

September 11, 2008

**MEMORANDUM**

**TO:** Superintendents, Directors of Special Education Programs, and Data Managers

**FROM:** Frankie McCabe, Director, Special Education, Elementary and Secondary Education, and School Improvement Programs

**SUBJECT:** October 1, 2008, Count of Special Education Students as Required by IDEA

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The Individuals with Disabilities Education Act (IDEA) requires that the State Education Agency report to the Secretary of Education, no later than February 1 of each year, the number of children and youth with disabilities aged three through twenty-one, residing in the State who are receiving special education and related services.

As a reminder, since Nevada's charter schools are public schools within each local education agency, please be sure to include district-sponsored charter school special education child counts in your district's submission. State-sponsored charter schools are required to submit child count data directly to the Nevada Department of Education through Vicki Huffman.

To comply with these requirements, it is necessary to count the number of children and youth receiving special education and related services on October 1, 2008. In order for us to verify and report the child count data before submitting it to the Secretary of Education you must submit your child count through approved secure internet email protocols (detailed below). Any exceptions to this requirement must be specifically approved by the NDE. Please contact Vicki Huffman at (360) 658-1506 or at [VickiHuffman@edex.biz](mailto:VickiHuffman@edex.biz) if you require technical assistance in order to collect your data prior to the count date.

**Important Change for 2008: the child count will be collected on October 1<sup>st</sup>. This is a change from December 1<sup>st</sup> of previous years.**

There are no **new** data categories to report this year. We are required to report to OSEP the student's name, date of birth, disability, placement, grade, age, school name, state school code, ethnicity, gender, and LEP status.

We will continue to generate the Placement Tables (FAPE) for your Local Plan submission. Remember that a special set of placement codes exist for students ages 3-5 and for students ages 6-21. Refer to the **General Instructions** for further information.

**PLEASE NOTE that there are changes in the instructions regarding the submission of data throughout this packet.** Bold print is used to highlight instructions that are sometimes overlooked in the data submissions.

#### GUIDELINES FOR COMPLETING YOUR DISTRICT'S CHILD COUNT:

- Count and report all children with disabilities receiving special education and related services (or special education services only) according to an IEP or a service plan.
- Submit an unduplicated enrollment using the provided Microsoft Excel template or other pre-approved database format.
- Include the "Child Count TRANSMITTAL SUMMARY" that is provided on the Microsoft Excel template and answer each question.
- Include students who have disabilities and who are enrolled in your program if you provide them with special education **and** related services, or if you provide them only with special education (that is, related services are not needed in order for them to benefit from special education).
- Count students only once. This will assure an accurate and unduplicated count. If a student has more than one disability, report the primary disability (or under the category of multiple impairment, if that category applies). In addition, federal reporting requirements include the use of the deaf-blind category. If this is the nature of the student's disability, count students using this category. By regulation, deaf-blind means concomitant hearing and visual impairments in a student and does not require actual deafness and blindness for eligibility. Use the attached **General Instructions** for reporting disability categories.
- Students who are not being provided special education services, even though they may meet state standards for eligibility, are not counted. Students who receive special education that is solely funded by the federal government are not counted unless no local or state funds are available for nondisabled students in that age range. This exclusion is **not applicable** to children who have disabilities in Head Start programs.
- Indian students on or near reservations are not counted if the public agency provides no special education to these students in accordance with an Individualized Educational Program (IEP). Students who are disabled on military facilities are not counted if the public agency provides no special education to these children in accordance with an IEP.
- Count Gifted and Talented (GT) students on a **separate tab on your Child Count Excel file.** Do not include (GT) on the same page with your special education students.

- Maintain your documentation in order to verify the accuracy of your count.

## REMINDERS

1. You must provide grade level for each student.
2. The Developmental Delay category in Nevada is only for students ages 3, 4, or 5 (see NAC 388.430.1 "a pupil under the age of 6").

If you have students who have turned or will turn 6 by October 1, they must be reevaluated in order to confirm if they remain eligible under another disability category. There has been some confusion on this point, related at least in part to the language in the NAC. For years, NAC 388.430.5(b) has contained an awkwardly phrased reminder that this reevaluation must be conducted for any students turning 6 in advance of the September 30 enrollment count; the same reevaluation requirement exists for students turning 6 in advance of the October 1, child count, even though NAC makes no mention of it.

3. The state's placement data must be reported to OSEP on February 1 in conjunction with the child count. Therefore, it is essential that your placement data be correct as submitted with the child count. Remember, placement categories B9-B16 can ONLY be used to reflect placements of students ages 6-21. Placement categories A1-A8 can ONLY be used to reflect placements of students ages 3-5. If you have difficulty with placement coding, contact Vicki Huffman at (360) 658-1506.
4. For each student, including students with speech/language impairments and early childhood students, the school where the student is enrolled must be listed.
5. You must add the state school code in addition to the school name for each student in the child count. A list of school codes will be included in the GeneralInstructions08.doc. that will accompany this memo.
6. Please remember to keep a copy of your child count for your own records. In the rush to meet the submission deadline, districts sometimes download the data and send it to us without keeping a back-up copy.

### SUBMITTING YOUR CHILD COUNT

**Please do not submit paper copies of your data.** The only paper submitted should be the signed *District Child Count Verification Form* (Verification Form08.doc). Mail this form separately.

Please password protect any files containing student data and provide the password in a separate email.

**All Child Count data must be received by Thursday, October 30<sup>th</sup>. Prior approval must be obtained if there are special circumstances that prevent timely data submission.**

The District Child Count Verification Form indicates that you have sent your data, it has been reviewed, and that it is accurate. Because it requires an authorized signature it must be mailed.

**The following documents have been provided to assist you in submitting your 2008 Child Count:**

**ExcelChildCountTemplate08.xls**

**GeneralInstructions08.doc**

**Verification Form08.doc**

**NDE20082009Schools.xls**

**These documents will also be available on the NDE website:**

**<http://www.doe.nv.gov/>**

If you need general information regarding this report, please contact Frankie McCabe at (775) 687-9171, or for technical assistance contact Vicki Huffman at (360) 658-1506.

FM/kb—Encl.