Special Education December Count

2024-2025 Timeline

Due Dates	What is Due
Wednesday, September 4, 2024 Wednesday, October 2, 2024	Interchanges open - files may be uploaded in Data Pipeline ☐ Staff – Profile and Assignment ☐ IEP – Child and Participation
Friday, November 1, 2024	Special Education December Count Snapshot opens
Wednesday, November 13, 2024	Date by which the following interchange files should be uploaded at least once: ☐ Special Education Child ☐ Special Education Participation ☐ Staff Profile (upload 1st) ☐ Staff Assignment (upload 2nd)
Sunday, December 1, 2024	**Official Annual Count Date** ***Or last date prior your school was in session**
Wednesday, December 18, 2024	Date by which the following Interchange files should be error-free and at least one Special Education December Count Snapshot created by Administrative Units. ☐ Special Education Child File error-free ☐ Special Education Participation File error-free ☐ Staff Profile File error-free ☐ Staff Assignment File error-free ☐ At least one December Count Snapshot created If you anticipate that you will not be able to meet this deadline, please contact SpedDecCount@cde.state.co.us
Thursday, January 30, 2025	Date by which you must have a complete Special Education December Count Snapshot. A complete snapshot means: ☐ All staff and students that must be reported are included in files ☐ All Staff and IEP Interchange errors are resolved ☐ All December Count Snapshot errors are resolved

Due Dates	What is Due
Thursday, January 30, 2025 – Friday, February 7, 2025	Report Review – STAFF reports, STUDENT reports, and SAM reports and warnings. This is an opportunity to review your reports and warnings in detail and make any data corrections you deem necessary to ensure you are reporting valid and reliable data. NOTE: See list of reports on Page 3. Administrative Units – please contact your district HR staff ahead of time to ensure that they set aside this window to review STAFF reports.
Friday, February 7, 2025 **(STATE DEADLINE)**	Date by which the Administrative Unit should have created a complete and error-free Special Education December Count Snapshot in Data Pipeline.
Monday, February 10, 2025 Tuesday, February 11, 2025	CDE to run duplicate checks on student data and data validity checks on student and staff data.
Wednesday, February 12, 2025 Tuesday, February 18, 2025	AU and district personnel work together to adjust the IEP and staff files to resolve all duplicate and data validity issues.
Tuesday, February 18, 2025 (STATE DEADLINE)	Date by which Administrative Units must have resolved all duplicates and created an error-free Special Education December Count Snapshot. ☐ New snapshot created and interchange and snapshot errors resolved
Tuesday, February 18, 2025 Friday, February 21, 2025	FINAL REPORT REVIEW. This is the final opportunity to review STAFF, STUDENT, SAM reports in detail and make any corrections you deem necessary to ensure you are reporting valid and reliable data.
Friday, February 21, 2025 (STATE DEADLINE)	Date by which your complete Special Education December Count Snapshot must be approved in the Data Pipeline and reports uploaded in the ESSU Data Management System. ☐ Approve final Special Education December Count Snapshot in the Data Pipeline by clicking "Submit to CDE" button ☐ Upload 15 signed reports and Flag Explanation document (if necessary) to the DMS
❖ Signed reports are uploaded to the *Data Management System* under the ESSU DMS Documents Upload tab. Please tag the file with the corresponding data collection name.	

Due Dates	What is Due
STAFF REPORTS DUE: ☐ 1.0 Staff Data Validity Certification ☐ 1.1 Summary of Special Education Staff by Administrative Unit, District & Job Classification Category ☐ 1.2 Summary of Job Classification by District Purchased Service Staff ☐ 1.4 Special Education Directors & Child Find Coordinators ☐ SAM 1.5 Non-Qualified Personnel Status *Please review Staff Warnings	**STUDENT REPORTS DUE:** ☐ 2.0 Student Data Validity Certification ☐ 2.1 Significant Year to Year Report by Age Group and Disability ☐ 2.2 Significant Year to Year Report by Age Group and Race/Ethnicity ☐ 2.3 Significant Year to Year Report by Age Group and Educational Environment ☐ 2.4 Significant Year-to-Year Educational Orphan Report ☐ 2.5 Indicator 5: Number of Students Aged 6-21 by Educational Environment ☐ 2.6 Indicator 6: Number of Students Aged 3-5 by Educational Environment ☐ 2.7 Number of Reported Students by Special Education Funding Status by Administrative Unit and Disability ☐ 2.8 Number of Reported Students Parentally Placed in a Private School by Disability and Type of Service ☐ 2.9 Indicator 9: Disproportionate Representation of Racial and Ethnic Groups in Special Education Ages 3-21 ☐ 2.10 Indicator 10: Disproportionate Representation of Racial and Ethnic Groups in Specific Disability Categories in Ages 3-21 *Please review Student Warnings

For more information on this collection visit the Special Education December Count webpage or contact Lindsey Heitman at SpedDecCount@cde.state.co.us or heitman_l@cde.state.co.us.