# Superintendent’s Memo 117-20

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 8, 2020

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 Educational Agency (LEA) that implements Coordinated Early Intervening Services (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 Monday, **May 18, 2020**. In order for the Virginia Department of Education to comply with federal reporting requirements, each LEA must complete this survey by **July 31, 2020**. The Superintendent’s signed verification for this report should be scanned and emailed to [spedprogramdata@doe.virginia.gov](mailto:spedprogramdata@doe.virginia.gov) or faxed to Special Education Data, (804) 371-8796 by **Wednesday, July 31, 2020**.

If you have questions, contact the Office of Special Education Data at [spedprogramdata@doe.virginia.gov](mailto:spedprogramdata@doe.virginia.gov).

JFL/KP/dml