State of Arizona
Department of Education

MEMORANDUM

DATE: September 28, 2016

TO: Special Education Directors
Charter School Administrators
Secure Care Facility Administrators

FROM: Karol Basel, Deputy Associate Superintendent
Exceptional Student Services/Arizona Department of Education

Peggy Staples, Lead Data Management Specialist
Exceptional Student Services/Arizona Department of Education

SUBJECT: **10/01/16 Federal Special Education Child Count Verification and AzEDS Reconciliation**

Verification of your **October 1, 2016,** federal special education child count will be done via an automated process using a web-based application available to public education agencies (PEAs). This web-based application is accessible through the ADEConnect portal. This portal can be accessed by either going to the ADE website at: www.azed.gov and clicking on the ADEConnect link, accessing via your student information system (SIS), or going directly to https://home.azed.gov/Portal/. From this online application, entitled *ESS Census*, you will be able to access your October 1, 2016 verification count submission page and your SPED07 report for FY 2017 (which is only available after the verification count due date and after your count has been submitted). All PEAs must submit a special education child count to ADE/ESS, with an electronic signature from the special education director, business manager, or superintendent/charter school director/PEA administrator confirming that the data are correct. ***Failure to do so may result in an interruption of your federal funds and may impact your PEA determination.***

This process will commence on October 3, 2016, and the instructions on how to complete this verification process will be available on the home page of the application as well as the ESS Data Management website. Please note that the October 1, 2016 date is a child count date, not a due date.

In 2003, the Office of Special Education Programs (OSEP) and the Office of the Inspector General (OIG) determined that the only two situations that would make a student ineligible for placement on the annual child count/census would be (1) noneligibility to receive services and (2) not receiving services. This ruling remains in effect. If a student has an expired IEP or reevaluation, the student may be placed on the census as long as he or she continued to receive services on the child count date. Doing so will ensure accurate reporting for the federal child count and for state funding purposes.

In addition to verifying your 10/01/16 special education counts, IDEA requires a count of **all** K—12 students enrolled in private schools within a **district's** boundaries and those who were homeschooled in the district on 10/01/16. This figure will be used to calculate LEA entitlement allocations for FY 2018. Please note that if your district shares a boundary with another district, you are only required to report for the grades your district serves.

The following due dates are in effect for this year's October 1, 2016 child count:

Verification counts are due to ADE/ESS by **Friday, December 16, 2016.**
Special education participation data are due in AzEDS by **Friday, February 3, 2016.**
Verified counts reconciled in SAIS due date is **Friday, March 3, 2016.**

If you have any questions or concerns regarding this verification/reconciliation process, please contact ESS Data Management at ESSDataMgmt@azed.gov.

cc: Lyle Friesen, Director, School Finance
Teasie Colla, Program Specialist, Juvenile Justice Services Division
Whitney Chapa, Executive Director, Charter School Board
ESS Specialists
County Superintendents
County Jails