



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** September 8, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT: Report of Children with Disabilities Receiving Special Education on December 1, 2017**

Under the provisions of Part B of the *Individuals with Disabilities Education Act* (IDEA 2004), school divisions are required to make an unduplicated count of students with disabilities receiving special education services on December 1 of each year. A properly developed individualized education program (IEP) or a services plan must be implemented for each student with a disability reported to the Virginia Department of Education (VDOE).

The December 1 child count window will be open Friday, December 1, 2017 - Friday, December 15, 2017. The resubmission window will be available to all divisions, for corrections only, Tuesday, January 9, 2018 - Friday, January 12, 2018. The final unduplicated count of students with disabilities must be submitted to the VDOE no later than Friday, January 12, 2018. As a result, requests made to resubmit data after the final deadline will impact your local determination for accurate and timely submission of December 1 Child Count data.

Data collected through the December 1 Child Count form the basis for state funding and federal reporting; therefore, the information submitted is subject to audit by the United States Department of Education, VDOE, and the Auditor of Public Accounts. As such, divisions need to maintain student records, and conduct extensive verification and validation checks to ensure that data reported to VDOE are accurate.

Data submission instructions and web resources are located at the following address:  
[http://www.doe.virginia.gov/info\\_management/data\\_collection/special\\_education/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml)

Questions regarding the December 1 Child Count should be directed to Tara McDaniel, Special Education Data Manager, via email at [Tara.McDaniel@doe.virginia.gov](mailto:Tara.McDaniel@doe.virginia.gov) or [spedprogramdata@doe.virginia.gov](mailto:spedprogramdata@doe.virginia.gov).

SRS/dml