



COMMONWEALTH of VIRGINIA
Department of Education

DATE: September 14, 2018

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, 2018**

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 3, 2018 - Friday, December 21, 2018. The resubmission window will be available to all divisions, for corrections only, Monday, January 14, 2019 through Thursday, January 31, 2019. The final unduplicated count of students with disabilities must be submitted to VDOE no later than Thursday, January 31, 2019. 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 form 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](#) webpage.

Questions regarding the December 1 Child Count should be directed to Tara McDaniel, Special Education Data Manager, via email at Tara.Mcdaniel@doe.virginia.gov or spedprogramdata@doe.virginia.gov.

JFL/TM/cw