

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

MEMORANDUM

SEPTEMBER 11, 2009

TO: SPECIAL EDUCATION AND RELATED SERVICES  
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR  
SPECIAL EDUCATION



SUBJECT: IMPORTANT COUNT DATES FOR SCHOOL YEAR 2009-2010

**Important Dates for Funding Purposes**

**October 1<sup>st</sup> is Count Day –**

As always a primary focus for many teams in the next few weeks will be the required meetings for those "out of district" transfer students so that these students can be claimed for special education funding. Therefore, ***ALL ESERs and initial placement documentation on newly identified special education students (including Out of District transfers) must be sent to records in a timely manner. Why?***

- \* Only those students identified as "Archived" in the IEP program on October 1, 2009 are eligible for submission to the state for additional funding, i.e. reimbursement for the services that ASD will provide such students.
- \* ***If the paperwork is generated after September 25<sup>th</sup>, the documents must be hand delivered to Records at the ASD Ed Center to insure they are able to be archived prior to Count Day.***
- \* There is no later "count date" after October 1 in which the District has the opportunity to identify additional special education students later than that date.

**October 23<sup>rd</sup> is Intensive Funding Count Date –**

The 2009 IN Count Day is anticipated to be October 23rd. It is very important that all paperwork related to Intensive Claims be received in Records so that the records can be archived prior to that day, thus increasing the likelihood that our census is accurate and appropriate funding is received. ***Any documents prepared after October 15<sup>th</sup> must be hand delivered to records to assist with timely archiving of these documents prior to Count Day.***

I am attaching a listing of the original records which must be sent to records by clerical support or special education staff. Please contact your teacher consultant with any questions regarding that listing.