



## Northern Lights Special Education Cooperative

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### MEMORANDUM

**TO:** NLSEC Special Education Teachers

**FROM:** Dena Hagen, Special Education Director

**DATE:** October 23, 2017

**RE:** ***SPECIAL EDUCATION CHILD COUNT***

With the December 1<sup>st</sup> Child Count quickly approaching, please take time to compare your students' IEP data with your district's or building's 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 can result in increased financial 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:** 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 on the MN Pollfinder website: <http://pollfinder.sos.state.mn.us>.
- **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:** Setting is the amount of time a student receives special education services outside of the general education setting. Setting should not be calculated only by totaling the amount of special education service time on the IEP. Lunch is not included in the setting calculation.
- **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 on expired IEPs on December 1<sup>st</sup> will not be counted. 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.

