



Exceptional Student Services (ESS) / Data Management

Frequently Asked Questions – GENERAL

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Q1: I DON'T KNOW IF I HAVE A COMMON LOGON ACCOUNT. HOW CAN I FIND OUT?

A: All special education directors and special education census contacts are authorized to use the Exceptional Student Services (ESS) Annual Special Education Data Collection application via the common logon. School district superintendents, charter school holder administrators, and secure care facility administrators will also be granted authorization. If your public education agency (PEA) does not have a common logon account or if you already have an existing account but need to have the ESS Annual Special Education Data Collection application (ESSAnnualData) added to your account, you will need to 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 common logon 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 the common logon, 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 HIT THE FINAL SUBMIT BUTTON THAT I MADE A MISTAKE. CAN I GO BACK AND EDIT MY DATA?

A: Unless you need to edit discipline data (which can be edited during the final submission process), you must contact ESS Data Management to have the data "re-opened" 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 <https://www.ade.az.gov/sa/health>. Further questions regarding this survey can be directed to the ADE Safe and Drug Free Schools Program at (602) 542.8730.

Q9: WHERE DO I FIND THE REQUIRED SIGNATURE PAGE?

A: Click on the STATUS & FINAL SUBMIT menu item under DATA ENTRY. Do not click on agency or school reports. On the Data Entry page, you will find a FINAL SUBMIT button that will appear in the middle of the page. However, it will only be activated if all of the agency and school reports are complete for your PEA. If it is not activated, this means that you have one or more reports that are incomplete. If it is activated, clicking on it will take you to the DISCIPLINE DATA CONFIRMATION page where you will be asked to confirm the accuracy of the discipline data extracted from Az SAFE. If it is determined that manual corrections to discipline data are necessary, clicking on



SUBMIT will revert the application back to editing mode. If the data is accurate and manual corrections are not necessary, the final submission process will proceed to the COMMENTS page where you may provide any comments relative to your data submission. After submitting any relevant comments, click on CONTINUE and you will arrive at the signature page where you can download and print the required signature form. Remember to click on SUBMIT at the bottom of this page to complete your data collection!

Q10: WHOSE SIGNATURE IS REQUIRED ON THE SIGNATURE FORM?

A: The signature form must be signed by the special education director, business manager, or superintendent/charter school director/CEO.

Q11: 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.