TO: Special Education Directors

FROM: IDEA Data Team

DATE: November 6, 2026

RE: Mid-Year Data Report for Students with Disabilities (2026-27 SY)

This memo provides instructions on completing the **Mid-Year Data Report for Students with Disabilities**. This report is required for both federal and state reporting/compliance and must be submitted to the Tennessee Department of Education via ePlan by the deadline of **November 30, 2026**. Please carefully review the instructions to ensure that all data contained in TN PULSE reports are accurate and final.

PLEASE NOTE: Districts will use the ePlan **Data Reports for Students with Disabilities Data and Information Tool** to submit and certify data. A technical application guide for this tool is available in the Mid-Year Data Report for Students with Disabilities: Technical Application Guide. Districts must complete and verify the accuracy of the following TN PULSE report as part of the **Mid-Year Data Report for Students with Disabilities**:

- *IDEA Child Count*

The department recommends that districts maintain copies of all reports generated by using the "Keep" feature in TN PULSE and by saving digital and/or printed copies of the reports in a secure, FERPA compliant location. Please do not alter counts on the reports generated in TN PULSE before saving. These reports are derived from the individual student data in TN PULSE. Any changes to the reports must be made by correcting individual student data that was entered in TN PULSE by your district personnel.

UPDATED! PCG will generate a *Final IDEA Child Count* report, which will be made available in the *Recently Run Report(s)* section of TN PULSE on December 1, 2026. **The data from the *IDEA Child Count* report that runs on December 1, 2026 will be used to calculate your district's Annual Performance Report (APR) Indicators 5, 6, 9, and 10 performance for FFY 2026 (2026-27 school year) and will be provided to Local Finance to generate various funding estimates, regardless of when your Mid-Year Data Report for Students with Disabilities (2026-27 school year) is submitted and certified.** Use the report listed in the table below to verify accuracy of these data. If this report is not accurate, individual student records must be updated in TN PULSE. **It is critical that you make necessary updates to individual student records prior to the November 30, 2026 deadline.**

Please email IDEA.Data.Support@tn.gov with any questions regarding the **Mid-Year Data Report for Students with Disabilities**.

INSTRUCTIONS FOR COMPLETING REPORTS

Step One: **All data must be up to date in TN PULSE prior to running the Mid-Year Data Report for Students with Disabilities.**

Step Two: Log in to your TN PULSE website. On the *HOME / DASHBOARD* page, click on the *ADMIN* dropdown and the *SCHOOL SYSTEM* tab.

Step Three: Click on *TN PULSE Everyday* box in the *REPORTS* tab. All federal, state, and other reports are broken out into folders under the *REPORTS* tab.

Step Four: Click on the name of the report you would like to run. Under the **Federal** tab, select **IDEA Child Count**. When prompted, enter the report date. In the **Date of Census** field, enter the date you are running the report. Leave the **Date Due** field blank.

Step Five: Enter the dates from the table below.

Step Six: Click *GENERATE REPORT*. The following message will appear after you click *GENERATE REPORT*:

We are working on building your report! You will be notified via email as soon as your report is available.

Please note that any notifications will be sent to the email address listed in the *E-Mail Address* field in the TN PULSE user profile.

Step Seven: To view your report, click on the report after it appears in the *Recently Run Report(s)* section. Brief instructions for how to review each report are included below. **If you must update individual student records based on your initial review, rerun and rereview the report(s) to ensure any errors have been corrected and your reports are accurate.**

The *IDEA Child Count* report lists students who were included and excluded from the report. Please confirm that all active students with IDEA-defined primary disabilities and a valid IEP are appropriately counted in the report. This includes verifying age, race, disability category, and educational environment. Students with state primary disabilities (Intellectually Gifted and Functionally Delayed) are not included in the *IDEA Child Count* report.

Once a report is generated, you should permanently save a copy on your computer. To save the report to your hard drive, move your mouse over the file you wish to save and click on the name of the report. The report will be saved to your web browser's Downloads folder. Move the file to a secure, FERPA

compliant folder of your choice with the report name and date you ran the report (example: IDEA Child Count Report November 2026). You can also select the *Keep* checkbox in the *Recently Run Report(s)* section of TN PULSE.

Step Eight: After reviewing and validating all reports, the district must complete the **Mid-Year Data Report for Students with Disabilities** in ePlan.

Note: The data from the *IDEA Child Count* report that runs on December 1, 2026 will be used to calculate your district's APR Indicators 5, 6, 9, and 10 performance for FFY 2026 (2026-27 school year) and will be provided to Local Finance to generate various funding estimates, regardless of when your Mid-Year Data Report for Students with Disabilities (2026-27 school year) is submitted and certified. **By submitting and certifying the Mid-Year Data Report for Students with Disabilities in ePlan, your district acknowledges that the *IDEA Child Count* report that runs on December 1, 2026 will be final and accurate; therefore, it is critical that you make necessary updates to individual student records prior to the November 30, 2026 deadline.**