Appeal Procedure
October 2020 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 15 to ensure that records can be updated before certification (in some cases, exceptions to this timeline can be made). If an appeal is made, certification is due Oct. 23.

Students who did not have an active eligibility or IEP on October 1 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 SY21 in EdPlan?** 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. Was the student enrolled in the district on Oct. 1? If no, *cannot* be appealed.
    ii. Does the student have an ownership conflict with another district? If yes, resolve as soon as possible and submit an appeal. Students with unresolved conflicts cannot be counted.
    iii. Is the basis of admission code correct? Fix as soon as possible and submit an appeal.
    iv. Is the STN assigned correctly? Fix as soon as possible and submit an appeal.
    v. Is there a validation error or STN resolution waiting in the Wave? Fix as soon as possible and submit an appeal.
3. Was the student younger than 3 on October 1 or older than 21 on the first day of school? If yes, *cannot* be appealed.
4. IEP and eligibility status
    i. Did the student have an active IEP *and* eligibility finalized on or before Oct. 1? If not, *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 from the Single Sign-on "child list:"**
1. Email one of the following individuals and request a file review. DO NOT EMAIL STUDENTS' PERSONALLY IDENTIFIABLE INFORMATION.
    travis.thompson@sde.ok.gov   tristan.bratcher@sde.ok.gov
    magdalena.garcia@sde.ok.gov   ginger.elliott-teague@sde.ok.gov

2. Upload a list of students in a file (spreadsheets are preferred) to the "Documents" section of student "Data Test" in EdPlan. The file must have the following information for each student of interest to conduct the initial review:
    i. Full name (last, first, middle)
    ii. STN
    iii. Local ID

    iv. Date of birth

    v. Date of enrollment

    vi. Date of most recent IEP

3. We will check the following for each student to determine why a student is not showing on the Single Sign-on child list:
   i. Presence in EdPlan
   ii. EdPlan child count report errors
   iii. Age and grade
   iv. IEP and eligibility status
   v. 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?

4. 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. 23 or the student will not be counted (with some exceptions).

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:
   i. Evidence of enrollment date
   ii. Copy of current eligibility documentation
      a. Full disability information highlighted: primary, secondary, etc.
   iii. Copy of current IEP documentation, with start date
      a. Related services information highlighted
   iv. LRE or ECE statement
   v. Demographic information
      a. First, Middle and Last names
      b. STN
      c. Age and DOB
      d. Grade
      e. School site
      f. Local ID
      g. Gender
      h. Race identification
      i. Ethnic identification (Hispanic y/n)
      j. ELL status
      k. ESY status

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

NOTE: Districts have until EOD on October 23 to complete the timely certification of its child count list if an appeal was submitted (with some exceptions). If a superintendent does not have yet access to the Single Sign-on application, certification can be completed through a written letter.