**Special Education Child Count for Excess Cost Calculations**

To download your district’s most current SECC data, use the following instructions:

1. Log onto the District webpage at <https://district.ode.state.or.us/>.
2. From the Application list, select Consolidated Collections.
3. Select Reports tab, located next to Status Tracking tab.
4. From the menu, select Special Education Child Census (SECC).
5. In the box that appears below or to the right, select DecSECC17-18.
6. In the box that appears below or to right, select Production Download Report.
7. A pop-up will appear with a message explaining the process for retrieving the data extract.
8. You will receive an email from ode.helpdesk@state.or.us with “File Transfer” in the subject line.
9. Click on the web-link in the email to download the file.
10. On the District webpage that opens with the link, enter your email address.
11. Click the “Submit Email Address!” button.
12. On the next screen, click the “Download” icon.
13. A pop-up banner will open asking whether you want to “Open” or “Save.”
	1. Select “Save.”
	2. Only if there is a down arrow on the “Save” button, click that and select “Save As.”
14. Select the destination where you want to save your data.
	1. You can also rename the file, if you wish. Just make sure you remember the location of where you saved your data.
15. Once the download is complete the banner will have new selections: select “Open” to view your 2017 SECC data.

To determine which children to use for the Excess Cost calculations, go to the column labeled, “SECCAgySrvCd” (column BZ).

* Students with codes 30 (District Only) and 33 (Regional Program) are the students you should count.
* Students with all other codes should be excluded.

After excluding all other students, go to the column labeled, “SECCEnrlTyp” (column CA). Students with code “Y” (Private or Parochial School - Parent Placed (with Service Plan)) should also be excluded.

The field labeled, “EnrlGrdCd” (column Z) can be used to determine which students should be used in your Excess Cost calculations for the Elementary and Secondary levels, as defined by your district.