



## **5-Point Checklist for OSEP Reporting Errors**

What do to if you get an error message when trying to exit children for OSEP Reporting!

- 1. Has the child been in the program for 6 months or longer?**
  - Check Child Profile
  
- 2. Is GOLD assessment selected for both the entry and exit assessment?**
  - DO **NOT** check Speech Only.
  - Check Child Profile
  
- 3. Is the exit date during the same period that the teacher finalized checkpoint data?**
  - Check Child Profile and Assessment Checkpoint Report
  
- 4. Did the teacher finalize the checkpoint data?**
  - Check Assessment Checkpoint Report
  
- 5. Did the teacher use “Not Observed”?**
  - Go to child’s checkpoint for the checkpoint period in question