



# Special Education December Count

## 2022-2023 Timeline

Due Dates	What is Due
Thursday, September 1, 2022	Interchange is Open! Interchange files may be uploaded in Data Pipeline <ul style="list-style-type: none"> <li><input type="checkbox"/> IEP – Child and Participation</li> <li><input type="checkbox"/> Staff – Profile and Assignment</li> </ul>
Wednesday, November 2, 2022	Special Education December Count Snapshot open and available
Friday, November 18, 2022	Date by which the following interchange files should be uploaded at least once: <ul style="list-style-type: none"> <li><input type="checkbox"/> Special Education Child</li> <li><input type="checkbox"/> Special Education Participation</li> <li><input type="checkbox"/> Staff Profile (upload 1<sup>st</sup>)</li> <li><input type="checkbox"/> Staff Assignment (upload 2nd)</li> </ul>
<b>Thursday, December 1, 2022</b>	<b>Official Annual Count Date</b>
Friday, December 9, 2022	Date by which IEP Child/Participation and Staff Profile/Assignment Interchange Errors need to be resolved and at least one Special Education December Count Snapshot created by all Administrative Units. <ul style="list-style-type: none"> <li><input type="checkbox"/> Special Education Child File errors resolved</li> <li><input type="checkbox"/> Special Education Participation File errors resolved</li> <li><input type="checkbox"/> Staff Profile File errors resolved</li> <li><input type="checkbox"/> Staff Assignment File errors resolved</li> <li><input type="checkbox"/> At least one 2022-23 December Count Snapshot has been created</li> </ul> If you anticipate that you will not be able to meet this deadline, please contact <i>Lindsey Heitman</i> at <a href="mailto:Heitman_L@cde.state.co.us">Heitman_L@cde.state.co.us</a>



Due Dates	What is Due
Thursday, January 26, 2023	<p>Date by which you should have generated your Complete Special Education December Count Snapshot dataset by passing all Interchange (level 1) and Snapshot (level 2) edit validations in preparation for report review.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All Special Education December Count records are submitted and have passed all Interchange and Snapshot validations.</li> </ul>
Thursday, January 26, 2023 – Friday, February 3, 2023	<p>Report Review - STAFF and STUDENT and SAM Warning Research/Changes. This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data.</p> <p><b>*NEW: To assist in reductions of statewide unresolved SAM warnings, the ESSU will run Staff Approval Matrix warning validation checks for all administrative units. ESSU staff will reach out to AUs with a high number of SAM warnings that need to be researched.</b></p> <p>NOTE: See list of reports on Page 3. Administrative Units – please contact your District HR staff ahead of time to ensure that they set aside this window to review STAFF reports.</p>
Friday, February 3, 2023 (STATE DEADLINE)	<p>Date by which the Administrative Unit should have created a complete and error free Special Education December Count Snapshot in Pipeline. Please verify the data submitted are valid and reliable by uploading your signed Staff and Student Data Validity Certification Reports to the DMS</p> <p>The following signed reports are due:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff Data Validity Certification Report (1 page)</li> <li><input type="checkbox"/> Student Data Validity Certification Report (1 page)</li> </ul>
Monday, February 6- Tuesday, February 7, 2023	CDE to run duplicate reports on STUDENT data.
Wednesday, February 8, 2023 Thursday, February 16, 2023	<p>Administrative Units research and make file changes to resolve duplicate and data validity issues. CDE asks that Administrative Units and applicable district personnel work together in a timely fashion to facilitate resolution of duplicates and validity issues identified by CDE.</p>
Thursday, February 16, 2023 (STATE DEADLINE)	<p>Date by which Administrative Units must have resolved all duplicates and recreated the Special Education December Count Snapshot that reflects the data changes to resolve the duplicates.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All duplicates resolved</li> <li><input type="checkbox"/> New snapshot created and all Interchange and Snapshot errors resolved</li> </ul>



Due Dates	What is Due
Thursday, February 16, 2023 Thursday, February 23, 2023	FINAL REPORT REVIEW. This is your final opportunity to review Staff and Student reports in detail and make any corrections you deem necessary to make sure you are reporting valid and reliable data.
Friday, February 24, 2023 (STATE DEADLINE)	Final Data File Approval and Report Submission. Date by which your Complete and Final Special Education December Count Snapshot approval is due through electronic submission to the Data Pipeline. <ul style="list-style-type: none"> <li><input type="checkbox"/> Approve final Special Education December Count Snapshot by clicking "Submit to CDE" button</li> <li><input type="checkbox"/> Date by which ALL Final signed reports must be uploaded to the DMS</li> </ul> NOTE: See list of reports due below.
The <i>Special Education December Count Report Checklist</i> can be found here: <a href="http://www.cde.state.co.us/datapipeline/snap_sped-december">http://www.cde.state.co.us/datapipeline/snap_sped-december</a> <ul style="list-style-type: none"> <li>❖ Signed reports are uploaded to the <i>Data Management System</i> under the ESSU DMS Documents Upload tab. Please tag the file with the corresponding data collection name.</li> </ul>	



Due Dates	What is Due
<p><b>STAFF REPORTS DUE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1.1 Summary of Special Education Staff by Administrative Unit, District &amp; Job Classification Category</li> <li><input type="checkbox"/> 1.2 Summary of Job Classification by District Purchased Service Staff</li> <li><input type="checkbox"/> 1.4 Special Education Directors &amp; Child Find Coordinators</li> <li><input type="checkbox"/> SAM 1.5 Non-Qualified Personnel Status</li> </ul> <p>*Please review Staff Warnings</p>	<p><b>STUDENT REPORTS DUE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2.1 Significant Year to Year Report by Age Group and Disability</li> <li><input type="checkbox"/> 2.2 Significant Year to Year Report by Age Group and Race/Ethnicity</li> <li><input type="checkbox"/> 2.3 Significant Year to Year Report by Age Group and Educational Environment</li> <li><input type="checkbox"/> 2.4 Significant Year-to-Year Educational Orphan Report</li> <li><input type="checkbox"/> 2.5 Indicator 5: Number of Students Aged 6-21 by Educational Environment</li> <li><input type="checkbox"/> 2.6 Indicator 6: Number of Students Aged 3-5 by Educational Environment</li> <li><input type="checkbox"/> 2.7 Number of Reported Students by Special Education Funding Status by Administrative Unit and Disability</li> <li><input type="checkbox"/> 2.8 Number of Reported Students Parentally Placed in a Private School By Disability and Type of Service</li> <li><input type="checkbox"/> 2.9 Indicator 9: Disproportionate Representation of Racial and Ethnic Groups in Special Education Ages 6-21</li> <li><input type="checkbox"/> 2.10 Indicator 10: Disproportionate Representation of Racial and Ethnic Groups in Specific Disability Categories in Ages 6-21</li> </ul> <p>*Please review Student Warnings</p>

For more information on this collection visit [http://www.cde.state.co.us/datapipeline/snap\\_sped-december](http://www.cde.state.co.us/datapipeline/snap_sped-december) or contact Lindsey Heitman at [heitman\\_l@cde.state.co.us](mailto:heitman_l@cde.state.co.us).