



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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

**FROM** William J. Hussey *WJH*

**DATE** March 24, 2017

## SCHEDULE FOR APRIL 2017 PERIODIC CHILD COUNT

NC 1505-3.4 (Policies Governing Services for Children with Disabilities) requires each local education agency (LEA) 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	Submission Date
Initial Submission from all LEAs and all Charter Schools	4/3/2017 through 4/14/2017
Deadline for Certification Status	4/21/2017

EC Directors must review the child count, prior to submission, for errors such as duplicate records, incorrect age, grade, setting and disability. This information is available to daily users on the Periodic Count Export Student List in CECAS.

LEAs submitting the child count to CECAS as third party users need to ensure that the .xml file contains all required items. Incomplete .xml files will be rejected. For assistance with building an accurate complete .xml file, review the Third-Party Integration Supplement v1.8. This document is located on the CECAS Communications website. The URL is <http://www.nccecas.org/reportinguser/reportinguser.html>.

According to the State Auditors, Directors of Exceptional Children Programs and Lead Administrators of Charter schools must certify the child count data. To certify, Directors of Exceptional Children Programs must use their "username" and "password" to log into CECAS to submit, verify and certify data. All errors must be corrected and submissions must be certified no later than April 21, 2017.

Thank you for your attention to this vital transfer of information. If you require training assistance to submit the child count, please contact your Regional CECAS Trainer. If you have questions regarding child count procedures or technical issues while submitting the child count, please contact the CECAS Help Desk at (919) 807-4357, press 3 for CECAS, or submit a help desk ticket.

WH/TR/KS/wgs

### EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

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