



COMMONWEALTH of VIRGINIA
Department of Education

September 9, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Report of Children with Disabilities Receiving Special Education on December 1, 2016

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 on December 1 of each year. This unduplicated count must be submitted to the Virginia Department of Education (VDOE) no later than Friday, December 16, 2016.

A properly developed individualized education program (IEP) or a service plan (for students who are unilaterally placed by parents in private schools, but are receiving special education services) must be implemented for each student with a disability reported to the VDOE.

These data 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. It is imperative that documentation of age and disability for reported students be maintained at the local level.

School divisions should conduct extensive verification and validation checks in its Student Information Systems to ensure that data reported to the VDOE are accurate. **A division who resubmits child count data must notify any/all other divisions impacted by the resubmission.**

Directions for submitting data will be sent by a separate memo to local directors of special education.

Questions or concerns regarding special education data should be directed to the Office of Special Education Program Improvement, via e-mail at spedprogramdata@doe.virginia.gov or telephone at (804) 225-3252.

SRS/dml