

**JEFFERSON COUNTY R-VII SCHOOL DISTRICT  
DANBY-RUSH TOWER MIDDLE SCHOOL  
SPECIAL EDUCATION OFFICE  
1250 Dooling Hollow Road  
Festus, MO 63028  
Phone: 636-937-9188 Fax: 636-937-9189**

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October 1, 2023

Dear Parent/Guardian:

Jefferson R-VII School District is in the process of conducting the annual census of all children with disabilities or who are suspected of having a disability, birth through age twenty (20) who reside in the district or whose parent(s)/legal guardian(s) reside in the district.

The district is required by law to conduct this Census and to submit the following information to the Missouri Department of Elementary & Secondary Education: number of children with each disability; ages of the children; and their disability or suspected disability.

In order to ensure that an unduplicated count is submitted, the district must collect the following information: name of each child; the parent(s)/legal guardian(s) name/address; date of birth and age of child; the child's disability or suspected disability; and services provided to the child with a disability. All information received by the district will be treated as confidential.

Should the district fail to submit an annual census, the State Board of Education may withhold state aid from the district until the census is submitted.

If you are aware of a child from birth through age twenty (20) who has a disability or suspect that child birth through age twenty (20) has a disability and this child or his/her parent(s)/legal guardian(s) resides in the district, please contact the district if this child is not currently attending the public school.

**PLEASE RETURN TO KAREN KAPPEL BY NOVEMBER 1, 2023.** Thank you for your attention to this matter.

Sincerely,

Karen Kappel  
Special Education Process Coordinator

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**Please complete and return the form or FAX us at 636-937-9189 or call at 636-937-9188.**

STUDENT NAME \_\_\_\_\_ DOB \_\_\_\_\_ AGE \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S) NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DISABILITY \_\_\_\_\_

SERVICES PROVIDED \_\_\_\_\_