



## Appeal Procedure

### October 2019 Special Education Child Count

Under certain circumstances, districts can appeal to include students not on the October 1 Child List in the Single Sign-on/SPED Child Count application. Appeals must be submitted by October 8 to ensure that records can be updated in time for the final October 15 certification.

**Students who did not have an active IEP on October 1, whose IEP or eligibility is out of date by a year or more, and/or who were not enrolled in your district on October 1 cannot be appealed.**

- A. Before submitting a request for appeal, please review the following:
1. Is there an error for the student's record in the child count report v.1.4? Fix this as soon as possible. You do not need to appeal: we will automatically pull over records with resolved errors.
  2. Wave enrollment status
    - i. Is the student enrolled in the district on Oct. 1? If no, *cannot* be appealed.
    - ii. Is the basis of admission code correct? Fix as soon as possible and submit an appeal.
    - iii. Is the STN assigned correctly? Fix as soon as possible and submit an appeal.
    - iv. Is there an ownership conflict, validation error or STN challenge? Fix as soon as possible and submit an appeal.
  3. Is the student younger than 3 or older than 21 on October 1? If yes, *cannot* be appealed.
  4. IEP and eligibility status
    - i. Was the IEP last finalized more than one year ago? If yes, *cannot* be appealed.
    - ii. Is the eligibility more than 3 years old? If yes, *cannot* be appealed.
  5. Other... if the student's record passes all of these checks, please submit an appeal.
- B. To initiate an appeal of a missing student, please email one of the following individuals and request a file review. DO NOT EMAIL PERSONALLY IDENTIFIABLE INFORMATION.
- [travis.thompson@sde.ok.gov](mailto:travis.thompson@sde.ok.gov) [tristan.bratcher@sde.ok.gov](mailto:tristan.bratcher@sde.ok.gov)  
[ginger.elliott-teague@sde.ok.gov](mailto:ginger.elliott-teague@sde.ok.gov)

Upload a file with the following information for each student of interest to the documents section of student "Data Test" in EdPlan. The file must have the following information for the initial review:

1. Full name (last, first, middle)
2. STN
3. Local ID
4. Date of birth
5. Date of enrollment

We will check the following for each student to determine why a student is not showing in the EdPlan Child Count Report or the Single Sign-on child list:

1. Presence in EdPlan
2. Child count report errors
3. Age (younger than 3 and older than 21 on October 1 cannot be counted)
4. IEP and eligibility status
  - a. Was the IEP last finalized more than one year ago?
  - b. Is the eligibility more than 3 years old?
5. Wave enrollment status
  - a. Is the student enrolled in the district?
  - b. What is the basis of admission code?
  - c. Is the STN assigned correctly?
  - d. Is there an ownership conflict, validation error or STN challenge?

Based on this review, we will determine what needs to be done to add the student to the child count and notify the district. Any revisions or updates to the record must be completed by Oct. 15 or the student will not be counted.

- C. If a student is not in your district's EdPlan system and/or not enrolled in the Wave on October 1, OSDE-SES requires a formal request to add the student to your child count. This request must be submitted in writing on district letterhead, with the following information. The letter and supporting documentation must be uploaded to "Data Test."
  1. In the case of a student who is in the Wave but not in EdPlan on Oct. 1:
    - a. Evidence of enrollment date
    - b. Copy of current eligibility documentation
      - i. Full disability information highlighted: primary, secondary, etc.
    - c. Copy of current IEP documentation, with start date
      - i. Related services information highlighted
    - d. LRE or ECE statement
    - e. Demographic information
      - i. First, Middle and Last names
      - ii. STN
      - iii. Age and DOB
      - iv. Grade
      - v. School site
      - vi. Local ID
      - vii. Gender
      - viii. Race identification
      - ix. Ethnic identification (Hispanic y/n)
      - x. ELL status
      - xi. ESY status

2. In the case of a student who is in EdPlan with finalized documentation but not in the Wave on Oct. 1:
  - a. Evidence of enrollment date
  - b. Evidence of attendance/presence in the district on Oct. 1
3. In the case of a student who is in neither:
  - a. All of the above.

REMINDER: Districts have until EOD on October 15 to complete the timely certification of its child count list. If a superintendent does not have yet access to the Single Sign-on application, certification can be completed through a written letter.