



#264-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #264-21**

DATE: September 17, 2021
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, 2021**

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, 2021.

The December 1 Child Count window will be open and accessible through the [Single Sign-on for Web Systems](#) (SSWS) portal on **Wednesday, December 1, 2021**, through **Tuesday, December 14, 2021**, for electronic data submission and subsequent submission to the division superintendent for approval/verification. The division superintendent must electronically verify the data through the Superintendent Data Collection Approval (SDCA) application by **Friday, December 17, 2021**. Submissions made after the child count window officially closes for the collection year may impact the division's local determination rubric for inaccurate or untimely data submission.

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, the 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.

For more information

Specifications for Completing the December 1 Child Count and other resources are available for guidance on the [Special Education Child Count](#) webpage. Additional questions regarding the December 1 Child Count should be directed to spedprogramdata@doe.virginia.gov.

JFL/KLP/dml