

# Special Education Update

EAST CENTRAL INDIANA SPECIAL SERVICES.....NOVEMBER 12, 2021



## IT'S TIME TO START PREPARING FOR CHILD COUNT!

December 1st is what is referred to as "child count" in Indiana schools. It is the one date during the school year that is used to "count" all of the students with special needs in a school district for funding purposes. Additional state funding for each student with special needs, known as Adjusted Pupil Count (APC) funding is determined based solely upon this December 1 child count. So, it is very important that this count be accurate and include ALL of the students receiving special education services in each corporation!

**VERY IMPORTANT FYI #1-** Mindy has sent out class lists from our database this week and asked that you review, update, and return them to her by November 19. Please make sure to add students who have moved in, mark out students who have moved out, correct any issues with address/phone numbers, name changes, etc. and make sure to send the updated list back to her with these changes on or before the due date.

**VERY IMPORTANT FYI #2 -** It is absolutely vital that you share any changes in your caseload with Mindy ASAP! Please let her know of any move ins, move outs, etc. right away.

**VERY IMPORTANT FYI #3** - Newly placed special education students cannot be counted unless signed parent consent is obtained prior to December 1. Should you have any "open" IEPs awaiting signature after an initial placement case conference, please, please, please do whatever you can to get signature on the consent form between now and December 1! Then, send a copy to Mindy ASAP!

**VERY IMPORTANT FYI #4** — Please go through your caseload in IIEP and make sure you have finalized all of the case conferences you have held this year. Don't leave any of them "open" unless you absolutely have to do so because a meeting has been tabled or something unusual like that. Get rid of those blue envelopes, too!

Thanks for doing all that you can to make this count as accurate as possible!

## NEW FORM – PLEASE STARTING USING RIGHT AWAY!

This year, the DOE has begun collecting student data in a different fashion than in year's past. This has resulted in the need to revise some of our forms. In making these revisions, we have been able to create forms that actually serve dual purposes. Please discontinue use of the current "Data Entry Sheet" and "Withdrawal Form" effective immediately and replace them both with the new and improved "Data Entry Sheet" below. Please make sure to attach this form to all IEPs that you are submitting to your school data person as well as to Mindy. Don't forget to also distribute this form to the same folks for any student who moves away or exits special education (parent revokes consent or student tests out at reevaluation).



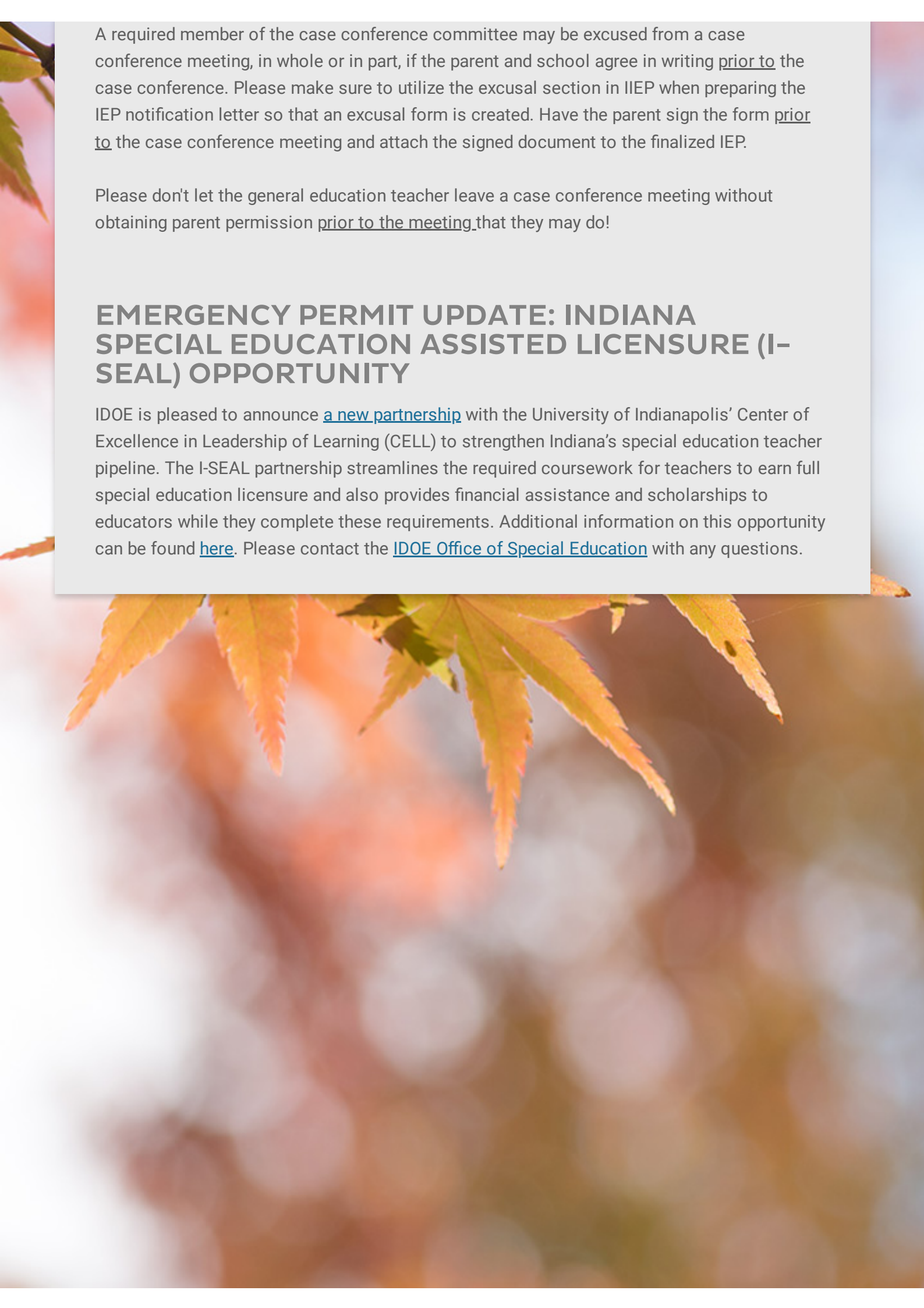
Special Education Data Entry Sheet 11.21.pdf

[Download](#)  
76.0 KB

## ARTICLE 7 REVIEW

Case conference meetings must:

- be held at least once annually
- be convened to change a required component of the IEP to ensure FAPE (add/revise a behavior plan, increase service time, etc.)
- be convened if a student is not making the progress expected toward goals or in the general education curriculum (add/revise service time, accommodations, etc.)
- occur within 10 school days upon enrollment after transferring into the district
- occur in a timely fashion following an evaluation
- be held every 60 days for students on homebound

A background image featuring a close-up of autumn leaves in shades of orange, yellow, and red, with some leaves in sharp focus and others blurred in the background.

A required member of the case conference committee may be excused from a case conference meeting, in whole or in part, if the parent and school agree in writing prior to the case conference. Please make sure to utilize the excusal section in IIEP when preparing the IEP notification letter so that an excusal form is created. Have the parent sign the form prior to the case conference meeting and attach the signed document to the finalized IEP.

Please don't let the general education teacher leave a case conference meeting without obtaining parent permission prior to the meeting that they may do!

## **EMERGENCY PERMIT UPDATE: INDIANA SPECIAL EDUCATION ASSISTED LICENSURE (I-SEAL) OPPORTUNITY**

IDOE is pleased to announce [a new partnership](#) with the University of Indianapolis' Center of Excellence in Leadership of Learning (CELL) to strengthen Indiana's special education teacher pipeline. The I-SEAL partnership streamlines the required coursework for teachers to earn full special education licensure and also provides financial assistance and scholarships to educators while they complete these requirements. Additional information on this opportunity can be found [here](#). Please contact the [IDOE Office of Special Education](#) with any questions.