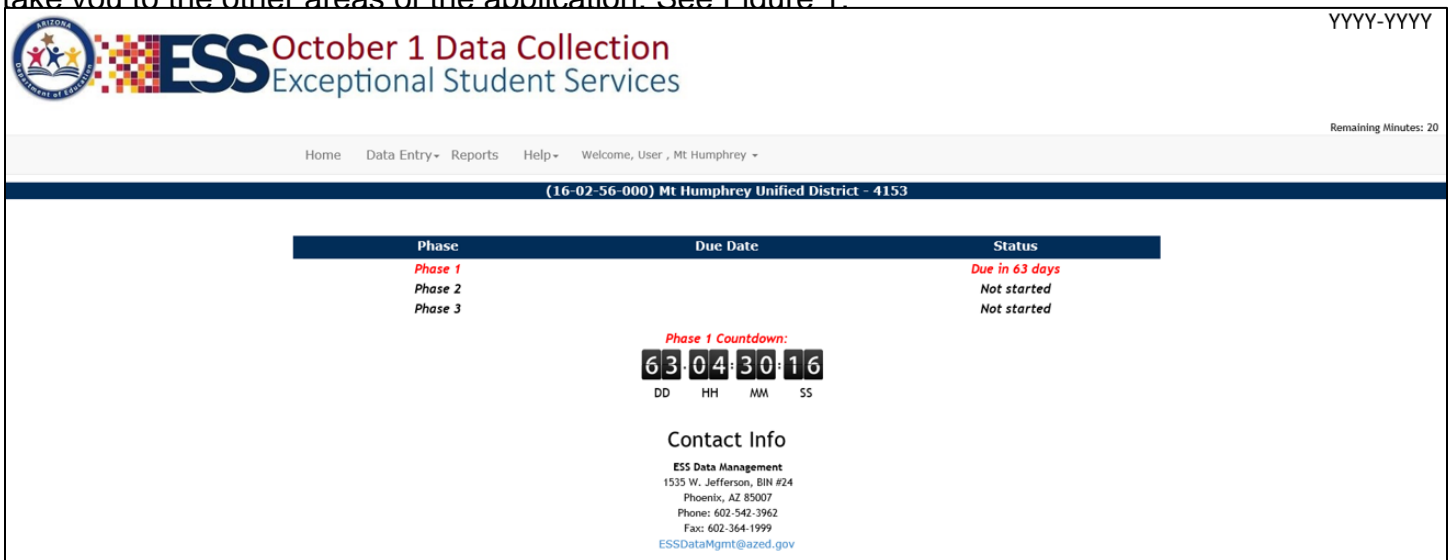


## October 1 SPED Data Collection: Verification & Reconciliation Process

The ESS October 1 Data Collection application is available via ADEConnect within the ESS Portal. To access this application, you must have the ADEConnect role of ESS October 1 Data Collection: LEA Signer and/or ESS October 1 Data Collection: LEA User. (Note the LEA Signer permission can only be assigned to the special education director, business manager, superintendent, or PEA administrator.) To request access, the public education agency (PEA) Entity Administrator (EA) will need to be contacted. Access the ADEConnect portal by going to the ADE website at [www.azed.gov](http://www.azed.gov) and clicking on the ADEConnect link or by going directly to <https://www.adeconnect.azed.gov>. The ADEConnect portal can also be accessed through some Student Information Systems (SIS). At the application access menu page, select "ESS Portal." From the ESS Portal, select "ESS October 1 Data Collection."

On the home page of the ESS October 1 Data Collection application, a "Help" menu option at the top contains information to assist with the verification/reconciliation process. Among the documents are instructions, FAQs, and checklists. The additional menu options at the top of the home page will take you to the other areas of the application. See Figure 1.



YYYYY-YYYY  
 Remaining Minutes: 20  
 Home Data Entry- Reports Help- Welcome, User , Mt Humphrey -  
 (16-02-56-000) Mt Humphrey Unified District - 4153

Phase	Due Date	Status
Phase 1		Due in 63 days
Phase 2		Not started
Phase 3		Not started

**Phase 1 Countdown:**  
 63:04:30:16  
 DD HH MM SS

**Contact Info**  
 ESS Data Management  
 1535 W. Jefferson, BIN #24  
 Phoenix, AZ 85007  
 Phone: 602-542-3962  
 Fax: 602-364-1999  
[ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov)

FIGURE 1

### VERIFICATION

To verify the current year October 1 count, at the top of the home page select Count Verification from the dropdown menu under Data Entry. There are two steps to this process. The first step is *Verification*. Verify the number of students with disabilities who were between the ages of 3 and 21, who have current evaluations, individualized education programs (IEPs), and who were receiving special education services in your PEA on October 1 of the current year. Students whose reevaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1. Please note, however, that these are significant violations and should be corrected immediately. Verification is based on the number of students that have been receiving services on October 1. This information might be derived from your local Student Information System (SIS), your

own printed student rosters, or by some other means under your control. AzEDS reports should not be used.

To verify the October 1 count, the total number of 3-21 year olds receiving services on October 1 must be reported. Enter this number in the appropriate box on the right side of the data entry form. The ages of the students must be calculated as of the October 1 child count date. See Figure 2.

**Census Verification Count**

The verification count submission should reflect the number of students with disabilities who were ages 3-21 with current evaluations, Individual Education Programs (IEPs) or Individual Service Plans (ISPs), and were receiving special education (SPED) services in your public education agency (PEA) on October 1 of the current reporting year. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1.

ADE reports October 1 SPED counts that are extracted from AzEDS to the Office of Special Education Programs (OSEP) in Washington, D.C., therefore it is imperative that PEAs ensure that final counts extracted from AzEDS during Phase II (reconciliation) match the counts as verified in the verification count submission.

The final extracted count is used to determine base funding for all PEAs, and adjustments for new or expanding charter schools for Federal Part B allocations under the Individuals with Disabilities Act (IDEA).

Please see Verification and Reconciliation Instructions for complete details.

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**Special education students served on October 1, 2019**  
Required for districts, charter schools, secure care facilities, and state institutions

**Total number of 3-21 year old students:** 0

Note: This count is applicable to all PEAs and should include all students enrolled in Preschool through grade 12 receiving special education and related services over the October 1 child count date.

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**Parentally Placed Students as of October 1, 2019**  
Required for districts only (not applicable to charter schools, secure care facilities, and state institutions)  
Preschool students, regardless of age, should be excluded.

**Total enrollment of parentally-placed students in private non-profit institutional day schools, residential schools, or are home schooled (ages 3-21) served by a K-12 school as defined by elementary/secondary grades within your district boundaries:** 0

Note: This count should include ALL students enrolled, not SPED only, that are placed in private non-profit institutional day schools, residential schools, or are home schooled.

**Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are home schooled (ages 3-21) served by a K-12 school as defined by elementary/secondary grades within your district boundaries:** 0

Note: This count should be less than or equal to the total enrollment of parentally-placed students in private non-profit institutional day schools, residential schools, or are home schooled (ages 3-21).

**Number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are home schooled (ages 3-5) served by a K-12 school as defined by elementary/secondary grades within your district boundaries:** 0

Note: This count should be less than or equal to the number of parentally-placed eligible students with disabilities in private non-profit institutional day schools, residential schools, or are homeschooled (ages 3-21).

Save
Cancel

FIGURE 2

For districts only; not applicable to charter schools, secure care or state institutions:

Also required from districts is the verification count of all parentally placed students between the ages of 3 and 21, served by a K-12 school as defined by elementary/secondary grades. Parentally placed students include students that are enrolled in private non-profit institutional day schools, residential schools, and are homeschooled within your district’s boundaries. (Note that the Parentally Placed Student count section will not appear if your PEA is a charter school, a secure care facility or a state institution.) First, report an unduplicated count of ALL parentally placed students (general and special education) enrolled as of October 1 of the current year. Second, report the number of parentally placed students with disabilities between the ages of 3 and 21 located within your district boundaries that are eligible to receive special education services. Third, report the number of parentally placed students with disabilities between the ages of 3 and 5 located within your district boundaries that are eligible to receive special education services. This number will be used to calculate the LEA entitlement applications. See Figure 2. If your district boundary overlaps with another district, report private school enrollment for only the grades your district serves. This will eliminate potential duplication.

After entering the figures in the appropriate boxes, proceed and click on SAVE. If you made an error in the verification count submission, corrections can be made any time during Phase I. However, changes to the verification count will not be accepted after the Phase I due date.

The second step in the count verification process is the *Electronic Signature*. The Final Submission option under the Data Entry tab will allow a review of the data submitted by the LEA User. Upon

selecting the “Notify Signer” button, a notification will be sent to the LEA Signer to complete this step. See Figure 3.

Data Entry Status			
Description	Status	Last Modified On	Last Modified By
Count Verification Data Entry	Complete	09/10/2019 10:54 AM	ESSCensusLEA3@test.com
Personnel	Complete	09/10/2019 11:09 AM	ESSCensusLEA3@test.com

Signature Status			
Description	Status	Last Modified On	Last Modified By
Current Status	Awaiting Signature	09/10/2019 2:30 PM	ESSCensusLEA3@test.com

FIGURE 3

To complete the verification process, the LEA Signer will need to check the box to electronically sign, select the appropriate title from the dropdown list, and click on the SUBMIT TO ADE button. See Figure 4.

### Special Education Count Verification

Failure to return the verification count report by the due date may result in an interruption of your federal funds and may impact your PEA Determination.

By checking this box and submitting your electronic signature, you certify that you have:

- ✓ Read and understand the Special Education Census Verification process and verified the total number count of SPED students served over October 1 as displayed on the Final Submission page.
- ✓ Read and understand the Personnel instructions, including FTE calculations, and verified the total FTE counts in sections A, B, C as displayed on the Final Submission page.

Your electronic signature is considered an electronic record with legal effect, validity and enforceability, as defined in S.2107 of the Government Paperwork Elimination Act.

**Signer's Title**

-- Choose One --

\* Signature must be from one of the following: SPED Director, Business Manager, or Superintendent / Charter School Director / CEO.

FIGURE 4

Note that the LEA Signer will have the option to revise the verification data. This can be done any time during Phase I by either the LEA User or LEA Signer, however changes will not be accepted after the Phase I due date. Changes by the LEA User must be re-signed by the LEA Signer before the Phase I due date.

Failure to submit the verification count on time may have an impact on the PEA Determination and federal funds may be interrupted until such time it is received by ADE/ESS.

## SPED07 REPORT

The SPED07 report will be generated after the Phase I due date if the verification count has been submitted. This report is made available from a link in the menu options at the top of the home page. It is available in PDF format and in Excel format (this option is used to export the student detail data into a spreadsheet if preferred). Select the current fiscal year from the dropdown list and click on RUN REPORT. See Figure 5.

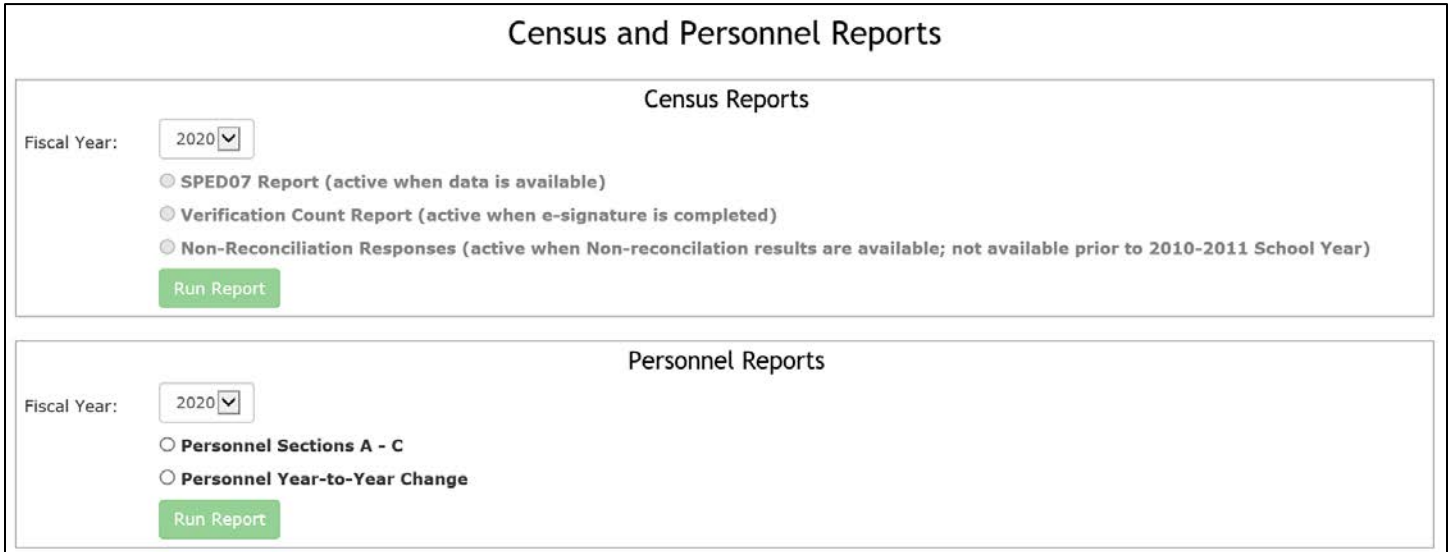


FIGURE 5

The SPED07 report displays the results of the most recent extract of data from the Arizona Education Data Standards (AzEDS). The extract date is displayed in the report heading area. The SPED07 displays an unduplicated count of students who were receiving special education services on October 1 of the fiscal year selected for the report. “Unduplicated” means students who receive services for more than one disability category will be listed only once, based on the Federal Primary Need Indicator (FPNI) designated in AzEDS. Note that if a student is concurrently reported with both needs HI and VI, the disability category will be converted to the federal category of DB (Deaf-Blind).

## RECONCILIATION

Once the actual count of students receiving services is verified and the verification count has been submitted to ADE/ESS, the PEA must ensure that the final extract of AzEDS data, displayed on the SPED07 report, matches the count as verified by the PEA by the reconciliation due date. Please note that reconciling AzEDS data should be an ongoing process. PEAs are strongly encouraged to reconcile counts in AzEDS so that they are complete, accurate, and Integrity error free by the last ADE business day of each month. Since the SPED07 report is extracted from data that resides in AzEDS, the accuracy of this report relies on the accuracy of the AzEDS data. For additional information related to the process of ensuring that the SPED07 and PEA-verified counts match, please see [“Recommended Procedure: Verifying the October 1 Federal Special Education Census,”](#) available within the ESS October 1 Data Collection application and on the ESS Data Management website.

Be advised that only the data from the final SPED07 report is used for federal reporting purposes regarding the number of 3–21 year olds. ADE is required to report this unduplicated count to the Office of Special Education Programs (OSEP). This count is used to determine base funding for Federal Part B IDEA entitlement dollars distributed to the state and to PEAs and adjustments for new and expanding charter schools.

Failure to reconcile counts in AzEDS by the time the final SPED07 report is generated with the verified count in the ESS October 1 Data Collection application by the PEA will have an impact on the PEA Determination and the PEA may also be subject to an ADM audit.

## NON-RECONCILIATION

If a PEA fails to reconcile the verification count with the final SPED07 report, the non-reconciliation step must be completed. Each PEA that fails to reconcile the counts will be notified by e-mail. The e-mail will be sent to any users with the role of ESS October 1 Data Collection: LEA User and LEA Signer in ADEConnect.

To complete the non-reconciliation step if applicable to your PEA, click on the non-reconciliation button (in red), which will be available on the home page of the ESS Census application once the non-reconciliation phase begins. See Figure 7.

**Important: The student count reported in your agency's Verification Count does not agree with your AzEDS student records. Please click the button below to go to the Non-Reconciliation page and enter an explanation.**

Non-Reconciliation

FIGURE 7

The next page provides the verification count, which is compared to the final SPED07 count derived from AzEDS. Below the counts is a list of possible reasons for non-reconciliation. See Figure 8.

Non-Reconciliation between Reported Counts and AzEDS

Data Source	Age 3-21
AzEDS Counts	0
Verification Counts	260

Please check all the reasons for non-reconciliation below that apply to your Agency.

- Non-reconciliation reasons
- Verification count inaccurate
- Failed to resolve integrity errors prior to reconciliation deadline
- SPED participation incorrect; failed to resolve by reconciliation deadline
- Unable to submit/upload due to SMS issues
- \* Students (suspended out, open enrollment; incorrect DCR) reported incorrectly by DOA
- \* Valid SPED concurrency error was not resolved by other PEA prior to reconciliation deadline
- \* Unable to resolve due to ADE/AZEDS error

\* These options, if checked, require at least one Student ID, and up to 10, that ADE can use to investigate and validate.

Comments: (Max. # characters: 1500)

File Attachments (max # files: 10; max size each: 20 MB)

Delete/ie Name	Upload Date	Uploaded By
<input type="checkbox"/> no files attached		

Brows...

The checked files were deleted.

FIGURE 8

Select at least one reason from the list provided (or more if applicable). A comment section is provided and required for details related to specific non-reconciliation reasons. If any of the last three reasons are selected, the page will expand to prompt for additional required details. See Figure 9.

Non-Reconciliation between Reported Counts and AzEDS

Data Source	Age 3-21
AzEDS Counts	0
Verification Counts	250

Please check all the reasons for non reconciliation below that apply to your Agency.

- Non-reconciliation situation
- Verification count inaccurate
- Failed to resolve integrity errors prior to reconciliation deadline
- SPED participation incorrect; failed to resolve by reconciliation deadline
- Unable to submit/upload due to SMS issues
- \* Students (turned out; open enrollment; incorrect DOR) reported incorrectly by DOA
- \*\* Valid SPED concurrency error was not resolved by other PEA prior to reconciliation deadline
- \* Unable to resolve due to AZSE AzEDS error

\* These options, if checked, require at least one Student ID, and up to 10, that ADE can use to investigate and validate.

Comments: (Max. # characters: 1500)

File Attachments (max # files: 10; max size each: 20 MB)

Selected	File Name	Upload Date	Uploaded By
<input type="checkbox"/>	no files attached		

Browse...

The checked files were deleted.

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 student IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which student IDs refer to each issue.

Student ID1:

Student ID2:

Student ID3:

Student ID4:

Student ID5:

Student ID6:

Student ID7:

Student ID8:

Student ID9:

Student ID10:

FIGURE 9

At least one and up to 10 valid State Student IDs (SSIDs) must be entered. Use the required comment section to explain why the included SSIDs did not appear on the final SPED07 report, indicating which non-reconciliation reasons apply to each ID. A file upload feature is included for required supporting documentation to be shared with ESS Data Management. As previously stated, comments are required if one or more SSIDs are provided so that ESS Data Management can investigate. If an invalid SSID is entered, an error message will be displayed and a correct SSID must be entered.

When all reasons, comments, **uploads**, and SSIDs (if applicable) are complete, click the SUBMIT button. Doing so will direct the application back to the home page with an updated status. See Figure 10.

**Non-reconciliation Status: Reasons have been entered.**

FIGURE 10

ESS Data Management will review all the submitted non-reconciliation reasons. If it is determined that any submitted reasons are invalid, ESS Data Management will update the reasons as appropriate. PEAs with valid non-reconciliation reasons that would have resulted in reconciled counts will be granted a waiver.

The “Non-Reconciliation Responses” report will be available upon completion of the non-reconciliation portion of the process; refer to Figure 6. This report will include the submitted non-reconciliation reasons, SSIDs provided (if applicable), PEA comments, ADE responses, and determination regarding a waiver of non-reconciliation. See Figure 11.

**Arizona Department of Education - Special Education Census**  
**AzEDS - Verified Count Non-Reconciliation Responses**

Fiscal Year: .  
 Print Date:

Agency: CTDS:

**Reasons Selected**

Reason ID	Reason Description

Number of Attachments: 0

**PEA Details and ADE Response**

Submission Date	PEA Comment	ADE Response	Non-Recon Determination

FIGURE 11