

October 1 Child Count Verification

Frequently Asked Questions

Why did the child count date change from December 1 to October 1?

The Office of Special Education Programs (OSEP) has changed its policy and states are no longer allowed to submit a *preliminary* count but must submit a *final* count by February 1st. Therefore, ADE/ESS must improve the accuracy of the February 1st submission to OSEP. Currently, there appears to be insufficient time between December 1st and February 1st to validate and finalize Arizona numbers.

In an effort to improve the accuracy, reliability and validity of the child count data, ADE/ESS has elected to change the child count date to October 1st, effective FY 2009 (SY 2008-2009). It is anticipated that by moving the child count date earlier in the year, PEAs will have more time to submit and clean up their SPED data in SAIS by the aforementioned due date thus giving ADE/ESS more accurate data to submit to OSEP.

How do I verify my October 1 child count?

Verification of your October 1 child count is done electronically through the online ESS Census Verification application, available under the Common Logon. Instructions are provided on the home page of the application.

If the data on my SPED07 report for October 1, 2010 is inaccurate, how do I make corrections?

Verification letters for the October 1, 2010 count are due to ADE/ESS on November 19, 2010. SPED participation data is due in SAIS by December 31, 2010. You must ensure that the counts are reconciled in SAIS by January 7, 2011 at 4:00pm. The correct number of students served on October 1 that reside in SAIS must match the verified counts reported on your verification letter (counts verification section of the online application). If your SAIS data differs from the October 1 count on your verification letter, then it is your responsibility to ensure that all corrections are submitted to SAIS by December 31st with all integrity failures (if any) resolved by January 7th. The SPED07 reports will be

updated regularly to reflect any corrections made to SAIS data. *The final SPED07 report is expected to be available in late January 2011 for use in PEA Determinations.* If you have not been able to reconcile your SAIS data to generate an accurate SPED07 report by January 7th, you will have until June 30, 2011 to make corrections. *You will no longer be able to make corrections after SAIS closes for FY 2011 on June 30, 2011.*

For additional information related to the process of ensuring that the SPED07 and PEA verified counts match, please refer to the technical assistance document entitled "Recommended Procedure: Verifying the October 1 Federal Special Education Census", available on the home page of the ESS Census Verification application and the ESS Data Management webpage.

Do charter schools have to verify the 3-5 count?

Yes, effective FY 2011 charter schools must verify their 3-5 as well as their 3-21 count. However, charter schools can only include 4 and 5 year olds who are kindergarten eligible.

Do secure care facilities have to verify the 3-5 count?

No, only districts and charter schools are required to complete this task.

What is the citation for collecting private school/home school counts?

34 CFR § 300.705(b)(3)(i)

Is the private school/home school a count of special education students only or all students enrolled on October 1st?

Districts should report all K-12 students enrolled on October 1st, not only those receiving special education services.

Do private/parochial schools include approved private special education schools?

No. Students that attend these schools are counted in the PEA that they reside in and are already accounted for. For a complete list of approved private day schools and residential treatment centers, see <http://www.ade.az.gov/ess/StateFedInitiatives/ApprovedPrivateSchools/>.

Where can I find a list of private/parochial schools within my district boundaries?

The ADE does not maintain a list of all private/parochial schools in Arizona. The National Center for Educational Statistics (NCES) provides a private school search tool on their website at <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. This tool is not endorsed by the ADE. You can also look up private/parochial schools in the yellow pages of the phone book.

What if I don't have any private/parochial schools within my district boundaries?

If you do not have any private schools within your district boundaries, then you will only report your homeschool student count, if any. If you don't have any private school students or homeschool students to report, then you will indicate as such by entering zero (0) in the field of the ESS Census Verification application that asks for this the total enrollment count for private schools and homeschooled students.

Should I include preschoolers in the private school/home school count?

No. This count should only include K-12 students enrolled in private schools or home schools.

Which PEAs are required to submit private school/home school counts?

This is only applicable to traditional school districts that have private schools within their district boundaries and home school students that live within their district boundaries. If your district's boundary overlaps with

another district, only report private school counts for the grades your district serves.

This does not apply to charter schools, secure care facilities, state institutions, accommodation districts, transporting districts and county regional districts as these entities do not have any boundaries.

Who can I contact to see if there are any homeschooled students that reside within my district boundaries?

Parents of homeschooled children are required to register with the county superintendent's office. Contact information for these offices can be found at: <http://www.ade.az.gov/counties.asp>.

How do I report the private/home school counts if my district boundaries overlap with another district's boundaries?

If your district boundaries overlap with another district's boundaries, then only report the private/parochial count for the grade range that your district serves. The home school count would only apply to home schooled students that reside within your district boundaries.

What is a DB need?

The deaf blind (DB) need is a federal disability category, not state. For purposes of the federal child count, a student is determined to be deaf blind if they have both an HI and VI need reported concurrently in SAIS. This need will not be found on any other report except for the SPED07.

How are unduplicated counts determined?

The SPED07 report extracts from SAIS, the disability category for each student identified with the Federal Primary Need Indicator (FPNI) and reports that student once with that disability, regardless of how many disability categories a student has – with the exception of DB (see previous FAQ).

Where do I send the signed verification letter?

Signed verification letters for the October 1, 2010 count are due by November 19, 2010. In order to be eligible for federal allocations, this signed verification letter is required. To obtain your verification letter to be signed, you must access the ESS Census Verification online application, available under the Common Logon. Once signed, you may mail to:

Arizona Department of Education
Exceptional Student Services, Bin #24
1535 W. Jefferson Street
Phoenix, AZ 85007
Attn: ESS Data Management

Or you may fax to:

602.364.1999

You do not have to do both – one or the other will suffice.

How will I know if my verification letter has been received?

If you provide an accurate email address in the contact information section of the ESS Census Verification application, an automatic email notification will be sent to that email user when ESS Data Management enters the date of receipt into the application.

What happens if the final SPED07 report fails to match the verified count submitted by the PEA?

Counts that are not reconciled in SAIS by the time the final SPED07 report is generated may have an impact on PEA determinations and the PEA may also be subject to an ADM audit. In addition, the non-reconciliation step must be completed within the ESS Census Verification online application. *The due date for this task is to be determined.*

What happens if the verification letter is submitted past the due date?

Past due verification letters may result in an interruption of federal funds until such time it is received by ADE/ESS and may also impact PEA determinations.

What happens if the verification letter is not submitted?

Non-submission will result in ineligibility to apply for IDEA Basic Allocations. Late submissions may cause an interruption of federal funds and PEA determinations may be impacted.