TO: Directors, Exceptional Children Programs  
   Lead Administrators, Charter Schools  
   Directors, State-Operated Programs  
FROM: Sherry H. Thomas, Director SHT  
DATE: March 9, 2022  

SCHEDULE FOR April 2022 CHILD COUNT

NC 1505-3.4 (Policies Governing Services for Children with Disabilities) requires each local education agency (LEA) to certify Exceptional Children child counts to the North Carolina Department of Public Instruction. These child counts are taken on December 1 and April 1 of each year. The December Child Count is used to generate federal funds and the April Child Count is used for state funding purposes.

The child count schedule is as follows:

<table>
<thead>
<tr>
<th>LEA</th>
<th>Correction and Certification Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Child Count opens for all LEAs, Charter Schools, and SOPs</td>
<td>4/1/2022</td>
</tr>
<tr>
<td>Deadline for Certification Status</td>
<td>4/22/2022</td>
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</tbody>
</table>

EC Directors or Data Managers should review the April 2022 Child Count Report for errors such as duplicate records, incorrect age, grade, setting, and disability. Please remember that when certifying the child count, the EC Director is assuring that all data submitted is accurate.

According to the State Auditors, Directors of Exceptional Children Programs and Lead Administrators of Charter schools must certify the child count data. For this to occur, Directors of Exceptional Children Programs must use their “username” and “password” to log into ECATS to verify and certify the child count data. If the EC Director does not certify the count, a signed and scanned verification form must be submitted to Khalilah O’Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov. All errors must be corrected, and all Public School Units must certify their submissions no later than April 22, 2022.

Thank you for your attention to this vital transfer of information. If you have questions regarding child count procedures or technical issues while submitting the child count, please contact ZenDesk.