

# IDEA December 1 Count Extract (Kentucky) [.2231 - .2331]

Last Modified on 10/23/2023 7:30 am CDT

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**PATH:** *KY State Reporting > IDEA December 1 Count Extract*

**Search Term:** *IDEA Dec 1 Count Extract*

The IDEA December 1 Child Count Extract is a report of students who have disabilities as defined under Part B of the Individuals with Disabilities Education Act, as amended in 2004 (IDEA-B 2004). This report is a total count of all students receiving special education and related services and provides count, LRE, race and other data to meet specific data requirements as contained in Section 618 of the IDEA-B 2004.

Kentucky State Edition users can run this report against schools in multiple districts.

## IDEA Dec 1 Count Extract ☆

Reporting > KY State Reporting > IDEA Dec 1 Count Extract

**IDEA - B Dec 1 Count**

This tool will extract data to complete the IDEA Dec 1 Count Extract. Choose the State Format to get the file in the state defined csv format, otherwise choose one of the testing/debugging formats.

**Extract Options**

The Effective Date Displayed below is derived from the School Year selected in the toolbar. Calendars selected must overlap the Effective Date to report results.

Effective Date:

Extract Type:

Format:

**Select Students**

Grade

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08

Ad Hoc Filter

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

20-21

- 20-21 Ackerly
- 20-21 Ahrens Educational Resou
- 20-21 Alex R Kennedy Elementar
- 20-21 Atherton High
- 20-21 Atkinson Academy
- 20-21 Auburndale Elementary
- 20-21 Audubon Traditional Elem
- 20-21 Ballard High
- 20-21 Barret Traditional Middl
- 20-21 Bates Elementary
- 20-21 Bellewood
- 20-21 Binet School
- 20-21 Blake Elementary
- 20-21 Bloom Elementary
- 20-21 Blue Lick Elementary
- 20-21 Bowen Elementary
- 20-21 Bowen Elementary 1
- 20-21 Boys & Girls Haven
- 20-21 Brandeis Elementary
- 20-21 Breckinridge Metropolita
- 20-21 Breckinridge-Franklin El
- 20-21 Brooklawn
- 20-21 Brown School Elem
- 20-21 Brown School Mid High
- 20-21 Butler Traditional High
- 20-21 Byck Elementary
- 20-21 Camp Taylor Elementary
- 20-21 Cane Run Elementary
- 20-21 Carrithers Middle

CTRL-click or SHIFT-click to select multiple

Refresh Show top  tasks submitted between  and

Batch Queue List			
Queued Time	Report Title	Status	Download

Image 1: IDEA Dec 1 Count Extract Editor

The December 1 Child Count is submitted to the Kentucky Department of Education, which in turn submits the state aggregated data as well as local district and school level data to the United States Department of Education Office of Special Education Programs as required under IDEA-B 2004.

In addition, this count is used by the Kentucky Department of Education to determine the amount of the Exceptional Child Add-on to the Supporting Education Excellence in Kentucky (SEEK) funding formula for local districts.

This report is due to KDE on December 15th. Data should be submitted using the Secure File Transfer (DoSE Upload) Web Application.

## Selection Criteria

Report logic only considers Special Ed plans and does not consider PLP plans. Special Education settings

and preferences are no longer controlled through the Enrollments tab. Special Ed settings and preferences should be made through the IEP Enrollment editor on the IEP.

▶ [Click here to expand...](#)

## Additional Reporting Logic

- Students will pull once per district in the final list. If a student has multiple valid enrollment records in the same district on the count date, the Primary enrollment is pulled.
- If multiple secondary enrollments exist in the same district, but no primary enrollment exists, then the following occurs:
  - The enrollment with the latest start date is identified.
  - If start dates match, the open-ended enrollment is selected over an ended enrollment.
  - If no open-ended enrollments exists, the enrollment with the latest end date is selected.
  - If all of the above criteria does not identify a single enrollment record, the enrollment with the most recent creation date is selected.

# Generating the December 1 Count Report

1. Enter the **Effective Date**. Only data as of this date is reported.

This field defaults to Dec 1st of the school year selected in the Year field in the Campus toolbar. If Dec 1st falls on a Saturday or Sunday, the reported effective date is the Friday directly before 12/01.

2. Select the **Extract Type**.
  - **Student Count** - This extract type will generate the December 1 extract without running data validations. Users who generate the Student Count report in Batch Mode will need to run the Validation Report separately.
  - **Validation Report** - This extract type will generate and present a series of data validations prior to generating the December 1 extract.
3. Select the **Format** of the report. The State Format (CSV) should be selected if the report is being sent to the Department of Education. Use the HTML format to review data prior to submission to the state.
4. Select which **Grade(s)** will report data OR
5. Select an **Ad Hoc Filter**.
6. Select the **Calendars** to be included in the extract. Calendars can be viewed by active year, by school or by year. The calendar selection will be defaulted to the school selected in the Campus toolbar.
7. Select one of the following options:

Option	Description
<b>Generate Extract</b>	Generate and view the report immediately.
<b>Submit to Batch</b>	Generates the report within the batch queue. Users can view and access the report (as well as historically batch queued December 1 reports) in the Batch Queue List editor at the bottom of the extract editor.

KY IDEA Dec 1 Count Records:1																			
Report Date	districtNumber	schoolNumber	SSID	lastName	firstName	dateOfBirth	disability	gender	raceEthnicity	englishProficiency	placement	age	Status	iepBeginDate	iepEndDate	reevaluationDate	stateGrade	Alternate Assessment	
12/01/2017	501	450			CHRISTOPHER	06/24/02		M	06	NLEP	6B	14	A	09/14/2017	09/13/2018	09/13/2020	08	N	
12/01/2017	501	450			CHRISTOPHER	06/24/02		M	06	NLEP	6B	14	A	09/14/2017	09/13/2018	09/13/2020	08	N	
12/01/2017	501	450			CHRISTOPHER	06/24/02		M	06	NLEP	6B	14	A	09/14/2017	09/13/2018	09/13/2020	08	N	
12/01/2017	501	450			CHRISTOPHER	06/24/02		M	06	NLEP	6B	14	A	09/14/2017	09/13/2018	09/13/2020	08	N	

Image 2: IDEA December 1 Count Extract

## Student Count Data Elements

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Report Date</b>	The date the report was run against. This will be the Effective Date entered on the extract editor.	Date DD/MM/YY	N/A	N/A
<b>District Number</b>	Displays district number.	Numeric, 3 digits  XXX	District.number	System Administration > Resources > District > Number
<b>School Number</b>	Displays school number.	Numeric, 3 digits  XXX	School.number	System Administration > Resources > School > Number
<b>SSID</b>	Student's state identification number.	Numeric, 15 digits	Person.studentNumber	Census > People > Demographics > Student Number
<b>Last Name</b>	Student's legal last name.	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Last Name
<b>First Name</b>	Student's legal first name.	Alphanumeric, 35 characters	Identity.firstName	Census > People > Demographics > First Name
<b>Date of Birth</b>	Student's birth date.	Alphanumeric, 10 digits  MM/DD/YYYY	Identity.birthDate	Census > People > Demographics > Birth Date

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Disability</b>	Primary disability assigned to the student.	Alphanumeric, 2 characters	PlanState.disability1	Student Information > General > Enrollments > Special Education > Primary Disability
<b>Gender</b>	Student's identified gender.	Alphabetic, 2 characters M or F	Identity.gender	Census > People > Demographics > Gender
<b>Race/Ethnicity</b>	Student's race/ethnicity.	Alphanumeric, 2 characters	Identity.raceEthnicityFed	Census > People > Demographics > Race/Ethnicity

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>English Proficiency</b>	<p>Student's designation of being proficient in the English language.</p> <p>A student will report an English Proficiency value of EL if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>The student has an EL record with a Program Status = EL (Student Information &gt; Program Participation &gt; EL &gt; EL &gt; Program Status)</li> <li>The student must have at least one EL Service with a date range which overlaps the Effective Date entered on the extract editor (Student Information &gt; Program Participation &gt; EL &gt; EL Services).</li> <li>The student must have at least one Instructional EL Accommodation within a date range which overlaps the Effective Date entered on the extract editor.</li> <li>Students who have a Program Status = EL but do not meet all of the criteria mentioned above will report a value of NEL.</li> <li>A value of NEL is reported if the student has an EL Program Status = "Not EL", "Pending", "Exited EL ", or "NULL".</li> </ul>	Alphanumeric, 4 characters	lep.programStatus	Student Information > Program Participation > English Learners (EL) > EL
<b>Placement</b>	Assigned special education setting.	Alphanumeric, 2 characters	PlanState.specialEdSetting	Student Information > General > Enrollments > Special Education Fields > Setting

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Age</b>	Age of student, calculated from the birthdate of the student to the Effective Date entered on the extract editor.	Numeric, 2 characters	Not dynamically stored	Census > People > Demographics > Birth Date (Age)
<b>Status</b>	Students with a special education status of A or AR.	Alphanumeric, 2 characters	PlanState.specialEdStatus	Student Information > General > Enrollments > Special Education Fields > Status
<b>IEP Start Date</b>	Start date of the IEP.	Date field, 10 characters  MM/DD/YYYY	Plan.startDate	Student Information > Special Education > Documents > IEP > Start Date
<b>IEP End Date</b>	End date of IEP.	Date field, 10 characters  MM/DD/YYYY	Plan.endDate	Student Information > Special Education > Documents > IEP > End Date

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Reevaluation Date</b>	<p>The student's Special Ed Reevaluation Date.</p> <p>The student must have a Reevaluation Due Date on or after the Effective Date of the active reporting year.</p> <ul style="list-style-type: none"> <li>• The student's Reevaluation Due Date will always be 3 years minus 1 day from the Date of Eligibility Determination of the evaluation document unless the student has a Primary Disability = Developmental Delayed and the student's Date of Eligibility Determination on the document of the reporting year is after the student's 6th birthday. Then the student's Reevaluation Date is the student's 9th birthday minus 1 day. <ul style="list-style-type: none"> <li>◦ After the first Evaluation, subsequent evaluations must be marked as Reevaluation Plan in the ARC Header in order to be used in the calculation.</li> </ul> </li> </ul>	<p>Date field, 10 characters</p> <p>MM/DD/YYYY</p>	Not dynamically stored	<p>Student Information &gt; Special Education &gt; Documents &gt; Evaluation</p>
<b>State Grade</b>	Student's grade level.	<p>Numeric, 2 digits</p> <p>XX</p>	Enrollment.grade	<p>Student Information &gt; General &gt; Enrollments &gt; Grade</p>



Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Alternate Assessment</b>	<p>Indicates if the student is eligible.</p> <p>A value of Y is reported if the student has a valid IEP which indicates they are eligible to take an Alternate Assessment in the Alternate Assessment Participation Guidelines Editor. Otherwise, a value of N is reported.</p> <p>For students with a legacy IEP, the following two criteria must be met:</p> <ul style="list-style-type: none"> <li>• The <b>Student has been determined eligible for participation in the Alternate Assessment Program</b> checkbox must be marked in the Alternate Assessment Participation Guidelines Editor.</li> <li>• The <b>Dimension A</b> or <b>Dimension B</b> checkbox must be marked in the Alternate Assessment Participation Guidelines Editor.</li> </ul> <p>For students whose IEP is the 2018 print format and later, the following criteria must be met:</p> <ul style="list-style-type: none"> <li>• The <b>Yes. All participation Criteria #1-#4 are answered Yes, the student is eligible to participate in the KY Alternate Assessment</b> checkbox is marked in the Alternate Assessment Participation Guidelines Editor.</li> </ul>	Alpha Y or N	SEPAAlternateAssessment.eligible  SEPAAlternateAssessment.participationGuidelines  SEPAAlternateAssessment.dimension	Student Information > Special Ed > Documents > IEP Editor > Alternate Assessment Participation Guidelines Editor

## Understanding the Validation Report

An Error Report will generate before the final extract is generated. This error report will display warning and error groups. Students appearing in these five groups will display in the extract fields. The error report will only generate when run against the active school year.

- [Error 1](#)

- Error 3
- Error 4
- Error 5
- Error 6
- Warning 7
- Warning 8

## Error 1

**Error 1: The following records have a Reevaluation Due Date on or before the Effective Date, they will not be included in the report.**

This warning excludes students who have a disability status of 15 (Developmentally Delayed) if those students have turned 9 on or before December 1 of the reporting year.

This warning displays students whose Reevaluation Due Date is prior to the Effective Date of the active reporting year. For example, if the Effective Date of the report is 12/1/08, students whose reevaluation due date is 11/30/08 or less and still have a Special Education status of *A* or *AR* will appear in this group.

Logic looks at the most recent locked CSR when calculating the Reevaluation Date.

Fields displayed: districtNumber, schoolNumber, SSID, lastName, firstName, reevaluationDate

Error 1: The following records have a Reevaluation Due Date on or before the Effective Date, they will not be included in the report. (Number of Records:16)					
districtNumber	schoolNumber	SSID	lastName	firstName	reevaluationDate
301	022			Travis	2015-12-05 00:00:00.0
301	071			COLLIN	2016-11-21 00:00:00.0
301	140			MAXINA	2016-04-29 00:00:00.0
301	150			THOMAS	2016-06-06 00:00:00.0
301	170			JAYDEN	2016-11-03 00:00:00.0
301	170			BROOKLYNN	2016-11-10 00:00:00.0
301	320			MAX	2016-11-19 00:00:00.0

Image 3: Error 1 Example

## Error 2

**Error 2: The following students are not between the ages of 3 and 21 as of the Effective Date, they will not be included on the report.**

This error reports students who have a disability of Developmentally Delayed and are 9 years old or older as of December 1st of the reporting year. These students are not included on the report.

This error exists because Kentucky policy does not allow the inclusion of students under the age of 3 or over the age of 21 for this report.

Fields displayed: districtNumber, schoolNumber, SSID, lastName, firstName, birthDate

## Error 3

**Error 3: The following records have an IEP End Date before the Effective Date of the current year, they will not be included on the report.**

The error reports active sped students whose IEP End date is before the Effective Date of the reporting year.

For example, if the Effective Date on the report is 12/1/08, students whose IEP end date is 11/30/08 or less and still have a special education status of *A* or *AR* will appear in this group.

**Error 3: The following records have an IEP End Date on or before the Effective Date of the current year, they will not be included on the report. (Number of Records:249)**

districtNumber	schoolNumber	SSID	lastName	firstName	iepEndDate
301	022			CHEVY	2016-09-15 00:00:00.0
301	022			JERRY	2016-11-23 00:00:00.0
301	022			Austin	2016-09-28 00:00:00.0
301	023			JOSHUA	2016-11-03 00:00:00.0
301	023			ASHLEE	2016-10-25 00:00:00.0
301	023			JACOB	2016-10-22 00:00:00.0
301	023			DANIEL	2016-11-12 00:00:00.0
301	023			BLAKE	2016-11-10 00:00:00.0

Image 4: Error 3 Example

## Error 4

**Error 4: The following records have an IEP End Date and Reevaluation Due Date within the prior year; they will not be included in the report.**

This error reports students who have an IEP End Date prior to the Effective Date of the reporting year and failed to meet reevaluation date criteria. These students are not included on the report.

- This error reports active sped students whose IEP End Date and Reevaluation Due Date is prior to the Effective Date of the reporting year.
- IEPs where the IEP End Date is on or After the Effective Date -1 year and the IEP Start Date is After the Effective Date - 2 years.
- If the student has a disability of 15 (developmentally delayed) and is greater than 8 years old on the Effective Date of the reporting year, the student will not pull on the error.

**Error 4: The following records have an IEP End Date and Reevaluation Due Date within the prior year; they will not be included in the report. (Number of Records:1)**

districtNumber	schoolNumber	SSID	lastName	firstName	iepEndDate	reevaluationDate
301	410			WILLIAM	2016-09-22 00:00:00.0	2016-09-26 00:00:00.0

Image 5: Error 4 Example

## Error 5

**Error 5: The following students have a disability of Developmentally Delayed (15) and have turned 9 on or before December 1st of the reporting year. These students will not be included on the report.**

This warning displays students who have turned 9 years old on or before December 1 of the reporting year and who have a Primary Disability of Developmentally Delayed (15).

Student must turn 9 on or before the 12/01 Effective Date OR the 12/01 AFTER the Effective Date when Effective Date ≠ 12/01. The error will trigger for students who are still 8 as of the report Effective Date if they turn 9 on or before 12/01 of the reporting year.

**Error 5: The following students have a disability of Developmentally Delayed (15) and have turned 9 on or before December 1st of this year. These students will not be included on the report. (Number of Records:47)**

districtNumber	schoolNumber	SSID	lastName	firstName	dateOfBirth	disability
275	018			Taylor	00:00:00.0	13
275	018			Heather	00:00:00.0	02
275	018			Alexander	00:00:00.0	09
275	018			Antonio	00:00:00.0	01

Image 6: Error 5 Example

## Error 6

**Error 6: The following records are missing required information. These students are missing either a Placement Setting or a Primary Disability assignment and will not be included in the report.**

This warning displays student records missing a Placement Setting or Primary Disability assignment. These students will only be included in the report if the Include Students with Critical Errors checkbox is marked on the extract editor.

**Error 6: The following records are missing required information. These students are missing either a Placement Setting or a Primary Disability assignment and will not be included in the report. (Number of Records:2)**

districtNumber	schoolNumber	SSID	lastName	firstName	placement	disability
301	410			GEORGIA	6A	
301	450			SHAWN		10

Image 7: Error 6 Example

## Warning 7

**Warning 7: The following records have an LRE (Special Ed Setting) category that is not age appropriate as of December 1st, but will still be included in the report.**

This warning displays preschool students, age 5 or less, whose placement code begins with 6 (e.g., 6A, 6B) and students who are 6 or older whose placement code begins with 3 (e.g., 3A, 3B).

- The student must turn 5 years old on or before the 12/01 Effective Date OR 12/01 after the Effective Date if the Effective Date does not equal 12/01.
- Logic only includes students whose Special Ed Setting code in their IEP begins with a 3 and who turn 6 on the 12/01 Effective Date OR 12/01 after the Effective Date if the Effective Date does not equal 12/01.
- Logic only includes students enrolled in state grade levels 97, 98, or 99 whose Special Ed Setting code in their IEP begins with a 6 and who DO NOT turn 6 until after the 12/01 Effective Date OR 12/01 after the Effective Date if the Effective Date does not equal 12/01.

**Warning 7: The following records have an LRE (Special Ed Setting) category that is not age appropriate as of December 1st, but will still be included in the report. (Number of Records:9)**

districtNumber	schoolNumber	calendarName	SSID	lastName	firstName	Placement	dateOfBirth
301	071	16-17 CENTRAL ELEMENTARY SCHOO			ELIJAH	3A1	12/09/2009
301	170	16-17 DEWITT ELEMENTARY SCHOOL			CODY	3A1	06/12/2010
301	170	16-17 DEWITT ELEMENTARY SCHOOL			JEREMIAH	3A2	06/10/2010
301	240	16-17 Flat Lick Elementary Sch			MIRANDA	3A1	09/22/2010

Image 8: Warning 7 Example

## Warning 8

**Warning 8: The following students have overlapping primary enrollments as of the effective date, but will still be included in the report.**

This warning displays students, included in the report, who have overlapping primary enrollments as of the report effective date.

- The warning reports students who have overlapping Primary enrollments as of the Effective Date.
    - The warning will only be able to determine if there are overlapping primary enrollments within the calendars selected in the Extract Editor.
    - Effective Date determined by the Extract Editor will report in the Error
-