



State of Arizona Department of Education Exceptional Student Services



Date: February 21, 2020
To: Special Education Administrators
From: Operations Unit
Subject: Student Reporting for Students on an Institutional Voucher with the Arizona State School for the Deaf and Blind

The current grandfathered business practice for submitting data for students on an institutional voucher with the Arizona State School for the Deaf and Blind (ASDB) allows this entity to submit student-level data similar to any other public education agency (PEA) in the state of Arizona. This practice did not take into consideration the physical location of the student placed on a voucher for a specific date range. Regardless of whether the students were physically located on an ASDB campus or on a district campus, these students would have been reported with ASDB as the district of residence (DOR) and one of their sites as the physical location of the student. This process will be changing for the upcoming fiscal year 2021.

Beginning in the fiscal year 2021, ASDB will no longer be reporting student-level data through Arizona Education Data Standards (AzEDS) and a variety of other applications. The reporting responsibility for the students on an institutional voucher will fall back on the originating DOR or the PEA responsible for implementing the individualized education program of the child. This should align with the home school district (HSD) that has approved the institutional voucher with ASDB. This shift in data reporting responsibility does not change how the ESS voucher process works.

ESS will publish a dedicated section on the voucher website that will advise how children should be reported for special education reflecting the revised guidance. This past year, ESS and other divisions within ADE have worked to validate entities in the entity management system. For example, the beginning of fiscal year 2021, there will be an updated list posted to reflect approved sites for special education placement and reporting into AzEDS. Entities not on this site will be rejected by AzEDS. The purpose is to help guide the field to determine accurate entity IDs and CTDS numbers to be used for data submissions. It will list out a variety of entities such as private day schools, residential treatment centers (RTC), head starts, and ASDB sites.



The process for submitting students on an institutional voucher into AzEDS will mimic that of tuitioned-out students attending a private day school or RTC. These students must be reported with a tuition payer code of 7, which delineates an alternative state-funded formula that includes SPED services (institutional voucher in this case). PEAs can work with their vendors to ensure data transactions can be successfully submitted into AzEDS from their student information system. AzEDS reports will be updated to show ASDB sites under the AzEDS portal of reports so PEAs can reconcile their data submissions.

If there are any further questions, please contact ESS Data Management at ESSDataMgmt@azed.gov.