



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
DIVISION OF FEDERAL PROGRAMS

<http://www.pde.state.pa.us/k12>
333 MARKET STREET
HARRISBURG, PA 17126-0333

November 10, 2008

**Clarification for Calculating/Reporting Children on the PDE 3048:
Survey of Children in Local Institutions**

As you are preparing your caseload data for 2008, I want to ensure that we are counting the children accurately. A question came up at the N&D Leadership Symposium and I felt the need for clarification of this issue.

Every student enrolled in an eligible LEA program for at least one day during the 30 - day window is counted. If a student exits the program and then re-enters on a separate committal before the window closes, he should be counted twice.

Please note: Committal is the key word in the law. If a child is placed with you under two separate court orders then they would be counted twice. This, however, does not refer to a child who is in placement, goes AWOL for a couple of days and returns. The child would actually have to be terminated from your institution and subsequently be re-committed.

I trust this will assist you in completing this year's PDE 3048.

Sincerely,

A handwritten signature in black ink, appearing to read "Don McCrone".

Don McCrone
Regional Coordinator
Division of Federal Programs