

CENSUS

- I. A census of the School District shall be taken which shall include all persons between birth and twenty-one (21) years of age who are physically or mentally handicapped.
- II.
 - A. The Board must locate and identify all children with handicapping conditions who reside in the District and establish a register of such children who are entitled to attend the District during the next school year. The register of such children and others referred to the Committee on Special Education must be maintained and revised annually by the Committee.
 - B. Census information relative to handicapped minors shall be filed annually with the District Superintendent of the Oneida-Herkimer-Madison Board of Cooperative Educational Services on or before the first of October.
 - C. Pre-school students from birth to five years of age, such census may be prepared and filed biennially on or before the fifteenth day of October in duplicate in their respective school districts, and one copy thereof filed with the teacher or principal and the other copy filed with the Superintendent.
 - D.
 1. The Superintendent shall establish procedures to assure the availability of statistical data to readily determine the status of each pupil with a handicapping condition. The data on each pupil must include at least the following types of data:
 - a. student's name, address and birthdate;
 - b. student's parents' names, address(es), and the native language of the student's home;
 - c. student's suspected disability;
 - d. dates of referral, evaluations, recommendations of the Committee on Special Education, actual placement, and annual program reviews;
 - e. site where the student is currently receiving an educational program;
 - f. other student information as required by the IDEA and Federal Regulations, including but not limited to the student's race, ethnicity, limited English proficiency status, gender and disability category; and
 - g. if the student is not receiving an appropriate public education, the reason shall be described.
 2. The data must be organized so that it can readily be determined whether each student is receiving an appropriate public education, a partial education or no education at all.

POLICY

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3. All persons involved in the collection of such data are required to receive prior training and written information regarding the procedures to be followed in collecting the data.
 4. School districts are required to prepare, and keep on file, summary reports of student data; including numbers of students who are
 - a. unserved and the reasons they are unserved; and
 - b. served.
 5. A summary report of the students served must be submitted to the State Education Department as prescribed by the Commissioner.
- III. Parents/guardians of those children between such ages residing within the district shall report to the Board of Education the following information:
- A. Two weeks before any child shall become of the compulsory school age:
 1. student's name, address and birth date;
 2. student's parents' names, address(es), and the native language of the student's home;
 3. the name and location of the school to which the child shall have been or shall be sent as a student;
 4. such other information as required by law or as the Board may require.
 - B. A parent/guardian of a child between birth and eighteen (18) years of age who withholds or refuses to give known information to such census data as required by law, in the alternative, gives false information in relation to such census data, shall be liable to and punished by a fine or imprisonment as established by law.

Waterville Central School District

Legal Ref: Education Law §§ 3212-a, 3240, 3241, 3242, 3243, and 4410; 8 NYCRR 200.2

Adopted: 06/12/98

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