



State of Arizona  
Department of Education

## MEMORANDUM

DATE: September 30, 2014

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

FROM: Angela Denning, Deputy Associate Superintendent  
Exceptional Student Services/Arizona Department of Education   
Peggy Staples, Lead Data Management Specialist  
Exceptional Student Services/Arizona Department of Education 

SUBJECT: **10/01/14 Federal Special Education Child Count Verification and SAIS Reconciliation**

---

Verification of your **October 1, 2014**, 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 ADE's Common Logon system. The Common Logon page can be accessed by either going to the ADE website at: [www.azed.gov](http://www.azed.gov) and clicking on the Common Logon link or going directly to [www.azed.gov/commonlogon](http://www.azed.gov/commonlogon). From this online application, entitled *ESS Census Verification*, you will be able to access your October 1, 2014, verification letter and your SPED07 report for FY 2015 (which is only available after the verification letter due date and after your letter is received in our office). All PEAs must submit a hard copy of the verification letter to ADE/ESS, with a signature from the special education director, business manager, or superintendent/charter school director 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 2, 2014, and the instructions on how to complete this verification process will be available on the home page of the application. Please note that the October 1, 2014 date is a child count date, not a due date.

In addition to verifying your 10/01/14 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 10/01/14. This figure will be used to calculate LEA entitlement allocations for FY 2016. Please note that if your district shares a boundary with another district, you are only required to report for the grades your district serves.

As a result of an announcement from the Office of Special Education Programs (OSEP) that changed the annual federal due date for child count and environment data submission from the first Wednesday in February to the first Wednesday in April, the following due dates will be in effect for FY 2015:



Verification letters are due to ADE/ESS by **Friday, December 19, 2014**.  
Special education participation data are due in SAIS by **Thursday, January 29, 2015**.  
Verified counts reconciled in SAIS due date is **Monday, March 2, 2015**.

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

cc: Wendi Trudell, Director of Operations, School Finance  
Teasie Colla, Program Specialist, Juvenile Justice Services Division  
DeAnna Rowe, Executive Director, Charter School Board  
ESS Specialists  
County Superintendents  
County Jails

