



Office of the State Superintendent of Education Special Education Child Count Verification SY 2013-2014

This document outlines the major changes made to Special Education Child Count for the year 2013-2014.

Major Process Updates for SY 2013-14

For the SY 2013-14 audit, the OSSE Child Count process will be based on students who are enrolled in an LEA by October 7 and who have an IEP as of November 22, 2013 (official head count day) instead of December 1. This alignment of dates reduces significant discrepancies in data and reporting that have historically resulted from having official counts occurring at different times while reducing the burden on LEAs. Also, while the general process of verification will remain similar to previous years, all of the review and verification will take place in SLED. Unlike previous years, the environment information that was previously manually collected from LEAs will now be pulled directly from the Special Education Data System (SEDS) and the information collected can be corrected within the OSSE Support Tool and viewed in SLED.

Child Count is a federally mandated activity as per 34 CFR 300.641(a) that is reported annually and serves as the official special education enrollment number for the District of Columbia.

Age

Because of the requirements of the Enrollment Audit process, as well as Child Count, there are differences between the general education and special education child count ages. These differences can result in slightly different rosters between the two efforts. The table below describes these differences.

DATA	REQUIREMENT
General Education Enrollment Audit	The audit will include all students who are 3 years of age and older. For charter students, the student must turn 3 by the predetermined age cut-off date of the current school year. For DCPS, the student must turn 3 by September 30 of the current school year. There is no age maximum.
Special Education Child Count	For the Part B IDEA Child Count ED Facts template as required by the federal government, students must be at least 3 years of age and no more than 21 years of age as of November 22 of the current school year.

Process

The timeline and steps for the verification and reporting process for students with disabilities are as follows:

DATE	ACTIVITY
September 16, 2013	Enrollment Audit and Child Count data available in SLED and OSSE Enrollment Audit 2013 QuickBase Tool for LEAs to review. OSSE will provide targeted technical assistance to LEAs. Questions regarding students with disabilities and enrollments should be submitted through the OSSE Support Tool in QuickBase.
October 7, 2013	Student must be enrolled in the LEA as of this date.
November 22, 2013	Deadline for special education data to appear correctly in SLED.
November 27, 2013	Signed Child Count Certification Form, including special education roster, is due to OSSE.
November 27, 2013 - December 4, 2013	OSSE analysis period commences. Anomalies and/or data discrepancies are distributed to LEAs.
December 4, 2013 - December 13, 2013	Responses to anomalies with final certification due to OSSE. (Note: OSSE will consider October 11 certifications as final for LEAs with no noted special education data discrepancies). Any additions, deletions, or changes to student information must be recertified by the Head of LEA.



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Special Education Child Count and Funding

With the alignment of the official general enrollment audit head count and the specialized education child count dates, all UPSFF funding will be based on the same date (October 7, 2013). If a student with a disability enrolled or is identified after October 7, an LEA may still receive Federal Part B funding for this student. A more detailed description of each scenario appears in the chart below.

Scenario	Oct 7		WILL LEA RECEIVE UPSFF GENERAL ED FUNDING?	WILL LEA RECEIVE UPSFF SPED LEVEL FUNDING?
	WAS CHILD ENROLLED AT THE LEA?	WAS CHILD A STUDENT WITH IEP?		
1	YES	YES	YES	YES
2	YES	NO	YES	MAYBE ^[1]
3	NO	YES or NO	NO	NO
4	YES and served in nonpublic settings	YES	NO	NO

[1] Yes - An LEA with student(s) enrolled as of October 7 may submit (through the special education component of the appeals process) a finalized IEP no later than 11/22/13.

For more information please refer to the OSSE Enrollment Audit Handbook.