

DATA MANAGEMENT ALERT

FY 2014 ANNUAL SPECIAL EDUCATION DATA COLLECTION

General Information

All public education agencies (PEAs) are expected to file their Annual Special Education Data Collection information electronically, utilizing the Common Logon to access the online application. The Common Logon requires a user ID and password and is also used for other electronic data submissions to the Arizona Department of Education. You can access the ADE Common Logon and support information at the following link: <https://www.ade.az.gov/commonlogon>. The Annual Special Education Data Collection online application for FY 2014 data reporting is expected to be available after **Monday, April 28, 2014**.

Note:

- If you belong to a cooperative, please do not ask your Cooperative Coordinator to submit your data. It is each PEA's responsibility to submit individual data.
- District-sponsored charter schools will be listed as a school under the district that sponsors them.
- *If your PEA does not have data that qualifies for inclusion in this online application, you will still need to alert ADE/ESS Data Management in writing.*

The Annual Special Education Data Collection consists of the following sections: **Exit, Discipline, Personnel, Teacher Attrition Rate Survey, Preschool Transition, and Parentally Placed Private School Students**.

Updates for FY 2014 Annual Special Education Data Collection Reporting

There are minimal changes to the Annual Special Education Data Collection this year; however, all data requirements are subject to change as federal guidance is received. The following updates will be incorporated in the online application:

- Instructions and FAQs posted on the home page will have changes outlined in **bold**. **PLEASE READ!**
- The *Final Submit* function will be disabled until **midnight, August 3, 2014**. **PEAs can enter data in all required sections beginning April 28, 2014, but can only perform the *Final Submit* between August 4 and 15, 2014.** Please see the Az SAFE section for more information.
- There are no changes to the **Personnel, Exit, Discipline, Preschool Transition, and Parentally Placed Private School Students** sections.
- An additional option was added to the Special Education Director section, question 34 within the **Teacher Attrition Rate Survey**.

Az SAFE and Discipline Data Reporting

PEAs are expected to submit discipline data for *all students*, including special education students, via either Arizona Safety Accountability for Education (Az SAFE) Online or by uploading data to Az SAFE through their Student Management Systems (SMS). **Discipline data entry is due by**

July 8, 2014 at 5:00 PM. At this time, all special education discipline data submitted will be extracted from the Az SAFE database.

The discipline data correction period utilizing the Annual Special Education Data Collection online application will be allowed from **August 4 through August 15, 2014**. A process for manual data revision is available within the application:

- Between August 4 and August 15, 2014, PEAs should review the special education discipline data in the Discipline section (found within the Annual Special Education Data Collection application) for accuracy and validity before completing the *Final Submit*.
- During *Final Submit*, the application will allow PEAs to verify that their special education discipline data is accurate and valid.
- If the PEA indicates that the special education discipline data is generally inaccurate / invalid or that the zero count is incorrect for a particular school, the application automatically activates the Discipline section for manual revision. There is no need to request permission to revise.
- During revision, all consistency rules for special education discipline data entry apply. *Final Submit* does not become available again until the revised data is valid according to the rules that are covered in Annual Special Education Data Collection trainings and guidance documents found within the application.

Note that the final submission process is currently undergoing revisions. The relevant technical assistance documents will be updated when finalized.

Late or incomplete data submissions may impact PEA Determinations. General questions regarding Az SAFE can be directed to the School Safety and Prevention office at (602) 364-2092 or barbara.michlin@azed.gov. Questions specific to the special education discipline report should be directed to ESS Data Management at ESSDataMgmt@azed.gov.

Annual Special Education Data Collection Webinars and Regional Workshops

Training sessions on this required data collection will be offered in May/June of 2014 via webinars and regional workshops. Webinars provide the convenience of attending a training session right from your own desk. However, for participants who prefer in-person trainings, four regional workshops will also be offered.

These training sessions are intended to provide assistance to school and district personnel who are involved with special education data collection and reporting. Since there have only been minor changes made to the Annual Special Education Data application, there will be five different types of webinar training sessions offered:

- 1) **Novice**, which will likely be of greatest benefit to personnel from PEAs who are new to the process of submitting Annual Special Education Data;
- 2) **Advanced**, intended to detail specific changes from the previous year's data collection for those already familiar with this data collection process;
- 3) **Preschool Transition**, reserved only for preschool coordinators and/or other staff responsible for the collection of preschool transition from Part C to Part B (In-by 3) data.
- 4) **Private School**, reserved only for those required to complete the Personnel report for Approved Private Schools; and

- 5) **Secure Care**, reserved only for personnel from the Arizona Department of Corrections, Arizona Department of Juvenile Corrections, county juvenile detention centers, county jail programs, or accommodation districts that serve detained / incarcerated youth with disabilities.

The target audience of the regional workshops will be the novice user. However, these workshops are also open to advanced users who wish to receive a “refresher” on this data collection. Attendance at training sessions is strongly encouraged. The webinar and regional workshop schedule is included in this alert (please refer to attached flyer).

Online registration is found at the ADE Calendar of

Events: <http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp>.

Due Date

OSEP requires the Annual Special Education Data Collection information in order for Arizona to receive Part B IDEA funding. Therefore, *failure to promptly submit your PEA's data may cause an interruption of your federal funds and may also impact your PEA Determination.*

All online submissions are due on **Friday, August 15, 2014**, regardless of whether PEAs choose to make manual corrections to their special education discipline data within the Annual Data Collection online application. Upon completion of *all data sections*, download the mandatory form attesting to the accuracy and validity of data submitted. Please sign and return this form to ESS Data Management by faxing to (602) 364-1999 **by the online submission deadline.**

Questions regarding the Annual Special Education Data Collection can be directed to ESS Data Management at ESSDataMgmt@azed.gov.

ANNUAL SPECIAL EDUCATION DATA COLLECTION TIMELINES

April 28, 2014	Annual SPED Data Collection online application opens
July 8, 2014 at 5:00 PM	Deadline for submitting discipline data to Az SAFE
August 4, 2014	<i>Final Submit</i> process begins within the Annual SPED Data Collection online application; manual corrections to SPED discipline data can be made
August 15, 2014	Deadline for completing the <i>Final Submit</i> process and making any manual corrections to SPED discipline data; signature form due to ESS Data Management

ESS Data Management
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