How to access the Deafblind Child Count On-Line

1. Each district’s director of special education will have received a letter that contains the login and password for that district. This letter was sent to the address listed at TEA’s site “Ask Ted”.

2. This is a January 2, 2017 count. Students registered in the district as of January 2, 2017, including children under the age of three years, should be included.


4. From the Outreach page (www.tsbvi.edu/outreach), select “Deafblind Child Count” from the Outreach/Technical Assistance menu.

5. You are now on the page, http://www.tsbvi.edu/texas-students/deafblind-child-count. Here there are links to information about the Deafblind Child Count, who should be included on the Child Count.
6. Once the Child Count is officially opened, you may click on the Deafblind Child Count Login link found in the menu at the upper right hand of the page.

**Login and Password**

1. You are now on the log-in page,

2. Your login is your 6 numeral county-district code with no hyphen. The password can be provided by your director of special education.

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**Entry screen**

1. At the top of the entry screen is your district name, district number, ESC Region, and District Status. As long as district status is showing “open” you can make changes to the Child Count. As long as district status is showing “open” you have not completed the Child Count.

2. There are a variety of action buttons.
   - a. “Student records” takes you to a list of students who were on the Child Count last year.
   - b. “Add student” allows you to add a student from this page.
   - c. “Close all entry for district” is the crucial last step. When you have finished updating the student records for this district, you must select “Close all entry for district” to change the district status from “open” to “closed”.
   - d. “District Students List Report” allows you to create and print 2 different kind of lists of students currently on the Child Count in your district.
   - e. “Glossary” takes you to definitions of the various data fields.
3. There are directions in the main body of the page for how to edit existing students, add a new student, complete the Child Count, and create a paper copy of student records.

Student records

1. This screen shows you a list of students who were on the Census last year. Select a student to get the full record to open.
2. You now can edit any of the data in the record. Please verify all fields as there may have been changes from the previous year.

3. Please especially verify parent information and provide the most up-to-date information you can. Thank you!

4. You will notice that most data fields provide you a drop down menu of choices. Choose one is always the same as leaving the field blank. However, you can not leave a Required! Field blank.
5. Selecting the question mark button will take you to the glossary, where you may find definitions for your choices. Use your browser button to return to the student record page.

6. When finished with the data updates, you can select “Accept” at the bottom of the page. This means that you have finished with this student, not the entire district. You must go back to “Close all entry for district” when you have updated all student records.

7. You know the data has been accepted when you are returned to the top of the student record page with no error messages.

8. If you are trying to close your entry and get this error message, "You cannot close this district because all students entered by your district must be correctly entered by your district in the Registration of Students in Texas with a Visual Impairment." This means that you have either not entered this student in the Registration of Students in Texas with a Visual Impairment or your current entry does not match what you have entered in the Deafblind Child Count. Since both of these must match you must leave the Deafblind Child Count and go into the Registration of Students in Texas with Visual Impairments and enter or correct the information there. (Go back to step 1 and begin again.)

9. Once all information matches and is entered in both places correctly you should be able to close out of the Deafblind Child Count with all of your district’s information corrected.
Texas School for the Blind & Visually Impaired

Outreach Programs

Figure 1 TSBVI logo.

Figure 2 IDEAs that Work Logo and OSEP disclaimer.

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