



Navigating the Annual Data Collection

Presented by ESS Data Management

Advanced

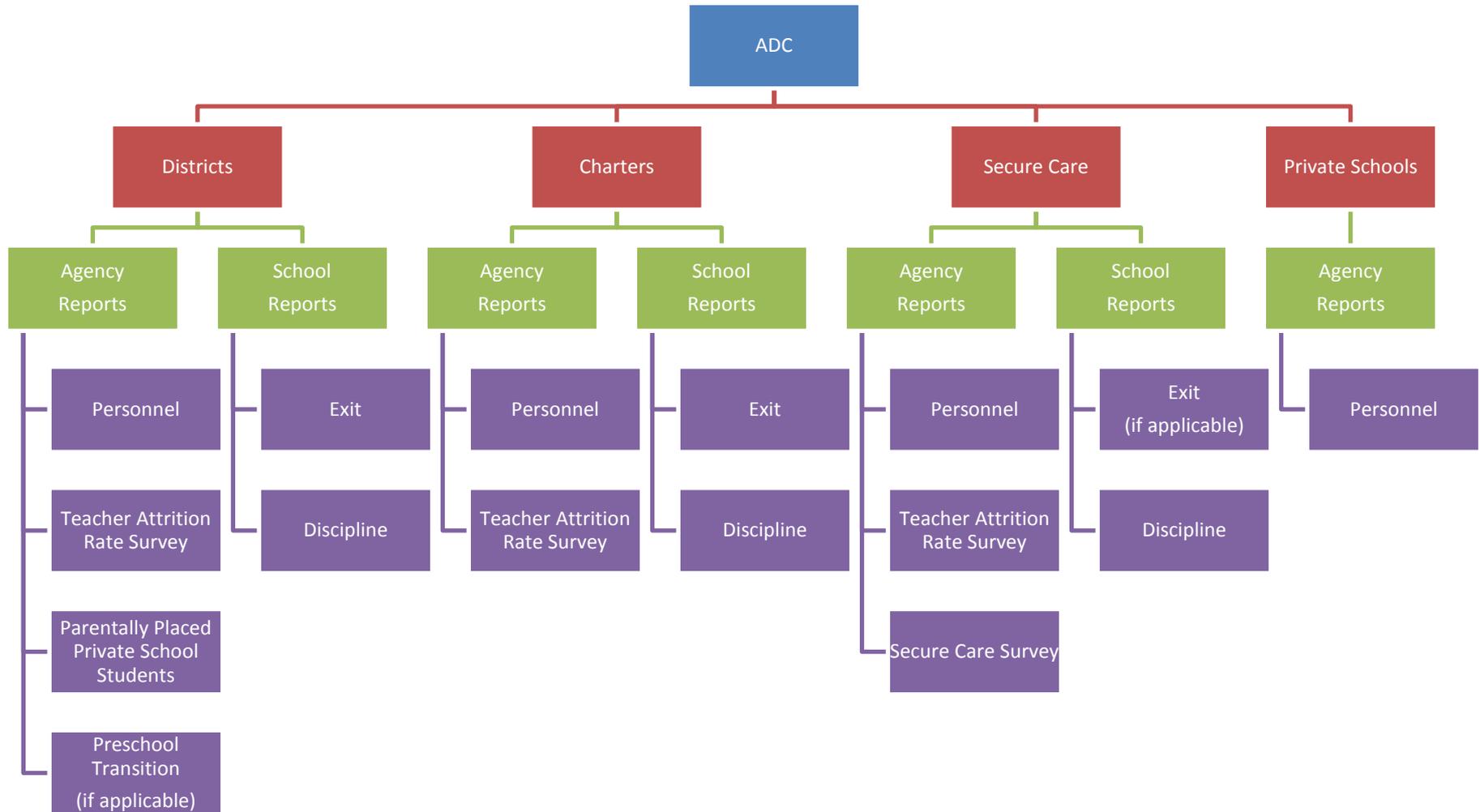
Agenda

- PEA Assignments
- Timeline
- ADEConnect
- Review/Demo
 - Agency Reports
 - School Reports
 - Print Reports
 - Final Submission
- Compass Points
- Wrap-Up
- Preschool Transition



PEA ASSIGNMENTS

Who has to do ADC?





TIMELINE

When is ADC due?

- **Thursday, May 21:** ADC opens to PEAs
- **Friday, July 10:** Az SAFE data due for ADC
- **Wednesday, August 5:** Final Submit opens
 - Manual corrections if necessary
- **Friday, August 21:** Electronic signature due



ADECONNECT

Where can I find ADC?

- ADEConnect
- Email and password
- ESS Annual Data

What exactly is ADEConnect?

- Replaces Common Logon
- <https://home.azed.gov/Portal/>
- Contact your PEA's Entity Administrator and SPED director for access to ADC
- Select role = LEA User
- FAQs
- For assistance, contact the ADE Support Center



DEMO: ESS ANNUAL DATA



SEARCH



HOME

ALL PROGRAMS

STAFF DIRECTORY

CONTACT ADE

FAQ

SCHOOL REPORT CARDS

COMMON LOGON

ADECONNECT



AzMERIT | 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



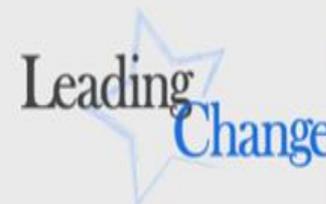
Teachers



Admins



Public



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](#)

© 2013 Microsoft FAQ Forgot Password?

ADEConnect Application Menu



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

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ESS Annual Data - Annual Special Education Data Collection

4369

Home **User Information**

User Information must be entered to access data entry screens.

(17-02-85-000) SOS Unified District: 2013-2014

Due Date: 08/15/2014

User Documents: Home

[Users Guide](#)
[Data Dictionary](#)

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

Contacts:

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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.

[Common Logon Menu](#) [ESS Home Page](#) [ESS Feedback](#)

Links for the Common Logon, ESS Home Page, and "ESS Feedback" – to email ESS Data Management – are available on many pages in the application.

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ESS Annual Data - Annual Special Education Data Collection

* = required fields

First Name *	<input type="text" value="Minerva"/>
Last Name *	<input type="text" value="McGonagall"/>
Title	<input type="text"/>
Email Address *	<input type="text" value="mcg@gryffindor.edu"/>
Phone Number *	<input type="text" value="800-555-1212"/>
Phone Extension	<input type="text"/>
Fax Number	<input type="text"/>

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

Submit

Cancel

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Home

Data Entry

Print Reports

User Information

(17-02-85-000) SOS Unified District: 2013-2014

* = required fields

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

 Profile Change Saved

First Name *	<input type="text" value="Minerva"/>
Last Name *	<input type="text" value="McGonagall"/>
Title	<input type="text"/>
Email Address *	<input type="text" value="mcg@gryffindor.edu"/>
Phone Number *	<input type="text" value="800-555-1212"/>
Phone Extension	<input type="text"/>
Fax Number	<input type="text"/>

Submit

Cancel

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Home Data Entry Print Reports User Information

(17-02-05-000) 606 Unified District: 2013-2014

* = required

- Blank Reports
- FAQs
- Instructions

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

First Name *

Last Name *

Title

Email Address *

Phone Number *

Phone Extension

Fax Number

Submit Cancel

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

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Home

Data Entry

Print Reports

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Agency Reports

School Reports

Status &
Final Submit

(17-02-85-000) SOS Unified District: 2013-2014

* = required fields

Click on **Data Entry** and select either **Agency Reports** or **School Reports**.

First Name *	<input type="text" value="Minerva"/>
Last Name *	<input type="text" value="McGonagall"/>
Title	<input type="text"/>
Email Address *	<input type="text" value="mcg@gryffindor.edu"/>
Phone Number *	<input type="text" value="800-555-1212"/>
Phone Extension	<input type="text"/>
Fax Number	<input type="text"/>

Submit

Cancel

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AGENCY REPORTS

Personnel: Sections A, B & C

No changes for FY 2015

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, 2014*

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

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(17-02-85-000) SOS Unified District: 2013-2014

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Click here to go back to the list of reports.

* indicates a required field

Personnel - Sect A

Totals are limited to two decimal places.

[Data Entry Guidelines for this Form](#)

Click here to view guidelines for this section.

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

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.

[Instructions](#) [FAQs](#) [ESS Feedback](#)

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

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Teacher Attrition Rate Survey

No changes for FY 2015

- Purpose is to assist PLS in identifying critical elements related to personnel shortages:
 - 36 questions
 - 4 sections
 - Teachers
 - Special Education Personnel
 - Related Service Providers
 - Special Education Directors

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* indicates a required field

Required fields are marked with an asterisk.

Teacher Attrition Survey

[Data Entry Guidelines for this Form](#)

No.	Teachers	Employed	
1.	What was the FTE of special education teacher new hires employed by October 1, 2013?	<input type="text" value="2"/>	
2.	What was the FTE of special education teacher new hires employed by October 1, 2013 experiencing their first year of teaching?	<input type="text" value="1"/>	
2a.	How many special education teachers experiencing their first year of teaching are being mentored by experienced special education teachers in the 2013-2014 school year?	<input type="text" value="1"/>	
3.	What was the FTE of special education teacher vacancies not filled (OPEN) as of October 1, 2013?	<input type="text" value="0"/>	
4.	What was the FTE of 2012-2013 special education employed staff returning to teach special education in 2013-2014?	<input type="text" value="12"/>	
5.	What was the FTE of 2012-2013 special education employed staff not returning to teach special education in 2013-2014?	<input type="text" value="5"/>	
6.	Of those special education teachers not returning to teach special education in 2013-2014, how many FTE have left the teaching profession?	<input type="text"/>	
7.	What was the FTE of 2012-2013 special education teachers that retired, were disabled, died, or moved out of state and consequently did not return in 2013-2014?	<input type="text" value="0"/>	
8.	What number of special education teacher new hires were recently graduated from one of Arizona's colleges or universities?	<input type="text" value="0"/>	
9.	What number of special education teacher new hires were recently graduated from out of state colleges/universities?	<input type="text" value="1"/>	
No.	Special Education Personnel	Employed	
10a.	In the 2013-2014 school year, was the Arizona Education Employment Board (arizonaeducationjobs.com) used to post job vacancies or search for qualified candidates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10b.	If yes, how many candidates were hired from the employment board?	<input type="text" value="0"/>	
	Do you require special education teachers and related service providers to complete an exit survey prior	<input checked="" type="radio"/> Yes	

Parentally Placed Private School Students

No changes for FY 2015

- Applicable only to school districts.
- Report the number of parentally placed private school students who were:
 - Evaluated;
 - Found eligible; and
 - Served by the public school during the school year (July 1 – June 30)

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* indicates a required field

Parentally Placed Private School Students

[Data Entry Guidelines for this Form](#)

	Instructions	Value
1.	Report the number of parentally placed private school students who were evaluated by the public school during the school year (July 1 - June 30.) Include students who were initially evaluated (i.e., referred via child find) and/or reevaluated (i.e., under the Empowerment Scholarship guidelines).	<input type="text"/>
2.	Of the number of children evaluated during the school year (row 1), report the number of children determined to be children with disabilities (eligible for special education services). This is not the total number of eligible private school students within the LEA's jurisdiction, it is only those evaluated and found eligible during the school year.	<input type="text"/>
3.	Of those determined to be children with disabilities (row 2), report the number of children who received special education or related services through the public school. This is not the total number of private school students served, it is only those who were evaluated and found eligible and served during the school year.	<input type="text"/>

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(17-02-85-001) SOS Central High School

School Reports

Report Title	Status	Last Updated
Exiting - Sect A - Autism	Display Only	04/07/14 04:47P
Exiting - Sect A - Deaf-Blindness	Display Only	04/07/14 04:47P
Exiting - Sect A - Emotional Disturbance	Display Only	04/07/14 04:47P
Exiting - Sect A - Hearing Impairment	Display Only	04/07/14 04:47P
Exiting - Sect A - Multiple Disabilities	Display Only	04/07/14 04:47P
Exiting - Sect A - Intellectual Disability	Display Only	04/07/14 04:47P
Exiting - Sect A - Other Health Impairments	Display Only	04/07/14 04:47P
Exiting - Sect A - Orthopedic Impairment	Display Only	04/07/14 04:47P
Exiting - Sect A - Specific Learning Disabilities	Display Only	04/07/14 04:47P
Exiting - Sect A - Speech / Language Impairment	Display Only	04/07/14 04:47P
Exiting - Sect A - Traumatic Brain Injury	Display Only	04/07/14 04:47P
Exiting - Sect A - Visual Impairment	Display Only	04/07/14 04:47P
Exiting - Sect B - All Disabilities	Display Only	04/07/14 04:47P
Exiting - Sect C - By Race	Display Only	04/07/14 04:47P
Exiting - Sect D - By Gender	Display Only	04/07/14 04:47P
Exiting - Sect E - By ELL/LEP Status	Display Only	04/07/14 04:47P
Discipline - Sect A - By Disability	Display Only	04/03/14 12:10P
Discipline - Sect B - By Race	Display Only	04/03/14 12:10P
Discipline - Sect C - By Gender	Display Only	04/03/14 12:10P
Discipline - Sect D - By ELL Status	Display Only	04/03/14 12:10P
Discipline - Sect E - Services during Expulsion	Display Only	04/03/14 12:10P

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.

Exit Report

No changes for FY 2015

- 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 the end of reporting year
- Populates the last known exit reason
- Breakouts by:
 - Disability, Ethnicity/Race, Gender, ELL

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* indicates a required field

(17-02-85-001) SOS Central High School

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

Exiting - Sect 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

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Unified District: 2013-2014

The **Exiting Detail Report** is a valuable tool to use when verifying that data extracted from SAIS is accurate.

It is available in Agency Reports, under the Print Reports tab.

School Reports

Report Title	Status	Last Updated
Exiting - Sect A - Autism	Display Only	04/07/14 04:47P
Exiting - Sect A - Deaf-Blindness	Display Only	04/07/14 04:47P
Exiting - Sect A - Emotional Disturbance	Display Only	04/07/14 04:47P
Exiting - Sect A - Hearing Impairment	Display Only	04/07/14 04:47P
Exiting - Sect A - Multiple Disabilities	Display Only	04/07/14 04:47P
Exiting - Sect A - Intellectual Disability	Display Only	04/07/14 04:47P
Exiting - Sect A - Other Health Impairments	Display Only	04/07/14 04:47P
Exiting - Sect A - Orthopedic Impairment	Display Only	04/07/14 04:47P
Exiting - Sect A - Specific Learning Disabilities	Display Only	04/07/14 04:47P
Exiting - Sect A - Speech / Language Impairment	Display Only	04/07/14 04:47P
Exiting - Sect A - Traumatic Brain Injury	Display Only	04/07/14 04:47P
Exiting - Sect A - Visual Impairment	Display Only	04/07/14 04:47P
Exiting - Sect B - All Disabilities	Display Only	04/07/14 04:47P
Exiting - Sect C - By Race	Display Only	04/07/14 04:47P
Exiting - Sect D - By Gender	Display Only	04/07/14 04:47P
Exiting - Sect E - By ELL/LEP Status	Display Only	04/07/14 04:47P
Discipline - Sect A - By Disability	Display Only	04/03/14 12:10P
Discipline - Sect B - By Race	Display Only	04/03/14 12:10P
Discipline - Sect C - By Gender	Display Only	04/03/14 12:10P
Discipline - Sect D - By ELL Status	Display Only	04/03/14 12:10P
Discipline - Sect E - Services during Expulsion	Display Only	04/03/14 12:10P

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(17-02-85-000) SOS Unified District: 2013-2014

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

Students Exiting Special Education Services

FiscalYear: 2013

Extract Date: June 4 8:00 AM

PEA CTDS: 17-02-85-000

PEA Name: SOS Unified District

CTDS	School	Sais ID	Student	AgeOnCtDt	Exit Code	Exit Reason	End Date	Need	RaceEthn	Gender	ELLStatus
17-02-85-001	SOS Central High School	Sais ID	Student	AgeOnCtDt	Exit Code	Exit Reason	End Date	Need	RaceEthn	Gender	ELLStatus
		9876543	Sailor, Popeye	18	3172	Graduated with regular high school diploma	06/06/14	A	WH	M	N
		1375911	Oyl, Olive	16	3175	Moved, known to be continuing	12/20/13	SLI	HL	F	N
		24681012	Wimpy, J. Wellington	15	3177	Dropped out	11/08/13	ED	WH	M	N
17-02-85-000	Contracted	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.

Discipline Report

No changes for FY 2015

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

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

Discipline Report cont'd

- July 1 – June 30
- Ages 3-21
- Sections A-D
 - Disability
 - Ethnicity/Race
 - Gender
 - ELL
- Section E
 - Expulsions with/without services

Discipline - Sect C - By Gender

Discipline reports are display only – the data is extracted from Az SAFE.

[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	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

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* indicates a required field

Discipline reports are display only – the data is extracted from Az SAFE.

(17-02-85-001) SOS Central High School

Discipline - Sect E - Services during Expulsion

[Data Entry Guidelines for this Form](#)



	Children with Disabilites 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 Disabilites, Grades K-12		
	Total This Section (E)	2	0

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- Enter New Incident
- Modify Existing Incident
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- 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:

***Drug 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):

Test Student

All Offenders:

Test Student

Action Taken: Out of School Suspension - Short Term with Services

Service Declined

Date Action Decided: 02/28/2014

Assigned Start Date:

Assigned End Date:

Number of Days Suspended: 3

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

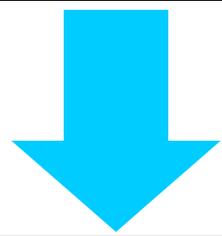


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- Enter New Incident
- Modify Existing Incident
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- Export Incident Data
- Entity Selection
- Common Logon
- LEA Contact Information

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	Schedulec
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.

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 (17-02-85-001) SOS Central High School

The **Discipline Detail Report** is a valuable tool to use when verifying that data extracted from Az SAFE is accurate. It is available in Agency Reports, under the Print Reports tab.

School Reports

Report Title	Status	Last Updated
Exiting - Sect A - Autism	Display Only	04/21/14 08:56A
Exiting - Sect A - Deaf-Blindness	Display Only	04/21/14 08:56A
Exiting - Sect A - Emotional Disturbance	Display Only	04/21/14 08:56A
Exiting - Sect A - Hearing Impairment	Display Only	04/21/14 08:56A
Exiting - Sect A - Multiple Disabilities	Display Only	04/21/14 08:56A
Exiting - Sect A - Intellectual Disability	Display Only	04/21/14 08:56A
Exiting - Sect A - Other Health Impairments	Display Only	04/21/14 08:56A
Exiting - Sect A - Orthopedic Impairment	Display Only	04/21/14 08:56A
Exiting - Sect A - Specific Learning Disabilities	Display Only	04/21/14 08:56A
Exiting - Sect A - Speech / Language Impairment	Display Only	04/21/14 08:56A
Exiting - Sect A - Traumatic Brain Injury	Display Only	04/21/14 08:56A
Exiting - Sect A - Visual Impairment	Display Only	04/21/14 08:56A
Exiting - Sect B - All Disabilities	Display Only	04/21/14 08:56A
Exiting - Sect C - By Race	Display Only	04/21/14 08:56A
Exiting - Sect D - By Gender	Display Only	04/21/14 08:56A
Exiting - Sect E - By ELL/LEP Status	Display Only	04/21/14 08:56A
Discipline - Sect A - By Disability	Display Only	04/03/14 12:10P
Discipline - Sect B - By Race	Display Only	04/03/14 12:10P
Discipline - Sect C - By Gender	Display Only	04/03/14 12:10P
Discipline - Sect D - By ELL Status	Display Only	04/03/14 12:10P
Discipline - Sect E - Services during Expulsion	Display Only	04/03/14 12:10P

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 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 checked="" 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

Az SAFE / Discipline Data: Students and Incidents in Discipline Report Counts
SchoolYear: 2013-2014
Extract Date: 06/12/14

Agency: SOS Unified District

CTDS: 17-02-85-000

STATE: ARIZONA

SOS Central High School - 17-02-85-001

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.

ESS Annual Data - Annual Special Education Data Collection

essAdmin@test.com

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- Log Out

(07-02-93-000) Cave Creek Unified District: 2014-2015
School List

CTDS	School	Status
07-02-93-102	Black Mountain Elementary School	Display Only
07-02-93-204	Cactus Shadows High School	Display Only
07-02-93-706	Desert Sun Academy	Display Only
07-02-93-705	Desert Willow Elementary School	Display Only
07-02-93-708	Horseshoe Trails Elementary School	Display Only
07-02-93-707	Lone Mountain Elementary School	Display Only
07-02-93-101	Sonoran Trails Middle School	Display Only
07-02-93-001	The Learning Center Developmental Preschool	Display Only
07-02-93-000	Tuitioned-Out	Incomplete



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 and/or residential treatment centers. Because reporting is done by District of Residence (DOR) in *ESS Annual Data*, students will be listed in the Contracted area based on their DOR in SAIS.

(07-02-93-000) Cave Creek Unified District: 2014-2015

[Back to School List](#)
 (07-02-93-000) Cave Creek Unified District (Tuitioned-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 - 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





PRINT REPORTS

Agency Reports

No changes for FY 2015

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

Agency Supplemental Reports

No changes for FY 2015

- Year-to-Year Change Reports:
 - Personnel
 - Exit
 - Discipline
- Exiting Detail Report
- Discipline / Az SAFE Reports:
 - Discipline Detail
 - All Az SAFE Incidents
 - Az SAFE Incidents → SPED only

School Reports

One small change for FY 2015

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

Home	Data Entry ▶	Print Reports ▶	User Information	
<ul style="list-style-type: none"> Agency Reports School Reports 			OS Unifi	<div style="border: 2px solid red; background-color: yellow; padding: 5px;"> Print reports at both the Agency and School levels to check for accuracy. </div>

User Documents: Home
[test](#)

Contacts:

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peggy.staples@azed.gov

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

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(17-02-85-000) SOS Unified District: 2013-2014

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

Supplemental Reports

Report Title	Description
<input 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

Home	Data Entry	Print Reports	User Information	Management	Log Out
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(07-02-93-000) Cave Creek Unified District: 2014-2015

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 reports are available for each school site in the PEA as well as tuitioned-out students.

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(17-02-85-000) SOS Unified District: 2013-2014

School Print Reports

[Back to school profile type selection](#)

Profile Type selected: Regular School

Report Year

Prior year reports are available for each school.

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

Report Title
<input type="radio"/> Exiting - Sect A - By Disability
<input type="radio"/> Exiting - Sect B - All Disabilities
<input type="radio"/> Exiting - Sect C - By Race
<input type="radio"/> Exiting - Sect D - By Gender
<input type="radio"/> Exiting - Sect E - By ELL/LEP Status
<input type="radio"/> Discipline - Sect A - By Disability
<input type="radio"/> Discipline - Sect B - By Race
<input type="radio"/> Discipline - Sect C - By Gender
<input type="radio"/> Discipline - Sect D - By ELL Status
<input type="radio"/> Discipline - Sect E - Services during Expulsion

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

Select all schools <input type="checkbox"/>
School
<input type="checkbox"/> (17-02-85-001) SOS Central High School

Click in the checkbox to print reports for all schools.



FINAL SUBMISSION

Final Submission Details

Some changes for FY 2015

- Commences on **Wednesday, August 5**
- Data confirmation
- Manual corrections (if necessary) - **NEW**
- Comments
- Electronic signature - **NEW**
- Complete by **Friday, August 21**
- Instructional webinars offered July



COMPASS POINTS

(RESOURCES AND SUPPORT)

ADE Support Center

- For ADEConnect and SAIS support
- Monday – Friday 8:00 a.m. – 5:00 p.m.
- 602.542.7378
- 866.577.9636
- adesupport@azed.gov

Az SAFE

For assistance with Az SAFE access and data submission:

www.ade.az.gov/sa/health/AZSafe.asp

Barbara Michlin

Az SAFE Coordinator

602.364.2092

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ESS Data Management

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

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WRAP UP

Wrap Up

- Questions?
- Future training opportunity
 - July 2015: Final Submission Process
- Course evaluations
- Certificates
- Implementation Survey
- For PEAs that serve preschoolers, please stay for a review of the Preschool Transition reporting requirement

PRESCHOOL TRANSITION

No changes for FY 2015

Overview

- IDEA 2004: All children participating in AzEIP under Part C must be ensured a smooth and effective transition to Part B.
- SPP/APR
 - Indicator 12: % of children referred for transition by Part C prior to age 3 who are found eligible for Part B and have an IEP developed and implemented by their 3rd birthday or found not eligible by their 3rd birthday.
 - Compliance Indicator = 100%
 - PEA Determinations

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(17-02-85-000) SOS Unified District: 2013-2014

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* indicates a required field

Preschool Transition

- Tab 1: Student Counts
- Tab 2: Late Eligible Students
- Tab 3: Late Not Eligible Students
- Tab 4: Summary

No Errors Found

[Data Entry Guidelines for this Form](#)

	Instructions	Value
1.	Report the number of children who have been ELIGIBLE for Part C (AzEIP) and referred for transition to Part B (your district's preschool program) by AzEIP between 07/01/2012 and 06/30/2013	* <input style="width: 50px;" type="text" value="10"/>
2.	From the number in row 1 above, report the number of children found eligible for preschool special education services	* <input style="width: 50px;" type="text" value="8"/>
3.	Of those found eligible (row 2 above), report the number of children with an IEP developed on or before their 3rd birthday	* <input style="width: 50px;" type="text" value="7"/>
4.	Of those found eligible (row 2 above), report the number of children with an IEP developed after their 3rd birthday (Eligible children listed as IEP developed late: 0)	* <input style="width: 50px;" type="text" value="1"/>
5.	From the number in row 1 above, report the number of children who were NOT eligible for preschool special education services	* <input style="width: 50px;" type="text" value="2"/>
6.	Of those NOT eligible (row 5 above), report the number of children who were determined not eligible on or before their 3rd birthday	* <input style="width: 50px;" type="text" value="1"/>
7.	Of those NOT eligible (row 5 above), report the number of children who were determined not eligible after their 3rd birthday (Non-Eligible children listed as IEP developed late: 0)	* <input style="width: 50px;" type="text" value="1"/>
8.	How many late referrals from Part C that were due to "service coordinator delay" (eligible for Part C (AzEIP) services by 2.9 and PEA Notification/Referral Form received after 2.9) and were determined eligible or not eligible on or before the child's third birthday?	* <input style="width: 50px;" type="text" value="1"/>

Check Form

Submit

Data entered on Tab 1 can be saved by clicking the Submit button without entering data in Tabs 2 and 3.

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* indicates a required field

Preschool Transition

[Tab 1: Student Counts](#) |
 [Tab 2: Late Eligible Students](#) |
 [Tab 3: Late Not Eligible Students](#) |
 [Tab 4: Summary](#)

List all children who were found eligible and whose IEP was developed after their 3rd birthday (Question 4 on Page 1): In the area next to the Add button, enter a unique identifier using the child's initials (to avoid duplication, you may use a combination of letters and numbers up to 10 characters in length), select the reason for delay from the drop-down list, and enter the number of days late, and click Add.

To remove one or more rows from the list, check the rows to remove in the lower area, and click "Remove Chkd".

# Late Eligible Reported on Counts Tab	# Listed below
1	1

Identifier	Reason for Delay	# Days Late	
	Choose One		Add

[Remove Chkd](#) |
 [Save Changes](#) |
 [Submit](#)

		Identifier	Reason for Delay	# Days Late
1	<input type="checkbox"/>	NA5423854	Parent or child unavailability (child move; family hospitalization; vacation; etc.) - Deductible	3

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* indicates a required field

Preschool Transition

Tab 1: Student Counts Tab 2: Late Eligible Students Tab 3: Late Not Eligible Students Tab 4: Summary

List all children who were found NOT eligible and whose determination was made after their 3rd birthday (question 7 on page 1): In the area next to the Add button, enter a unique identifier using the child's initials (to avoid duplication, you may use a combination of letters and numbers up to 10 characters in length), select the reason for delay from the drop-down list, and enter the number of days late, and click "Add".

To remove one or more rows from the list, check the rows to remove in the lower area and click "Remove Chkd".

# Late Not Eligible Reported on Counts Tab	# Listed below
1	1

Identifier	Reason for Delay	# Days Late	
	Choose One		Add

Remove Chkd Save Changes Submit

	Identifier	Reason for Delay	# Days Late
1	<input type="checkbox"/> PS3644024	Interruption of school schedule; summer birthday - Not Deductible	5

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* indicates a required field

Preschool Transition

Tab 1: Student Counts	Tab 2: Late Eligible Students	Tab 3: Late Not Eligible Students	Tab 4: Summary
---------------------------------------	---	---	--------------------------------

Student Counts (Count tab)

	Question	Value
1	Report the number of children who have been ELIGIBLE for Part C (AzEIP) and referred for transition to Part B (your district's preschool program) by AzEIP between 07/01/2012 and 06/30/2013	10
2	From the number in row 1 above, report the number of children found eligible for preschool special education services	8
3	Of those found eligible (row 2 above), report the number of children with an IEP developed on or before their 3rd birthday	7
4	Of those found eligible (row 2 above), report the number of children with an IEP developed after their 3rd birthday (Eligible children listed as IEP developed late: 1)(See List 1 below)	1
5	From the number in row 1 above, report the number of children who were NOT eligible for preschool special education services	2
6	Of those NOT eligible (row 5 above), report the number of children who were determined not eligible on or before their 3rd birthday	1
7	Of those NOT eligible (row 5 above), report the number of children who were determined not eligible after their 3rd birthday (Non-Eligible children listed as IEP developed late: 1)(See List 2 below)	1
8	How many late referrals from Part C that were due to "service coordinator delay" (eligible for Part C (AzEIP) services by 2.9 and PEA Notification/Referral Form received after 2.9) and were determined eligible or not eligible on or before the child's third birthday?	1

List 1: Eligible, IEP Developed After 3rd Birthday (compare with Question 4 above)

	Identifier	Delay Reason	Days Late
1	NA5423854	Parent or child unavailability (child move; family hospitalization; vacation; etc.) - Deductible	3

List 2: Not Eligible, Determined Ineligible after 3rd Birthday (compare with Question 7 above)

	Identifier	Delay Reason	Days Late
1	PS3644024	Interruption of school schedule; summer birthday - Not Deductible	5

Home Data Entry Print Reports User Information

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* indicates a required field

Preschool Transition

Tab 1: Student Counts Tab 2: Late Eligible Students Tab 3: Late Not Eligible Students Tab 4: Summary

Data Entry Guidelines for this Form

	Instructions	Value
1.	Report the number of children who have been ELIGIBLE for Part C (AzEIP) and referred for transition to Part B (your district's preschool program) by AzEIP between 07/01/2012 and 06/30/2013	* <input type="text" value="10"/>
2.	From the number in row 1 above, report the number of children found eligible for preschool special education services	* <input type="text" value="8"/>
3.	Of those found eligible (row 2 above), report the number of children with an IEP developed on or before their 3rd birthday	* <input type="text" value="7"/>
4.	Of those found eligible (row 2 above), report the number of children with an IEP developed after their 3rd birthday (Eligible children listed as IEP developed late: 1)	* <input type="text" value="1"/>
5.	From the number in row 1 above, report the number of children who were NOT eligible for preschool special education services	* <input type="text" value="2"/>
6.	Of those NOT eligible (row 5 above), report the number of children who were determined not eligible on or before their 3rd birthday	* <input type="text" value="1"/>
7.	Of those NOT eligible (row 5 above), report the number of children who were determined not eligible after their 3rd birthday (Non-Eligible children listed as IEP developed late: 1)	* <input type="text" value="1"/>
8.	How many late referrals from Part C that were due to "service coordinator delay" (eligible for Part C (AzEIP) services by 2.9 and PEA Notification/Referral Form received after 2.9) and were determined eligible or not eligible on or before the child's third birthday?	* <input type="text" value="1"/>

Check Form

Submit

Data modified on Tab 2 and/or 3 will not be saved unless the Submit button is clicked.

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ECSE Compass Points

Early Childhood Special Education

<http://www.azed.gov/early-childhood/preschool/preschool-programs/ecse>

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QUESTIONS?

THANK YOU!