



Northern Lights Special Education Cooperative

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Jessica Cook ~ Special Education Director

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MEMORANDUM

TO: NLSEC Special Education Staff
FROM: Jessica Cook, Special Education Director
DATE: November 7, 2023
RE: **SPECIAL EDUCATION December 1st CHILD COUNT**

This memo is a reminder to you that the December 1st Child Count is approaching. Please take time to compare your students' IEP data with your district or building MARSS coordinator or due process secretary. Careful data reporting is important for the district to present accurate information for state and federal report cards and to maximize special education revenues for your district. We have found a short meeting with your MARSS coordinator is the most effective.

Data items that warrant particular notice are:

- **Resident District:** For students identified as needing special education, unless parental rights are legally terminated in court, the resident district is the district where the student's biological parent or legal guardian resides. This includes students in foster placements. The foster home is not necessarily located in the district where parents or legal guardians reside. When in doubt, please verify the resident district on the MN Pollfinder website: <http://pollfinder.sos.state.mn.us>. If students haven't yet been identified as needing special ed and are in foster care, the resident district could be different.
- **Enrollment Option:** Open enrollment is a parent choice. SAC code (01) is used only if parents choose to send their child to the serving district and have completed the open enrollment paperwork. IEP teams can place a student in another district which results in a different SAC code (19).
- **Setting:** Federal Setting is the amount of time a student receives special education services from certified providers, physically outside of the general education setting (in a resource or special education room or other). Setting calculation does not include when a student is in the general education classroom with support from a paraprofessional.
- **Primary Disability:** Report the student's current primary disability.
- **Start Date:** Services start date is 14 days after the date on the Prior Written Notice.
- **End Date:** Date of graduation, move from district, or dismissal from special education.
- **Currency:** Students with expired IEPs or Evaluations, or those that are not receiving special education services on **December 1st** will not be counted. Please make sure meetings are held on time.

As always, if you need any assistance, please contact me or your special education coordinator.
Thank you so much for your attention to this important timeline.