



NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Catherine Truitt, *Superintendent of Public Instruction*

www.dpi.nc.gov

TO: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools
Directors, State-Operated Programs

FROM: Sherry H. Thomas, Senior Director *SH7*

DATE: November 16, 2022

SCHEDULE FOR DECEMBER 2022 CHILD COUNT

NC 1505-3.4 (Policies Governing Services for Children with Disabilities) requires each public school unit (PSU) to certify Exceptional Children child counts to the North Carolina Department of Public Instruction. These child counts are taken on December 1 and April 1 of each year. The December 1 child count is used to generate federal funds and the April 1 child count is used for state funding purposes.

The submission schedule is as follows:

LEA	Correction and Certification Window
December Child Count opens for all LEAs, Charter Schools, and SOPs	12/1/2022
Deadline for Certification Status	12/20/2022

EC Directors or Data Managers should review the December 2022 Child Count Report, prior to submission, for errors such as duplicate records, incorrect age, grade, setting and disability. Please remember that when certifying the Child Count, the EC Director is assuring that all data submitted is accurate.

According to the State Auditors, Directors of Exceptional Children Programs and Lead Administrators of Charter schools must certify the child count data. For this to occur, Directors of Exceptional Children Programs must use their “username” and “password” to log into ECATS to verify and certify the child count data. If the EC Director does not certify the count, a signed and scanned verification form must be submitted to Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov. All errors must be corrected, and all Public School Units must certify their submissions no later than December 20, 2022.

Thank you for your attention to this vital transfer of information. If you have questions regarding child count procedures or technical issues while submitting the child count, please contact ZenDesk.

OFFICE OF EXCEPTIONAL CHILDREN

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