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## **CENSUS AND REGISTER OF STUDENTS WITH DISABLING CONDITIONS**

A census will be conducted in accordance with the provisions of Education Law in order to locate and identify all children with disabling conditions who reside in the District.

A register of such children who are entitled to attend the public schools of the District or are eligible to attend a preschool program during the next school year will also be established. The register of such children and others referred to the applicable Committee as possibly having a disabling condition shall be maintained and revised annually by the District Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE) as appropriate.

Procedures shall be implemented to assure the availability of statistical data to readily determine the status of each student and preschool child with a disabling condition in the identification, location, evaluation, placement and program review process. Census data shall be reported by October 1 of each year to the appropriate Committee.

Procedures shall be designed to record data on each student and preschool child and shall at least include the following regarding each such student or preschool child:

- (a) name, address, birth date;
- (b) parent's name, address and the dominate language in the home;
- (c) suspected disabling condition;
- (d) dates of referral, evaluations, recommendations of the Committee on Special Education or the Committee on Preschool Special Education, actual placement and annual program reviews;
- (e) site where the child is currently receiving an educational program;
- (f) other student information as required by IDEA and federal regulations, including but not limited to student's race, ethnicity, limited English proficiency status, gender, and disability category; and
- (g) if the child is not receiving an appropriate public education, the reason why.

The data will be organized so that it can easily be determined whether each student or preschool child is receiving an appropriate public education.

All persons involved in the collection of data shall have received prior training and written information regarding the procedures to be followed in collecting the data. Summary reports of the student's data shall be prepared and kept on file, including numbers of children who are:

- (a) unserved and the reasons why they are unserved; and
- (b) served.

A summary report of the children served shall be submitted to the State Education Department on prescribed forms. The register and related summary reports shall be kept on file and shall be available to the District Superintendent and other representatives of the State Education Department.

Ref: 8 NYCRR §200.2  
New York Education Law §§ 3240-42; 4410

Adopted 4/24/17