



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

November 17, 2008

MEMORANDUM

TO: Intermediate School District Directors of Special Education
Local Educational Agency Special Education Contacts
Public School Academy Administrators

FROM: Eleanor E. White, Ph.D., Assistant Director
Office of Special Education and Early Intervention Services

RE: Upcoming December 1st Count of Active Students with Disabilities

The Individuals with Disabilities Education Act of 2004 (IDEA 2004) requires states to annually perform a count of all students with disabilities who have an active Individualized Education Plan (IEP) in place. The count is mandatory for all states and is to be performed on or about December 1st of each year.

All intermediate school districts (ISDs), in cooperation with their local educational agencies (LEAs) and public school academies (PSAs) must complete this count. This year's count date is **December 1, 2008**. ISDs and/or LEAs are required to submit data electronically to the Michigan Compliance Information System (MI-CIS), Michigan's database of students with disabilities. Data submitted to the MI-CIS will be error checked and only error free data will be accepted into the MI-CIS.

All submissions must be certified by 4:00 p.m. eastern standard time (EST) on Friday, December 19, 2008. Other deadlines include:

- January 5, 2009: Data validation tools (e.g., Data Portraits, chart data) will be available to districts.
- January 9, 2009 at 4:00 p.m. (EST) – No more changes to records or deletions accepted.

For information on submitting data into the MI-CIS, please see www.mi-iis.com. There you will find a host of resources, including the December 2008 Technical Manual, and a step-by-step guide for submitting data correctly. If you need additional technical assistance, please contact the MI-CIS Help Desk at (866) 731-2379. You may also contact Dr. James Nuttall, at (517) 335-0454, or via electronic mail at nuttallj@michigan.gov.

EEW/DW/gk

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