Instructions for Using Child Count Transfer System  
for State and Federal Funding Transfer Request For Children with Disabilities

LEAs and Charter Schools should use this system to report all children with disabilities transferred to their schools within the first sixty instructional days of the school year.

The information collected in this system is required by state and federal legislation to determine the amount of state and federal funds each LEA or Charter School receives for children with disabilities. Each child must have been included in the December 1 child count of the previous school year in order to generate federal funds and/or in the April 1 child count of the previous school year to generate state funds. The child count is based on the exact number of children who on the day of the headcount have been appropriately identified in North Carolina, according to Procedures Governing Programs and Services for Children with Disabilities and receiving special education and related services.

The child count is an unduplicated count of eligible/identified children with disabilities as identified by the Individualized Education Program Team (IEP Team) and for federal funds also the Preschool Individualized Education Program Team (Preschool IEP Team). Each child eligible for counting shall be counted ONCE under the PRIMARY disability classification. An individualized education program is required for the child to be included on the form.

**Sixty Days Transfer** -- During the first 60 school days, if a student with disabilities who was included in the prior year December 1 or April 1 child count leaves or returns to a LEA from a Charter School, the prorated share of funds allocated for that student will be adjusted.

**When to use the system**-- In order to initiate the transfer of funds, the LEA or Charter School receiving the students must enter the transfer into the Child Count Transfer System by the 10th of the month following the month the student transferred. For example, if the student transfers to your school on 8/29/2014, you need to notify us by 9/10/2014. We will initiate the transfer of funds, if you submit this information by the correct due date.
Accessing the System:

The URL for the system is [https://schools.nc.gov/childcounttransfer](https://schools.nc.gov/childcounttransfer).

To request security for the system use your NCID and password to sign on the system.

The subscribe screen will appear. Select a user role and your LEA/Charter School. Fill out the remaining fields to request access.

Note: If you are not listed as the CECAS contact for your LEA/Charter School then you will not be given security as a Data Manager. A Data Manager enters the transfers into the system.

You should receive an email within 1 business day approving your security.
Transferring Children:

Only CECAS Data Managers have access to transfer students.

For state funds the children must be found in the April 1 Headcount and for federal funds in the December 1 Headcount. The transfer method is the same for state or federal funds.

For state funds choose the State_Fund_Transfer tab then the Search tab. For federal funds choose the Federal_Fund_Transfer then the Search tab.

Special Instructions for New Charter Schools for FY14-15- The transfers you originally sent in on the transfer form have been entered into the system. Please review the children that were entered into the system for State (Apr Childcount) and either submit or delete the child from the list. These children can be viewed on the View/Edit/Submit screen. Please review the children that were entered into the system for Federal (Dec Childcount) and send me the CECAS Id of any children that did not transfer by email – susan.charlton@dpi.nc.gov. Please copy and paste the CECAS Id of all of the children that did not transfer in the email These will have to be reversed by DPI as these have already been processed to calculate the Federal Initial Allocations. Please add any additional students into the system for both State and Federal as explained below.
The following fields are required **First Name, Last Name** and **Gender**. At least one letter of the **First Name** and one letter of the **Last Name** are required.

Only the first 50 children will display. You may need to narrow your search criteria to find the child.

If the child was not in the April 1 child count for state or the December 1 child count for federal, the student will not display as there are no funds allotted to transfer for the child.

Click the “**Click here to select this student**” line beside the student. If the child was previously transferred in this system this school year you will be redirected to a “**Multiple Transfer Page**” for state funds. If you are an LEA and you try to transfer a student from another LEA you will get an error message.

Review the student information to confirm that this is the correct child.

Enter the date that the child transferred to your LEA/Charter School. You can use the “**Same as School Start Date**” button if the child started on the first day of school or after April 1, for state, or December 1, for federal, of the prior school year.

If the child subsequently transferred from your LEA/Charter School, fill in the field for the last date of attendance.

Click the “**Save Changes**” button to continue.
The Transferred Student List will show. Click the “<<back to Search page” line to enter more children.

There are several Statuses that may show on this screen and the explanations are on the screen.

Once you have chosen your students you must submit them for processing by clicking the “Edit/Submit” button beside each child.
The information for the child appears.

Review the data and make any correction needed.

Click the “Submit” button to process this transfer. If this is a federal funds transfer and the student has previously transferred, you will get an error message and must contact the School Allotments Section to process this child’s transfer.

You will return to the prior screen and the “Edit” button changes to a “View” button.

You must submit each child for processing.

You cannot edit a transfer after it has been submitted. “View” is the only option after submission.
**Viewing Funding:**

All users have access to view funding.

The funding screens list the children that were transferred to/from your LEA/Charter School.

The funding screens are not populated until the transfer has been processed in a revision.

To view funding, select the tab “**Fund Transfer**.”

The “**Transfer From**” tab lists all children that transferred from your LEA/Charter School.
The “**Transfer To**” tab lists all children that transferred to your LEA/Charter School.
The “**Transfer From To**” tab lists all children that transferred to or from your LEA/Charter School. This screen is only available for state funds.
The “**Funding Summary**” tab lists the totals of the transfers.
To see a particular Revision use the “**Actions**” button to filter the **Allotment Revision Number** field.
Infrequent Issues when transferring children:

(1) You have submitted a child and do not see them in the Funding Reports.
Check the “View/Edit/Submit” tab. The child may have been sent back for corrections
and the status will be set to “(NOT submitted) to DPI.” Click the “Edit” button to view
the notes to make the necessary changes before submitting again. The transfer may have
been rejected and the status will be set to “(REJECTED) by Allotment Staff.” Click
the “View” button to read the notes. The child may have been submitted but has not yet
been reviewed and funded.

(2) You have a child transferring to a year round school or to a school with a different school
start date so the school start date is incorrect.
Write a note in the note field for the Allotment staff to change the school start date.

(3) There is a child that shows as transferred from your LEA/Charter School but they are still
at your LEA/Charter School.
Contact the School Allotment Section, (919) 807-3739. You need to send us back up that
the child is still at your LEA/Charter School.

(4) You cannot find a child that you know was in the April 1(state) or December 1(federal)
child count.
Use part of the child’s name, it may be listed differently in the database. The name for
state funds may be different for federal funds if the name was updated after the December
1 child count. Try removing the CECAS ID and/or the LEA/Charter School. If you
cannot find the child then they were not included in the child count.

(5) Your Funding Summary does not match your Revision.
Check that the Allotment Revision Number field is filter for the correct Revision.

If you have any questions about this system or the procedures, please contact the School
Allotments section at 919-807-3739.