September 16, 2015

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice, State Superintendent of Education

SUBJECT: October 1, 2015, 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, 2015, 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, 2015. Your report should be submitted no later than October 8, 2015.

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 2015. To locate this document, hover on the Department Offices tab on the Home page, and select Special Education Services under the Office of Learning Support heading. On the Special Education page, select the Data Reporting link on the blue side bar. You will find the help document listed under the General Information tab.

Although the submission process is completed electronically, the Child Count Certification Form must be mailed to the ALSDE no later than October 15, 2015. A copy of the required form, along with directions for completion, is located in the Child Count Help Document 2015.

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 SETS 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/BJ

cc: City and County Special Education Coordinators
    Directors of Specialized Treatment Centers
    Special Education Coordinators of Specialized Treatment Centers
    Data Managers
    Mrs. Sherrill W. Parris
    Dr. Linda Felton-Smith
    Mr. Gary Watson
    Ms. Crystal Richardson
    Mrs. Susan Williamson
    Mr. Eric Dickson

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