



COMMONWEALTH of VIRGINIA
Department of Education

September 11, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Report of Children with Disabilities Receiving Special Education on December 1, 2015

Under the provisions of [Part B of the Individuals with Disabilities Education Act \(IDEA\)](#), 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 Thursday, December 17, 2015.

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 some special education, 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, the VDOE, and the Auditor of Public Accounts. It is imperative that documentation of age and disability for students reported must be maintained at the local level.

School divisions should conduct extensive verification and validation checks in their 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

Links:

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- [Special Education Data Collections](#)
 - [Part B of the Individuals with Disabilities Education Act \(IDEA\)](#)
 - [Individualized Education Program \(IEP\)](#)

