# Superintendent’s Memo #245-20

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

DATE: September 18, 2020

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, 2020

In order to comply with the information and reporting requirements 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). This data should reflect students’ records as of December 1, 2020.

The December 1 Child Count window will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal Tuesday, December 1, 2020 - Friday, December 11, 2020, for electronic data submission and subsequent submission to the division superintendent for approval/verification. The division superintendent must electronically approve the data through the Superintendent Data Collection Approval (SDCA) application, by **Wednesday,   
December 16, 2020**.

A resubmission window will be available to all school divisions by request and for corrections only, Monday, January 11, 2021 - Friday, January 15, 2021. The final unduplicated count of students with disabilities must be submitted to VDOE and verified by the division superintendent no later than Friday, January 15, 2021. As a result, requests made to resubmit data after the final deadline may impact the division’s 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.

Specifications for Completing the December 1 Child Count and other resources may be found on the VDOE [Special Education Child Count](http://www.doe.virginia.gov/special_ed/reports_plans_stats/child_count/index.shtml) webpage.

Questions regarding the December 1 Child Count should be directed to Karen Puckett, Coordinator of Special Education Data, via email, at [spedprogramdata@doe.virginia.gov](mailto:spedprogramdata@doe.virginia.gov).

JFL/SMH/dl