



Exceptional Student Services

Reporting Special Education Services for Students Who Attend Approved Private Day Schools, Head Starts, and Residential Treatment Centers

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ARIZONA DEPARTMENT OF
EDUCATION

Contents

Introduction.....	3
Approved Private Day Schools.....	3
Head Starts.....	4
Residential Treatment Centers.....	5
Reference Table.....	7

Introduction

This guidance is for Public Educational Agency (PEA) personnel who report special education (SPED) data for students who have been placed into an approved Private Day School, a Head Start, or Residential Treatment Center due to an IEP team or a state placement agency decision. This document outlines the procedures to report the student to the Arizona Department of Education (ADE).

Approved Private Day Schools

The Exceptional Student Services (ESS) [ED-P and Private Special Education Schools web page](#) lists all approved private day schools, approved needs for these sites, and their calendars. A student is typically placed at a private day school by an IEP team decision. The following steps must be taken for the student to be reported correctly to ADE.

1. A reporting relationship must be established between the Public Education Agency (PEA) and the private day school.
 - a. Email the [ESS Data Management inbox](#) and provide the name and entity ID/CTDS of the PEA and private day school. The Data Management team will establish the reporting relationship in our systems.
 - b. Once established, data syncs are typically permitted within 1-2 business days.
 - c. After a reporting relationship has been established, it will remain in effect until ADE is notified of a change or updated information is submitted.
2. A calendar for the private day school must be submitted to ADE through the PEA's Student Information System (SIS). Once the calendar has been added, approved, and certified, the PEA can report student data to ADE.
 - a. Approved calendar templates for private day schools can be found on the [ESS Private Special Education Schools web page](#) and can be tailored to the student.
 - b. Calendar submissions generally occur during the beginning of the school year. If the calendar submission window has closed, [create a helpdesk ticket for School Finance](#) to open a calendar submission window.
3. Site enrollment and SPED services must be reported for the student placed at the private day school.
 - a. The enrollment site is the private day school site.
 - b. SPED services must be reported for all days of enrollment at the private day school.
 - i. Students placed in an approved private day school will be reported with LRE D.
 - c. The District of Residence is your PEA.

- d. The Resident School ID is the school site within your PEA that the student would normally attend if not at the private day school.
 - e. The Tuition Payer Code will be TPC1.
4. Validate that the data is being reported correctly by reviewing the SPED72 report in the AzEDS Reports portal.

Head Starts

Head Starts are federally funded early childhood programs operated by various agencies. A list of all approved Head Start programs can be found using the [HeadStart.gov locator](#). A student receiving special education services may be placed at a Head Start by an IEP team decision. The following steps must be taken for the student to be reported correctly to ADE.

1. A reporting relationship must be established between the PEA and the Head Start.
 - a. Email [the ESS Data Management inbox](#) with the name and entity ID/CTDS of the Head Start and your PEA. If you do not know the entity ID or CTDS, the Data Management team will confirm the site with the PEA prior to establishing the reporting relationship.
 - b. If a Head Start site does not yet exist in ADE's systems, the Data Management team will first create the Head Start entity and then establish the reporting relationship.
 - c. Once established, data syncs are typically permitted within 1-2 business days.
 - d. After a reporting relationship has been established, the relationship will remain in effect until ADE is notified of a change or updated information is submitted.
2. A calendar for the Head Start must be submitted to ADE through the PEA's Student Information System (SIS). Once the calendar has been added, approved, and certified, the PEA can report student data to ADE.
 - a. Please work with the Head Start to obtain their calendar.
 - b. Calendar submissions generally occur during the beginning of the school year. If the calendar submission window has closed, [create a helpdesk ticket for School Finance](#) to open a calendar submission window.
3. Site enrollment and SPED services must be reported for the student placed at the Head Start
 - a. The enrollment site is the Head Start site.
 - b. SPED services must be reported for all days of enrollment at the Head Start.
 - c. The District of Residence is your PEA.
 - d. The Resident School ID is the school site within your PEA that the student would normally attend if not placed at the Head Start.
 - e. The Tuition Payer Code will be TPC1.

4. Validate that the data is being reported correctly by reviewing the SPED72 report in the AzEDS Reports portal.

Residential Treatment Centers

All approved residential treatment centers (RTCs) are listed on the [Residential Treatment Center Placement web page](#). A student may be placed in an RTC via decision from an IEP team or a state placement agency (SPA). The following steps outline the process for reporting these students.

1. A voucher will be submitted for your PEA's approval in the ESS Vouchers application.
 - a. Contact [ESS Vouchers inbox](#) for any questions regarding the Vouchers application or process, including home school district determinations.
2. A reporting relationship must be established between a PEA and the RTC.
 - a. Email [the ESS Data Management inbox](#) and provide the name and entity ID/CTDS of the RTC and your PEA. The Data Management team will establish the reporting relationship in our systems.
 - b. Once established, data syncs are typically permitted within 1-2 business days.
 - c. After a reporting relationship has been established, the relationship will remain in effect until ADE is notified of a change or updated information is submitted.
3. A calendar for the RTC must be submitted to ADE through the PEA's Student Information System (SIS). Once the calendar has been added, approved, and certified, the PEA can report student data to ADE.
 - a. Approved RTC calendar templates can be found on the [Residential Treatment Center Placement page](#) and can be tailored to the student.
 - b. Calendar submissions generally occur during the beginning of the school year. If the calendar submission window has closed, [create a helpdesk ticket for School Finance](#) to open a calendar submission window.
4. Site enrollment and SPED services (where applicable) must be reported for the student placed at the RTC.
 - a. The enrollment site is the RTC site.
 - b. Depending on the student's scenario, SPED services may or may not be present.
 - i. For SPED services and placement via IEP team decision, LRE E will be used.
 - ii. For SPED services and placement via SPA, LRE ES will be used.
 - c. The District of Residence is your PEA.
 - d. The Resident School ID is the school site within your PEA that the student would normally attend if not placed at the RTC.

- e. Tuition Payer Code:
 - i. If the student is receiving SPED services, Tuition Payer Code is TPC7
 - ii. If the student is not receiving SPED services, Tuition Payer Code is TPC4
- 5. Validate that the data is being reported correctly by reviewing the SPED72 report in the AzEDS Reports portal.

Reference Table

Attending	Initial Enrollment	Placement Decision	Voucher Status	Who Reports	Resident School ID	Tuition Payer Code
Approved Private Day School	Public School	IEP Team	None	District of Residence	The school site the student would normally attend	TPC1
Head Start	Public School	IEP Team	None	District of Residence	The school site the student would normally attend	TPC1
Residential Treatment Center	Public School	IEP Team or SPA	District or Charter approves	District of Residence	The school site the student would normally attend	TPC7 with SPED services TPC4 without SPED services

