

## Introduction to ESS Data Management Checklist

☐ Watch the [Introduction to ESS Data Management training video](#) or attend the in-person training and follow the checklist.

☐ Request access to ADEConnect from your school's Entity Administrator and create a user account.

*Don't know who that is?*

You can find your Entity Administrator here: <https://home.azed.gov/PublicSite/>.

☐ Request access to the following applications in ADEConnect from your Entity Administrator. Please confirm with your SPED Director the applications you will need to access in your position as he/she will be contacted for secondary approval.

- **ESS Census** (Requires secondary approval, access is not immediate)
  - LEA Signer role (Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, or Charter Holders ONLY)
  - Or*
  - LEA User role (Anyone can request if SPED Director approves)
- **ESS Annual Data** (Requires secondary approval, access is not immediate)
  - LEA Signer role (Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, or Charter Holders ONLY)
  - Or*
  - LEA User role (Anyone can request if SPED Director approves)
- **AzSAFE** (Requires secondary approval, access is not immediate)
  - Read role (Anyone can request if SPED Director approves)
  - Or*
  - Edit role (Anyone can request if SPED Director approves)
- **AzEDS Portal** (Access is granted immediately)
  - AzEDS Data Coordinator - Base Reports role
  - AzEDS Data Coordinator - SPED Reports role

☐ Research where to find and how to interpret the SPED reports in the AzEDS Portal:

- SPED10, SPED72, and SPED73

☐ Research where to find and how to interpret the INTEG15 report in the AzEDS Portal, including how to resolve integrity errors.

☐ Tour the [ESS Data Management webpage](#) and save in your bookmarks/favorites.

☐ Sign up for the [ESS Data Management Listserv](#).

☐ Research where to find and how to utilize the SPED tools available in the [AzEDS SPED Reporting page](#).

☐ Register for upcoming training opportunities if you will be responsible for the October 1 SPED Census and/or the Annual SPED Data Collection and review the [Important Dates](#) tool.