



State of Arizona Department of Education Exceptional Student Services



Date: June 12, 2020
To: Special Education Administrators
From: Operations Unit
Subject: Exceptional Student Services Discipline Data XML Function Ready

Under the Individuals with Disabilities Education Act (IDEA), each state is required to collect the number of disciplinary removals for students on an individualized education program (IEP). This information is required to submit to the Office of Special Education Programs (OSEP) and is also used in significant disproportionality testing. Exceptional Student Services (ESS) meets these requirements through the ESS Annual Data Collection process and the use of software for the collection of disciplinary incident data. This application was updated to the ESS Discipline Data Collection (DDC) tool when it was upgraded to new software platforms and integrated with other systems throughout the agency's infrastructure.

The XML file template and upload feature will open on June 17, 2020. The roll-out was delayed due to some issues that needed to be resolved by the ESS IT team. Final testing is happening this week. New XML schema files specific to the DDC tool will be shared with vendors and the public as soon as the last adjustments from testing are completed and shared on June 15, 2020. The discipline data collection tool will accept incident data submission in bulk for school(s).

Users will see an option under incidents to upload disciplinary removals. This will allow users to submit an XML file that is exported from their student information system (SIS) if their SIS has been updated to the new XML schema to support this feature. This XML file is based on a new schema that significantly reduced the number of data elements collected. When users upload an XML file, it will replace all current discipline data submitted for any schools that have incidents in the XML file. Users will need to be aware of this significance. Any adjustments to the data elements after a file has been uploaded can be made manually in the DDC application or by uploading a new XML file to replace the old information. Users may have to work with their vendors to resolve issues regarding XML uploads.

To accommodate users and allow for this functionality and the release date, ESS has extended the closing date for discipline data submissions. Customarily, the due date on July 15 is to align with the AzEDS closing data for student submission; this date has



now been extended to September 15, 2020. If users encounter issues with the functionality of the DDC please email ESS Data Management at ESSDataMgmt@azed.gov.