

CFC Archive/Update Instructions July 2025



Child Find Calculator

Archive/Update Instructions - July 2025

Child Find Calculator Background:

The Child Find Calculator (CFC) workbook exists to help PSUs track pertinent information related to their EC Preschool Programs. Specifically, the calculator helps to track the number and source of notifications received through the Child Find process and provides an organized place to record and store data related to Indicators 11 (90-day Timeline) and 12 (Part C to B/3rd Birthday). The CFC is intended to collect data for the July 1 - June 30 reporting period.

The CFC workbook contains multiple tabs. The first two tabs provide guidance on how to use the CFC:

- **Instructions** - includes general guidance, sort/filter clarification, and an accessibility notice
- **Column Explanations** - includes ChildFindInfo tab column headings, clarifications, entry type, and dropdown options

Tabs for Data Entry:

- **Reporting Year** - houses the specific July 1 - June 30 reporting period dates, which drive the embedded formulas and connections from the ChildFindInfo tab to the other tabs. Enter the start/end dates of the reporting period on this tab.
- **ChildFindInfo** - contains the raw data. Enter student data onto this tab following the instructions outlined on the Instructions and Column Explanations tabs. Columns V 'Days Beyond 90-Day Timeline', Z '3rd Birthday', and AA 'Days Beyond 3rd Birthday' contain formulas and will auto-calculate based on a combination of dates from other columns (e.g. Date of Birth, Date Written Referral Rec'd by LEA, Eligibility Meeting Date, and Consent for Services: Parent Signature Date).

Tabs for Summary Data (view only):

- **PreKData** - calculates the notification sources, screenings, assessments, and eligibility counts for all students with notifications within the reporting period (ChildFindInfo tab, columns A & B).
- **Indicator 11** - calculates the 90-day timeline performance for all students with a written referral date within the reporting period (ChildFindInfo tab, column N).
- **Indicator 12** - calculates the timely transition for all students who have been served by Part C and referred to Part B (ChildFindInfo tab, column B = CDSA/Part C) and have a written referral date within the reporting period (ChildFindInfo tab, column N).



- **Notification Graph** - creates a pie chart indicating percentages of each notification source (ChildFindInfo tab, column B).

General Information:

- The CFC is an *optional* tool that can be used for individual PSU preschool data collection and analysis. PSUs are strongly encouraged to use this resource.
- These instructions are intended to be used for archiving the 2024-25 version of the CFC and rolling over information into the new July 2025 CFC. Individual PSUs may modify the instructions to meet local procedures and practices for preschool data collection and analysis.
- **Best practice is to archive the prior year's workbook and begin a new year's workbook in late September or early October.** This data transfer timeline ensures that data for the prior school year is completed before archiving the file and that data for the new school year includes records for notifications received the year before. It also limits the need to enter data into more than one file, which can result in data errors.
- The updated and most recent version of the CFC is the '2025-2026 Child Find Calculator_Final 6.3.2025', available in Google Sheets and Excel.
- **July 2025 updates include:**
 - The revised Indicator 12 Exception and Delay Reason selections. These are also available on the ECATS Data Collection screen > Part C to B Transition tab, beginning July 1, 2025.
 - An additional dropdown selection of 'No Response' for the Consent for Services Parent Response
 - Updates for accessibility and clarity
- The new July 2025 version of the CFC has been provided in both Google Sheets and Microsoft Excel formats. For ease in transferring data from the prior year's workbook, the new July 2025 version should be in a matching format. After data transfer is complete, the new CFC can then be uploaded to the preferred format if needed. Data transfer directions are provided for Google Sheets as well as Microsoft Excel. Follow the directions that suit your workbook format.

Instructions for Archiving the Previous Year's CFC:

1. Enter all student information into your existing CFC workbook until late September/early October. This will result in having two years of data in one file until the archiving/updating process is completed. This is okay.
2. When ready to close out the prior year's CFC and begin the new year's CFC, create a copy of the existing workbook and name the copy as a temporary



working version to be used for transition to a new workbook (e.g. '2025-26 CFC starter file'). Save this temporary working file.

3. Rename the existing CFC for the prior year to indicate archived status (e.g. '2024-25 CFC Archive').
4. Use the 2024-25 archived file to complete the 2024-2025 Indicator 12 Data Submission Form, located on the NCDPI OEC website > [Data and State Performance Plans page](#) and due to the ecindicators@dpi.nc.gov email by October 30, 2025.

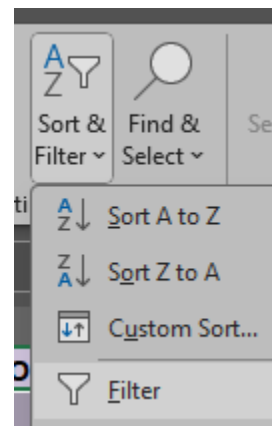
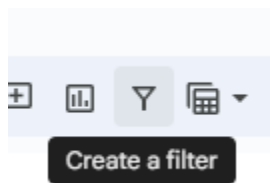
Instructions for Removing Outdated Information from the Temporary Working CFC:

1. Before moving student data to the new 2025-26 CFC, you will need to first remove student data that is outdated and does not need to be pulled forward to a new workbook. The students to be removed from the working file include those who have transitioned to kindergarten for 2025-26 and PK students whose written referral was received during the previous year's count period (July 1, 2024 - June 30, 2025). The students whose notifications received during the previous year did not result in a referral can also be removed. All of these students have been appropriately captured in your 2024-25 CFC archived workbook and are reported on your 2024-25 Indicator 12 Data Submission Form if they are a Part C to B referral.
2. Open the temporary working copy of your previous year's CFC workbook (see Archiving Instructions #2).
3. The process to locate and remove these students begins by turning on the filters in the temporary working file so that data can be sorted:

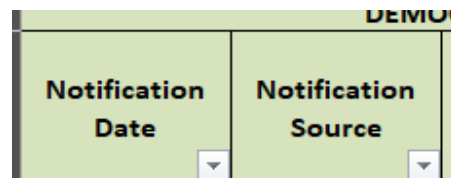
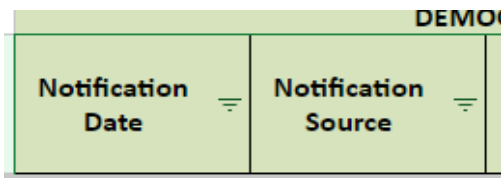
Turning on filters				
1. While on the 'ChildFindInfo' tab, turn on filters for Row 2. Click on "2" at the far left to highlight the row:				
Google Sheets				
	A	B	C	
1	Demographics			
2	Notification Date	Notification Source	Notification Follow-Up Date (PWN)	
3				
Microsoft Excel				
	A	B	C	
1	Demographics			
2	Notification Date	Notification Source	Notification Follow-Up Date (PWN)	L
3				



- Using the tool bar, click to turn on the filter feature for the highlighted row:



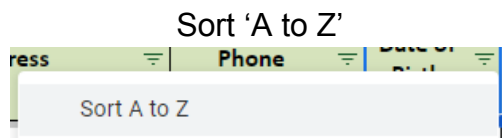
- Filters are on when you see a small downward arrow icon on the right of each cell in Row 2:



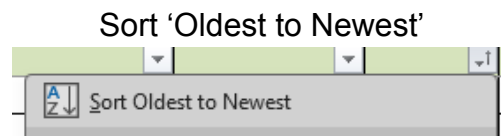
Locating and removing kindergarten-age students

- With 'ChildFindInfo' tab Row 2 filters turned on, go to Column H ('Date of Birth') and sort children oldest to youngest. Click the small downward arrow in Column H.
- From the menu that appears, select:

Google Sheets



Microsoft Excel



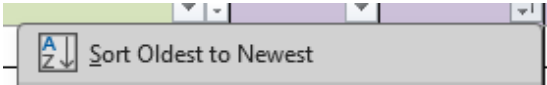
- Students born on or before August 31, 2020 transitioned to kindergarten for the 2025-26 school year. They are included in your prior year's CFC.
- In Column H ('Date of Birth'), locate the kindergarten age cutoff.
 - All rows of data for students born on or before 8/31/2020 can be deleted from the workbook. These students will not be transferred to the new



- CFC.
5. Save the temporary working file.

Locating and removing students with outdated written referrals (Written Referrals received 7/1/24 - 6/30/25)

1. With 'ChildFindInfo' tab Row 2 filters turned on, go to Column M 'Date of Written Referral' and sort to move the oldest dates to the top:

<i>Google Sheets</i>	<i>Microsoft Excel</i>
Sort 'A to Z'	Sort 'Oldest to Newest'
	

- Students with Written Referral Received Dates on or before June 30, 2025 are included on your prior year's CFC.
2. In Column M ('Date of Written Referral'), locate this reporting period cutoff.
 3. All rows of data for students whose written referral received dates were on or before 6/30/2025 can be deleted from the workbook. These students will not be transferred to the new CFC.
 4. Save the temporary working file.

Removing students with notifications from the previous year that did not result in a written referral

- Of the students still appearing on the temporary working file, students who had notifications from the previous year that did not result in a written referral may also be deleted from the workbook. Save the temporary working file.
 - If you are unsure of which students this may be, it is okay to leave them on the temporary working file. Moving these students forward to the new year's workbook will not impact any counts or calculations for the new reporting period and these students can be removed after they transition to kindergarten.
- All students remaining on the temporary working file will be moved forward to the new July 2025 CFC.



Instructions for Updating the New Year's CFC:

The July 2025 CFC workbook contains the newest updates, including the revised Indicator 12 Exception and Delay Reason selections.

On the ChildFindInfo tab, columns V 'Days Beyond 90-Day Timeline', Z '3rd Birthday', and AA 'Days Beyond 3rd Birthday' are formula based and should not be altered by cutting, pasting, or otherwise editing their contents. The formulas within these fields use a combination of dates from other columns (e.g. Date of Birth, Date Written Referral Rec'd by LEA, Eligibility Meeting Date, and Consent for Services: Parent Signature Date).

1. Download and save a copy of the new July 2025 CFC in your preferred format, Google Sheets or Microsoft Excel. For ease with data transfer, select the same format that matches your temporary working file.
2. Open your new July 2025 CFC and go to the 'ChildFindInfo' tab.
3. Open your temporary working file, which now contains only those students who need to be moved forward to the new 2025 CFC. Go to the 'ChildFindInfo' tab.
 - Data should be copied/pasted in segments to avoid pasting existing information into new columns and/or formula fields.
 - **Tip:** It may be helpful to start with one row of data to get the feel of the transfer process before transferring the rest of the rows.
4. Follow the steps below to transfer data from the temporary working CFC to the 2025 CFC:

Transfer Segment 1: Demographics Temporary Working CFC columns A-K to 2025 CFC columns A-K	
In the working file: 1. Left click and hold/drag to highlight all data in column A 'Notification Date' through column K 'EISC Name'. 2. Right click and select 'Copy':	
<i>Google Sheets</i>	<i>Microsoft Excel</i>



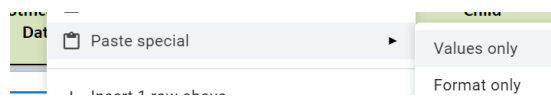
Notification Date	Notification Source
03/15/24	NC Pre-K
05/15/24	Parent
07/15/24	Parent

Notification Date	Notification Source
10/15/23	CDS
11/15/23	Head
12/15/23	Par

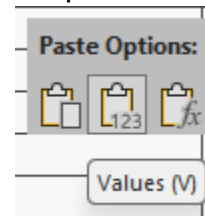
In the new 2025 CFC file:

1. Right click in the top left data field of column A 'Notification Date' (A3) and select Paste Special > Paste Values.

Paste Special > Values Only

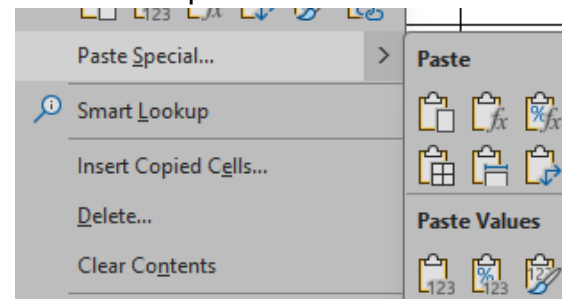


Paste Options > Values



Or

Paste Special > Paste Values



- The green Demographics columns in the new 2025 CFC file should now contain data in columns A-K, matching the corresponding columns of the working file.

Transfer Segment 2: Process Temporary Working CFC columns M-T to 2025 CFC columns M-T

Working file:

1. Left click and hold/drag to highlight all data in column M 'Screening' through column T 'Consent for Services: Parent Response'.
2. Right click and select 'Copy'.

New 2025 CFC file:



1. Right click in the top left data field of column M 'Screening' (M3) and select Paste Special > Paste Values.
• The purple Process columns in the new 2025 CFC file should now contain data in columns M-T, matching the corresponding columns of the working file.
Transfer Segment 3: Indicator 11 Temporary Working CFC columns W-X to 2025 CFC columns W-X
Working file: 1. Left click and hold/drag to highlight all data in column W 'Indicator 11 Exception' through column X 'Indicator 11 Delay Reason'. 2. Right click and select 'Copy'. New 2024 CFC file: 1. Right click in the top left data field of column W 'Indicator 11 Exception' (W3) and select Paste Special > Paste Values. • Note: Column V 'Days Beyond 90-Day Timeline' contains a formula and will automatically populate based on data entered into previous columns.
• The blue Indicator 11 columns in the new 2025 CFC file should now contain data in columns V-X, matching the corresponding columns of the working file.
Transfer Segment 4: Indicator 12 Temporary Working CFC columns AB-AC to 2025 CFC columns AB-AC
Working file: 1. Left click and hold/drag to highlight all data in column AB 'Indicator 12 Exception' through column AC 'Indicator 12 Delay Reason'. 2. Right click and select 'Copy'. New 2024 CFC file: 1. Right click in the top left data field of column AB 'Indicator 12 Exception' (AB3) and select Paste Special > Paste Values. • Note: Column Z '3rd Birthday' and column AA 'Days Beyond 3rd Birthday' contain formulas and will automatically populate based on data entered into previous columns.
• The orange Indicator 12 columns in the new 2025 CFC file should now contain data in columns Z-AC, matching the corresponding columns of the working file.
Transfer Segment 5:



Follow the same procedure to transfer any data entered into the 'Notes' and 'LEA Options' columns from the working file to the corresponding columns in the new 2025 CFC file.

5. After you have transferred all existing information from your working file into your new CFC, your new 2025-26 CFC workbook is ready to use!
6. In the new 2025 CFC, go to the 'Reporting Year' tab and update the reporting period dates based on the current school year (e.g. July 1, 2025-June 30, 2026).
7. On the 'ChildFindInfo' tab, continue entering data on the student data fields transferred from the working CFC and add new students as you receive notifications throughout the year.
8. It is imperative to regularly review the Indicator 11 and Indicator 12 information on the 'ChildFindInfo' tab. Look for red cells, indicating data is missing or needs to be entered, and correct as needed.
9. Remember to save the file periodically while working and before closing.

Questions and Technical Assistance:

If you have any questions or require technical assistance, please contact Amy Snyder, IDEA Data Analyst, at amy.snyder@dpi.nc.gov.

Accessibility Notice:

Accessibility Notice Regarding Use of Color in Workbook:

Please be aware that the Child Find Calculator workbook uses the color red to indicate missing or incorrect data. We recognize that relying on color alone to convey important information can present accessibility challenges. Additionally, the specific use of the color red may pose concerns for some users.

This workbook was developed by an external source and we do not have the ability to modify this feature. If you experience difficulty interpreting the data due to the use of color cues, please reach out to a state data consultant. We are committed to supporting all users and will work with you to ensure accurate understanding and use of the data.