

2024 Summary Count-Related Information for AEAs
Special Education Enrollment Count
Part B, Part C and Weighted Enrollment
Count Date: Friday, October 25, 2024

2024 Child Count:

2024 count reports will be run from ACHIEVE Iowa IDEA. IFSPs and IEPs may be processed whether or not the data pertain to the 2024 Count.

Overview

This document establishes the schedule and procedures to be followed for the certification and finalization of the 2024 state and federal child counts.

The purpose of the count process is to have an accurate and unduplicated child count file that reflects the actual circumstance of each child on a date that is established in state and/or federal law. For all children and students with disabilities in the state of Iowa the established count date is the last Friday in October. This year the count date falls on Friday, October 25, 2024.

The data in the child count file are used to fulfill state and federal reporting requirements including the generation of 2025-26 state and local funding for Area Education Agencies and local districts and to some degree distribution of federal funding. The fund-generating portion of the count is referred to as the Weighted Enrollment Count. It should include children who have an IEP (possibly an IFSP) that recommends a weighted program model. It excludes children who are District Court Placed (9888) or Foster Care (9889) as well as out-of-state residents.

The 2024 child count data entry must be completed by 7:00 P.M. on Thursday, November 14, (7 PM) with reports and certification affidavits processed and mailed to the Bureau by Friday, November 15 at 10:00 A.M. All final adjustments must be made by 7:00 P.M. on Thursday, November 14 in order that the final adjustments be made in the finalization of the post-count process.

Procedures

The schedule for the original certification and the subsequent final adjustment of the 2024 child count is listed in the following section.

In regard to the original certification of the child count, AEAs are to:

1. Generate the following Count report from ACHIEVE Iowa IDEA reports:
 - The Weighted Enrollment summary by district
 - Federal (I.D.E.A.) Count AEA summary
 - Federal (I.D.E.A.) Count AEA summary Part C
2. Print and notarize the Weighted Enrollment, IDEA Part B and IDEA Part C affidavits. Note: These affidavits are posted on the [Iowa Department of Education website](#), located under the Training and Resources section and Count.
3. Attach the notarized affidavit to the appropriate report and mail to the Iowa Department of Education.

In regard to the final adjustment, AEAs are to:

1. If changes or corrections to the data impacts any of the child counts, mail only the revised reports to the Iowa Department of Education. Do not resubmit the notarized affidavits.
2. If there are no changes or corrections, notify the Bureau, by email, that there are no changes to the original certification. Do not resubmit the notarized affidavits.
3. If changes or corrections to the data have no effect on the child count, but would make the file accurate, notify the Bureau, by email that the final adjustment is "Count Neutral". Do not resubmit the notarized affidavits.

In short, the Bureau should hear from each AEA on Friday, December 6, 2024 in regard to the final adjustment status.

Corrections or changes will not be accepted by phone, the post-count processes to correct information shall apply. This is to ensure the final file is accurate and the changes are properly documented. The DE will be reviewing each upload for data that may require additional attention by AEA staff. This will be done throughout the certification process and could continue through November/December 2024 in order to achieve the most accurate data file possible for state and federal reporting purposes.

As part of the effort to finalize the child count, the DE strongly urges each AEA to document all changes made to the count file following the certification. Documentation on corrections should be maintained down to the student record. If necessary, the AEA could utilize such information in the event of an audit of the agency's child count.

**Summary of
State Weighted Enrollment Count,
Federal Part B Report of Children Ages 3-21 Served and
Federal Part C Report of Infants/Toddlers Ages Birth through Two Served**

Date(s) and Time	Description
Thursday, Nov 14 by 7:00 P.M.	<ul style="list-style-type: none"> • Exit cleanup period, per DE's instructions.
Friday, Nov 15; 10:00 A.M.	<ul style="list-style-type: none"> • Data file provided by CPC for the Bureau. • Note: This is the preliminary report to the federal government of students exiting special education during 2023-2024.
Each Monday, from September 9 through October 25; 10:00 A.M.	<ul style="list-style-type: none"> • Bureau reviews data file.
Friday, October 25, 2024	<ul style="list-style-type: none"> • Special Education Enrollment Count Day. Count will include children who have an IEP in effect as of the end of the day today: Ages 3-21 as of today (Federal Report of Served for Part B) and with Recommended Weighted Model (State Weighted Enrollment). • Special Education Enrollment Count Day. Count will include children who have an IFSP in effect as of the end of day today: Infants and Toddlers, Ages Birth through Two as of today (Federal Report of Served for Part C) and with or without Recommended Weighted Model (State Weighted Enrollment).
Monday, October 28 through Thursday, November 14	<ul style="list-style-type: none"> • Data entry will continue for any IEP or IFSP, regardless of the child's status on Count day.
Thursday, November 14 by 7:00 P.M.	<ul style="list-style-type: none"> • Check data and make corrections by the end of the day as some processing occurs in the evening with the Count data in the Iowa IDEA system. • Only implemented IFSPs and validated IEPs will appear in Count reports.
Friday, November 15, at 10:00 A.M.	<ul style="list-style-type: none"> • AEA's Certify State Weighted Enrollment, Federal Part B Report of Children served ages 3-21, and Federal Part C Report of Infants and Toddlers served ages birth through 2 by sending these reports and signed affidavits to the Bureau.
Thursday, December 5, 7:00 P.M.	<ul style="list-style-type: none"> • Check data and make corrections by the end of the day so the changes will be reflected when reports are run on Friday, December 6th for the final adjustment. • Maintain documentation on these changes for the AEA's records.
Friday, December 6; Prior to 10:00 A.M.	<ul style="list-style-type: none"> • Communicate final adjustments to the Bureau regarding Weighted Enrollment, Part B and Part C. • Send revised reports to the Bureau and LEAs if changes have been made. If the reports have been run and no changes were communicated by John Lee after the Final Adjustments were submitted, a set of reports are not necessary. • Bureau will access Count file.