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MEMORANDUM

TO: Superintendents, Principals, Special Education Coordinators, and Business Managers
FROM: Cathy Scott, Grants Administrator, General Supervision and Monitoring Division
SUBJECT: Count of State Placed Students Data Collection for 2015-2016 School Year
DATE: May 23, 2016

Please find the attached Count of State Placed Students (SPS) data report form for 2015-2016.

Each form must be **signed and submitted** to me (address above) no later than **Friday, July 1, 2016**. Please note that this is a change from previous years.

Reminders:

1. **Each school** must submit a report even if the school did not have any state placed students. Please write "**none**" on the form and mail it to me at the above address.
2. All fields need to be completed. Include state placed students who are age 3 receiving early special education up to age 22 through grade 12. This includes:
 - state placed students who reside in your town/union school district **and** attend your town/union school; or
 - state placed students who reside in your district **and** attend an alternative or vocational program at your district's expense.

It is important to remember that if the town where the student was placed is the same town where the parents reside then that student is **not considered state placed** for education finance purposes and **should not** be listed on this form. Additionally, if the full cost of a state placed special education student is reimbursed through Worksheet A, or if you have received or expect to receive reimbursement for tuition from either a sending school or the Agency of Education, do not include those students on this form.

Please refer to the following chart when completing the Count of State Placed Students data form.

Count of SPS Form	Explanation
Town and Town Code	This is where the student resided while attending your school. This is also where the foster care home is located.
Placing Agency	This is the Vermont authorized placing agency that placed the student in your district (i.e. Department for Children and Families, Washington County Mental Health, etc.)
Parent(s) or Legal Guardian(s) Town of Residence	This where the student's parent or legal guardian resides. In cases where parental rights have been relinquished, please indicate "TPR" (terminated parental rights) in the parent column.
Grade Level	The grade level of each student is required. For kindergarten students, please indicate whether they attend a part-time (K-P) or full-time (K-F) program.
Entry Date	The entry date is the first day of the regular school year, and does not include summer school/extended school year services.
Exit Date	The exit date is the last day of the regular school year. A maximum of 175 days can be counted for each student. You may include the time a student was out for an ordinary absence (e.g. a few days for an illness), but do not include periods of extended absences or periods of residential placements such as Woodside or the Brattleboro Retreat. When a student has been in and out of school, please use separate lines for those time periods.

Please contact me at cathy.scott@vermont.gov or 802-479-1249 with any questions.

Please remember to sign and mail your forms by July 1, 2016. Thank you.

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 General Supervision and Monitoring Division
 Vermont Agency of Education
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