



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

Mick Zais
Superintendent

1429 Senate Street
Columbia, South Carolina 29201

MEMORANDUM

To: District Superintendents
District Special Education Directors and Coordinators
IDEA Data Clerks

From: John Payne, Director, Office of Special Education Services
Michael Thom, Team Lead – Finance and Data Management

Date: August 6, 2014

Re: Fall 2014 IDEA Part B Data Collections

This memorandum provides notice of the required data and related due dates the South Carolina Department of Education, Office of Special Education Services (OSES) has established for the fall of 2014 as required by the Individuals with Disabilities Education Act, 2004 (IDEA). We ask that you share the attached calendar with the appropriate staff who are responsible for collecting, validating, reviewing, and submitting data to the OSES. Please note the calendar consists of a one-page summary for the fall of 2014 only. Please note the following changes to previous years' reporting requirements. *In December 2014, the OSES will provide your staff with an updated calendar of due dates covering January through July 2015.*

As with previous years, the OSES, where possible, will review your IDEA data prior to the due-date windows to provide your LEA with feedback on any issues or errors. We hope this enables your LEA to submit data that is valid and reliable. Also as with previous years, the OSES will continue providing technical assistance, through virtual and face-to-face opportunities, to ensure your LEA submits valid, reliable data.

Relative to your IDEA reporting requirements, all data are to be submitted to the OSES at exceptionalchildren@ed.sc.gov during the due-date window. In addition, our staff is available to answer questions; and provide resources, technical assistance, or professional development. Please note that failure to provide timely, valid, reliable data may result in a finding of noncompliance to 34 C.F.R. § 300.211, a lowered IDEA determination, as set forth by 34 C.F.R. § 300.604, and additional sanctions. If you have any questions, please call 803-734-8224.

IDEA DATA COLLECTION CALENDAR – FALL 2014

Report/Professional Development	Activity	Date / Date Window
Submission Forms, Resources and/or Professional Development Activities	Information and Materials for Table 8, Tables 1 & 3, Child Count Certification, Special Needs Transportation, Indicator 8, and Evidence of Correction information will be disseminated	Sept. – Nov.
Indicator 8 – Parent involvement: Awareness Activities [Applicable LEAs Only]	Parent Awareness Activities by LEA (optional) —————→ Send surveys (Using 13 Indicator 8 Reports) —————→	Sept-June Fall
Table 8 – CEIS: Report Submission (13 Data)	CEIS Section D – Number of Children Receiving Coordinated Early Intervening Services (2013-14 Data)	Oct. 1– 15
Table 1 & 3 – Child Count & Environment: (SC Child Count = Fourth Tuesday in October; Oct. 23, 2014) Snapshot Data, Encrypted Report Submission using AxCrypt and OSES provided Password Certification Submission via USPS	Preliminary Data Submission —————→ Preliminary Data Feedback (Field Errors & Duplicates) —————→ LEAs Preform Data Checks and Verifications for Active Status, Data Accuracy, and to Resolve any Internal or External Duplicates —————→ Report Submission —————→ LEAs Notification of Any Duplicates —————→ Revised Reports to Correct Any Duplicates (if Applicable) —————→ Submission of Certification for Final Counts —————→ (Do Not Complete or Send prior to Nov. 26)	Oct. 29 by 5PM Nov. 5 – 7 Oct. 30 – Nov. 18 Nov. 19 Nov. 20 – 24 Nov. 25 – Dec. 8 Nov. 26 – Dec. 10 (postmarked)

***Disclaimer: Information contained in the above table is subject to change
These data are being collected pursuant to 34 C.F.R. § 76.722 and § 300.211**