2017-2018 TIMELINE:
SPECIAL EDUCATION DECEMBER COUNT

Due Dates	What is Due
Wednesday, September 6, 2017	Interchange is Open! Interchange files may be uploaded to the Data Pipeline ☐ Staff – Profile and Assignment ☐ IEP – Child and Participation
Wednesday, November 1, 2017	Special Education December Count Snapshot open and available
Thursday, November 16, 2017	Date by which you must have uploaded the following interchange files at least once: ☐ Special Education IEP Child ☐ Special Education Participation ☐ Staff Profile (upload 1st) ☐ Staff Assignment (upload 2nd)
Friday, December 1, 2017	Official Annual Count Date
Thursday, December 14, 2017	Date by which a Special Education December Count Snapshot needs to be created at least once by all Administrative Units, to ensure appropriate access has been granted and data from interchange files meets expected Snapshot criteria.
Thursday, December 21, 2017	Date by which all IEP Child/Participation and Staff Profile/Assignment Level I Interchange Errors must be resolved If you anticipate that you will not be able to meet this deadline, please contact *Kristi Gleason at Gleason_k@cde.state.co.us* .
Thursday, January 18, 2018	Date by which you must have generated your Complete Special Education December Count Snapshot dataset by passing all Interchange and Snapshot validations in preparation for report review. Complete December Count Snapshot ☐ All Special Education December Count records are submitted and have passed all Interchange and Snapshot validations. ☐ All required fields are reported
Friday, January 19, 2018 – Thursday, ~~January 25~~ February 1 , 2018	Snapshot Report Review - STAFF and STUDENT. This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. NOTE: Administrative Units – please contact your District HR staff ahead of time to ensure that they set aside this window to review STAFF records.

Due Dates	What is Due
Thursday, ~~January 25~~ February 1, 2018 (STATE DEADLINE)	Date by which the Administrative Unit must have created a Complete Special Education December Count Snapshot in Pipeline, electronically verifying that the STAFF and STUDENT data submitted are valid and reliable. Administrative Units will upload signed Staff and Student Data Validity Certification Reports through the Data Management System on the Profile tab. The following signed reports are due: ☐ Staff Data Validity Certification Report (1 page) ☐ Student Data Validity Certification Report (1 page)
~~Friday, January 26, 2018 – Tuesday, January 30, 2018~~ Friday, February 2, 2018 – February 6, 2018	CDE to run duplicate reports on STUDENT data.
Wednesday, ~~January 31~~ February 7, 2018 – Thursday, February ~~8~~ 15, 2018	Administrative Units research and make file changes to resolve duplicate and data validity issues. CDE asks that Administrative Units and applicable district personnel work together in a timely fashion to facilitate resolution of duplicates and validity issues identified by CDE.
Thursday, February ~~8~~ 15, 2018 (STATE DEADLINE)	Date by which Administrative Units must have resolved all duplicates and recreated the Special Education December Count Snapshot that reflects the data changes to resolve the duplicates. ☐ All duplicates resolved ☐ New Snapshot created and passed all Interchange and Snapshot validations.
Friday, February ~~9~~ 16, 2018 – Thursday, February ~~15~~ 22, 2018	FINAL REPORT REVIEW. This is your final opportunity to review Staff and Student reports in detail and make any corrections you deem necessary to make sure you are reporting valid and reliable data.
Thursday, February ~~15~~ 22, 2018 (STATE DEADLINE)	Final Data File Approval and Report Submission. Date by which your Complete and Final Special Education December Count Snapshot approval is due through electronic submission to the Data Pipeline. ☐ Approve final Special Education December Count Snapshot by clicking "submit to CDE" ☐ Date by which ALL Final signed reports must be received by CDE (uploaded to the ESSU DMS Profile Tab)
Link to the *"Special Education December Count Report Checklist"* under "Trainings" http://www.cde.state.co.us/datapipeline/snap_sped-december ❖ Reminder signed reports are uploaded to the *Data Management System under the "Profile" tab.*	