



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

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

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

Margaret Ropp, Ph.D., Director
Center for Educational Performance and Information

DATE: November 3, 2004

SUBJECT: Special Education – December 1, 2004 IDEA Count

The Center for Educational Performance and Information (CEPI) is responsible for the collection of education data. The Michigan Department of Education (MDE) works in collaboration with CEPI to collect all data required under the Individuals with Disabilities Education Act (IDEA). As part of this collaboration, a single system, the Michigan Compliance Information System (MICIS) is used to collect required IDEA data.

Intermediate School Districts (ISDs), in cooperation with their local educational agencies (LEAs) and public school academies (PSAs), must complete this count. ISDs and/or LEAs are required to submit data electronically to the MICIS. Data submitted to MICIS will be error checked. Only error free data will be accepted into MICIS.

Telephone conferences regarding data submission and verification are being held in November. Participants should register at www.mi-iis.com. The *MICIS 2004 Periodic Count Step-by-Step Guide and the December 1, 2004 Technical Manual for Submission of Special Education Student and Personnel Data Counts* are available at www.micis.org and www.mi-iis.com. Also enclosed is a set of *General Instructions for the December 1, 2004 Special Education-IDEA Count*.

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Submitting Dates:

After completing and reviewing your counts, please transmit your data to the MICIS website between December 1 and December 22, 2004. ***Districts will not be allowed to change student counts after January 14, 2005.***

We appreciate your continued cooperation and support in the education of children and youth with disabilities. Should you have any questions regarding this count, please contact Dr. Jim Nuttall immediately at (517) 335-0454 and for technical assistance contact Ms. Norma Hackett at Interagency Information Systems at (269) 489-5255 (see General Instructions).

Enclosures

KR:AK/ys

General Instructions

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

SE-4568: General Instructions for the December 1, 2004 Special Education Student and Personnel Counts

Authority:	PL 105-17, Individuals with Disabilities Education Act (IDEA 97).
Completion:	Required. Funding will not be considered if this count is not completed and submitted to this department
Contacts:	Dr. James R. Nuttall (nuttallj@michigan.gov), Office of Special Education and Early Intervention Services, phone: (517) 335-0454
Technical Assistance And Support:	Interagency Information Systems contacts: Norma Hackett (nhackett@mi-iis.com), phone: (866) 731-2379 or (269) 489-5255; Mary Schrader (msodutch@aol.com), phone: (269) 496-5885; or Allan Knapp (akzoom@aol.com), phone (517) 485-8181.

Purpose of this Manual

This document provides instructions for completing the December 1, 2004, special education student and personnel counts, as required by the Individuals with Disabilities Education Act (IDEA 97). All data collected on the active student database, exited student database, and the personnel database are necessary to insure over 100 million dollars in special education funding for the State of Michigan. The completion of this count is a major priority of the Office of Special Education and Early Intervention Services. Your cooperation with the completion of these counts is greatly appreciated.

Completing the Count

On December 1, 2004, 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 within the last twelve months, and
- (3) currently employed special education personnel.

Data must be transmitted to the Michigan Department of Education over the internet via the Michigan Compliance Information System (MI-CIS) website (www.micis.org). Requirements for data format and data transmission are outlined in this *Technical Manual*. Data will be error

checked at the MI-CIS website; there is a test version of the submission program available through the MI-CIS Pilot Site (www.micis.org). ***Data must be error free before the data will be accepted.***

Training, Technical Assistance and Support

Telephone conferences regarding data submission and verification are being held in November. Participants should register at www.mi-iis.com. The *MI-CIS 2004 Periodic Count Step-by-Step Guide* and the *December 1, 2004 Technical Manual for Submission of Special Education Student and Personnel Data Counts* are available at www.micis.org and www.mi-iis.com. Telephone support is provided by Interagency Information Systems at the telephone numbers listed above.

Student and Personnel Counts

Unduplicated Count:

The PL 105-17, IDEA 97, December 1 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 counts students who are in attendance. Part of the submission of student counts to the MI-CIS 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, 2004, the ISD and its constituent LEAs 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, 2004,
- The student must be receiving special education programs and services in accordance with their IEP.

Exiting Student Count

The PL 105-17, IDEA 97, requires districts to submit a count of students exiting special education programs and services between December 2, 2003 and December 1, 2004. 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.

Personnel Count

The PL 105-17, IDEA 97, 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. If you have teachers who are on (1) substitute permit or (2) full-year permit, you should include them 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! 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 (For non-Daily MI-CIS Users. MI-CIS Users need not back up their data)

Each district generating a count should maintain a back-up copy of their December 1, 2004 files. Frequently districts change their databases after completing the count. Back-up files ensure that the count data can be recreated if data is lost. *RMS* users should keep a backup copy of the *RMS* system files used for the December 1 count.

Departmental Audit of the December 1 Count

The Michigan Department of Education conducts an audit of the December 1 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 1. Enrollment should also indicate if the student was attending school sometime within the six-week period before or on December 1, 2004. 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, 2004. *Auditors examine original student documents, since the audit verifies the accuracy of the electronically data submitted.*

Data Submission

Submitting dates:

After completing and reviewing your counts, transmit your data to the MI-CIS website between December 1 and December 22. ***Districts will not be allowed to change student counts after January 14, 2005.***

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 submit, validate and certify their data count reports in the Data Exchange utility of MI-CIS in order to complete the December 1st count.
- 2) Traditional "December 1" 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 2004 December 1 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.micis.org).**