

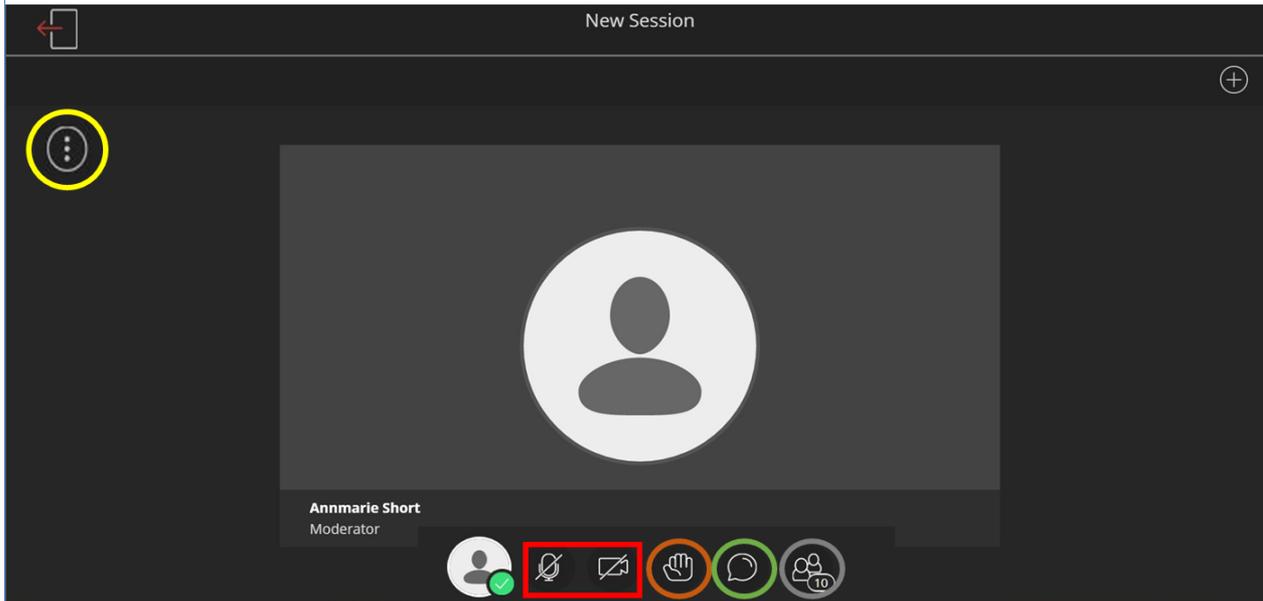
Welcome to today's webinar



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.



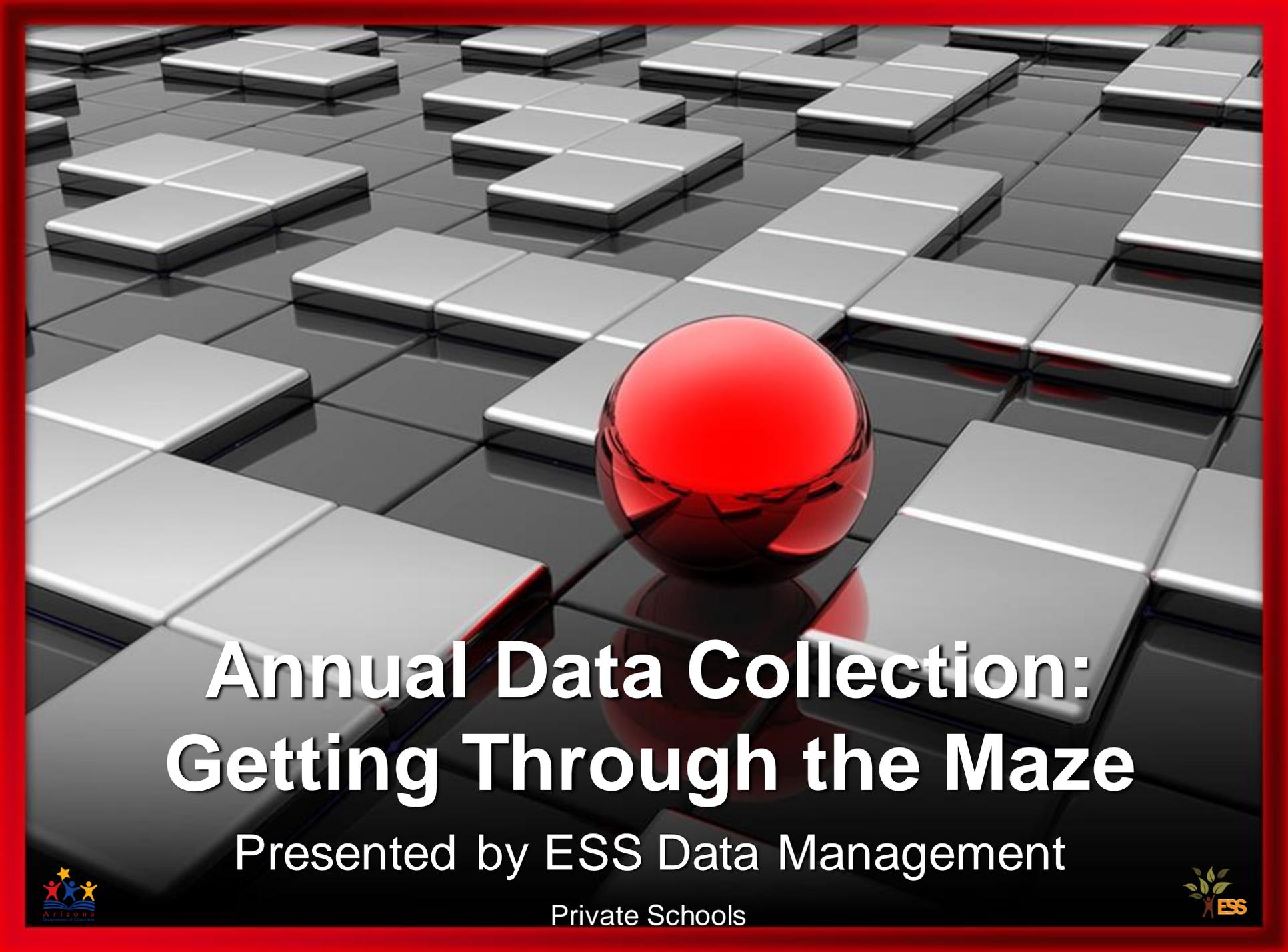
Status: Show yourself as away. Point to the green checkmark by your avatar image and select Set as Away. Click I'm back! when you return.



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

Private Schools



Where do we start?



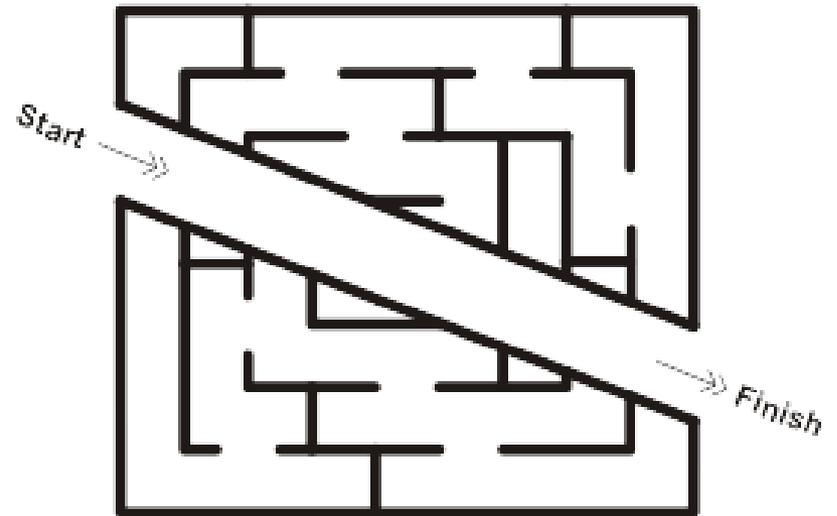
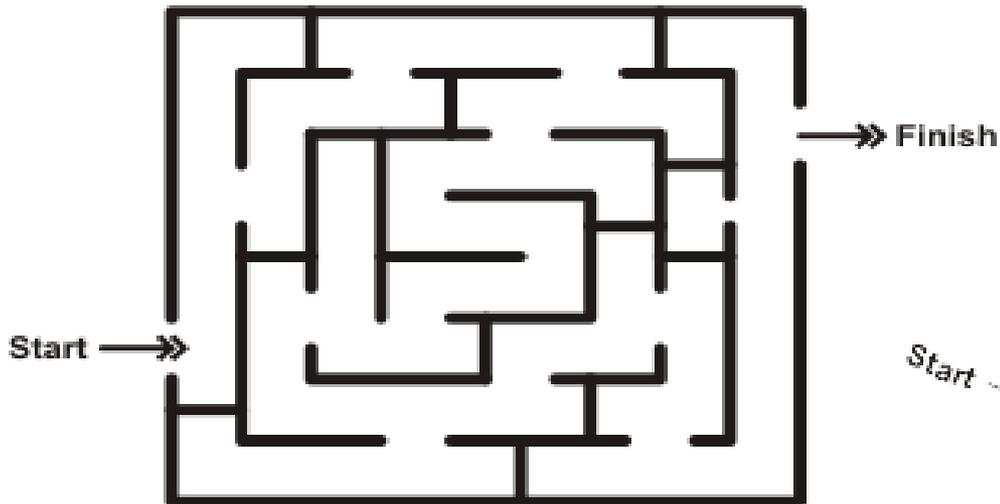
A red sphere is positioned on a black keyboard, with its reflection visible on the surface. The keyboard keys are visible in the background.

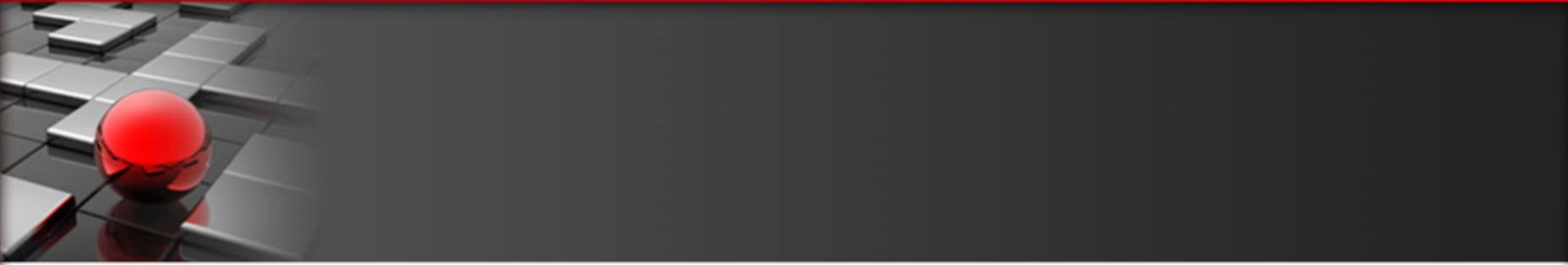
Agenda

- Overview
 - Personnel Data Reporting
 - Common FAQs
 - Example FTE calculations
- Demo
 - Agency Reports
 - Print Reports
- Final Submission
- Resources and Support
- Wrap-Up



Outcomes





OVERVIEW

A red sphere is positioned on a black keyboard, casting a reflection on the keys below it. The sphere is glossy and appears to be a mouse ball or a similar object.

What is ADC?

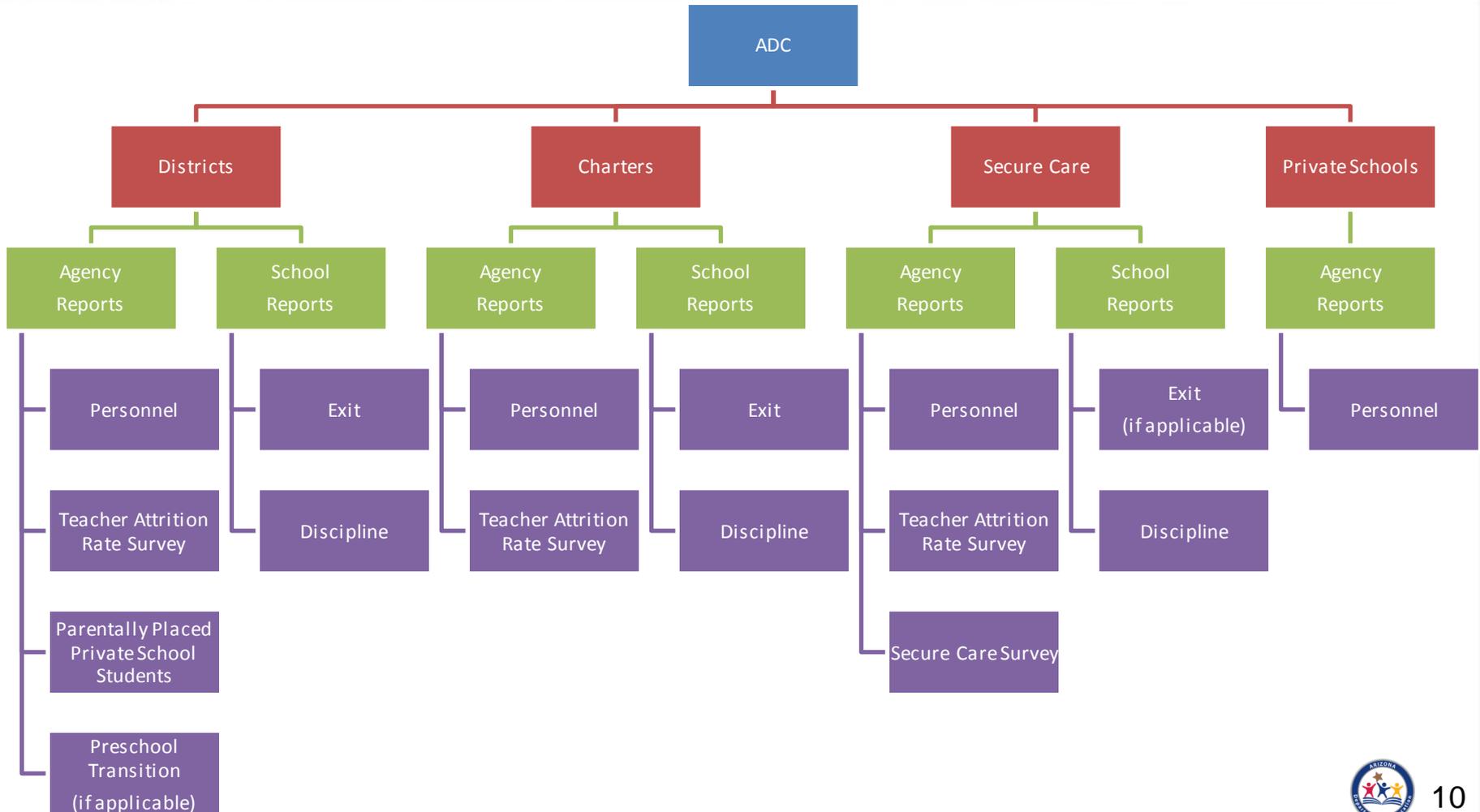
- Agency Reports
 - Personnel only for approved private schools providing special education and related services to students with disabilities
- Print Reports
- Final Submission

A red sphere is positioned on a black keyboard, casting a reflection on the keys below it. The background of the slide is a dark gradient with a red border on the right and bottom.

Why do we do ADC?

- IDEA 2004 Section 618
- OSEP
 - Monitor State implementation of IDEA
 - Report on implementation of IDEA to Congress/Public
 - Assist in determination of priorities for funding, TA and monitoring
- SPP/APR

Who has to do ADC?





When is ADC due?

- ADC opens to PEAs:
Monday, June 6, 2016
- Electronic signature due:
Friday, September 16, 2016 @ 5:00pm

A red sphere is positioned on a black keyboard, casting a reflection on the keys below it. The sphere is slightly out of focus, and the keyboard keys are arranged in a grid pattern.

Where can I find ADC?

- ADEConnect → ESS Annual Data
- Contact your PEA's Entity Administrator and SPED director for access to ADC
- Select role:
 - LEA User
 - LEA Signer
- FAQs
- For assistance, contact the ADE Support Center



DEMO: ESS ANNUAL DATA

ADE Website



- HOME
- ALL PROGRAMS
- STAFF DIRECTORY
- CONTACT ADE
- FAQ
- SCHOOL REPORT CARDS
- COMMON LOGON
- ADECONNECT



A large banner for AzMERIT, featuring a large orange star on a yellow background. The text "AzMERIT" is in large blue letters, followed by "Arizona's Statewide Achievement Assessment for English Language Arts and Mathematics".

DEPARTMENT MENU

- Superintendent
- About Department of Education
- Accountability
- Standards & Assessment
- Educator Certification
- Finance / IT / Business Services
- Special Education



Students



Parents



Teachers



Admins



Public

Leading
Change

JOIN OUR EMAIL LIST



Online Certification Portal Now Available

The Arizona Department of Education is pleased to announce the release of a public certification portal, which will allow members of the public to verify the certificate information of Arizona educators. OACIS, the Online Arizona Certification and Information System, ... [\[Read More...\]](#)

LATEST HEADLINES

Superintendent Douglas' "We Are Listening" Tour Makes Successful Stops in Kingman and Lake Havasu City



ADEConnect Single Sign On



Sign in with your organizational account

Sign in

Please login with your Email address

If you forgot your password you can reset it [here](#)

For help contact [ADESupport](#)



ADEConnect Application Menu



Welcome **Peggy** [Sign Out](#)

[Change Password](#) | [Register For Password Reset](#)

Home

[\[Hide All\]](#)

[\[-\] Arizona Department of Education - 79275](#) [Administrator Contact](#)

- [ESS Annual Data](#)

[ADEConnect Help Desk](#) | [FAQs](#) | [Acceptable Use Policy](#)
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First step: enter user information

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

(07-21-64-000) ACCEL: 2015

Please enter User Information before starting data entry.

Due Date: 08/19/2016 5:00 PM

User Information must be entered to access data entry screens.

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:

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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.

Technical Assistance documents will be available in this area on the **Home** page. Access Instructions and FAQs from the **Home** tab.



Enter required fields

* = required fields

First Name *	Maizey
Last Name *	Data
Title	
Email Address *	maizey@accel.com
Phone Number *	5555551234
Phone Extension	
Fax Number	

Submit Cancel



Enter contact information (fields with an asterisk are required), then click **Submit**.

Enter required fields

* = required fields

 Profile Change Saved

<i>First Name *</i>	Jane
<i>Last Name *</i>	Maze
<i>Title</i>	
<i>Email Address *</i>	jane@amphi.net
<i>Phone Number *</i>	520.123.4567
<i>Phone Extension</i>	
<i>Fax Number</i>	

Submit

Cancel

When changes are saved, the Data Entry and Print Reports tabs become accessible.

Profile Saved

* = required fields



Profile Change Saved

*First Name **

Maizey

*Last Name **

Data

Title

*Email Address **

maizey@accel.com

*Phone Number **

5555551234

Phone Extension

Fax Number

Submit

Cancel



Technical Assistance Documentation

Home Data Entry Print Reports User Information Log Out

Blank Reports

FAQs

Instructions

Hover the cursor over the Home tab to select Instructions, FAQs, or Blank Reports.

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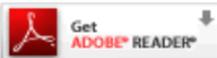
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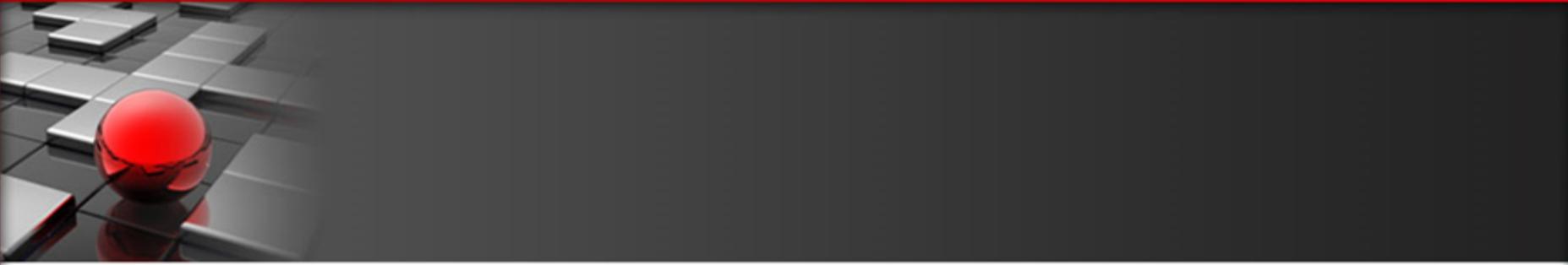
Required



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ESS Data Management recommends printing blank reports to fill in by hand before entering the data online in the application.





AGENCY REPORTS



Personnel

Provide the number of full-time equivalent (FTE) personnel *employed and contracted* to provide special education and related services to students with disabilities (SWD) on or about *October 1, 2015*

NOTE: This report is not intended to be a comprehensive count of all types of personnel providing services to SWD. Report only the personnel specified.

- Section A: Teachers for SWD ages 3-5 & 6-21
- Section B: Paraprofessionals for SWD ages 3-5 & 6-21
- Section C: Related Service Providers



Full-time Equivalency (FTE)

- Full-time employees are reported as 1.0 FTE
- Part-time employees are reported according to the amount of time they work

For example:

- A half-time employee is reported as 0.5 FTE
- A quarter-time employee is reported as 0.25 FTE

NOTE: For reporting special education personnel whose service time is divided between SWD and students in the general population, base the reported FTE only on the percentage of time the special education personnel works specifically with students receiving special education and related services

A red sphere is positioned on a black keyboard, casting a reflection on the keys below it. The sphere is glossy and appears to be a mouse button or a similar key.

Common FAQs

Q: How do I report FTE for personnel (employed or contracted) who only provide a few hours of services periodically during the year?

A: FTE can be calculated by the day, week, month, or year.



Calculating FTE

- Determine number of hours in a school day, week, month, or year and divide the number of hours calculated into the number of service hours provided. Report the resulting FTE accordingly.
- If the FTE result is .009 or less, you will not be able to report this FTE since the application does not accept figures with more than 2 decimal places.



Examples: FTE Calculations

- Example 1: calculate based on a school day
 - A part-time resource room teacher working 4 hours per day (in a 6-hour school day)

$$4 / 6 = 0.67$$

- Example 2: calculate based on a school week
 - An SLP visits once a week for 4 hours. Take 5 days in a school week x 6 hours per day = 30 hours.

$$4 / 30 = 0.13$$



More FTE Examples

- Example 3: calculate based on a school month
 - An OT visits twice a month for a total of 12 hours. Take 20 school days x 6 hours per day = 120 hours. $12 / 120 = 0.10$
- Example 4: calculate based on a school year
 - An audiologist visits a few times during the school year for a total of 15 hours. Take 180 school days x 6 hours per day = 1,080 hours. $15 / 1080 = 0.01$

Data Entry



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

Agency Reports
School Reports
Status & Data Submission

CCEL: 2015-2016
e: 08/19/2016 5:00 PM

Notes:
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Click on **Data Entry** and select **Agency Reports**

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
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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.



Data Entry

Click on **Data Entry** and select **Agency Reports**

Home Data Entry Print Reports User Information Log Out

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

Agency Reports
School Reports
Status & Data Submission

Notes:

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Required



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Agency Reports

Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Incomplete	N/D
Personnel - Sect B - For Private Schools	Incomplete	N/D
Personnel - Sect C - For Private Schools	Incomplete	N/D

Initially, report status is “**Incomplete**.” As information is entered and saved, the status will change.

General Guidance

Personnel - Sect A - For Private Schools

[Data Entry Guidelines for this Form](#)

Click here to view guidelines for this section.

	(1) Fully Certified	(2) Not Fully Certified	(3) Highly Qualified	(4) Total
Special Education Teachers for Ages 3 - 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Special Education Teachers for Ages 6 - 21	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00	0.00

Check Form

Submit

Click [hyperlinks](#) on the screen to view definitions of terms.

General Guidance

Home Data Entry Print Reports User Information Log Out

(10-02-10-000) Amphitheater Unified District: 2015-2016

[Back to Report List](#)
* indicates a required field

Click here to go back to the list of reports.

Personnel - Sect A

[Data Entry Guidelines for this Form](#)

Click here to view guidelines for this section.

	(1) Highly Qualified	(2) Not Highly Qualified	(3) Total
Special Education Teachers for Ages 3 - 5	<input type="text"/>	<input type="text"/>	0.00
Special Education Teachers for Ages 6 - 21	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00

Check Form

Submit

Click [hyperlinks](#) on the screen to view definitions of terms.

Hyperlinks and Helps

Personnel - Sect A - For Private Schools

Internet Explorer window: Term Definition - Internet Explorer

Special Education Annual Data Collection

Guidance and Definitions

[Click here to close](#)

	(3) Highly Qualified	(4) Total
Fully Certified		0.00
Highly Qualified		0.00
Total	0.00	0.00

Teachers: Fully Certified

Fully Certified teachers include: (a) personnel who hold appropriate State certification or licensure for the position held; and (b) personnel who hold positions for which no State requirements exist (i.e., no certification or licensure requirements).

Clicking the hyperlink [Fully Certified](#) opens a pop-up box with the definition.

Personnel: Section A

No errors found

Totals are limited to two decimal places.

Personnel - Sect A - For Private Schools

[Data Entry Guidelines for this Form](#)

	(1) Fully Certified	(2) Not Fully Certified	(3) Highly Qualified	(4) Total
Special Education Teachers for Ages 3 - 5	<input type="text" value="2.5"/>	<input type="text"/>	<input type="text"/>	2.50
Special Education Teachers for Ages 6 - 21	<input type="text" value="4.25"/>	<input type="text"/>	<input type="text" value="1.333"/>	5.58
Total	6.75	0.00	1.33	8.08

Click **Check Form** to do the math and populate totals.

Check Form

Submit

Click **Submit** to save the data and return to the list of reports.

Personnel Section A = Complete

Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Incomplete	N/D
Personnel - Sect C - For Private Schools	Incomplete	N/D

- Personnel Section A shows a status of “Complete” and the date and time of the most recent update.
- Reports may be updated at any time until the Final Submission process begins; return to this list and click on the report name to edit.

Personnel: Section B

Personnel - Sect B - For Private Schools

[Data Entry Guidelines for this Form](#)

	(1) <u>Fully Certified Paraprofessional</u>	(2) <u>Not Fully Certified Paraprofessional</u>	(3) Total
<u>Special Education Paraprofessionals for Ages 3 - 5</u>	<input type="text" value="3"/>	<input type="text"/>	3.00
<u>Special Education Paraprofessionals for Ages 6 - 21</u>	<input type="text" value="10.2"/>	<input type="text"/>	10.20
Total	13.20	0.00	13.20

Check Form

Submit



Personnel Section B = Complete

Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Incomplete	N/D

Personnel Section C

Personnel - Sect C - For Private Schools

[Data Entry Guidelines for this Form](#)

	(1) <u>Fully Certified</u>	(2) <u>Not Fully Certified</u>	(3) Total
<u>Audiologists</u>	<input type="text" value=".5"/>	<input type="text"/>	0.50
<u>Speech-Language Pathologists</u>	<input type="text" value="4"/>	<input type="text"/>	4.00
<u>Interpreters</u>	<input type="text" value="1"/>	<input type="text" value=".5"/>	1.50
<u>Psychologists</u>	<input type="text" value=".75"/>	<input type="text"/>	0.75
<u>Occupational Therapists</u>	<input type="text"/>	<input type="text"/>	0.00
<u>Physical Therapists</u>	<input type="text" value="2"/>	<input type="text"/>	2.00
<u>Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists</u>	<input type="text"/>	<input type="text"/>	0.00
<u>Social Workers</u>	<input type="text" value="1.333"/>	<input type="text"/>	1.33
<u>Medical/Nursing Staff</u>	<input type="text" value="4"/>	<input type="text"/>	4.00
<u>Counselors and Rehabilitation Counselors</u>	<input type="text"/>	<input type="text"/>	0.00
<u>Orientation and Mobility Specialists</u>	<input type="text"/>	<input type="text"/>	0.00
Total	13.58	0.50	14.08

Check Form

Submit



Personnel Report is done!

Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A



PRINT REPORTS

Print Agency Reports

Home Data Entry Print Reports User Information Log Out

(07-21-64- Agency Reports 5-20 6
Due Date School Reports 00 PM

Click on **Print Reports** and select **Agency Reports**

Notes:

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User Documents: Home

[Data Dictionary](#)

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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.



Print Report Selections

Report Year

2016



Submit

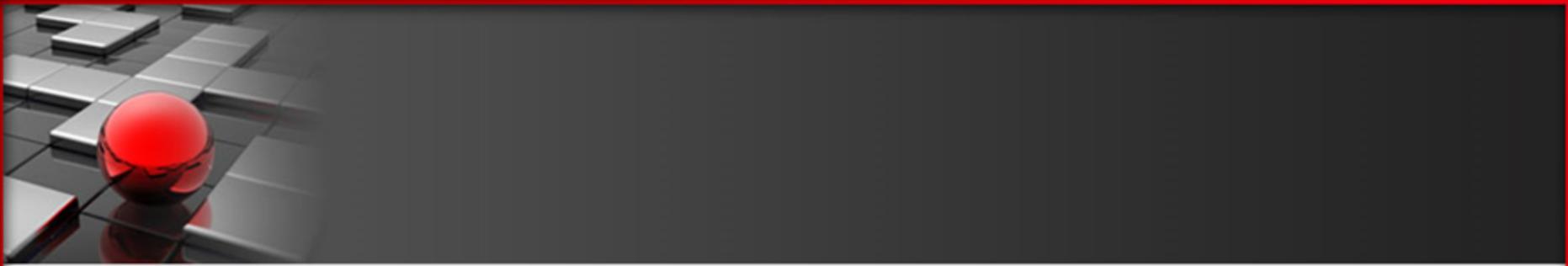
Agency Print Reports

Report Title	Description
<input type="radio"/> Personnel - Sect A - For Private Schools	
<input checked="" type="radio"/> Personnel - Sect B - For Private Schools	
<input type="radio"/> Personnel - Sect C - For Private Schools	

Supplemental Reports

Report Title	Description
<input type="radio"/> Personnel Year-to-Year Change	Personnel Report: Year-to-Year Change

Select a report to print, then click on the **Submit** button. Note that only one report can be selected and printed at a time.



FINAL SUBMISSION



Final Submission Details

- LEA User / LEA Signer roles
- Opportunity for:
- eSignature
- Due by **Friday, September 16, 2016**

Date Entry → Status & Data Submission

Home Data Entry Print Reports User Information Log Out

Agency Reports

School Reports

Status & Data Submission

(000) ACCEL: 2015-2016

Time: 08/19/2016 5:00 PM

Notes:

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Agency Master Status and Data Submission

Agency Master Status and Data Submission

This page shows the status of each required Agency-level report and each active school that belongs to your Agency. All reports that require data entry must be complete before proceeding with data review. ESS Annual Data collection requirements are NOT fulfilled until the data has been reviewed and certified, and electronic signature is completed.

Current Submit Status: Data Ready for Review

Notify Signer

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A

LEA User notifies the LEA Signer by clicking the **Notify Signer** button.

Confirm: Notify Signer

Agency Master Status and Data Submission

This page shows the status of each required Agency-level report and each active school that belongs to your Agency. All reports that require data entry must be complete before proceeding with data review. ESS Annual Data Collection is not available until the data has been reviewed and certified, and electronic signature is completed.

Current Submit Status: Data Ready for Review

Notify Signer

Message from webpage

 Please inform the Special Education Director, Business Manager or Superintendent/Charter School Administrator that the ESS Annual Data Collection is ready for their electronic signature. This individual must be authorized to sign off on this data collection requirement and will need to access the ESS Annual Data application as an LEA signer. If you are sure all data is valid, accurate, and entered correctly, click OK to notify your signer(s) to certify the data. Click Cancel to continue data entry and revision.

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A



Status: Notification Sent to Signer

Agency Master Status and Data Submission

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Current Submit Status: Notification Sent to Signer

Certify Data

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A

- LEA User is done and logs out
- Signer receives email and must log in to certify data



LEA Signer – Certify Data

Agency Master Status and Data Submission

This page shows the status of each required Agency-level report and each active school that belongs to your Agency. All reports that require data entry must be complete before proceeding with data review. ESS Annual Data collection requirements are NOT fulfilled until the data has been reviewed and certified, and electronic signature is completed.

Current Submit Status: Notification Sent to Signer

[Certify Data](#)

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A

Revise Data

Agency Master Status and Data Submission Data Certification and Signature

Please report any deviations from definitions and/or data quality problems. Do not use this section to critique this application or difficulties in collecting data. If you wish to submit feedback on these or other issues, please use the "ESS Feedback" link below to email directly to ESS Data Management.

NOTE: Comments are NOT saved when "Revise Data" is selected.

After reviewing your data and the statements below, check the box to certify the data. If the data is not valid and accurate, you can click 'Revise' to open all forms for revision.

- By checking the box and submitting my signature, I certify that an independent reviewer and I have reviewed the data collection procedures, confirmed the accuracy of the exit data extracted from SAIS (if applicable), confirmed the accuracy of the discipline data extracted from Az SAFE and/or manually revised, evaluated the data, and resolved any significant or unusual findings. This signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

I Agree



Revise Data

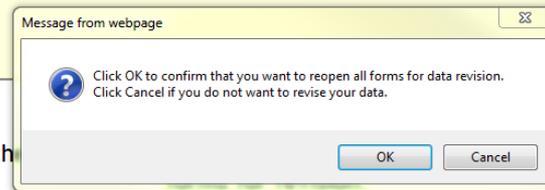
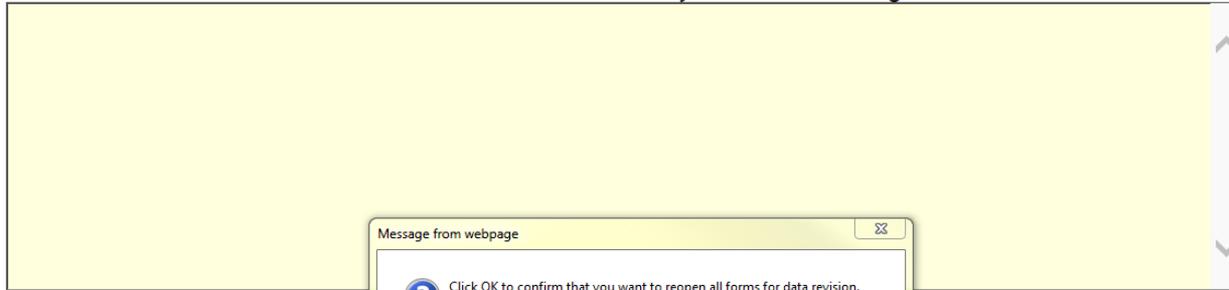
Submit to ADE



Confirm Data Revision

Agency Master Status and Data Submission Data Certification and Signature

Please report any deviations from definitions and/or data quality problems. Do not use this section to critique this application or difficulties in collecting data. If you wish to submit feedback on these or other issues, please use the "ESS Feedback" link below to email directly to ESS Data Management.



After reviewing your data and the statements below, check the box to certify that the data is valid and accurate, you can click 'Revise' to open all

- By checking the box and submitting my signature, I certify that an independent reviewer and I have reviewed the data collection procedures, confirmed the accuracy of the exit data extracted from SAIS (if applicable), confirmed the accuracy of the discipline data extracted from Az SAFE and/or manually revised, evaluated the data, and resolved any significant or unusual findings. This signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

I Agree

Revise Data

Submit to ADE





Revision Instructions

Home	Data Entry ▶	Print Reports ▶	User Information	Log Out
(07-21-64-000) ACCEL: 2015-2016				



Agency Master Status and Data Submission Instructions for Revision

You have indicated that you wish to revise parts of your data. All forms are now open for you to make changes, following the guidelines for each form.

LEA User and/or LEA Signer can revise data

Revision Complete → Final Submit

Agency Master Status and Data Submission

This page shows the status of each required Agency-level report and each active school that belongs to your Agency. All reports that require data entry must be complete before proceeding with data review. ESS Annual Data collection requirements are NOT fulfilled until the data has been reviewed and certified, and electronic signature is completed.

Current Submit Status: Revision Mode - Ready for Review

Final Submit

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A

Confirm Final Submit

Agency Master Status and Data Submission

This page shows the status of each required Agency-level report and each active school that belongs to your Agency. All reports that require data entry must be complete before proceeding with data review. ESS Annual Data collection requirements are NOT fulfilled until the data has been reviewed and certified, and electronic signature is completed.

Current Submit Status: Revision Mode - Ready to Submit

Final Submit

Message from webpage

ⓘ Please inform the Special Education Director, Business Manager or Superintendent/Charter School Administrator that the ESS Annual Data Collection is ready for their electronic signature. This individual must be authorized to sign off on this data collection requirement and will need to access the ESS Annual Data application as an LEA signer. If you are sure all data is valid, accurate, and entered correctly, click OK to notify your signer(s) to certify the data. Click Cancel to continue data entry and revision.

OK Cancel

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A



Certify Data

Agency Master Status and Data Submission

This page shows the status of each required Agency-level report and each active school that belongs to your Agency. All reports that require data entry must be complete before proceeding with data review. ESS Annual Data collection requirements are NOT fulfilled until the data has been reviewed and certified, and electronic signature is completed.

Current Submit Status: Notification Sent to Signer

Certify Data

Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A

- If LEA User did revisions: logout
- If LEA Signer did revisions: proceed with data certification and signature

Comments & eSignature

Agency Master Status and Data Submission Data Certification and Signature

Please report any deviations from definitions and/or data quality problems. Do not use this section to critique this application or difficulties in collecting data. If you wish to submit feedback on these or other issues, please use the "ESS Feedback" link below to email directly to ESS Data Management.

The reason for the decrease in teachers as shown in the Year-to-Year Personnel Report / Section A when comparing to last year's data to this year is because we are experiencing a teacher shortage this year.

After reviewing your data and the statements below, check the box to certify the data. If the data is not valid and accurate, you can click 'Revise' to open all forms for revision.

- By checking the box and submitting my signature, I certify that an independent reviewer and I have reviewed the data collection procedures, confirmed the accuracy of the exit data extracted from SAIS (if applicable), confirmed the accuracy of the discipline data extracted from Az SAFE and/or manually revised, evaluated the data, and resolved any significant or unusual findings. This signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

Signer's Title

-- Choose One --
Special Education Director
Business Manager
Superintendent/Charter Holder Administrator/PEA Administrator

Revise Data

Submit to ADE



Submit to ADE

Agency Master Status and Data Submission Data Certification and Signature

Please report any deviations from definitions and/or data quality problems. Do not use this section to critique this application or difficulties in collecting data. If you wish to submit feedback on these or other issues, please use the "ESS Feedback" link below to email directly to ESS Data Management.

The reason for the decrease in teachers as shown in the Year-to-Year Personnel Report / Section A when comparing to last year's data to this year is because we are experiencing a teacher shortage this year.

After reviewing your data and the statements below, check the box to certify the data. If the data is not valid and accurate, you can click 'Revise' to open all forms for revision.

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Signer's Title





Congratulations!

[Home](#) | [Data Entry](#) | [Print Reports](#) | [User Information](#) | [Log Out](#)

(07-21-64-000) ACCEL: 2015-2016

Agency Master Status and Data Submission Final Submission Confirmation

Congratulations!

You have completed the reporting requirements.





Status = Submitted to ADE

Agency Master Status and Data Submission

This page shows the status of each required Agency-level report and each active school that belongs to your Agency. All reports that require data entry must be complete before proceeding with data review. ESS Annual Data collection requirements are NOT fulfilled until the data has been reviewed and certified, and electronic signature is completed.

Current Submit Status: Submitted to ADE
[Click here to reprint the Signature Page](#)



Report Title	Status	Last Updated
Personnel - Sect A - For Private Schools	Complete	06/24/16 08:09A
Personnel - Sect B - For Private Schools	Complete	06/24/16 08:35A
Personnel - Sect C - For Private Schools	Complete	06/24/16 08:42A



RESOURCES AND SUPPORT

A red sphere is positioned on a black keyboard, casting a reflection on the keys below it. The sphere is glossy and appears to be a mouse ball or a similar object.

ADE Support Center

- For ADEConnect support
- Monday – Friday 8:00am – 5:00pm
- 602.542.7378
- 866.577.9636
- adesupport@azed.gov



ESS Private School Specialist

Chris Lane

EDP and Approved Private Schools

602.364.4015

chris.lane@azed.gov



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

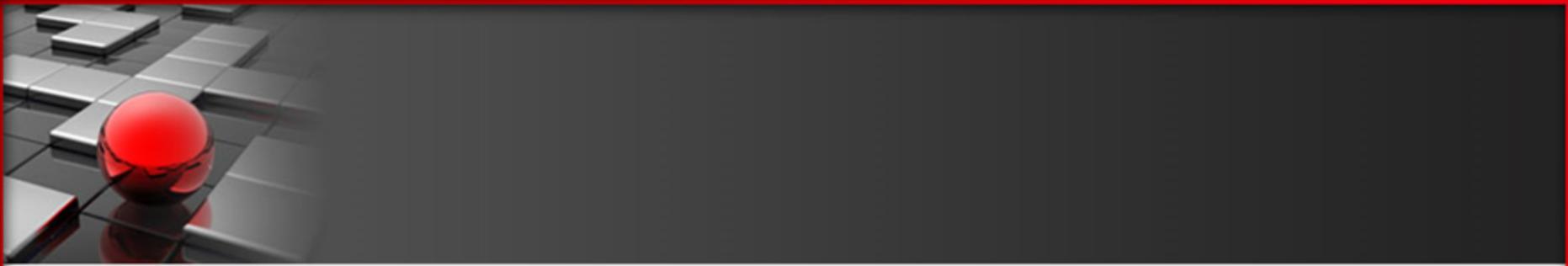


WRAP UP

A red sphere is positioned on a black keyboard, casting a reflection on the keys below it. The sphere is glossy and appears to be a ball of light or a stylized object.

Wrap Up

- Questions?
- Course Evaluations
- Certificates
- Implementation Survey



QUESTIONS?

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