September 4, 2012

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice, State Superintendent of Education

SUBJECT: October 1, 2012, Child Count of Children With Disabilities

In order to assist you as your personnel work to ensure the accuracy of child records for the October 1, 2012, Child Count, the following information is being provided. Please pay special attention to the information in bold.

The capture date for this year’s Child Count is October 1, 2012. Your report should be submitted no later than October 9, 2012.

Directions for completing this report are located on the Alabama State Department of Education (ALSDE) Web site at www.alsde.edu in the Child Count Help Document 2012. To locate this document, select the Offices tab on the Home page, scroll down, expand the Office of Learning Support, and select Special Education. On the Special Education page, select the Statistical Information link at the top of the page. You will find the help document listed.

Although the submission process is completed electronically, the Child Count Certification Form (Attachment 1) must be mailed to the ALSDE no later than October 15, 2012. A copy of the required form, along with directions for completion, is located in the Child Count Help Document 2012.

If you have questions regarding the submission of your Child Count data file, please contact the Helpdesk at (334) 353-1250 or by e-mail at datacollection@alsde.edu. For technical assistance regarding difficulties with the STISETS software, call the vendor helpline at (800) 844-0884. Questions regarding Child Count data requirements should be directed to Mr. Eric Dickson at (334) 242-8114 or by e-mail at edickson@alsde.edu.

TRB/ED/SWR

cc: City and County Special Education Coordinators
    Directors of State-Supported/State-Operated Agencies
    Special Education Coordinators of State-Supported/State-Operated Agencies
    Data Managers
    Mrs. Sherrill W. Parris
    Dr. Linda Felton-Smith
    Mr. Gary Weatherly
    Mr. Gary Watson
    Ms. Crystal Richardson
    Mr. Eric Dickson

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