KeCSAC December 1 Child Count
Guidance on Child Count Data Validation

NOTE: This report should only be ran ON or AFTER December 1st to avoid generation of extra records.

Process for data validation 2014-15 SY:

Facility will run state published ad-hoc student KeCSAC December 1 Child Count, see below instructions to do so:

Select 14-15 from the Year drop list

Select the facility from the School drop list

Click the Index Tab

Expand AdHoc Reporting

Click on Data Export

Ad Hoc Reporting
  Filter Designer
  Letter Designer
  Letter Builder
  Data Export
  Batch Queue

Via the Saved Filter listing, expand State Published by clicking the + symbol

Scroll down the list to locate and select the state published ad-hoc named student KeCSAC December 1 Child Count

NOTE: if the appropriate user does not have access to this ad-hoc, the district administrator for Infinite Campus must give the user rights to the ad-hoc via User Security.
Pick an Export Format (recommend selecting Delimited Values (CSV))
Click Export

The ad-hoc report will produce a list of students that were enrolled in your facility on December 1st

Verify that all students included in the facility's child count that is submitted to KECSAC are included in the data produced from this ad-hoc report.

Verify that the SAC Eligibility field for all KECSAC students has been completed, if not refer to the Alternative Programs/KECSAC data standards. This data must be completed before submission to KECSAC.