

## FREQUENTLY ASKED QUESTIONS – OCTOBER 1 SPECIAL EDUCATION (SPED) CENSUS

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**Q1: HOW DO I VERIFY MY OCTOBER 1 STUDENT COUNT?**

A: Verification of your October 1 **student** count is done electronically through the online ESS October 1 data collection application, available via the ESS portal within ADEConnect. Instructions are provided on the home page of the application, under the help tab.

**Q2: WHAT IF I DON'T HAVE AN ADECONNECT ACCOUNT OR IF I DON'T HAVE THE ESS PORTAL AND/OR THE ESS OCTOBER 1 DATA COLLECTION APPLICATION AVAILABLE UNDER MY EXISTING ADECONNECT ACCOUNT?**

A: If you do not have an ADEConnect account, one will need to be established by contacting the ADE support center for assistance at (602) 542-7378 inside Maricopa county; (866) 577-9636 outside Maricopa county; or via e-mail at [adesupport@azed.gov](mailto:adesupport@azed.gov).

Contact your entity administrator (EA) and special education director to request lea user or lea signer permission to access the ESS October 1 data collection application. With the special education director's approval, the EA will submit a request for access to ADE/ESS on your behalf. ESS data management will either accept or reject each individual request within 7 days (follow up with the pea special education director may be necessary to approve a request). Upon approval by ESS data management, the application should be immediately accessible.

**Q3: IF THE DATA ON MY SPED07 REPORT FOR OCTOBER 1 IS INACCURATE, HOW DO I MAKE CORRECTIONS?**

A: The number of students served on October 1 that reside in AzEDS must match the verified counts reported in the verification count section of the online application. If your AzEDS data differs from the October 1 count on your verification count submission, then it is your responsibility to ensure that all corrections are submitted to AzEDS by the AzEDS submission due date with all integrity failures (if any) resolved by the reconciliation due date. The sped07 reports will be updated daily during the reconciliation phase to reflect any corrections made to AzEDS data. *The final sped07 report is expected to be available after the reconciliation due date for use in pea determinations.* If you have not been able to reconcile your AzEDS data to generate an accurate SPED07 report by the reconciliation due date, you will have until the **data capture deadline** to make corrections to data in AzEDS. *You will no longer be able to make corrections after AzEDS closes for the current fiscal reporting year.*

for additional information related to the process of ensuring that the SPED07 and PEA verified counts match, please refer to the technical assistance document entitled "recommended procedure: verifying the October 1 federal special education census," available on the home page of the ESS October 1 data collection application, under the help tab and the ESS data management webpage.

**Q4: WHAT IS A DB NEED?**

A: The Deaf-Blind (DB) need is a federal disability category, not a state category. For purposes of the **federal student** count, a student is determined to be Deaf-Blind if the student has both an hi and a vi need reported concurrently in AzEDS. This need will not be found on any other report except for the SPED07.

**Q5: HOW ARE UNDUPLICATED COUNTS DETERMINED?**

A: The SPED07 report extracts from AzEDS the disability category for each student identified with the Federal Primary Need Indicator (FPNI) and reports that student once with that disability, regardless of how many disabilities a student has – except for DB (see previous FAQ).

**Q6: HOW DO I COMPLETE THE OCTOBER 1 DATA COLLECTION AND ELECTRONIC SIGNATURE?**

A: Census Verification Counts and Personnel Data with electronic signatures are due by the Phase I due date. To be eligible for federal allocations, the LEA signer is required to comply with this step. To submit your verification counts and electronic signature, as the LEA signer you must access the ESS October 1 data collection online application, available via the ESS portal within ADEConnect.

**Q7: HOW WILL I KNOW IF MY OCTOBER 1 DATA COLLECTION AND ELECTRONIC SIGNATURE WAS RECEIVED?**

A: An automatic e-mail notification will be sent to both the LEA user and LEA signer when the electronic signature (to include the date and time) is submitted via the ESS October 1 data collection application available via the ESS portal within ADEConnect.

**Q8: WHAT HAPPENS IF THE FINAL SPED07 REPORT FAILS TO MATCH THE CENSUS VERIFICATION COUNT SUBMITTED BY THE PEA?**

A: A count that is not reconciled in AzEDS by the time the final SPED07 report is generated may have an impact on the PEA determination, and the PEA may also be subject to an ADM audit. In addition, the non-reconciliation step must be completed within the ESS October 1 data collection application. PEAs that did not reconcile will be notified after Phase II ends.

**Q9: WHAT HAPPENS IF THE CENSUS VERIFICATION COUNT IS SUBMITTED PAST THE DUE DATE?**

A: A past due Census Verification Count submission may result in an interruption of your federal funds until such time it is received by ADE/ESS and may also impact the PEA determination. Additionally, the SPED07 report will not be accessible until the Census Verification Count has been submitted.

**Q10: WHAT HAPPENS IF THE CENSUS VERIFICATION COUNT IS NOT SUBMITTED?**

A: Non-Submission will result in ineligibility to apply for idea basic allocations. Late submission may cause an interruption of federal funds and the PEA determination may be impacted.

**Q11: IS THE CENSUS VERIFICATION COUNT DONE BY DISTRICT OF ATTENDANCE (DOA) OR DISTRICT OF RESIDENCE (DOR)?**

A: The October 1 Special Education Census is done by DOR; except for a few scenarios, PEAs should only count students that reside within their PEA regardless of where students attend to receive special education and related services.

**Q12: HOW ARE CEC (CERTIFICATE OF EDUCATIONAL CONVENIENCE) STUDENTS REPORTED IN THE CENSUS COUNT? BY DISTRICT OF ATTENDANCE (DOA) OR BY DISTRICT OF RESIDENCE (DOR)?**

A: For CEC-A students who cannot attend the PEA in which they reside because of distance or lack of transportation and attend another PEA in-state, they are included in the census for the dor, as they claim enrollment.

for CEC-A students who cannot attend the PEA in which they reside and attend an out-of-state school, they are included in the census for the DOR, as they claim enrollment.

for CEC-A students who reside in unorganized territories and attend another district in-state, they are claimed by the DOA that is equivalent to the DOR. These students would be included in the census for the DOR.

for CEC-B students who reside in peas because of placement by a state agency or state/federal court and attend the PEAs where they reside in placement (not PEAs where parents reside), they are claimed by the DOA, which is equivalent to the DOR. These students would be included in the census for the DOR.

**Q13: HOW DO I COUNT STUDENTS WHEN OCTOBER 1 FALLS ON A WEEKEND (SATURDAY OR SUNDAY) OR ON FALL BREAK?**

A: Include students who were enrolled on the last day school was in session before October 1 if they are known to have continued in special education on the first day school was in session following October 1 (whether it be your school in your PEA or another PEA). The PEA that should count the student is the PEA the student was enrolled in prior to October 1.

**Q14: MY ELEMENTARY DISTRICT'S BOUNDARIES DO NOT OVERLAP WITH ANY OTHER DISTRICT'S BOUNDARIES. WE HAVE HIGH SCHOOL STUDENTS THAT RESIDE WITHIN MY DISTRICT'S BOUNDARIES THAT ARE SERVICED AT ANOTHER PEA. HOW ARE THESE HIGH SCHOOL STUDENTS COUNTED?**

A: Feeder elementary districts that have high school students that reside in their districts and receive education and special education services at another PEA that serves high school grades should be included in the October 1 count for the district in which they reside (DOR), if these high school students are not enrolled at the other PEA through *open enrollment*.

**Q15: SHOULD EMPOWERMENT SCHOLARSHIP ACCOUNT (ESA) STUDENTS BE INCLUDED IN THE OCTOBER 1 CENSUS COUNT AND IF SO, HOW?**

A: Students on an ESA program are eligible for proportionate share funding and thus can be included in the parentally placed student count.

**Q16: SHOULD STUDENTS WITH DISABILITIES (SWD) PARTICIPATING IN A DROPOUT RECOVERY PROGRAM (DRP) BE INCLUDED IN THE OCTOBER 1 COUNT?**

A: Per A.R.S. § 15-901.06, DRP students are considered enrolled students at a PEA that offers this program. A student with an IEP who is participating in a DRP over October 1 should be included in the October 1 count. Note that a DRP can operate services through an education management organization (EMO) however the education services are required to be overseen by a PEA (an EMO cannot oversee this process but can provide services).