



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

October 29, 2003

MEMORANDUM

TO: Local & Intermediate School District Superintendents and
Directors of Special Education, and Public School Academies

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

SUBJECT: Special Education – December 1, 2003 IDEA Count

The Individuals with Disabilities Education Act (PL 105-17), 20 U.S.C.1418, requires that all active and exited special education students, as well as special education personnel, be counted each year as a condition of receipt of federal funds. Public Act 180 of 2003 also requires that the Center for Educational and Performance Information (CEPI) coordinate the collection of all data by state and federal law in the most efficient manner possible in order to reduce the administrative burden on reporting entities. Per agreement with the CEPI, the Michigan Department of Education provides a web-based reporting system for the required federal reports under the Individuals with Disabilities Education Act (IDEA).

The Office of Special Education and Early Intervention Services (OSE/EIS) supports the Michigan Compliance Information System (MICIS) for this required reporting. Intermediate school districts (ISDs), in cooperation with their local education agencies (LEAs) and public school academies (PSAs), must complete this count and submit the data electronically to the MICIS. The count date this year is Monday December 1. Data submitted to the MICIS will be error-checked. Only error free data will be accepted.

The accuracy of the data submission is imperative as the OSE/EIS prepares for the implementation of federal Continuous Improvement Focused Monitoring. The 2003-04 school year is a data verification year; focused monitoring priorities and districts for 2004 will be based on the December 1, 2003 data submission.

Directions for electronic data submission can be found at: www.mi-iis.com. Also enclosed is a set of *General Instructions for the December 1, 2003 Special Education-IDEA Count*. The instructions include the dates and times for December Count submission trainings, plus information on how to register for the sessions. Your staff may attend any one of seven training sessions to be held around the state.

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Submitting dates:

After completing and reviewing your counts, transmit your data to the MICIS website between December 1 and December 20. ***Districts will not be allowed to change student counts after January 15, 2004.***

Your continued cooperation and support in the education of children and youth with disabilities is appreciated. Should you have any questions regarding this count, immediately contact Dr. Jim Nuttall at (517) 335-0454 and for technical assistance contact Interagency Information Systems/Ms. Norma Hackett at (866) 731-2379 (see General Instructions).

Training Dates and Locations for December Count Submissions

You may register at www.mi.iis.com in the Training section or by phone at (866) 731-2379.

Wednesday, October 29	Dickerson-Iron ISD	1:00p.m.
Thursday, October 30	Marquette-Alger ISD	1:00 p.m.
Monday, November 3	Wayne RESA	9:00 a.m. & 1:00 p.m.
Thursday, November 6	Kalamazoo RESA	1:00 p.m.
Wednesday, November 12	State of MI Library	1:00 p.m.
Thursday, November 13	Traverse Bay Area ISD	9:00 a.m.
Friday, November 14	Macomb ISD	9:30 a.m. & 1:00 p.m.

Enclosures

**Michigan Department of Education
Office of Special Education and Early Intervention Services
P.O. Box 30008
Lansing, Michigan 48909**

**SE-4568: General Instructions for the December 1, 2003
Special Education Student and Personnel Counts**

Authority:	PL 105-17, Individuals with Disabilities Education Act (IDEA) @ 20 U.S.C.1418.
Completion:	Required. Funding will not be considered if this count is not completed and accurately submitted by the deadline date.
Contact:	Dr. James R. Nuttall (nuttallj@michigan.gov) Phone: (517) 335-0454 Office of Special Education and Early Intervention Services
Technical Assistance:	Interagency Information Systems: Norma Hackett (nhackett@direcway.com), Phone: (866) 731-2379; Mary Schrader (msodutch@aol.com), Phone: (269) 496-5885; or Allan Knapp (akzoom@aol.com), Phone (517) 485-8181.

Purpose of this Technical Assistance Documents

This document provides instruction for completing the December 1, 2003, special education student and personnel counts, as required by the Individuals with Disabilities Education Act (IDEA). All data collected on the active student database, exited student database, and the personnel database are necessary to insure over 320 million dollars in funding under the IDEA. The completion of this count is a major obligation of the Office of Special Education and Early Intervention Services (OSE/EIS). Your cooperation with the completion of these counts is greatly appreciated.

Completing the Count

The IDEA, section 618, requires that all active and exited special education students, as well as special education personnel, be counted each year as a condition of receipt of federal funds. Under an agreement with the Center for Educational Performance Information (CEPI), the Office of Special Education and Early Intervention Services (OSE/EIS) supports the Michigan Compliance Information System (MICIS) as a web-based tool for the submission of these required data.

On Monday, December 1, 2003, districts operating special education programs are required to complete a count of:

- (1) students currently enrolled in special education
- (2) students who have exited special education with the last twelve months; and
- (3) currently employed special education personnel.

Data must be transmitted over the Internet via the MICIS website (www.mi-iis.com). Requirements for data format and data transmission are outlined in the *December 1, 2003 Technical Manual*. Data will be error checked at the MICIS website; there is a test version of the submission program available through MICIS Pilot Site (www.mi-iis.com). ***Data must be error free before the data will be accepted.*** The accuracy of the data submission is imperative as the OSE/EIS prepares for the implementation of federal Continuous Improvement Focused Monitoring (CIFM). The 2003-2004 school year is a data verification year; focused monitoring priorities and districts for 2004 will be based on Monday, December 1, 2003 data submission.

Training Dates and Locations for December Count Submissions

You may register at www.mi-iis.com in the Trainings Section or by phone at (866) 731-2379. The training dates are as follows:

Wednesday, October 29	Dickinson-Iron ISD	1:00 p.m.
Thursday, October 30, 2003	Marquette-Alger RESA	1:00 p.m.
Monday, November 3, 2003	Wayne RESA	9:00 a.m. & 1:00 p.m.
Thursday, November 6, 2003	Kalamazoo RESA	1:00 p.m.
Wednesday, November 12, 2003	State of Michigan Library	1:00 p.m.
Thursday, November 13, 2003	Traverse Bay Area ISD	9:00 a.m.
Friday, November 14, 2003	Macomb ISD	9:30 a.m. & 1:00 p.m.

Student and Personnel Counts

Unduplicated Count:

The IDEA December 1st count is an unduplicated count of special education students. Districts are to count each special education student *once*. If a student attends more than one district, the districts must decide between themselves which district is the Primary Attending district that will count the student. In such a case, the district that does not count the student will be recorded as the Secondary Attending district. The Michigan Schools for the Deaf and Blind count students who are in attendance. Part of the submission of student counts to the MICIS system assigns each student a Student Unique Identifier (SUI). For most students, this will be the same as last year. New enrollees in the last year will receive a new SUI number.

Currently Enrolled Students:

On December 1, 2003, the ISD and its constituent LEAs/PSAs should complete an unduplicated count of students currently enrolled in special education. Special education students from birth through 26 years of age are counted. Only special education students who meet the following criteria may be included in this count:

- The student must have an Individualized Education Program (IEP) or be placed on Temporary placement on or before December 1, 2003, and
- The student must be receiving special education programs and services in accordance with his/her IEP.

Exiting Student Counts:

The IDEA requires districts to submit a count of students exiting special education programs and services between December 2, 2002 and December 1, 2003. When exiting a student, the district should save all current data within the student's record and add the date exited and reason for exiting. **Accurate exit data has been particularly problematic in the past, especially the accuracy of drop out and graduation data. Remember that next year's focused monitoring targets will be based on the December 1, 2003 data submission.**

Personnel Count:

The IDEA requires districts to submit a count of currently employed special education personnel. For a complete listing of personnel to be counted, please refer to *Personnel Field 7: Areas of Approval*, in the data manual. Teachers who are on (1) substitute permit or (2) full-year permit should be included in the personnel count, and provide their appropriate level of certification. There is no longer a data collection of "vacant funded" positions. Additionally, this year there is no data collection of exited personnel.

WARNING! Registry Management System (RMS) users should not delete your exited personnel from your files without first checking to make sure that the provider of service is not entered on student records. Deleting personnel records violates a data system condition called *Referential Integrity*, and will cause multiple errors if you migrate to another system like MI-CIS.

Error Checking and Audit

Error Checking:

Districts submitting data should check for errors prior to submission. There will be an additional error check process at the MI-CIS website (www.micis.org). When data is submitted it will be checked and an error report will be quickly e-mailed to your district for review. Data will not be moved into the MI-CIS database until it is error free. The MI-CIS error check procedure will issue a data validation report indicating the acceptance of the data submission.

Back-Up Files:

Each district generating a count should maintain a back-up copy of its December 1, 2003 files. Frequently districts change their databases after completing the count. Back-up ensure that the count data can be recreated if data is lost. *RMS* users should keep a back-up copy of the *RMS* system files used for the December 1st count.

Departmental Audit of the December 1 Count:

The Michigan Department of Education conducts an audit of the December 1st count. Audits will validate a student's IEP. When examining a student's IEP, the following items will be checked for accuracy: name of student, district providing student's program, birth date, IEP date, handicapping condition, services provided, educational setting, and reason for exiting.

Enrollment data may also be requested to verify that students were *enrolled* in the district on December 1st. Enrollment should also indicate if the student was attending school sometime within the six-week period before or on December 1, 2003. This time period ensures that students have not dropped out of or moved from the district. Districts may count students who have an IEP on or before December 1, 2003. *Auditors examine original student documents, since the audit verifies the accuracy of the electronically submitted data.*

Data Submission

Submitting Dates:

After completing and reviewing your counts, transmit your data to the MI-CIS website between December 1st and December 20th. ***Districts will not be allowed to change student counts after January 15, 2004.***

Data File Submission:

Training on the details of file submission will be provided by Interagency Information Systems during November. The following file formats are to be used to submit student and personnel data to the MI-CIS website:

- 1). Current MI-CIS Student Database users whose data is up-to-date may simply validate their data count reports in order to complete the December 1st count.
- 2). Traditional “December 1st” Special Education flat files will be the vehicle for those ISDs and Districts that do not use the MI-CIS Student Database module. We will accept the WinRMS or the RMS2000 version of the spin-off files. The layout of the submission files is contained in the *December 1, 2003 Technical Manual*.
- 3). EETRK “sneakernet” files for Part C data submission.

ISD and LEA users have the option to submit data as an ISD or as separate LEAs. There will no longer be e-mail submission of data. **All data are to be uploaded to the MI-CIS website @ www.mi-iis.com.**