

**DISTRICT-WIDE CENSUS AND
CENSUS AND REGISTER OF STUDENTS WITH DISABILITIES**

District-wide Census

Pursuant to Education Law Section 3242, school Districts are authorized to conduct a census of all children residing in the District from birth to 18 years of age.

The Board of Education of the Berlin Central School District hereby finds and declares that should the Board of Education decide to conduct such census, the census must be conducted in full compliance with the Education Law and shall indicate the names of all children within the prescribed age range, their respective residences by street and number, the day of the month and year of their birth, and the names of the persons in parental relations to them.

Additionally, such census must include information relating to physical and mental disabilities, illiteracy, employment and the enforcement of the law relating to child labor and compulsory education as the State Education Department and such other information as the Board requires.

Persons in parental relation to children within the prescribed ages are required to make reports to the Board, including the name of the child, his or her residence, and the name of the person or persons in parental relation, and such other information as the Board may require. The law provides that a parent or guardian who withholds or refuses to give such information, or gives false information, shall be liable to and punishable by a fine or by imprisonment.

Census and Register of Students with Disabilities

The Board of Education hereby acknowledges the responsibilities it has for complying with the requirements of law to conduct an annual census and registration of students with disabilities.

The annual census and registration of students with disabilities shall be conducted as follows:

1. All children with disabilities who reside in the District must be located and identified.
2. A register of such children who are entitled to attend the public schools of the District or are eligible to attend a preschool program must be created.
3. The register of such children and other children identified as possibly disabled must be maintained and revised annually.

Such data must be reported by October 1st to the Committee on Special Education and the Committee on Preschool Special Education as appropriate. The Committee on Special Education shall assure the availability of statistical data to readily determine the status of each student with a disability in the identification, location, evaluation, placement and program review process. The data on each student must be presented in a manner that allows a determination as to whether each student is receiving an appropriate public education, a partial education or no education and must include the following data:

1. student's name, address and birth date;
2. student's parents' names, address, and the dominant language of the student's home;
3. student's suspected disability;
4. dates of referral, evaluations, recommendations of the Committee on Special Education, actual placement and annual program reviews;
5. site where the student is currently receiving an educational program; and
6. if the student is not receiving an appropriate public education, the reason must be described.

The Superintendent shall provide for appropriate training and written instructions concerning the procedures to be followed in collection of this data to all persons charged with responsibility for such collection.

The Superintendent shall further provide for the preparation, filing and reporting of student data as required by State law and provide a statistical summary of such to the Board of Education.

References:

Education Law Secs. 3212-a; 3240; 3241; 3242; 3243; 4402(1)(a) 8 NYCRR Sec. 167;200.2(a)