



**Marietta City Schools**  
**Department of Special Services and Educational Support**

**K-8 DSS Count Day Procedures**  
**Fall 2021-2022**

In preparation for fall allotment reviews, please reference the following:

- The purpose of this process is to collect data relative to case manager schedules and caseloads.
  
- Procedures for the Grades K-8 Count:
  - Collect “count” data from case managers at your assigned schools on each of the designated count days.
    - During the first ten days of school, DA (Park Street) and TSSs will conduct a count of students with disabilities who are present on designated days. DA and TSSs are asked to submit this information from each of their schools to Laura Martin by noon each day.
    - DAs and TSSs should utilize the ***DSS K-8 Student Count Form*** in order to submit a head count of students present during 2<sup>nd</sup> period/segment each day. (*Note: High School will follow a separate procedure in conjunction with local school count procedures and dates.*)
    - The K-8 count days are as follows:
      - **Aug. 3<sup>th</sup>** (Day 1)
      - **Aug. 9<sup>th</sup>** (Day 5)
      - **Aug. 16<sup>th</sup>** (Day 10)