

Updates and Reminders

December 1 Child Count 2016

1. Standards of Quality (SOQ) funding year

- ✚ Data extracted from the December 1 child count are used for certain elements of the Standards of Quality (SOQ) state funding calculation.
- ✚ It is important that the data entry staff and director review the data for accuracy prior to submission.

2. Important Dates

- ✚ **LEAs will report data from Thursday, December 1, 2016.**

- ✚ **The Child Count collection window:**

Opens = Thursday, December 1, 2016

Closes = Friday, December 16, 2016

- ✚ **Resubmission window (revisions & corrections):**

Re-opens = Monday, January 9, 2017

Closes = Thursday, January 12, 2017

Reminder: If your division re-submits child count data, it is your responsibility to notify any other division that might be impacted by your change. A revision you make may result in a needed revision by another division.

- ✚ **Certification report due:**

Collected Monday, January 23, 2017 - Tuesday, January 31, 2017

3. Early Childhood Special Education: New Guidance Placement Code 17

- ✚ When determining the time that a child spends in a regular early childhood program, consider both the hours provided by the family as well as the LEA.
- ✚ Include the time that the child spends in selected settings outside of their day; public/private preschool classes, public/private kindergarten, licensed child care centers, licensed family and group child care homes, Head Start, and before and after school programs.

4. Parentally-Placed Students and Proportionate Set Aside

- ✚ The LEA will report all parentally placed students in private schools on the December 1 Child Count.
- ✚ Parentally-placed students' data are extracted from the December 1 Child Count and are used in various reports.
- ✚ Each LEA must maintain in its records, and provide to the VDOE, the following information related to parentally-placed private school children;
 - The number of children evaluated,
 - The number of children eligible and determined to be children with disabilities,
 - The number of children served (this information is taken directly from the December 1 child count)

5. Only those related services that are considered stand-alone disabilities are reported (speech, vision, and hearing).

- ✚ Other related services such as physical therapy, occupational therapy, and counseling are NOT reported as special education services.

6. Summer Regional Program (July 1 – August 31)

- ✚ There are only six (6) reportable disability categories for the summer regional program: AUT, DB, ED, HI, MD, and TBI.
- ✚ **“N” record:** Enables a division to claim summer reimbursement for a student not enrolled in that division on December 1.

7. Prekindergarten and Kindergarten

- ✚ Placement codes are determined by age not grade. Kindergarten students who are five years old as of December 1 would be reported using placements codes 17-22. Please ensure all students are properly reported using the appropriate placement codes for age.

8. Regular Class Percent:

- ✚ Ages 0-5 = Not required (Report zero or null)
- ✚ Ages 6-21+ = Required
- ✚ Placement code 1 is the only placement code that reports a regular class percent.

9. LEAs DO NOT report students enrolled in:

- ✚ State Operated Programs (SOPs)
- ✚ *Department of Juvenile Justice Programs*
- ✚ *Department of Corrections programs*
- ✚ *The State School for the Deaf and Blind (VSDB)*

10. Developmentally Delayed (DD) is for ages two-six (age as of December 1)

- ✚ Reporting ages over six (6) for DD will generate a fatal error.

11. Certification Report

- ✚ The Superintendent or school board approved designee are the only individuals authorized to sign the certification report. Please make sure the individual's name is clearly printed or typed.

12. SRC Reporting Specifications

- ✚ The December 1 child count follows the SRC reporting specifications.
- ✚ The new header file can be found at the link below:
http://doe.virginia.gov/info_management/data_collection/student_record_collection/2016-2017/src-file-layout-2016-2017.pdf

13. Web Resources

- ✚ LRE calculation tool:
http://doe.virginia.gov/special_ed/iep_instruct_svcs/iep/calculation_tool/index.shtml
- ✚ E-learning resources:
http://doe.virginia.gov/special_ed/tech_asst_prof_dev/e-learning/index.shtml