State of Arizona
Department of Education

MEMORANDUM

To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators

From: Angela Denning, Deputy Associate Superintendent
Exceptional Student Services/Arizona Department of Education

Date: September 30, 2014

Re: Special Education Census Eligibility Criteria

In 2003, the Office of Special Education Programs (OSEP) and the Office of the Inspector General (OIG) determined that the only two situations that would make a student ineligible for placement on the annual child count/census would be (1) noneligibility to receive services and (2) not receiving services.

This ruling remains in effect. If a student has an expired IEP or reevaluation, the student may be placed on the census as long as he or she continued to receive services on the child count date. Doing so will ensure accurate reporting for the federal child count and for state funding purposes.

If you have any questions or concerns regarding the eligibility criteria for the special education census, feel free to contact ESS Data Management or your ESS specialist.

cc: Lyle Friesen, Deputy Associate Superintendent, School Finance
Wendi Trudell, Director of Operations Support, School Finance
Lisa Eddy, Chief Auditor