



COMMONWEALTH of VIRGINIA
Department of Education

October 10, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Report of Children with Disabilities Receiving Special Education on December 1, 2014

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 Wednesday, December 17, 2014.

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.

Because these data form the basis for state funding and federal reporting, information submitted is subject to audit by the United States Department of Education, the VDOE, and the Auditor of Public Accounts. Therefore, documentation of age and disability for students reported must be maintained at the local level.

This is a Standard of Quality funding year. 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 by telephone at (804) 225-3252.

SRS/dml