



Arizona Department of Education

ADE/ESS Automated Current Year Federal Child Count Verification/Reconciliation Process

Access the Common Logon page by going to the ADE website at www.ade.az.gov and clicking on the Common Logon link or by going directly to <https://www.ade.az.gov/commonlogon>. At the application access menu page, select "ESS Census Verification."

The home page contains links that provide information to **assist with** the verification/reconciliation process. Among the documents are instructions, FAQs, and checklists. There are also links to request assistance from ADE/ESS Data Management and to download Adobe Acrobat Reader, which is required to view and print reports. The menu options at the top of the home page will take you to the other areas of the application. See Figure 1.

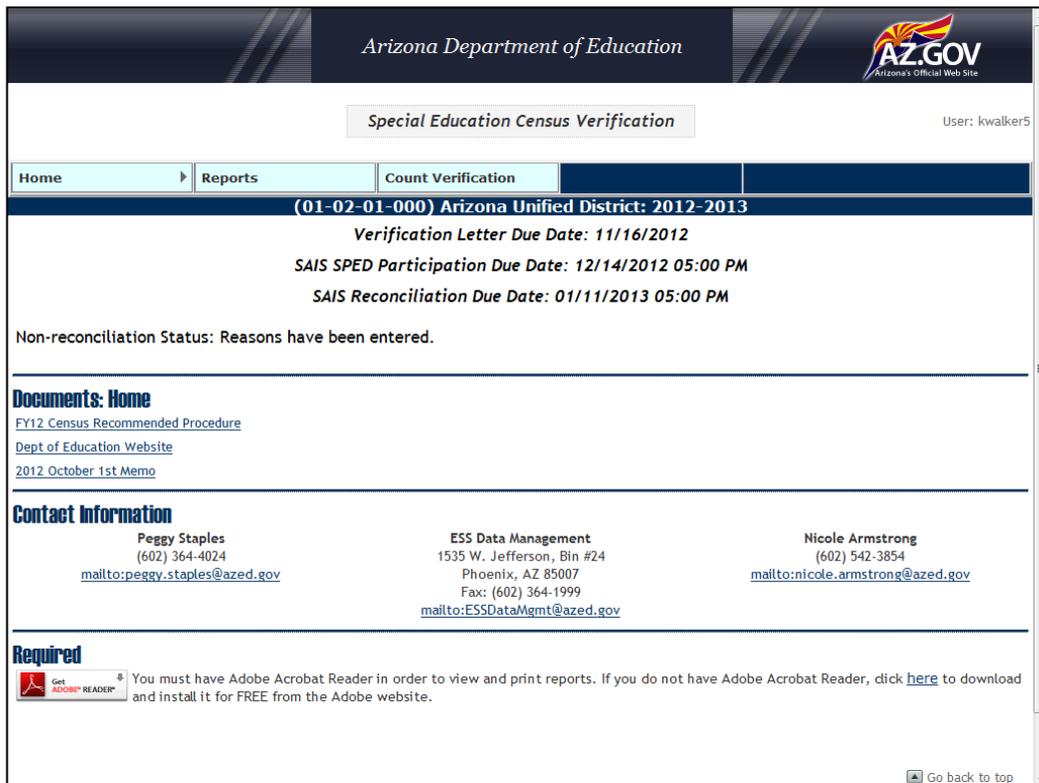


FIGURE 1

VERIFICATION

To verify the current year October 1 count, click on Count Verification, **one of** the menu options at the top of the home page. 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 3–21 who have current evaluations, individualized education programs (IEPs), and who were receiving special education services in your district or charter school on October 1st 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 1st. Please note, however, that these are significant violations and should be corrected immediately. Verification is based on the number of students you know to have been receiving services on October 1st. This information might be derived from your local Student Management System (SMS), your own printed student rosters, or by some other means under your control.

To verify the October 1 count, two separate numbers **must** be reported. First is the total number of 3–21 year olds receiving services on October 1st. Note that charter schools can only include 4- and 5-year-olds who are kindergarten eligible in the 3–21 count. Enter this number in the appropriate box on the right side of the screen. Second is the total number of 3–5 year olds receiving services on October 1st. The 3–5 count is part of the total 3–21 count, not in addition to the total 3–21 count. The 3–5 count *is not applicable to secure care facilities*. Enter this number in the appropriate box on the right side of the screen. See Figure 2.

Special Education Census Verification User: kwalker5

Home | Reports | **Count Verification**

**(01-02-01-000) Arizona Unified District: 2012-2013
Census Count Verification**

Step 1 - Submit Counts and Contact Information

According to the Public Education Agency (PEA) count verification submitted, the figures below reflect the number of students with disabilities who were ages 3 to 21 with current evaluations, Individual Education Programs (IEPs), and were receiving special education services in your district or charter school on October 1, 2012. 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 counts that are extracted from SAIS to the Office of Special Education Programs (OSEP) in Washington, D.C., therefore it is imperative that PEAs ensure that final counts extracted from SAIS match the numbers as verified in this letter. This count is used to determine eligibility for federal Part B allocations your agency will receive under the Individuals with Disabilities Act (IDEA).

Note: The data from the SPED07 Report will be used for federal reporting purposes regarding the number of 3-21 year olds.

PLEASE REVIEW THE CENSUS (SPED07) REPORT, which will be updated regularly. Detailed corrected information must be uploaded to SAIS via Common Logon.

Please enter your counts as of October 1, 2012 in the spaces provided below.

Special education students served on October 1, 2012

Total number of 3-21 year old students:
Note: Charter schools can only include 4 and 5 year olds who are kindergarten eligible in the 3-21 count.

Total number of 3-5 year old students:
Note: Charter schools can only include 4 and 5 year olds who are kindergarten eligible in the 3-5 count. The 3-5 count is not applicable to secure care.

All K-12 students served on October 1, 2012

Total number of private and home schooled students (all students, not only SPED):
Note: Not applicable for charter schools or secure care facilities.

Contact Information

Contact Name:
 Phone no.:
 Email:

FIGURE 2

Also required is the verification count of all K–12 students (not special education only but ALL) enrolled in private schools within your district’s boundaries and those who are homeschooled. (Note that the private/home school count section will not appear if your PEA is a charter school or a secure care facility.) In the box provided, enter an unduplicated count of all students enrolled in private/parochial schools and homeschooled as of October 1st of the current year. See Figure 2. This figure will be used in calculating the LEA entitlement applications. 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 and entering contact information at the bottom of the screen, proceed and click on SUBMIT. Please note: once you click on SUBMIT, you will not be able to resubmit your verification. If you made an error in **the** verification submission, contact the appropriate ADE/ESS personnel. However, changes to **the** verification count will no longer be accepted after the verification letter due date.

The second step in the count verification process is the *Verification Letter*. See Figure 3. This screen will appear after you have submitted verified counts. To complete the verification process, print the verification letter, sign it, and send to ADE/ESS. Print the verification letter by clicking on the **Verification Letter** hyperlink provided. Signatures from only one of the following individuals will be accepted: special education director, business manager, or superintendent/**charter administrator**. Verify the contact information at the bottom of the letter and make corrections if necessary. Fax the signed letter to (602) 364-1999 or mail it to:

Arizona Department of Education
Exceptional Student Services
Attn: Data Management Specialist
1535 W. Jefferson, Bin #24
Phoenix, AZ 85007

Arizona Department of Education

Special Education Census Verification

User: kwalker

Home Reports Count Verification

(01-02-01-000) Arizona Unified District: 2012-2013
Census Count Verification

Step 2 - Verification Letter

To complete the verification process you must print the verification letter, sign it, and send it to the Arizona Department of Education, Exceptional Student Services.

1. Click this link: [Verification Letter](#) and print the letter.
2. Verify the special education director's contact information on the letter and make corrections if necessary.
3. Fax the signed verification letter to: 602-364-1999, or
Mail the signed verification letter to:

Exceptional Student Services
Attn: ESS Data Management
1535 W. Jefferson, Bin #24
Phoenix, AZ 85007

Failure to return the verification letter by the due date may result in a interruption of you federal funds and may impact your PEA Determination.

Required

You must have Adobe Acrobat Reader in order to view and print reports. If you do not have Adobe Acrobat Reader, click [here](#) to download and install it for FREE from the Adobe website.

Done

FIGURE 3

Please note that Adobe Acrobat Reader is required to view and print PDF files. If you do not already have this installed, you will need to download and install it (for free) from the Adobe website **using the link provided at the bottom of the screen.**

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

SPED07 REPORT

The SPED07 report will be generated after the verification letter due date and 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 import 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 4.

The screenshot shows a web application interface for 'Special Education Census Verification'. At the top, there is a breadcrumb trail: 'Home' > 'Reports' > 'Count Verification'. Below this, a dark blue header displays '(01-02-01-000) Arizona Unified District: 2012-2013' and 'EssCensus Reports'. The main content area features a 'Fiscal Year' dropdown menu set to '2013' and a 'Run Report' button. Under 'Report Selection', there are four radio button options: 'SPED07 Report' (selected), 'SPED07 Report in Excel Format', 'Verification Letter (Reprint only)', and 'Non-Reconciliation Responses (not available prior to 2010-2011 School Year)'.

FIGURE 4

The SPED07 report displays the results of the most recent extract of data from the Student Accountability Information System (SAIS). 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 SAIS.

RECONCILIATION

Once the actual count of students receiving services is verified and the verification letter has been submitted to ESS, the PEA **must** ensure that the final extract of SAIS data, displayed on the SPED07 report, matches the count as verified by the PEA by the reconciliation due date. Please note that reconciling SAIS data should be an ongoing process. PEAs are strongly encouraged to reconcile counts in SAIS 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 reside in SAIS, it should be accurate if the source data is accurate. 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 Census Verification application and also 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 eligibility for Federal Part B IDEA entitlement dollars distributed to the state and to PEAs.

Failure to reconcile counts in SAIS by the time the final SPED07 report is generated with the count verified in the ESS Census Verification 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 letter 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 the special education director and/or special education contact identified in Enterprise. To ensure that this communication is received by the appropriate personnel, please be sure to update your LEA Profile. **See the “Instructions for updating contact information in the LEA Profile/Enterprise Database” document available on the ESS Data Management homepage for more information.** If you need assistance in updating the LEA Profile, please contact the ADE Support Center.

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 Verification application once the non-reconciliation phase begins. See Figure 5.



FIGURE 5

The next page provides the verification letter count, which is compared to the final SPED07 count derived from SAIS. Below the counts is a list of possible reasons for non-reconciliation. See Figure 6.

Home	Reports	Count Verification	
(01-02-01-000) Arizona Unified District: 2012-2013			
Non-Reconciliation between Reported Counts and SAIS			
	Reported Verification Count	SAIS Count	
Total 3 - 21	42	41	
Age 3 - 5	1	1	

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

<p>Non-reconciliation Reasons</p> <input type="checkbox"/> Verification letter count inaccurate <input type="checkbox"/> Failed to resolve SAIS integrity errors prior to reconciliation deadline <input type="checkbox"/> SAIS SPED participation incorrect; failed to resolve by reconciliation deadline <input type="checkbox"/> Unable to submit/upload due to SMS issues <input type="checkbox"/> * Students (contracted out; open enrollment; incorrect DOR) reported incorrectly by DOA <input type="checkbox"/> * Valid SPED concurrency error was not resolved by other PEA prior to reconciliation deadline <input type="checkbox"/> * Unable to resolve due to ADE SAIS error	<p>Comments:</p> <div style="border: 1px solid gray; height: 80px;"></div>
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*This option, if marked, requires at least one SAIS ID, and up to 10, that ADE can use to investigate and validate.

FIGURE 6

Select at least one reason from the list provided (or more if applicable). **A comment section is provided 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 7.

	Reported Verification Count	SAIS Count
Total 3 - 21	42	41
Age 3 - 5	1	1

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

<p>Non-reconciliation Reasons</p> <input type="checkbox"/> Verification letter count inaccurate <input type="checkbox"/> Failed to resolve SAIS integrity errors prior to reconciliation deadline <input type="checkbox"/> SAIS SPED participation incorrect; failed to resolve by reconciliation deadline <input type="checkbox"/> Unable to submit/upload due to SMS issues <input type="checkbox"/> * Students (contracted out; open enrollment; incorrect DOR) reported incorrectly by DOA <input checked="" type="checkbox"/> * Valid SPED concurrency error was not resolved by other PEA prior to reconciliation deadline <input type="checkbox"/> * Unable to resolve due to ADE SAIS error	<p>Comments:</p> <div style="border: 1px solid gray; padding: 5px;"> This student exited our school's SPED program on 10/5/12 but XYZ Elementary School also claims the student in SPED starting on 10/1/12. </div>
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*This option, if marked, requires at least one SAIS ID, and up to 10, that ADE can use to investigate and validate.

<p>You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 SAIS IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which SAIS IDs refer to each issue.</p>	<table border="1" style="width: 100%;"> <tr><td>SAIS ID#1</td><td><input type="text" value="1234567"/></td></tr> <tr><td>SAIS ID#2</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#3</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#4</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#5</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#6</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#7</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#8</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#9</td><td><input type="text"/></td></tr> <tr><td>SAIS ID#10</td><td><input type="text"/></td></tr> </table>	SAIS ID#1	<input type="text" value="1234567"/>	SAIS ID#2	<input type="text"/>	SAIS ID#3	<input type="text"/>	SAIS ID#4	<input type="text"/>	SAIS ID#5	<input type="text"/>	SAIS ID#6	<input type="text"/>	SAIS ID#7	<input type="text"/>	SAIS ID#8	<input type="text"/>	SAIS ID#9	<input type="text"/>	SAIS ID#10	<input type="text"/>
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SAIS ID#8	<input type="text"/>																				
SAIS ID#9	<input type="text"/>																				
SAIS ID#10	<input type="text"/>																				

FIGURE 7

At least one and up to 10 valid SAIS IDs must be entered. **Use** the comment section **to explain why the included SAIS IDs did not appear on the final SPED07 report, indicating which non-reconciliation reasons apply to each ID**, so that ESS Data Management can investigate. If an invalid SAIS ID is entered, an error message will be displayed and a correct SAIS ID must be entered.

When **all reasons, comments, and SAIS IDs (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 8.

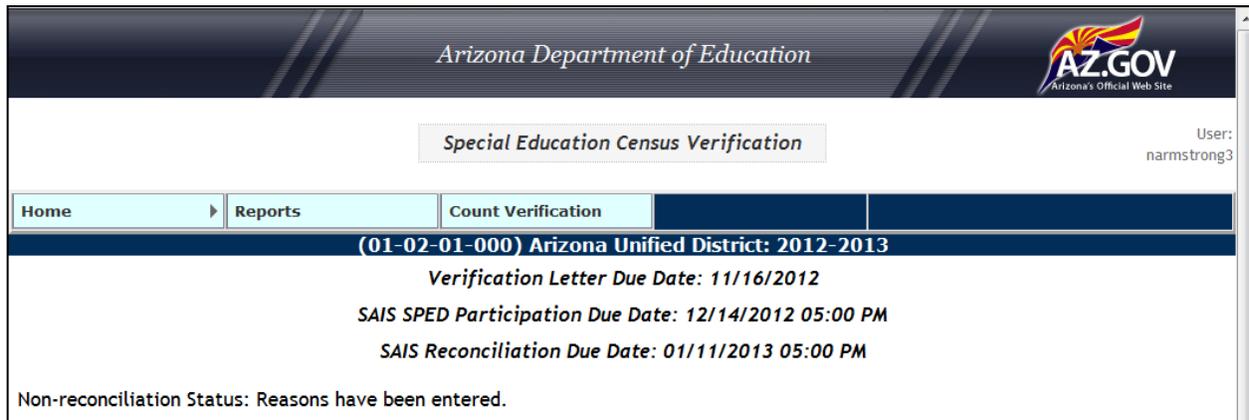


FIGURE 8

ESS Data Management will review all of the submitted non-reconciliation reasons. If it is determined that any submitted reasons are invalid, ESS Data Management will re-open the non-reconciliation status, contact your PEA, and request that you submit updated reasons. 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. See Figure 4. This report will include the submitted non-reconciliation reasons, sample SAIS IDs provided (if applicable), PEA comments, ADE responses, and determination regarding a waiver of non-reconciliation.