September 16, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Michael Sentance
State Superintendent of Education

SUBJECT: October 1, 2016, 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, 2016, Child Count, the following information is being provided. Please pay special attention to the information in bold. As a reminder, failure to submit Child Count and/or the Child Count Certification Form by the due dates may negatively impact your LEA’s determination status.

The capture date for this year’s Child Count is October 3, 2016. Your report must be submitted no later than October 11, 2016.

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 2016. 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 (Attachment 1) must be mailed to the ALSDE no later than October 24, 2016. A copy of the required form, along with directions for completion, is located in the Child Count Help Document 2016.

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.

MS/ED/BJ
Attachment

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

FY16-2110
Alabama State Department of Education  
Special Education Services Section  
Post Office Box 302101  
Montgomery, Alabama 36130-2101

CHILD COUNT CERTIFICATION FORM

Agency Name:___________________________________________

Child Count Contact Person:______________________________

Telephone:____________________________________________

I certify that these data represent an accurate and unduplicated count of students with disabilities receiving special education services according to an Individualized Education Program (IEP) on October 1, 20___, (or in the case that October 1 falls on a weekend, the revised Snapshot date).

REPORTED AND CERTIFIED CHILD COUNT NUMBER (only provide counts for students with disabilities receiving special education services according to an IEP and exclude counts for GT students): _____________

Superintendent/Agency Director: ____________________________

Signature: _____________________________________________

Subscribed to and sworn before me this the

________ Day of ____________, ________

________________________________________

Notary Public

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