



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

October 11, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Report of Children with Disabilities Receiving Special Education on December 1, 2013**

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 18, 2013.

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.

Directions for submitting data will be sent by 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](mailto:spedprogramdata@doe.virginia.gov) or telephone at (804) 225-3252.

PIW/dml