

# October 1 Special Education Census Verification

## DO:

Include students who reside in and attend a school within your PEA

Include students who reside in your PEA and attend:

- Another PEA (not through open enrollment)
- Approved private day schools
- Approved private RTCs
- Accommodation districts acting as a public consortium
- Fee-for-service students receiving services from ASDB<sup>1</sup>
- Head Start programs
- Private/parochial schools within your district boundaries and receive services on an ISP
- School at home (homeschooled) within your district boundaries and receive services on an ISP

*If the October 1 child count date falls on a Saturday or Sunday:*

Include students who were enrolled on the last day school was in session before October 1 as long as they are known to have continued in special education on the first day school was in session following October 1 (whether it be your school in your PEA or another PEA). The PEA that should count the student is the PEA the student was enrolled in prior to October 1.

Include students who attend your district and reside in a transporting district or state institution/station

Include 4- and 5-year-old kindergarteners in the 3–5 count

Check birthdates!

Include ALL students (not special education only) in private/home school count

## DON'T:

Count students more than once regardless of how many disabilities they have

Include ASDB voucher students<sup>2</sup>

Include students who attend Arizona State Hospital (ASH)

Include students tuitioned-in<sup>3</sup> to your PEA

Include 2-year-olds or 22-year-olds

Report the special education verification letter count from SAIS (use SMS; student roster; or some other manual collection method you can control)

Include preschoolers in the private/home school count

<sup>1</sup> Students who are identified as fee-for-service will need to be included in the census count for the PEA where the student resides and the district or charter will report these students in SAIS.

<sup>2</sup> For students served by ASDB under the voucher program, ASDB will be considered both the DOA and DOR for the students and they will be counted by ASDB in their census count. These students should not be included as part of any other PEA census count. ASDB will also complete the reporting for these students in SAIS.

<sup>3</sup> Tuitioned-in students are counted by the responsible PEA that pays tuition for the student's services.