# Superintendent’s Memo #225-19

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

DATE: September 20, 2019

TO: Division Superintendents

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

## SUBJECT: Report of Children with Disabilities Receiving Special Education on December 1, 2019

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 services on December 1 of each year. A properly developed individualized education program (IEP) or a services plan must be implemented for each student with a disability reported to the Virginia Department of Education (VDOE).

The December 1 Child Count window will be open Monday, December 2, 2019 - Friday, December 13, 2019. The resubmission window will be available to all divisions, for corrections only, Monday, January 13, 2020 - Friday, January 17, 2020. The final unduplicated count of students with disabilities must be submitted to VDOE no later than Friday, January 17, 2020. As a result, requests made to resubmit data after the final deadline will impact your local determination for accurate and timely submission of December 1 Child Count data.

Data collected through the December 1 Child Count forms 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. Divisions need to maintain student records and conduct extensive verification and validation checks to ensure that data reported to VDOE are accurate.

Data submission instructions and resources are located on the [December 1 Child Count](http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml) web page.

Questions regarding the December 1 Child Count should be directed to Jeff Phenicie, Director of Special Education Program Improvement, via email, at [Jeff.Phenicie@doe.virginia.gov](mailto:Jeff.Phenicie@doe.virginia.gov) or Diane Lucas, at [spedprogramdata@doe.virginia.gov](mailto:spedprogramdata@doe.virginia.gov).

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