

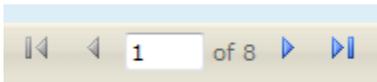
Special Education Child Count Verification Report Instructions

The Special Education Child Count Verification Reports are available through the Missouri Comprehensive Data System (MCDS) Portal on the DESE website. After verification of the data, the first page of the Verification Report must be signed, dated and returned to DESE.

To access the Verification Report, go to DESE's home page (dese.mo.gov), click on School Data and MCDS Portal. On the MCDS Portal's home page, click on "Login" on the top blue banner. You will then be taken to the DESE Web Application Logon screen. This web page provides restricted access based upon User ID and Password validation. Once you have entered in a valid user ID and password you will be returned to the MCDS Portal's home page. Be sure your district is still selected. If it is not, you will need to re-select your district. An alternate way to access the report is to log into the DESE web applications and then click on Missouri Comprehensive Data System (MCDS) link.

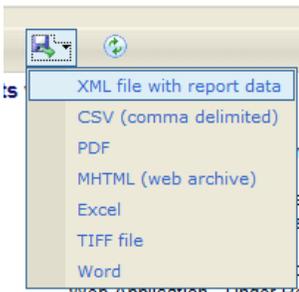
Click on the **Reports and Resources** button (top), then go to the Special Education on the left menu (if no menu, see Hint below), then Special Education Data Summaries. Select "Special Education Child Count Verification." If you are not able to access to the report, contact your district's User Manager and request access to the Special Education Profile.

Select the current school year and View Report. There are eight pages of reports. To view the pages, use the page arrows as shown here:



After verifying the data, the first page of the report is the only page that needs to be printed, signed, dated and returned via fax or email. Do not return all pages. If data are not correct, make necessary changes in the MOSIS December Student Core file, then return to the Verification Report the next day to complete the verification process.

To view or print all pages of the report, use the export function shown here. The report can be exported to pdf, Excel or Word.



Hint: If you cannot see the Special Education button on the left menu, click on the "Categories" button to expand the menu.

