



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

November 4, 2009

OSE-EIS 09-25

MEMORANDUM

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

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

SUBJECT: Upcoming December Count of Active Students with IEPs

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 Program (IEP) in effect. The count is mandatory for all states and is to be performed on or about December first of each year.

This year's count will once again be conducted using the Michigan Compliance Information System (MI-CIS), Michigan's database of students with IEPs. All intermediate school districts, in cooperation with their local educational agencies and public school academies, must complete this count. This year's count date is **December 1, 2009**.

There will be four (4) conference call training sessions scheduled for the week of November 9, 2009:

- Monday, November 9, 2009, 2–3 p.m. *Early On*[®] and special education MI-CIS users
- Wednesday, November 11, 2009, 2–3 p.m. non-MI-CIS daily users
- Friday, November 13, 2009, 10–11 a.m. *Early On* and special education MI-CIS users
- Friday, November 13, 2009, 2–3 p.m. non-MI-CIS daily users

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All submissions must reach the Data Verified stage by 4 p.m. eastern standard time (EST) on Wednesday, December 16, 2009.

All submissions must be certified by 4 p.m. eastern standard time (EST) on Friday, December 18, 2009. Other important dates include:

- January 4, 2010: Data validation tools, e.g., Data Portraits, will be available to districts. Changes to records and record deletions are allowed during this week.
- January 8, 2010 at 4 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 2009 Technical Manual, a step-by-step guide for submitting data correctly and information on the conference call trainings. If you need additional technical assistance, please contact the MI-CIS Help Desk at (866) 731-2379. You may also contact Darren Warner at (517) 241-0786, or via e-mail at warnerd@michigan.gov.

JJT/DW/gk

c: William Mayes, MASA
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