



Exceptional Student Services (ESS) / Data Management

Frequently Asked Questions – GENERAL

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Q1: I DON'T KNOW IF I HAVE AN ADECONNECT ACCOUNT. HOW CAN I FIND OUT?

A: ADEConnect accessibility is granted to users via the Entity Administrator for each public education agency (PEA) If you do not have an ADEConnect account or if you already have an existing account but need to have the ESS Annual Special Education Data Collection application (ESS Annual Data) added to your account, you will need to contact your PEA's Entity Administrator. If additional assistance is needed, you may contact the Arizona Department of Education (ADE) Support Center at (602) 542-7378 or (866) 577-9636 for assistance. You may also send an email to adesupport@azed.gov.

Q2: CAN WE VIEW REPORTS IN "READ ONLY" IF WE ARE NOT RESPONSIBLE FOR DATA ENTRY?

A: No. If you have ADEConnect account access, you will be given access to the entire application, including the data entry portion. However, if you need read access only, instead of accessing the application via ADEConnect, simply ask whoever will be responsible for data entry to print out the reports for you using the print report function.

Q3: WHY DO I HAVE TO REPORT SOME DATA AT THE SCHOOL LEVEL AND SOME AT THE DISTRICT LEVEL?

A: ADE asks for some data by school because it is our goal to achieve greater accountability. It is easier to view and analyze data in smaller numbers; hence, there can be easier verification resulting in greater accountability, specifically with regard to exit and discipline data. Personnel data is too cumbersome to collect at the school level and since we ask for this data by full-time equivalency (FTE), we will continue to collect this data at the district level.

Q4: CAN THERE BE MULTIPLE USERS ENTERING THE DATA FOR THE SAME PEA AT THE SAME TIME WITHIN THE APPLICATION?

A: It is possible for more than one user to enter data, although multiple users should work in different sections of the application.



Q5: I REALIZED AFTER I COMPLETED THE FINAL SUBMISSION PROCESS THAT I MADE A MISTAKE. CAN I GO BACK AND EDIT MY DATA?

A: if you have completed the final submission process and you wish to edit your data, you will need to contact ESS Data Management to have the data “reopened” for editing.

Q6: ARE THE CHILD IDENTIFICATION, PRIVATE SCHOOL AND HOME SCHOOL, AND EARLY INTERVENING SERVICES REPORTS REQUIRED?

A: No. In an effort to reduce the data collection reporting burden on behalf of PEAs, ADE removed these reports for the Annual Special Education Data Collection online application. However, Coordinating Early Intervening Services (CEIS) data is now collected via the IDEA Basic Grant Entitlement Completion Reports, overseen by ESS Funding.

Q7: WHY IS THE INDICATOR REPORT NO LONGER A MENU OPTION?

A: The Indicator Report has been removed from the application because this report is now available within a new Web-based application, separate from the Annual Special Education Data Collection.

Q8: IS THE SAFE & DRUG FREE SCHOOLS SURVEY (FORMERLY CHAPPS) AVAILABLE WITHIN THIS APPLICATION?

A: The Safe & Drug Free Schools Survey (formerly CHAPPS) has not been available under this application for the last several years. Information on the Safe & Drug Free Schools Survey can be found online at <http://www.azed.gov/prevention-programs/resources/data/sdfs/>. Further questions regarding this survey can be directed to the ADE Safe and Drug Free Schools Program at (602) 542-8730.

Q9: WHO IS REQUIRED TO SUBMIT THE ELECTRONIC SIGNATURE?

A: **The electronic signature must be submitted by the special education director, business manager, or superintendent/charter school director/CEO. For any of these individuals to access the ESS Annual Data application, they must be assigned the LEA signer role by the PEA’s ADEConnect entity administrator.**



Q10: WHERE IS THE ELECTRONIC SIGNATURE SUBMITTED?

A: The electronic signature can only be submitted by the LEA signer that has been assigned by the PEA's ADEConnect entity administrator. Once logged in to the ESS Annual Data application, the LEA signer will be able to review the data and proceed with the submission of their electronic signature.

Q11: HOW CAN I VERIFY MY FINAL SUBMIT STATUS AND ADE/ESS RECEIPT OF MY ELECTRONIC SIGNATURE?

A: Final submission status can be verified by accessing the STATUS & FINAL SUBMIT menu item under DATA ENTRY. On this page, the current status of your Annual Data Collection submission will display as one of the following options:

- No Initial Login
- Logged In, No Data Entered
- Partially Complete, In Progress
- Revision Mode, Incomplete
- Data ready for review
- Revision Mode, ready for review
- Notification sent to signer
- Submitted to ADE

The automated email notification feature is a useful tool. Upon receipt of the electronic signature, it is automatically logged in and using the email entered in the USER INFORMATION section, an automated email notification is sent to alert the user that the Annual Data Collection has been completed in its entirety.

Q12: IN THE *GENERAL RECORDS RETENTION SCHEDULE FOR ALL SCHOOL DISTRICTS AND CHARTER SCHOOLS STUDENT RECORDS* DOCUMENT (APPROVAL DATE 08/30/2011), UNDER ITEM #21, THE REMARKS STATE "AFTER FISCAL YEAR OF FINAL ENROLLMENT." WHAT DEFINES FINAL ENROLLMENT?

A: Final enrollment refers to when a student last participated in a special education program. For example, if a student is no longer eligible for special education but is still enrolled, the special education records can be destroyed three years after withdrawal from the special education program.