

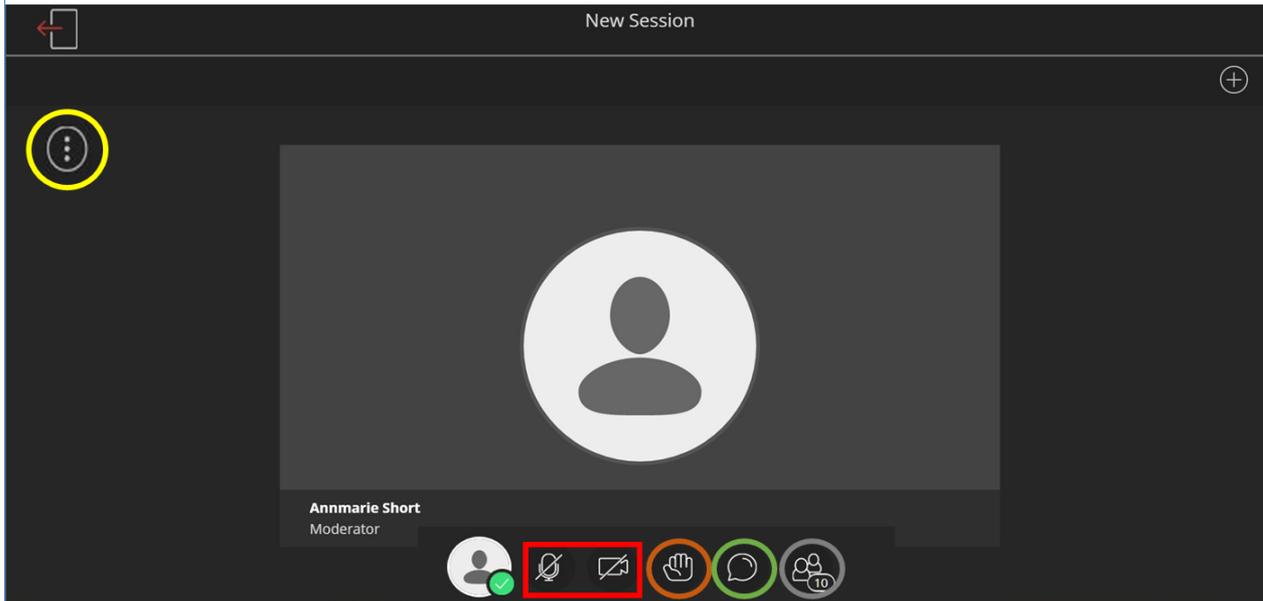
Welcome to today's webinar



If you have not logged in using your full name, please exit the webinar and log in again using your full name.

If you have any questions, please type them into the Chat window on the bottom left of your screen.

Find Your Way Around



 You can select the microphone and video camera icons any time during a meeting to turn them on or off.

 Hand raise: Raise your hand to answer a question or get another moderator's attention. Click Raise Hand.

 Chat: Chat with participants. Click Open Chat.

 Participants' panel: View the list of participants. Click Open Participants List.

 Screen Settings: Zoom content in or out. Your settings do not affect other participant's view.



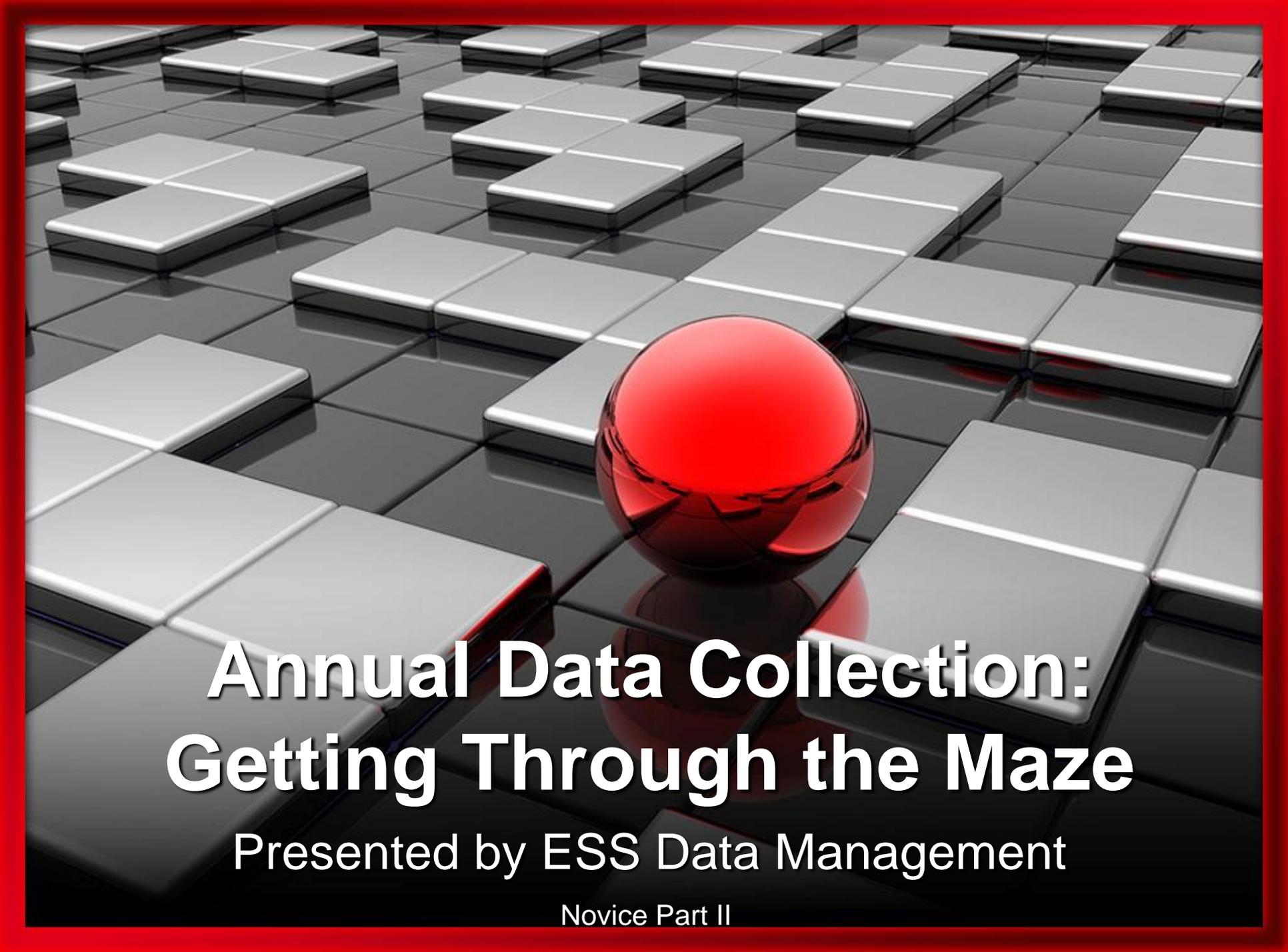
Status: Show yourself as away. Point to the green checkmark by your avatar image and select Set as Away. Click I'm back! when you return.



Leave session: Click leave session.



Share Content: You can share a blank whiteboard, an application, PDFs, PowerPoint® presentations, and images in GIF, JPEG and PNG formats. Click Share Content.



Annual Data Collection: Getting Through the Maze

Presented by ESS Data Management

Novice Part II



Agenda

- Overview
- Demo
 - Agency Reports (Part I)
 - School Reports
 - Print Reports
- Final Submission
- Resources and Support
- Wrap Up



SCHOOL REPORTS



School Reports: Exit and Discipline

Home | Data Entry | Print Reports | User Information | Log Out

0) Amphitheater Unified District: 2015-2016
Due Date: 08/19/2016 5:00 PM

Notes:

ESS Data Management has recently announced this year's ESS Annual Special Education Data Collection. The application has opened on Monday, June 6, 2016 and is due in its entirety by Friday, August 19, 2016. To see a complete list of due dates, please go to <http://www.azed.gov/special-education/funding/data-management/annual-sped-data-collection/>.

User Documents: Home

[Data Dictionary](#)

[General Instructions](#)

Contacts:

Peggy Staples
Phone: 602-364-4024
peggy.staples@azed.gov

ESS Data Management
1535 W. Jefferson, Bin #24
Phoenix, AZ 85007
Fax: 602-364-1999
ESSDataMgmt@azed.gov

Chris Brown
Phone: 602-542-3854
chris.brown@azed.gov

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.



School List

CTDS	School	Status
10-02-10-185	Amphi Academy at Donaldson	Display Only
10-02-10-285	Amphi Academy at El Hogar	Display Only
10-02-10-281	Amphitheater High School	Display Only
10-02-10-166	Amphitheater Middle School	Display Only
10-02-10-282	Canyon Del Oro High School	Display Only
10-02-10-118	Copper Creek Elementary School	Display Only
10-02-10-115	Coronado K-8 School	Display Only
10-02-10-110	E C Nash School	Display Only
10-02-10-108	Frances Owen Holaway Elementary School	Display Only
10-02-10-109	Helen Keeling Elementary School	Display Only
10-02-10-280	Ironwood Ridge High School	Display Only
10-02-10-111	L M Prince School	Display Only
10-02-10-165	La Cima Middle School	Display Only
10-02-10-167	Lawrence W Cross Middle School	Display Only
10-02-10-112	Lulu Walker School	Display Only
10-02-10-106	Marion Donaldson Elementary School	Display Only
10-02-10-116	Mesa Verde Elementary School	Display Only
10-02-10-114	Painted Sky Elementary School	Display Only
10-02-10-168	Richard B Wilson Jr School	Display Only
10-02-10-125	Rillito Center	Display Only
10-02-10-117	Rio Vista Elementary School	Display Only
10-02-10-000	Tuitioned-Out	Incomplete
10-02-10-107	Winifred Harelson Elementary School	Display Only

The "Tuitioned-Out" option in the school list is used for verifying exiting data and entering discipline data for students tuitioned out to approved private day schools, residential treatment centers, head start programs, and/or accommodation districts acting as a public consortium. Because reporting is done by District of Residence (DOR) in *ESS Annual Data*, tuitioned-out students that attend an aforementioned entity should be report under the Tuitioned-Out school if applicable.



School Selected

[Back to School List](#)
(10-02-10-185) Amphi Academy at Donaldson



School Reports

Report Title	Status	Last Updated
Exiting - Sect A - Autism	Display Only	N/D
Exiting - Sect A - Deaf-Blindness	Display Only	N/D
Exiting - Sect A - Emotional Disturbance	Display Only	N/D
Exiting - Sect A - Hearing Impairment	Display Only	N/D
Exiting - Sect A - Multiple Disabilities	Display Only	N/D
Exiting - Sect A - Intellectual Disability	Display Only	N/D
Exiting - Sect A - Other Health Impairments	Display Only	N/D
Exiting - Sect A - Orthopedic Impairment	Display Only	N/D
Exiting - Sect A - Specific Learning Disabilities	Display Only	N/D
Exiting - Sect A - Speech / Language Impairment	Display Only	N/D
Exiting - Sect A - Traumatic Brain Injury	Display Only	N/D
Exiting - Sect A - Visual Impairment	Display Only	N/D
Exiting - Sect B - All Disabilities	Display Only	N/D
Exiting - Sect C - By Race	Display Only	N/D
Exiting - Sect D - By Gender	Display Only	N/D
Exiting - Sect E - By ELL/LEP Status	Display Only	N/D
Discipline - Sect A - By Disability	Display Only	N/D
Discipline - Sect B - By Race	Display Only	N/D
Discipline - Sect C - By Gender	Display Only	N/D
Discipline - Sect D - By ELL Status	Display Only	N/D
Discipline - Sect E - Services during Expulsion	Display Only	N/D

School level reports are “Display Only” for exiting data and for schools that use Az SAFE to enter discipline data.

The “Last Updated” column will be populated with the date of the last/current data extract from SAIS for exit data and from Az SAFE for discipline data.



Students Exiting Special Education

- Display only; extracted from SAIS
- Ages 14-21
- Age based on child count
- Post-integrity (FED SPED)
- Must be in SPED at start of reporting year but not in SPED at end of reporting year
- Populates last known exit reason
- Breakouts by:
 - Disability, Ethnicity/Race, Gender, ELL

Select Exiting Section

[Back to School List](#)

(10-02-10-185) Amphi Academy at Donaldson

School Reports

Report Title	Status	Last Updated
Exiting - Sect A - Autism	Display Only	N/D
Exiting - Sect A - Deaf-Blindness	Display Only	N/D
Exiting - Sect A - Emotional Disturbance	Display Only	N/D
Exiting - Sect A - Hearing Impairment	Display Only	N/D
Exiting - Sect A - Multiple Disabilities	Display Only	N/D
Exiting - Sect A - Intellectual Disability	Display Only	N/D
Exiting - Sect A - Other Health Impairments	Display Only	N/D
Exiting - Sect A - Orthopedic Impairment	Display Only	N/D
Exiting - Sect A - Specific Learning Disabilities	Display Only	N/D
Exiting - Sect A - Speech / Language Impairment	Display Only	N/D
Exiting - Sect A - Traumatic Brain Injury	Display Only	N/D
Exiting - Sect A - Visual Impairment	Display Only	N/D
Exiting - Sect B - All Disabilities	Display Only	N/D
Exiting - Sect C - By Race	Display Only	N/D
Exiting - Sect D - By Gender	Display Only	N/D
Exiting - Sect E - By ELL/LEP Status	Display Only	N/D
Discipline - Sect A - By Disability	Display Only	N/D
Discipline - Sect B - By Race	Display Only	N/D
Discipline - Sect C - By Gender	Display Only	N/D
Discipline - Sect D - By ELL Status	Display Only	N/D
Discipline - Sect E - Services during Expulsion	Display Only	N/D



Exit Reason Codes and Definitions

Exiting Instructions on “Home” tab

OR

SAIS Codes Document, pages 9-10

<https://cms.azed.gov/home/GetDocumentFile?id=5609a392aadebe150c51dbbb>

Exiting Section A: Disability

No.	Autism	Age on Count Date				
		14	15	16	17	18
1.	Transferred to Regular Education		1			
2.	Graduated with Regular High School Diploma					
3.	Reached Maximum Age					
4.	Died					
5.	Moved, Known to be Continuing		1			
6.	Dropped Out					
7.	Total	0	2	0	0	0

No.	Autism	Age on Count Date			Total
		19	20	21	
1.	Transferred to Regular Education				1
2.	Graduated with Regular High School Diploma				0
3.	Reached Maximum Age				0
4.	Died				0
5.	Moved, Known to be Continuing				1
6.	Dropped Out				0
7.	Total	0	0	0	2

Exiting reports are display only – the data is extracted from SAIS.

Exiting Section B: All Disabilities



No.	All Disabilities	Age on Count Date				
		14	15	16	17	18
1.	Transferred to Regular Education	2	1	1	6	2
2.	Graduated with Regular High School Diploma					
3.	Reached Maximum Age					
4.	Died					
5.	Moved, Known to be Continuing		5	1	2	1
6.	Dropped Out					
7.	Total	2	6	2	8	3

No.	All Disabilities	Age on Count Date			Total
		19	20	21	
1.	Transferred to Regular Education				12
2.	Graduated with Regular High School Diploma				0
3.	Reached Maximum Age				0
4.	Died				0
5.	Moved, Known to be Continuing				9
6.	Dropped Out				0
7.	Total	0	0	0	21

Exiting reports are display only – the data is extracted from SAIS.

Exiting Section C: Ethnicity/Race

No.	By Ethnicity	Race / Ethnicity			
		<u>American Indian or Native Alaskan</u>	<u>Asian</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>
1.	Transferred to Regular Education				7
2.	Graduated with Regular High School Diploma				
3.	Reached Maximum Age				
4.	Died				
5.	Moved, Known to be Continuing			2	4
6.	Dropped Out				
7.	Total	0	0	2	11

No.	By Ethnicity	Race / Ethnicity			Total
		<u>Native Hawaiian or Other Pacific Islander</u>	<u>White</u>	<u>Multiracial</u>	
1.	Transferred to Regular Education		5		12
2.	Graduated with Regular High School Diploma				0
3.	Reached Maximum Age				0
4.	Died				0
5.	Moved, Known to be Continuing		3		9
6.	Dropped Out				0
7.	Total	0	8	0	21

Exiting reports are display only – the data is extracted from SAIS.



Exiting Section D: Gender

No.	By Gender	Gender		
		Male	Female	Total
1.	Transferred to Regular Education	10	2	12
2.	Graduated with Regular High School Diploma			0
3.	Reached Maximum Age			0
4.	Died			0
5.	Moved, Known to be Continuing	5	4	9
6.	Dropped Out			0
7.	Total	15	6	21

Exiting reports are display only – the data is extracted from SAIS.



Exiting Section E: ELL/LEP Status

No.	By ELL Status	ELL Status		
		Yes	No	Total
1.	Transferred to Regular Education		12	12
2.	Graduated with Regular High School Diploma			0
3.	Reached Maximum Age			0
4.	Died			0
5.	Moved, Known to be Continuing		9	9
6.	Dropped Out			0
7.	Total	0	21	21

Exiting reports are display only – the data is extracted from SAIS.



Common FAQs

Q: When can I make FY 2016 special education participation data corrections in SAIS/AzEDS?

A: Any time prior to ~~June 30, 2016~~. Corrections after ~~June 30, 2016~~ are subject to the State Aid and Budget Capacity Correction process (ARS § 15-915).



Disciplinary Incidents

- Display only; extracted from Az SAFE
- Submitted via SIS upload or Az SAFE Online
- Detailed information on Az SAFE found at:

<http://www.azed.gov/prevention-programs/az-safe>



Disciplinary Incidents

- July 1 – June 30
- Ages 3-21
- For specific definitions, refer to instructions on “Home” tab
- Sections A-D:
 - Disability, Ethnicity/Race, Gender, ELL
- Section E:
 - Expulsions with/without services

Select Discipline Section

[Back to School List](#)

(10-02-10-185) Amphi Academy at Donaldson

School Reports

Report Title	Status	Last Updated
Exiting - Sect A - Autism	Display Only	N/D
Exiting - Sect A - Deaf-Blindness	Display Only	N/D
Exiting - Sect A - Emotional Disturbance	Display Only	N/D
Exiting - Sect A - Hearing Impairment	Display Only	N/D
Exiting - Sect A - Multiple Disabilities	Display Only	N/D
Exiting - Sect A - Intellectual Disability	Display Only	N/D
Exiting - Sect A - Other Health Impairments	Display Only	N/D
Exiting - Sect A - Orthopedic Impairment	Display Only	N/D
Exiting - Sect A - Specific Learning Disabilities	Display Only	N/D
Exiting - Sect A - Speech / Language Impairment	Display Only	N/D
Exiting - Sect A - Traumatic Brain Injury	Display Only	N/D
Exiting - Sect A - Visual Impairment	Display Only	N/D
Exiting - Sect B - All Disabilities	Display Only	N/D
Exiting - Sect C - By Race	Display Only	N/D
Exiting - Sect D - By Gender	Display Only	N/D
Exiting - Sect E - By ELL/LEP Status	Display Only	N/D
Discipline - Sect A - By Disability	Display Only	N/D
Discipline - Sect B - By Race	Display Only	N/D
Discipline - Sect C - By Gender	Display Only	N/D
Discipline - Sect D - By ELL Status	Display Only	N/D
Discipline - Sect E - Services during Expulsion	Display Only	N/D



Discipline Section C: Gender

	Students with Disabilities Ages 3-21	1. Unilateral Removals to an Interim Alternative Educational Setting by School Personnel				2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer's Determination of Likely Injury
	Gender	A. Unduplicated Count of Students	B. Removals for Drugs	C. Removals for Weapons	D. Removals for Serious Bodily Injury	Unduplicated Count of Students
1.	Male	1	1	1		
2.	Female	2	1	1		
	Total This Section (C)	3	2	2	0	0
	Total Section A	3	2	2	0	0
	Total Section B	3	2	2	0	0
	Total Section D	3	2	2	0	0

	Students with Disabilities Ages 3-21	3. Students with Out of School Suspensions or Expulsions		4. Students with In School Suspensions	
	Gender	A. Total 10 Days or Less	B. Total > 10 Days	A. Total 10 Days or Less	B. Total > 10 Days
1.	Male	1			
2.	Female		2	2	2
	Total This Section (C)	1	2	2	2
	Total Section A	1	2	2	2
	Total Section B	1	2	2	2
	Total Section D	1	2	2	2

	Students with Disabilities Ages 3-21	5. Disciplinary Removals			
	Gender	A. Total Disciplinary Removals	B. Number of Students with Removals Totaling 1 Day or Less	C. Number of Students with Removals Totaling > 1 Day and Less Than or Equal 10 Days	D. Number of Students with Removals Totaling > 10 Days
1.	Male	1			1
2.	Female	6	1	2	3
	Total This Section (C)	7	1	2	4
	Total Section A	7	1	2	4
	Total Section B	7	1	2	4
	Total Section D	7	1	2	4



Discipline Section A: Disability

	Students with Disabilities Ages 3-21	1. Unilateral Removals to an Interim Alternative Educational Setting by School Personnel				2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer's Determination of Likely Injury
		A. Unduplicated Count of Students	B. Removals for Drugs	C. Removals for Weapons	D. Removals for Serious Bodily Injury	Unduplicated Count of Students
1.	Mental Retardation					
2.	Hearing Impairment					
3.	Speech / Language Impairment					
4.	Visual Impairment					
5.	Emotional Disturbance	1	1	1		
6.	Orthopedic Impairment					
7.	Other Health Impairments					
8.	Specific Learning Disabilities	2	1	1		
9.	Deaf-Blindness					
10.	Multiple Disabilities					
11.	Autism					
12.	Traumatic Brain Injury					
13.	Developmental Delay					
	Total This Section (A)	3	2	2	0	0
	Total Section B	3	2	2	0	0
	Total Section C	3	2	2	0	0
	Total Section D	3	2	2	0	0

Discipline Section B: Ethnicity/Race

	Students with Disabilities Ages 3-21 Race	1. Unilateral Removals to an Interim Alternative Educational Setting by School Personnel				2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer's Determination of Likely Injury
		A. Unduplicated Count of Students	B. Removals for Drugs	C. Removals for Weapons	D. Removals for Serious Bodily Injury	Unduplicated Count of Students
1.	Asian					
2.	Black / African American					
3.	Hispanic / Latino	1		1		
4.	Am Indian / Alaska Native					
5.	Native Hawaiian / Pacific Islander					
6.	White	1	1	1		
7.	Multiracial	1	1			
	Total This Section (B)	3	2	2	0	0
	Total Section A	3	2	2	0	0
	Total Section C	3	2	2	0	0
	Total Section D	3	2	2	0	0

	Students with Disabilities Ages 3-21 Race	3. Students with Out of School Suspensions or Expulsions		4. Students with In School Suspensions	
		A. Total 10 Days or Less	B. Total > 10 Days	A. Total 10 Days or Less	B. Total > 10 Days
1.	Asian				
2.	Black / African American				
3.	Hispanic / Latino	1			1
4.	Am Indian / Alaska Native				
5.	Native Hawaiian / Pacific Islander				
6.	White		2	2	1
7.	Multiracial				
	Total This Section (B)	1	2	2	2
	Total Section A	1	2	2	2
	Total Section C	1	2	2	2
	Total Section D	1	2	2	2

Discipline Section D: ELL/LEP Status

	Students with Disabilities Ages 3-21 ELL Status	1. Unilateral Removals to an Interim Alternative Educational Setting by School Personnel				2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer's Determination of Likely Injury
		A. Unduplicated Count of Students	B. Removals for Drugs	C. Removals for Weapons	D. Removals for Serious Bodily Injury	Unduplicated Count of Students
1.	Yes					
2.	No	3	2	2	0	0
	Total This Section (D)	3	2	2	0	0
	Total Section A	3	2	2	0	0
	Total Section B	3	2	2	0	0
	Total Section C	3	2	2	0	0

	Students with Disabilities Ages 3-21 ELL Status	3. Students with Out of School Suspensions or Expulsions		4. Students with In School Suspensions	
		A. Total 10 Days or Less	B. Total > 10 Days	A. Total 10 Days or Less	B. Total > 10 Days
1.	Yes				
2.	No	1	2	2	2
	Total This Section (D)	1	2	2	2
	Total Section A	1	2	2	2
	Total Section B	1	2	2	2
	Total Section C	1	2	2	2

	Students with Disabilities Ages 3-21 ELL Status	5. Disciplinary Removals			
		A. Total Disciplinary Removals	B. Number of Students with Removals Totaling 1 Day or Less	C. Number of Students with Removals Totaling > 1 Day and Less Than or Equal 10 Days	D. Number of Students with Removals Totaling > 10 Days
1.	Yes				
2.	No	7	1	2	4
	Total This Section (D)	7	1	2	4
	Total Section A	7	1	2	4
	Total Section B	7	1	2	4
	Total Section C	7	1	2	4





Discipline Section E: Expulsions and Services

	Children with Disabilities Ages 3-21	6. Children Subject to Expulsion	
	Expelled	A. Received Educational Services During Expulsion	B. Did Not Receive Educational Services During Expulsion
1.	Children with Disabilities Ages 3-21	2	
2.	Children without Disabilities, Grades K-12		
	Total This Section (E)	2	0

NOTE: Discipline Section E is the only report section that requires data on students with AND without disabilities.



- Home
- Enter New Incident
- Modify Existing Incident
- Reports
- Export Incident Data
- Entity Selection
- Common Logon
- LEA Contact Information
- ADE Admin

UAT Environment

Details of Incident #4090240

- 1. Incident Info
- 2. People Involved
- 3. Violations
- 4. Actions Taken**

- Add Action to Offender(s).
- Add Action to Victim.

Add Action:

Select Violation:

(* - Indicates Primary Violation)

Additional Info:

Illicit Drug-

- Cocaine or Crack
- Ecstasy
- Hallucinogens
- Heroin
- Marijuana
- Methamphetamines
- Other Illicit Drug
- Possession
- Sale, Distribution, or Intent to Sell or Distribute
- Share
- Use

Select Offender(s):

All Offenders:

Action Taken:

Service Declined

Date Action Decided:

Assigned Start Date:

Assigned End Date:

Number of Days Suspended:

Action Status: Completed

Additional Comments:

Definition of Out of School Suspension - Short Term with Services Action

- Save
- Cancel
- Add Another Action
- Exit

The "Service Declined" check box appears after one of the following three actions is selected:

- 105 * Expulsion With Service
- 103 * Out of School Suspension – Long Term with Services
- 101 * Out of School Suspension – Short Term with Services

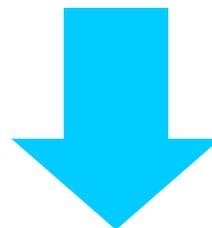


- Home
- Enter New Incident
- Modify Existing Incident
- Reports
- Export Incident Data
- Entity Selection
- Common Logon
- LEA Contact Information

Export Incident Data

Fiscal Year:

The "Export Incident Data" function produces a flat file of all the data entered into Az SAFE for a school. Incidents will have one or many lines, depending on their complexity.



	BG	BH	BI	BJ	BK	BL	BM	BN
1		ActionCategory	ActionCode	Action	Services Declined	OtherActionDetail	DateActionDecided	Schedule
2		Actions completed in one day	61	Warning	FALSE		3/13/2014 0:00	
3		Actions completed in one day	61	Warning	FALSE		3/13/2014 0:00	
4		Removal	103	Out of School Suspension - Long Term with Services	TRUE		3/13/2014 0:00	
5		Actions completed in one day	61	Warning	FALSE		3/13/2014 0:00	
6		Actions completed in one day	61	Warning	FALSE		3/13/2014 0:00	

In the exported file, Column BK shows "True" when Service Declined" is selected.

A red sphere is positioned on a black keyboard, with several keys visible around it. The sphere is reflective and sits on a dark surface.

Common FAQs

Q: The Arizona Administrative Code's definition of suspension is different than the one provided by OSEP in this data collection. Which definition should be followed for purposes of collecting the required discipline data?

A: When reporting IDEA data, states must use federal definitions for data elements. While OSEP recognizes that there is considerable variability across states in regard to practices and terminology, it is imperative that states adhere to the established reporting instructions and definitions that are provided in the data reporting guidelines. Therefore, states must adhere to the established guidelines for data reporting in all of the IDEA data collections, even when those guidelines are in conflict with terminology and data reporting practices within states.



Common FAQs (cont.)

Q: Does serious bodily injury (SBI) include SBI to the offender, to him/herself or to the victim only?

A: SBI includes injuries only to another person. Pursuant to 20 U.S.C. 615(k)(1)(g), a student may be removed to an IAES for not more than 45 days without regard to whether a student's behavior is determined to be a manifestation of the child's disability if the child has inflicted SBI upon another person while at school, on school premises, or at a school function under the jurisdiction of the SEA or the PEA.



Tuited-Out Students

Use the “Tuited-Out School” within the School Reports to verify exit and submit discipline data for students attending approved private day schools, approved residential treatment centers, head start programs and accommodation districts acting as a public consortium.

- *If there are no disciplinary incidents to enter for these students, the reports must be submitted as blank.*

School List

CTDS	School	Status
10-02-10-185	Amphi Academy at Donaldson	Display Only
10-02-10-285	Amphi Academy at El Hogar	Display Only
10-02-10-281	Amphitheater High School	Display Only
10-02-10-166	Amphitheater Middle School	Display Only
10-02-10-282	Canyon Del Oro High School	Display Only
10-02-10-118	Copper Creek Elementary School	Display Only
10-02-10-115	Coronado K-8 School	Display Only
10-02-10-110	E C Nash School	Display Only
10-02-10-108	Frances Owen Holaway Elementary School	Display Only
10-02-10-109	Helen Keeling Elementary School	Display Only
10-02-10-280	Ironwood Ridge High School	Display Only
10-02-10-111	L M Prince School	Display Only
10-02-10-165	La Cima Middle School	Display Only
10-02-10-167	Lawrence W Cross Middle School	Display Only
10-02-10-112	Lulu Walker School	Display Only
10-02-10-106	Marion Donaldson Elementary School	Display Only
10-02-10-116	Mesa Verde Elementary School	Display Only
10-02-10-114	Painted Sky Elementary School	Display Only
10-02-10-168	Richard B Wilson Jr School	Display Only
10-02-10-125	Rillito Center	Display Only
10-02-10-117	Rio Vista Elementary School	Display Only
10-02-10-000	Tuitioned-Out	Incomplete
10-02-10-107	Winfred Harelson Elementary School	Display Only

Tuited-Out School Reports

(10-02-10-000) Amphitheater Unified District (Tuited-Out Students)

School Reports

Report Title	Status	Last Updated
Exiting - Sect A - Autism	Display Only	N/D
Exiting - Sect A - Deaf-Blindness	Display Only	N/D
Exiting - Sect A - Emotional Disturbance	Display Only	N/D
Exiting - Sect A - Hearing Impairment	Display Only	N/D
Exiting - Sect A - Multiple Disabilities	Display Only	N/D
Exiting - Sect A - Intellectual Disability	Display Only	N/D
Exiting - Sect A - Other Health Impairments	Display Only	N/D
Exiting - Sect A - Orthopedic Impairment	Display Only	N/D
Exiting - Sect A - Specific Learning Disabilities	Display Only	N/D
Exiting - Sect A - Speech / Language Impairment	Display Only	N/D
Exiting - Sect A - Traumatic Brain Injury	Display Only	N/D
Exiting - Sect A - Visual Impairment	Display Only	N/D
Exiting - Sect B - All Disabilities	Display Only	N/D
Exiting - Sect C - By Race	Display Only	N/D
Exiting - Sect D - By Gender	Display Only	N/D
Exiting - Sect E - By ELL/LEP Status	Display Only	N/D
Discipline - Sect A - By Disability	Incomplete	N/D
Discipline - Sect B - By Race	Incomplete	N/D
Discipline - Sect C - By Gender	Incomplete	N/D
Discipline - Sect D - By ELL Status	Incomplete	N/D
Discipline - Sect E - Services during Expulsion	Incomplete	N/D

Use caution when entering discipline data in the reports.
Remember that the data in sections A-D must match.
Edit checks in the data entry forms will catch mistakes.



Discipline Data Entry: Tuitioned-Out School

Discipline - Sect C - By Gender



Data Entry Guidelines for this Form

Students with Disabilities Ages 3-21		1. Unilateral Removals to an Interim Alternative Educational Setting by School Personnel				2. Removals to an Interim Alternative Educational Setting Based on a Hearing Officer's Determination of Likely Injury
Gender		A. Unduplicated Count of Students	B. Removals for Drugs	C. Removals for Weapons	D. Removals for Serious Bodily Injury	Unduplicated Count of Students
1.	Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total This Section (C)		0	0	0	0	0
Total Section A		0	0	0	0	0
Total Section B		0	0	0	0	0
Total Section D		0	0	0	0	0

Students with Disabilities Ages 3-21		3. Students with Out of School Suspensions or Expulsions		4. Students with In School Suspensions	
Gender		A. Total 10 Days or Less	B. Total > 10 Days	A. Total 10 Days or Less	B. Total > 10 Days
1.	Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total This Section (C)		0	0	0	0
Total Section A		0	0	0	0
Total Section B		0	0	0	0
Total Section D		0	0	0	0

Students with Disabilities Ages 3-21		5. Disciplinary Removals			
Gender		A. Total Disciplinary Removals	B. Number of Students with Removals Totaling 1 Day or Less	C. Number of Students with Removals Totaling > 1 Day and Less Than or Equal 10 Days	D. Number of Students with Removals Totaling > 10 Days
1.	Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total This Section (C)		0	0	0	0
Total Section A		0	0	0	0
Total Section B		0	0	0	0
Total Section D		0	0	0	0



Check Form

Submit





Agency Reports

- Personnel Sections A, B and C
- Teacher Attrition Rate Survey
- Preschool Transition (if applicable)
- Parentally Placed Private School Students (if applicable)



Agency Supplemental Reports

- Year-to-Year Change Reports:
 - Personnel
 - Exit
 - Discipline
- Exiting Reports:
 - Exiting Detail Report
 - Exiting Integrity Failures Report – **NEW!**
- Discipline / Az SAFE Reports:
 - Discipline Detail
 - All Az SAFE Incidents
 - Az SAFE Incidents → SPED only



School Reports

- Landing Page (if applicable)
 - School Profile Types
 - Some Accommodation Districts
 - “Tuitioned-Out” Schools
- Exit Report, Sections A-E
- Discipline report, Sections A-E

Agency Reports



Home Data Entry Print Reports User Info Log Out

(10-02-10-00) **Agency Reports** Unified District: 2015-2016
School Reports /2016 5:00 PM

Notes:

ESS Data Management has recently announced the due dates for this year's ESS Annual Special Education Data Collection. The application has opened on Monday, June 6, 2016 and is due in its entirety by Friday, August 19, 2016. To see a complete list of due dates, please go to <http://www.azed.gov/special-education/funding/data-management/annual-sped-data-collection/>.

User Documents: Home

[Data Dictionary](#)

[General Instructions](#)

Contacts:

Peggy Staples
Phone: 602-364-4024
peggy.staples@azed.gov

ESS Data Management
1535 W. Jefferson, Bin #24
Phoenix, AZ 85007
Fax: 602-364-1999
ESSDataMgmt@azed.gov

Chris Brown
Phone: 602-542-3854
chris.brown@azed.gov



Agency Report Page

Report Year

Agency Print Reports

Report Title	Description
<input type="radio"/> Personnel - Sect A	
<input type="radio"/> Personnel - Sect B	
<input type="radio"/> Personnel - Sect C	
<input type="radio"/> Teacher Attrition Survey	
<input type="radio"/> Preschool Transition	
<input type="radio"/> Parentally Placed Private School Students	

Select the Exiting Detail Report, then click Submit.

Supplemental Reports

Report Title	Description
<input checked="" type="radio"/> Exiting Detail Report * Data available FY13 and later	Lists students making up aggregated Exiting counts.
<input type="radio"/> Discipline Year-to-Year Change	Discipline Report: Year-to-Year Change
<input type="radio"/> Exiting Year-to-Year Change	Students Exiting from Special Education: Year to Year Change
<input type="radio"/> Personnel Year-to-Year Change	Personnel Report: Year-to-Year Change
<input type="radio"/> Az SAFE - Discipline Detail Report	Az SAFE / Discipline Data: Students and Incidents in Discipline Report Counts
<input type="radio"/> Az SAFE - All Incidents at all schools	Az SAFE All Incidents at all schools
<input type="radio"/> Az SAFE - SPED Incidents at all schools	Az SAFE SPED Incidents at all schools
<input type="radio"/> Exiting Integrity Failures	Student services that failed Integrity for Exiting rules

Exiting Detail Report

Students Exiting Special Education Services

Fiscal Year: 2016

Extract Date: June 4 8:00 AM

PEA CTDS: 10-02-10-000

PEA Name: Amphitheater Unified School District

CTDS	School	Sais ID	Student	AgeOnCtDt	Exit Code	Exit Reason	End Date	Need	RaceEthn	Gender	ELLStatus
10-02-10-281	Amphitheater High School	Sais ID	Student	AgeOnCtDt	Exit Code	Exit Reason	End Date	Need	RaceEthn	Gender	ELLStatus
		000088	Path, Maizy	16	3175	Moved, known to be continuing	06/07/16	A	AM	M	N
		0000777	Puzzled, Saphley	15	3171	Transferred to Regular Education	12/23/15	OHI	WH	F	N
		0000099	Change, Breyon	14	3171	Transferred to Regular Education	11/09/15	OHI	WH	M	N
10-02-10-118	Copper Creek Elementary School	Sais ID	Student	AgeOnCtDt	Exit Code	Exit Reason	End Date	Need	RaceEthn	Gender	ELLStatus
			No Records Found								

Remember: Elementary schools may not show any exiting data since the report only captures students ages 14-21.



Future Addition to Exiting Detail Report

Students Exiting Special Education Services

Fiscal Year: 2016

Extract Date: June 8, 2016

PEA CTDS: 10-02-10-000
 PEA Name: Amphitheater Unified School District

Tuitioned-Out Students

District of Attendance CTDS: 10-21-12-000
 District of Attendance Name: Chapel Haven West

CTDS	School	Sais ID	Student	AgeOnCtDt	Exit Cde	Exit Reason	End Date	Need	Race Ethn	Gender	ELL
10-21-12-001	Chapel Haven West	Sais ID	Student	AgeOnCtDt	Exit Cde	Exit Reason	End Date	Need	Race Ethn	Gender	ELL
		Sais ID	Student	AgeOnCtDt	Exit Cde	Exit Reason	End Date	Need	Race Ethn	Gender	ELL
		Sais ID	Student	AgeOnCtDt	Exit Cde	Exit Reason	End Date	Need	Race Ethn	Gender	ELL

District of Attendance CTDS: 10-21-42-000
 District of Attendance Name: Intermountain Centers for Human Development

CTDS	School	Sais ID	Student	AgeOnCtDt	Exit Cde	Exit Reason	End Date	Need	Race Ethn	Gender	ELL
10-21-42-001	Intermountain Academy	Sais ID	Student	AgeOnCtDt	Exit Cde	Exit Reason	End Date	Need	Race Ethn	Gender	ELL

Agency Report Page

Report Year

Agency Print Reports

Report Title	Description
<input type="radio"/> Personnel - Sect A	
<input type="radio"/> Personnel - Sect B	
<input type="radio"/> Personnel - Sect C	
<input type="radio"/> Teacher Attrition Survey	
<input type="radio"/> Preschool Transition	
<input type="radio"/> Parentally Placed Private School Students	

Select the Exiting Integrity Failure Report, then click Submit.

Supplemental Reports

Report Title	Description
<input checked="" type="radio"/> Exiting Detail Report * Data available FY13 and later	Lists students making up aggregated Exiting counts.
<input type="radio"/> Discipline Year-to-Year Change	Discipline Report: Year-to-Year Change
<input type="radio"/> Exiting Year-to-Year Change	Students Exiting from Special Education: Year to Year Change
<input type="radio"/> Personnel Year-to-Year Change	Personnel Report: Year-to-Year Change
<input type="radio"/> Az SAFE - Discipline Detail Report	Az SAFE / Discipline Data: Students and Incidents in Discipline Report Counts
<input type="radio"/> Az SAFE - All Incidents at all schools	Az SAFE All Incidents at all schools
<input type="radio"/> Az SAFE - SPED Incidents at all schools	Az SAFE SPED Incidents at all schools
<input type="radio"/> Exiting Integrity Failures	Student services that failed Integrity for Exiting rules



NEW Exiting Integrity Failure Report

Students with Exiting Integrity Failures

Fiscal Year: 2016

SaisID	DOR CTDS	DOR Name	School CTDS	School Name	Error Description
000000000	10-02-10-000	Amphitheater Unified District	10-02-10-281	Amphitheater High School	Student must have a SPED exit date and SPED exit reason.
000000002	10-02-10-000	Amphitheater Unified District	10-02-10-281	Amphitheater High School	A valid membership withdrawal must be submitted with SPED Exit code ; SPED Exit Reason: 7, Regular Membership Status: W1
000000005	10-02-10-000	Amphitheater Unified District	10-02-10-281	Amphitheater High School	A valid membership withdrawal must be submitted with SPED Exit code ; SPED Exit Reason: 5, Regular Membership Status: W4
000000007	10-02-10-000	Amphitheater Unified District	10-02-10-281	Amphitheater High School	A valid membership withdrawal must be submitted with SPED Exit code ; SPED Exit Reason: 7, Regular Membership Status:
000000010	10-02-10-000	Amphitheater Unified District	10-02-10-282	Canyon Del Oro High School	A valid membership withdrawal must be submitted with SPED Exit code ; SPED Exit Reason: 5, Regular Membership Status: P
000000013	10-02-10-000	Amphitheater Unified District	10-02-10-282	Canyon Del Oro High School	A valid membership withdrawal must be submitted with SPED Exit code ; SPED Exit Reason: 5, Regular Membership Status: W4
000000016	10-02-10-000	Amphitheater Unified District	10-02-10-282	Canyon Del Oro High School	A valid membership withdrawal must be submitted with SPED Exit code ; SPED Exit Reason: 5, Regular Membership Status: P
000000017	10-02-10-000	Amphitheater Unified District	10-02-10-282	Canyon Del Oro High School	Student must have a SPED exit date and SPED exit reason.
000000018	10-02-10-000	Amphitheater Unified District	10-02-10-280	Ironwood Ridge High School	Student must have a SPED exit date and SPED exit reason.
000000020	10-02-10-000	Amphitheater Unified District	10-02-10-280	Ironwood Ridge High School	Student must have a SPED exit date and SPED exit reason.
000000021	10-02-10-000	Amphitheater Unified District	10-02-10-168	Richard B Wilson Jr School	A valid membership withdrawal must be submitted with SPED Exit code ; SPED Exit Reason: 5, Regular Membership Status:

Agency Report Page

Report Year

Agency Print Reports

Report Title	Description
<input type="radio"/> Personnel - Sect A	
<input type="radio"/> Personnel - Sect B	
<input type="radio"/> Personnel - Sect C	
<input type="radio"/> Teacher Attrition Survey	
<input type="radio"/> Preschool Transition	
<input type="radio"/> Parentally Placed Private School Students	

Select the Az SAFE – Discipline Detail Report, then click Submit.

Supplemental Reports

Report Title	Description
<input checked="" type="radio"/> Exiting Detail Report * Data available FY 03 and later	Lists students making up aggregated Exiting counts.
<input type="radio"/> Discipline Year-to-Year Change	Discipline Report: Year-to-Year Change
<input type="radio"/> Exiting Year-to-Year Change	Students Exiting from Special Education: Year to Year Change
<input type="radio"/> Personnel Year-to-Year Change	Personnel Report: Year-to-Year Change
<input type="radio"/> Az SAFE - Discipline Detail Report	Az SAFE / Discipline Data: Students and Incidents in Discipline Report Counts
<input type="radio"/> Az SAFE - All Incidents at all schools	Az SAFE All Incidents at all schools
<input type="radio"/> Az SAFE - SPED Incidents at all schools	Az SAFE SPED Incidents at all schools
<input type="radio"/> Exiting Integrity Failures	Student services that failed Integrity for Exiting rules

Discipline Detail Report

Az SAFE / Discipline Data: Students and Incidents in Discipline Report Counts
 SchoolYear: 2015-2016
 Extract Date: 06/12/16

Agency: Amphitheater Unified District

CTDS: 10-02-10-000

STATE: ARIZONA

Amphitheater High School - 10-02-10-281

Col Name	Person ID	Incident ID	SMS Incident ID
1A: Unilateral Rmvls - Undup Count of Students	1212_246811		
	1212_246947		
	1212_247102		
Number of records: 3			
1B: Unilateral Rmvls - Drugs	1212_246811	2118084	2203
	1212_247102	2117905	1812
Number of records: 2			
1C: Unilateral Rmvls - Weapons	1212_246811	2118084	2203
	1212_246947	2118047	2175
Number of records: 2			
3A: OSS - 10 Days or Less	1212_258417		
Number of records: 1			
3B: OSS - Over 10 Days	1212_236502		
	1212_247337		
Number of records: 2			

This sample report shows Person IDs that are **not** SAIS IDs. To find the student in your Student Management System, use the part of the number that follows the underscore.



School Reports



Home Data Entry Print Reports User Information Log Out

(10-02-10-00 Agency Reports School District: 2015-2016 2016 5:00 PM)

Notes:

ESS Data Management has recently announced the due dates for this year's ESS Annual Special Education Data Collection. The application has opened on Monday, June 6, 2016 and is due in its entirety by Friday, August 19, 2016. To see a complete list of due dates, please go to <http://www.azed.gov/special-education/funding/data-management/annual-sped-data-collection/>.

User Documents: Home

[Data Dictionary](#)

[General Instructions](#)

Contacts:

Peggy Staples
Phone: 602-364-4024
peggy.staples@azed.gov

ESS Data Management
1535 W. Jefferson, Bin #24
Phoenix, AZ 85007
Fax: 602-364-1999
ESSDataMgmt@azed.gov

Chris Brown
Phone: 602-542-3854
chris.brown@azed.gov





School Landing Page

School Print Reports

This PEA has different school profile types with different report selections. Please choose which profile type you want to view.

School Profile Type	
Regular School	<input type="checkbox"/>
Tuitioned-Out	<input checked="" type="checkbox"/>

School and Report Selection

Prior year reports are available for each school.

School Print Reports

[Back to school profile type selection](#)

Profile Type selected: Regular School

Report Year

To print school reports, you must choose at least one report on the left and at least one school on the right.

Report Title	Select all schools <input type="checkbox"/>
<input type="radio"/> Exiting - Sect A - By Disability	<input type="checkbox"/>
<input type="radio"/> Exiting - Sect B - All Disabilities	<input type="checkbox"/>
<input type="radio"/> Exiting - Sect C - By Race	<input type="checkbox"/>
<input type="radio"/> Exiting - Sect D - By Gender	<input type="checkbox"/>
<input type="radio"/> Exiting - Sect E - By ELL/LEP Status	<input type="checkbox"/>
<input type="radio"/> Discipline - Sect A - By Disability	<input type="checkbox"/>
<input type="radio"/> Discipline - Sect B - By Race	<input type="checkbox"/>
<input type="radio"/> Discipline - Sect C - By Gender	<input type="checkbox"/>
<input type="radio"/> Discipline - Sect D - By ELL Status	<input type="checkbox"/>
<input type="radio"/> Discipline - Sect E - Services during Expulsion	<input type="checkbox"/>
	<input type="checkbox"/> (10-02-10-185) Amphi Academy at Donaldson
	<input type="checkbox"/> (10-02-10-285) Amphi Academy at El Hogar
	<input type="checkbox"/> (10-02-10-281) Amphitheater High School
	<input type="checkbox"/> (10-02-10-166) Amphitheater Middle School
	<input type="checkbox"/> (10-02-10-282) Canyon Del Oro High School
	<input type="checkbox"/> (10-02-10-118) Copper Creek Elementary School
	<input type="checkbox"/> (10-02-10-115) Coronado K-8 School
	<input type="checkbox"/> (10-02-10-110) E C Nash School
	<input type="checkbox"/> (10-02-10-108) Frances Owen Holaway Elementary School
	<input type="checkbox"/> (10-02-10-109) Helen Keeling Elementary School
	<input type="checkbox"/> (10-02-10-280) Ironwood Ridge High School
	<input type="checkbox"/> (10-02-10-111) L M Prince School
	<input type="checkbox"/> (10-02-10-165) La Cima Middle School
	<input type="checkbox"/> (10-02-10-167) Lawrence W Cross Middle School
	<input type="checkbox"/> (10-02-10-112) Lulu Walker School

Click in the checkbox to print reports for all schools.

Select the report to print, then click on **Submit**



FINAL SUBMISSION

A red sphere is positioned on a black keyboard, casting a reflection on the keys below it. The sphere is the focal point of the top-left corner of the slide.

Final Submission Details

- Commence on **Wednesday, August 31, 2016**
- Data confirmation
- Manual Corrections (if necessary)
 - Exit
 - Discipline
- Comments
- Electronic signature
- Complete by **Friday, September 16, 2016**
- Instructional webinars offered in August





RESOURCES AND SUPPORT



ADE Support Center

- For ADEConnect, Az SAFE access, SAIS and AzEDS support
- Monday – Friday 8:00am – 5:00pm
- 602.542.7378
- 602.542.2222
- 866.577.9636
- adesupport@azed.gov



Az SAFE

For assistance with Az SAFE data submissions:

<http://www.azed.gov/prevention-programs/az-safe/>

Rebecca Astorga

School Safety & Prevention

602.542.8728

rebecca.astorga@azed.gov

For Az SAFE access, please contact ADE Support





ESS Data Management

<http://azed.gov/special-education/funding/data-management>

ESSDataMgmt@azed.gov

Maria Durazo

Data Collection Coordinator

602.542.3057

maria.durazo@azed.gov





ESS DM Specialists

Peggy Staples

Lead Data Management Specialist

602.364.4024

peggy.staples@azed.gov

Chris Brown

Data Management Specialist

602.542.3854

chris.brown@azed.gov





WRAP UP



Wrap Up

- Questions?
- Future training opportunity
 - Preschool Transition: 7/7/16
 - Final Submission Process: 7/19/16 or 7/27/16
- Course Evaluations
- Certificates
- Implementation Survey



QUESTIONS?

**HAVE AN A-MAZE-ING DAY!
THANK YOU**

