count opened December 1, 2021 and must be certified by close of business December 20, 2021. It is expected that EC Directors/Coordinators certify the December Child Count by the due date. The integrity of the data is always at risk when DPI must finalize the data for the district. So, it is imperative that the EC Director/Coordinator reviews and certifies the December Child Count data on time. If someone other than the EC Director/EC Coordinator certifies the December Child Count, the Child Count Verification form must be completed and submitted to Khalilah O'Farrow-Boulware at [khalilah.ofarrow@dpi.nc.gov](mailto:khalilah.ofarrow@dpi.nc.gov). The December 2021 Child Count Verification Form is accessible from the ECATS Main Menu > Resources section > Federal Reporting tab.

*Note: This message is a repeat of the December 8, 2021, 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.

### ECATS Data Manager Contact Directory

Please click the following link to access the ECATS Data Manager Contact Directory:

<https://docs.google.com/document/d/1tQFdgV1kqhMXN9PIGR38JrYbvR8UuZ/edit?rtfpof=true>

Be sure to review and update the ECATS Data Manager who serves as the point of contact for your LEA/Charter School/State Operated Program. Thank you for your attention to this.

For previous issues of the ECATS Monday Message, please visit <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/monday-messages>.