# Superintendent’s Memo #089-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 19, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Use of IDEA Part B Funds for Coordinated Early Intervening Services (CEIS) Survey

The *Code of Federal Regulations* (34 CFR §300.226 (d)) requires each Local Education Agency (LEA) that implements CEIS to report to the state on the number of children who received CEIS and the number of those children who subsequently received special education and related services under Part B during the preceding two-year period (i.e., the two years after the child has received CEIS) (71 FR 46540, 46628 (Aug. 14, 2006)). States and LEAs must maintain these records for audit and monitoring purposes.

The survey will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on **May 20, 2019**. In order for the Virginia Department of Education to comply with federal reporting requirements, each LEA must complete this survey by July 31, 2019. In addition, the verification report signed by the division superintendent must also be submitted by Wednesday, **July 31, 2019**.

If you have questions, please contact the Office of Education Information Management by email at [resultshelp@doe.virginia.gov](mailto:resultshelp@doe.virginia.gov).

JFL/smw/lmc