



# Special Education December Count

## 2023-2024 Timeline

Due Dates	What is Due
Friday, September 1, 2023 Monday, October 2, 2023	Interchanges open - files may be uploaded in Data Pipeline <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff – Profile and Assignment</li> <li><input type="checkbox"/> IEP – Child and Participation</li> </ul>
Thursday, November 2, 2023	Special Education December Count Snapshot opens
Friday, November 17, 2023	Date by which the following interchange files should be uploaded at least once: <ul style="list-style-type: none"> <li><input type="checkbox"/> Special Education Child</li> <li><input type="checkbox"/> Special Education Participation</li> <li><input type="checkbox"/> Staff Profile (upload 1<sup>st</sup>)</li> <li><input type="checkbox"/> Staff Assignment (upload 2nd)</li> </ul>
<b>Friday, December 1, 2023</b>	<b>Official Annual Count Date</b>
Friday, December 8, 2023	Date by which the following Interchange files should be error-free and at least one Special Education December Count Snapshot created by Administrative Units. <ul style="list-style-type: none"> <li><input type="checkbox"/> Special Education Child File error-free</li> <li><input type="checkbox"/> Special Education Participation File error-free</li> <li><input type="checkbox"/> Staff Profile File error-free</li> <li><input type="checkbox"/> Staff Assignment File error-free</li> <li><input type="checkbox"/> At least one December Count Snapshot created</li> </ul> If you anticipate that you will not be able to meet this deadline, please contact Lindsey Heitman at <a href="mailto:Heitman_L@cde.state.co.us">Heitman_L@cde.state.co.us</a> .
Thursday, January 25, 2024	Date by which you must have a complete Special Education December Count Snapshot. A complete snapshot means: <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff and students that must be reported are included in files</li> <li><input type="checkbox"/> All Staff and IEP Interchange errors are resolved</li> <li><input type="checkbox"/> All December Count Snapshot errors are resolved</li> </ul>



Due Dates	What is Due
Thursday, January 25, 2024 – Friday, February 2, 2024	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 2, 2024 <b>(STATE DEADLINE)</b>	Date by which the Administrative Unit should have created a complete and error-free Special Education December Count Snapshot in Data Pipeline.
Monday, February 5 - Tuesday, February 6, 2024	CDE to run duplicate checks on student data and data validity checks on student and staff data.
Wednesday, February 7, 2024 Thursday, February 15, 2024	AU and district personnel work together to adjust the IEP and staff files in order to resolve all duplicate and data validity issues.
Thursday, February 15, 2024 <b>(STATE DEADLINE)</b>	Date by which Administrative Units must have resolved all duplicates and created an error-free Special Education December Count Snapshot. <ul style="list-style-type: none"> <li><input type="checkbox"/> New snapshot created and interchange and snapshot errors resolved</li> </ul>
Thursday, February 15, 2024 Thursday, February 22, 2024	<b>FINAL REPORT REVIEW.</b> 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 23, 2024 <b>(STATE DEADLINE)</b>	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. <ul style="list-style-type: none"> <li><input type="checkbox"/> Approve final Special Education December Count Snapshot in the Data Pipeline by clicking “Submit to CDE” button</li> <li><input type="checkbox"/> Upload 14 signed reports and Flag Explanation document (if necessary) to the DMS</li> </ul>
The <i>Special Education December Count Report Checklist</i> may be found here: <a href="http://www.cde.state.co.us/datapipeline/snap_sped-december">http://www.cde.state.co.us/datapipeline/snap_sped-december</a>  ❖ Signed reports are uploaded to the <i>Data Management System</i> under the ESSU DMS Documents Upload tab. Please tag the file with the corresponding data collection name.	



Due Dates	What is Due
<p><b>STAFF REPORTS DUE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1.1 Summary of Special Education Staff by Administrative Unit, District &amp; Job Classification Category</li> <li><input type="checkbox"/> 1.2 Summary of Job Classification by District Purchased Service Staff</li> <li><input type="checkbox"/> 1.4 Special Education Directors &amp; Child Find Coordinators</li> <li><input type="checkbox"/> SAM 1.5 Non-Qualified Personnel Status</li> </ul> <p>*Please review Staff Warnings</p>	<p><b>STUDENT REPORTS DUE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2.1 Significant Year to Year Report by Age Group and Disability</li> <li><input type="checkbox"/> 2.2 Significant Year to Year Report by Age Group and Race/Ethnicity</li> <li><input type="checkbox"/> 2.3 Significant Year to Year Report by Age Group and Educational Environment</li> <li><input type="checkbox"/> 2.4 Significant Year-to-Year Educational Orphan Report</li> <li><input type="checkbox"/> 2.5 Indicator 5: Number of Students Aged 6-21 by Educational Environment</li> <li><input type="checkbox"/> 2.6 Indicator 6: Number of Students Aged 3-5 by Educational Environment</li> <li><input type="checkbox"/> 2.7 Number of Reported Students by Special Education Funding Status by Administrative Unit and Disability</li> <li><input type="checkbox"/> 2.8 Number of Reported Students Parentally Placed in a Private School by Disability and Type of Service</li> <li><input type="checkbox"/> 2.9 Indicator 9: Disproportionate Representation of Racial and Ethnic Groups in Special Education Ages 6-21</li> <li><input type="checkbox"/> 2.10 Indicator 10: Disproportionate Representation of Racial and Ethnic Groups in Specific Disability Categories in Ages 6-21</li> </ul> <p>*Please review Student Warnings</p>

For more information on this collection visit [http://www.cde.state.co.us/datapipeline/snap\\_sped-december](http://www.cde.state.co.us/datapipeline/snap_sped-december) or contact Lindsey Heitman at [heitman\\_l@cde.state.co.us](mailto:heitman_l@cde.state.co.us).