

SCHOOL CENSUS

At the Board of Education request a school census will periodically be taken which will include all minors between birth and 18 years of age and those with disabilities, from birth until the age of 21.

The census must be prepared in duplicate and one copy filed with teacher or Principal and the other filed with the Superintendent on or before the fifteenth of October. All information regarding persons with disabilities under the age of 21 must be filed annually with the District Superintendent of the Clinton-Essex-Warren-Washington BOCES.

The school district must train census takers on questions to ask and data to collect with regard to children with disabilities. Census data shall be reported to the Committee on Special Education (CSE) not later than October 1.

The CSE shall maintain and revise annually, a register of:

1. children with suspected disabilities who are entitled to attend the public schools of the district during the next school year; and
2. other children who are referred to the CSE as possibly having disabilities.

The following shall be recorded on each student and made available to the appropriate personnel in the identification, evaluation, placement and program review process:

1. student's name, address and birthdate;
2. student's parent/guardian's name(s), address(es), the dominant language of the student's home;
3. student's suspected disability;
4. dates of referral, evaluations, recommendations of the CSE, actual placement, annual program reviews;
5. place where the student is currently receiving an educational program; and
6. if the student is not receiving appropriate public educational program, the reason shall be given.

All persons collecting and recording data shall receive prior training and written information regarding the procedures to be followed. The CSE chairperson or his/her designee shall provide such training.

The data shall be organized so that it can be determined whether the student is receiving an appropriate public education (computer programs, charts, checklists, etc.).

Summary reports shall be prepared and filed as follows:

1. school district keeps on file summary reports or student data, including numbers who are unserved with reasons they are unserved; and
2. a summary report is submitted to the State Education Department on prescribed forms by December 10 of each year.

The register and related summary reports shall be available to the District Superintendent or other representatives of the State Department of Education.

Ref: Education §§3242; 4402(1)(a)
8 NYCRR §200.2(a)

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