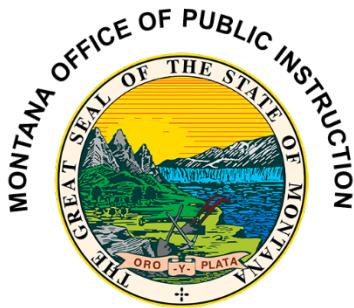


# SY2026 Child Count Data Verification

## (2025-2026 School Year)



### Table of Contents

Overview of the Child Count Data Verification .....	1
Important Dates.....	1
Student Age Range .....	1
Who Must Report Count Data .....	1
Criteria for Students to be Included on Child Count .....	1
OPI Secure Portal – SPED Application Portal .....	2
Logging In.....	2
Verifying and Submitting Data.....	2
Verifying the Child Count List .....	3
Review the list:.....	3
Making Corrections to a Student’s Data in Infinite Campus .....	4
Changes to a Student’s Summary Information.....	4
Changes to the Student’s State Reported Data (Setting or Exit Data) .....	4
Infinite Campus and the District Student Information System .....	4
Verifying Students with Incomplete Data.....	4
Submitting Child Count (10/6/25) .....	5
Submitting School.....	5
Checking School Submission Status.....	5
Submitting District .....	5
Appendices .....	6
Appendix 1- Required Infinite Campus Information .....	6
Appendix 2- Race/Ethnicity .....	7
Appendix 3- Disability Categories .....	7
Appendix 4- Setting of Service.....	0

## Overview of the Child Count Data Verification

Each year the U.S. Department of Education requires states to report a count of students who were in special education on a day that falls between October 1 and December 1. For the OPI to provide this information to the USDE, Montana school districts must report a list of students who were in special education on the first Monday in October (Montana's official Child Count day).

The Child Count Data Verification application portal is provided as the application for districts to submit their special education information to the OPI.

- Child Count will open in mid-September for districts to begin reviewing data.
- Data cannot be finalized and submitted until after the Child Count day.
- The application portal closes on the last day in October.

## Important Dates

Child Count Date	Monday, 10/06/25
Child Count Data Submission Open Date	Tuesday, 10/7/25
Data Submission Deadline	Thursday, 10/31/25

## Student Age Range

Students ages 3-21 are included in Child Count.

## Who Must Report Count Data

Every school district must submit Child Count, including those with no eligible students.

- Public schools include state-operated agencies that provide education to students with disabilities (IDEA), including agencies that serve students with specific disabilities (IDEA) (such as hearing impaired or vision impaired) and agencies that provide education to adjudicated youth.

## Criteria for Students to be Included on Child Count

To be included in Child Count students must meet the following:

- enrolled on Child Count day
- ages 3-21
- completed IEP in Infinite Campus that is dated on or before Child Count day
- completed ER in Infinite Campus that is dated on or before Child Count day
- State Reported Data Setting of Service record in Infinite Campus effective as of Child Count day
- receive special education services

Please note: For more detailed information on the above criteria see [Appendix 1- Required Infinite Campus Information](#).

## OPI Secure Portal – SPED Application Portal

### Logging In

1. Child Count Data Verification is conducted within the Special Education application that can be found in the OPI Secure Portal. To access the OPI Secure Portal, select the link below or use the link in the e-mail you received.

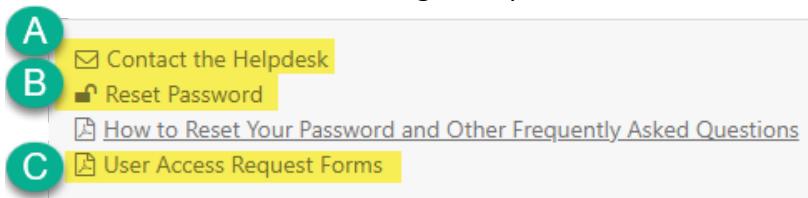
#### OPI Secure Portal login page:

<https://apps.opi.mt.gov/osp/>

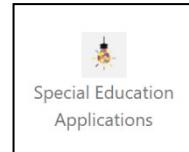
2. From the login screen-

If you are already an assigned user for the Secure Portal, your username and password will be the same.

- A. Users unable to reset the password should select “Contact the Helpdesk”.
- B. The “Reset Password” button is available to reset forgotten passwords.
- C. New users must request access through the “User Access Request Form.”



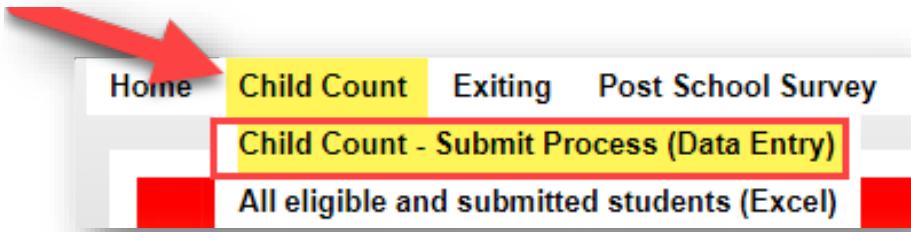
3. Once you have successfully logged into the Secure Portal, select the Special Education Applications icon:



### Verifying and Submitting Data

On the gray navigation bar near the top of the page, find the Child Count tab and select “Child Count – Submit Process (Data Entry).”

1. Select a district and school from the drop-down lists (only necessary if you can access more than one school or district).



## CHILD COUNT MANUAL

### Verifying the Child Count List

If there are students for this school who meet the Child Count criteria, select the button “Students who will be counted for Child Count.”

The number of students at this school currently included on Child Count is: 9

To view a list of these students click the button: **Students who will be counted for Child Count**

Check the list carefully. If you identify a student ~~who should not be included on Child Count~~, go to AIM, make appropriate changes and then check back here to ensure he/she dropped off the list.



The Child Count list spreadsheet will open from the downloads. The students who have the proper information in Infinite Campus to be included will be on the spreadsheet.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	A	
Le	Le	Name	SC	School Name	Enrollment Id	State ID	Name	Birthdate	Age On Count Date	Grade	Gender	Race	Lep	Evaluation Date	Plan Type ID	Special Ed Setting	Plan Start Date	Plan End Date	AU	DE	DD	ED	OI	TB	LD	CD	DB	HI	OH	SL	VI	Dominant Date
x	x	x	x		1	10	Student 1	10/14/2012	11/06	F	WHT		4/22/2024 12:00:00 AM	5202		05/09/2024	05/08/2025												LD			
x	x	x	x		2	10	Student 2	07/24/2013	11/06	M	HIT		1/19/2023 12:00:00 AM	5201		02/23/2024	02/22/2025		X											ED		
x	x	x	x		3	10	Student 3	10/05/2010	13/08	M	WHT		2/7/2019 12:00:00 AM	5202		01/17/2024	01/16/2025												LD			
x	x	x	x		4	10	Student 4	08/14/2012	12/06	M	WHT		11/9/2022 12:00:00 AM	5202		12/05/2023	12/04/2024		X											MD		
x	x	x	x		5	10	Student 5	12/23/2011	12/07	M	MUT		2/28/2024 12:00:00 AM	5201		03/08/2024	03/07/2025												LD			
x	x	x	x		6	10	Student 6	01/21/2010	14/08	F	WHT		1/28/2022 12:00:00 AM	5202		04/22/2024	09/13/2024												MD			
x	x	x	x		7	10	Student 7	08/24/2012	12/07	M	WHT		8/24/2012 12:00:00 AM	5201		02/29/2024	02/27/2025												MD			
x	x	x	x		8	10	Student 8	01/08/2013	11/06	M	WHT		1/24/2024 12:00:00 AM	5010		01/25/2024	01/24/2025												SL			
x	x	x	x		9	10	Student 9	08/08/2011	13/08	F	WHT		5/1/2018 12:00:00 AM	5201		11/04/2023	11/03/2024		X											LD		

If there are students for this school with incomplete data who may need to be included, select the button “Students with Incomplete Data”.

To see a list of students with incomplete data who may need to be included on Child Count click the button below:

These are students who may need to be included on Child Count, but inadequate information in AIM is preventing them from appearing on the Child Count list. To view a list of these students click the button: **Students with Incomplete Data**

If you determine a student on the list meets Child Count criteria, go to AIM, make appropriate changes and then check back here later. The student will appear on the Child Count list. If the student does not meet the criteria for Child Count, he/she can remain on this list.

### Review the list:

- ✓ Identify students who are on the list but should not be.
  - For instance, a student may have exited special education before Child Count day but is appearing on the list because the Infinite Campus Setting of Service record does not have an End Date or an Exit Date, and Exit Reason was not entered on the State Reported Data record.
- ✓ Identify students who are not on the list but should be.
  - If a student's Infinite Campus information is incomplete or correct the student will not appear on the list. For instance, a student's IEP in Infinite Campus may be unlocked.
- ✓ Review the Setting of Service.
  - [Appendices 3 and 4](#) provide detailed information about the correct setting of service.
- ✓ Verify demographic information, such as disability and race.

To remove or add students from the list or to correct demographic or Setting of Service errors, make appropriate changes in Infinite Campus. To review the list again, repeat the steps above.

---

## Making Corrections to a Student's Data in Infinite Campus

### Changes to a Student's Summary Information

Any changes that need to be made to a student's summary information (e.g., name, gender, race, etc.) must be made by the Infinite Campus Specialist in your district. Changes must be made in Infinite Campus. If the district utilizes another SIS, such as Power School or Schoolmaster the student information will need to be corrected in both systems.

### Changes to the Student's State Reported Data (Setting or Exit Data)

The Setting of Service and Exit information is now contained on the State Reported Data record within the Special Education Module. To make updates to the Setting of Service or Exit Reason/Date:

1. Navigate to your student's Special Education module.
2. Select the State Reported Data record
3. Select on New
4. Enter the information for the new Setting of Service (be sure to end date the old one if necessary!) or the exit reason/date
5. Select "save" at the top of the page.

### Infinite Campus and the District Student Information System

Corrections must be completed in Infinite Campus and your district student information system (e.g., Power School or Schoolmaster) if you are using a different system than Infinite Campus.

**Note: After the changes are saved, they will appear in the Child Count application portal within approximately 30 minutes.**

## Verifying Students with Incomplete Data

1. Select the button "Students with Incomplete Data."

The number of students at this school currently included on Child Count is: 24   
To view a list of these students click the button: **Students who will be counted for Child Count**  
Check the list carefully. If you identify a student who should not be included on Child Count, go to AIM, make appropriate changes and then check back here to ensure he/she dropped off the list.

Review the list carefully.

- ✓ The spreadsheet that opens contains a list of students who *may* meet the criteria for Child Count and, therefore, should be on the Child Count list.
  - These students may need Infinite Campus information corrected or completed to appear on the list.
  - The far-right column of the spreadsheet is titled "Notes." The Notes column contains possible reasons the student is not appearing on the Child Count list. For example, a student's Setting of Service may be missing.

## CHILD COUNT MANUAL

- If you determine a student on this list should be on Child Count, make changes in Infinite Campus and they should appear in the Child Count application within about 30 minutes. Then, select “Students currently included on Child Count” and ensure the student appears on the list.

**Please note: The students on this list may *not* meet Child Count criteria and, therefore, should *not* be included on the Child Count list. In this case, they will stay on this list and not move to the Child Count list.**

### Submitting Child Count

The official Child Count date is 10/6/25 and Child Count records cannot be submitted until after 10/6/25. **The option to submit data will be available on 10/07/25.** By selecting “Submit” you are certifying the list is correct and locking the data for the official Child Count list. No other changes can be made unless the OPI is contacted.

### Submitting School

Once you are confident the Child Count list is correct for this school, select “Submit School.”



Select the District:

Select the School:

A prompt will appear that requires you to select OK to certify that the information submitted is correct and complete. **If there are no students enrolled for the school year 2025-2026 or you have no students who meet the criteria, you will not have any students show in your Child Count. You still need to submit as a way of verifying the count is zero.**

### Checking School Submission Status

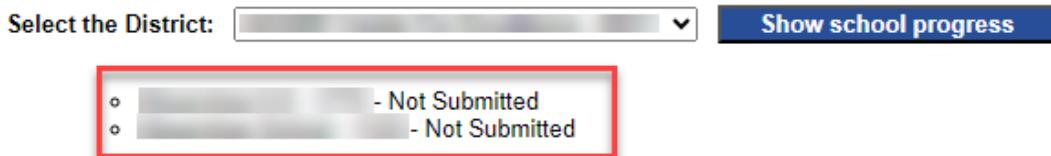
To confirm a school in a district has submitted, select “Show School Progress.”



Select the District:

Select the School:

A complete list of schools in the district appears along with their status--whether Submitted or Not Submitted.



Select the District:

- Not Submitted
- Not Submitted

### Submitting District

After all schools have submitted correctly, select “Submit District.” At this point, no further changes can be made unless you contact the OPI.

## Appendices

### Appendix 1- Required Infinite Campus Information

Below is the information that must be in Infinite Campus for a student to appear on Child Count.

1. Setting of Service- Setting of Service is found on the State Reported Data record in the Special Education module of Infinite Campus. The setting of the Service must be age-appropriate. See [Appendix 4](#) for detailed information on age-appropriate Setting of Service.
2. Current enrollment- The students must have an active enrollment on Child Count day.
3. Summary information:
  - *Name*
  - *Birthdate*
  - *Gender*
  - *Race*
  - *LEP Status*
4. Special education module:
  - *ER* – A locked Evaluation Report effective as of Child Count day. The ER must contain an eligible disability (e.g., a nine-year-old may not have a DD disability). If there is no ER in Infinite Campus, but a hard copy exists in the student’s file, please complete a “Mini ER” to get the information into the system.
  - *IEP* – A completed, locked IEP that is effective as of Child Count day. If there is no IEP in Infinite Campus, but a hard copy exists in the student’s file, please complete a “Mini IEP” to get the information into the system.

## CHILD COUNT MANUAL

### Appendix 2- Race/Ethnicity

<b>AM7</b>	<b>American Indian or Alaskan Native</b>	A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community recognition.
<b>AS7</b>	<b>Asian</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, and Laos.
<b>BL7</b>	<b>Black or African American</b>	A person having origins in any of the Black racial groups of Africa.
<b>HI7</b>	<b>Hispanic/Latino</b>	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.
<b>PI7</b>	<b>Native Hawaiian or Other Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<b>WH7</b>	<b>White</b>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Appendix 3- Disability Categories

<b>AU</b>	Autism	<b>LD</b>	Learning Disability
<b>CD</b>	Cognitive Delay	<b>OH</b>	Other Health Impairment
<b>DB</b>	Deaf-Blindness	<b>OI</b>	Orthopedic Impairment
<b>DD</b>	Developmental Delay	<b>SL</b>	Speech/Language Impairment
<b>DE</b>	Deafness	<b>TB</b>	Traumatic Brain Injury
<b>ED</b>	Emotional Disturbance	<b>VI</b>	Visual Impairment
<b>HI</b>	Hearing Impairment		

## Appendix 4- Setting of Service

### Setting of Service Categories for Students, ages 5 and in K-through 21 (for ages 3-5 and in PK see the Decision Tree)

To determine the Setting of Service, divide the number of hours per week the student spends inside the regular classroom by the total number of hours in the school day per week (including lunch, recess, and study periods). The result is multiplied by 100 to find the percentage. Time spent outside the regular classroom receiving services unrelated to the student's disability (e.g., LEP services) should be considered time inside the regular classroom.

Code	Name	Short Description	Full Description
1	<b>Regular Class</b>	Inside the regular class 80% or more of the day	Students who spend 80% or more of the school day inside the regular classroom (outside the regular classroom less than 21% of the day). <b>Examples:</b> regular class with special education/related services provided within regular classes; regular class with special education/related services provided outside regular classes; or regular class with special education services provided in resource room.
2	<b>Part-time Special Education</b>	Inside the regular class between 40% and 79% of the day	Students who spend no more than 79% and no less than 40% of the school day inside the regular classroom (outside the regular classroom for at least 21% but no more than 60% of the day). <b>Examples:</b> resource room with special education/related services provided within the resource room; or resource room with part-time instruction in a regular class. <u>Do not include students who are reported as receiving education programs in public or private separate day schools or residential facilities.</u>
3	<b>Full-time Special Education</b>	Inside the regular class less than 40% of the day	Students who spend less than 40% of the school day inside the regular classroom (outside the regular classroom for more than 60% of the day). <b>Examples:</b> self-contained special classroom with part-time instruction in a regular class; or self-contained special classroom with full-time special education instruction on a regular school campus. <u>Do not include students who are reported as receiving education programs in public or private separate day schools or residential facilities.</u>
21	<b>Separate Day School (public/ private)</b>	Separate day school	Students who receive special education and related services at public expense for greater than 50% of the school day in a public or private day school that is not part of a Montana public school district.

## CHILD COUNT MANUAL

22	<b>Residential Facility (public/ private)</b>	Residential Facility	Students who receive education programs and <u>live in</u> public or private residential facilities during the school week. This includes students with disabilities receiving special education and related services, at public expense, for greater than 50% of the school day in public or private residential facilities. <b>Examples:</b> public and private residential schools for students with disabilities (Montana School for the Deaf and Blind); or public and private residential schools for students with disabilities for greater than 50% of the day and separate day schools or regular school buildings for the remainder of the school day. <u>Do not include students who do not live at the facility.</u>
8	<b>Homebound/Hospitals</b>	Homebound/Hospital	Students who receive education programs in homebound/hospital environments, including students with disabilities placed in and receiving special education and related services in hospital programs or homebound programs. <u>Do not include students with disabilities whose parents have opted to home-school them and who receive special education at public expense.</u>
9	<b>Correctional Facilities</b>	Correctional Facility	Students who receive special education in correctional facilities. This is intended to be a count of all students receiving special education in short-term detention facilities (community-based or residential), or correctional facilities.
10	<b>Private Schools (parentally placed)</b>	Parentally placed in private schools	Students who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a services plan. Include students whose parents chose to home-school them, but who receive special education and related services at the public expense. <u>Do not include students who are placed in private schools by a public school district.</u>