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?
   o Check Child Profile

2. Is GOLD assessment selected for both the entry and exit assessment?
   o DO NOT check Speech Only.
   o Check Child Profile

3. Is the exit date during the same period that the teacher finalized checkpoint data?
   o Check Child Profile and Assessment Checkpoint Report

4. Did the teacher finalize the checkpoint data?
   o Check Assessment Checkpoint Report

5. Did the teacher use “Not Observed”?
   o Go to child’s checkpoint for the checkpoint period in question

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