Child Count

All information in EmbraceIEP should be accurate. Verify information on the Student Information section for each student on your caseload.

<p style="text-align:center">Be sure to Update the Student Info Section:</p>

- **Evaluation Data**

  o Last Evaluation/Eligibility*

  o Initial Evaluation Consent

  o Initial Eligibility Determination Completed

  o Re-evaluation Consent

  o Next Annual Review*

- **Student Placement Information**

  o Current Year

    ▪ Grade

    ▪ School Year

    ▪ Home School

    ▪ Serving School

  o Next Year

    ▪ Grade

    ▪ School Year

    ▪ Home School

    ▪ Serving School

- Please check to make sure the current IEP has been made **active** and **submitted**.
- If a student has moved from your district, complete the Student Tracking/FACTS form and submit ASAP. (You may do this by creating an IEP Event titled "Transfer In/Transfer Out).

- If a student is no longer eligible for special education services, complete the Student Tracking/FACTS form and submit ASAP.
- If a student will be turning 6 years old during the course of their current IEP, an additional Educational Services and Placement page will need to be completed to indicate an accurate EE code.
- If a student will be turning 14 ½ years of age during the course of their current IEP, please ensure a Transition Plan and Indicator 13 is completed.
- Please ensure that the IEP team completes a re-evaluation for students turning 10 years of age with an eligibility of Developmental Delay, before their 10th birthday.

*Must be completed for dates.