September 6, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

SUBJECT: October 1, 2019, Child Count of Children with Disabilities

In order to assist you as your personnel work to ensure the accuracy of child records for the October 1, 2019, Child Count, the following information is being provided. Please pay special attention to the information in bold. As a reminder, failure to submit Child Count and/or the Child Count Certification Form by the due dates may negatively impact your local education agency’s determination status.

The capture date for this year’s Child Count is October 1, 2019. Your report must be submitted no later than October 11, 2019.

Directions for completing this report are located on the Alabama State Department of Education (ALSDE) website at www.alsde.edu in the 2019 Child Count Help Document. To locate this document, hover over the Support Systems link and then select the Special Education Services link under the General Information heading. On the Special Education page, select Data/Reporting from the links on the right side of the page. Next, select the 2019 Child Count Help Document file under the General Information tab.

Although the submission process is completed electronically, the Child Count Certification Form (Attachment 1) must be mailed to the ALSDE no later than October 25, 2019. A copy of the required form, along with directions for completion, is located in the 2019 Child Count Help Document.

If you have questions regarding the submission of your Child Count data file, please contact the Servicedesk at (334) 694-4777 or by email at servicedesk@alsde.edu. For technical assistance regarding difficulties with the SETS software, call the vendor helpline at (800) 844-0884. Questions regarding Child Count data requirements should be directed to Mr. Eric Dickson at (334) 694-4782 or by email at edickson@alsde.edu.

EGM/ED/MB

cc: City and County Special Education Coordinators
    Directors of Specialized Treatment Centers
    Special Education Coordinators of Specialized Treatment Centers
    Data Managers
    Dr. Daniel Boyd
    Dr. Elisabeth Davis
    Mr. Gary Watson
    Ms. Crystal Richardson
    Mrs. Susan Williamson
    Mr. Eric Dickson

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