



# Navigating the Annual Data Collection

Presented by ESS Data Management

Novice Part II

# Agenda

- Overview
- Demo
  - Agency Reports (Part I)
  - School Reports
  - Print Reports
  - Final Submission
- Compass Points
- Wrap-Up



# SCHOOL REPORTS



# **DEMO: ESS ANNUAL DATA**

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		<a href="#">Agency Reports</a>	<b>(17-02-85-000) SOS Unified District: 2013-2014</b>		
		<a href="#">School Reports</a>	Exit and Discipline are both /2014		
		<a href="#">Status &amp; Final Submit</a>			

Exit and Discipline are both School level reports.

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**Contacts:**

**Peggy Staples**  
Phone: 602-364-4024  
[peggy.staples@azed.gov](mailto:peggy.staples@azed.gov)

**ESS Data Management**  
1535 W. Jefferson, Bin #24  
Phoenix, AZ 85007  
Fax: 602-364-1999  
[ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov)

**Nicole Armstrong**  
Phone: 602-542-3854  
[nicole.armstrong@azed.gov](mailto:nicole.armstrong@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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essAdmin@test.com

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

CTDS	School	Status
<a href="#">07-02-93-102</a>	Black Mountain Elementary School	Display Only
<a href="#">07-02-93-204</a>	Cactus Shadows High School	Display Only
<a href="#">07-02-93-706</a>	Desert Sun Academy	Display Only
<a href="#">07-02-93-705</a>	Desert Willow Elementary School	Display Only
<a href="#">07-02-93-708</a>	Horseshoe Trails Elementary School	Display Only
<a href="#">07-02-93-707</a>	Lone Mountain Elementary School	Display Only
<a href="#">07-02-93-101</a>	Sonoran Trails Middle School	Display Only
<a href="#">07-02-93-001</a>	The Learning Center Developmental Preschool	Display Only
<a href="#">07-02-93-000</a>	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.

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



**School Reports**

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

- 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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### School Reports

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

School level reports are "Display Only."

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.

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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 A - Autism**

No.	Autism	Age on Count Date				
		14	15	16	17	18
1.	Transferred to Regular Education		1			
2.	Graduated with Regular High School Diploma					
3.	Reached Maximum Age					
4.	Died					
5.	Moved, Known to be Continuing		1			
6.	Dropped Out					
7.	<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

No.	Autism	Age on Count Date			
		19	20	21	Total
1.	Transferred to Regular Education				1
2.	Graduated with Regular High School Diploma				0
3.	Reached Maximum Age				0
4.	Died				0
5.	Moved, Known to be Continuing				1
6.	Dropped Out				0
7.	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

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(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.	<b>Total</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>8</b>	<b>3</b>

No.	All Disabilities	Age on Count Date			
		19	20	21	Total
1.	Transferred to Regular Education				<b>12</b>
2.	Graduated with Regular High School Diploma				<b>0</b>
3.	Reached Maximum Age				<b>0</b>
4.	Died				<b>0</b>
5.	Moved, Known to be Continuing				<b>9</b>
6.	Dropped Out				<b>0</b>
7.	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>

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

Exiting - Sect C - By Race

No.	By Ethnicity	Race / Ethnicity			
		<a href="#">American Indian or Native Alaskan</a>	<a href="#">Asian</a>	<a href="#">Black or African American</a>	<a href="#">Hispanic or Latino</a>
1.	Transferred to Regular Education				7
2.	Graduated with Regular High School Diploma				
3.	Reached Maximum Age				
4.	Died				
5.	Moved, Known to be Continuing			2	4
6.	Dropped Out				
7.	<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>

No.	By Ethnicity	Race / Ethnicity			Total
		<a href="#">Native Hawaiian or Other Pacific Islander</a>	<a href="#">White</a>	<a href="#">Multiracial</a>	
1.	Transferred to Regular Education		5		12
2.	Graduated with Regular High School Diploma				0
3.	Reached Maximum Age				0
4.	Died				0
5.	Moved, Known to be Continuing		3		9
6.	Dropped Out				0
7.	<b>Total</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>21</b>

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

**Exiting - Sect D - By Gender**

No.	By Gender	Gender		
		Male	Female	Total
1.	Transferred to Regular Education	10	2	<b>12</b>
2.	Graduated with Regular High School Diploma			<b>0</b>
3.	Reached Maximum Age			<b>0</b>
4.	Died			<b>0</b>
5.	Moved, Known to be Continuing	5	4	<b>9</b>
6.	Dropped Out			<b>0</b>
7.	<b>Total</b>	<b>15</b>	<b>6</b>	<b>21</b>

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**Exiting - Sect E - By ELL/LEP Status**

No.	By ELL Status	ELL Status		
		Yes	No	Total
1.	Transferred to Regular Education		12	12
2.	Graduated with Regular High School Diploma			0
3.	Reached Maximum Age			0
4.	Died			0
5.	Moved, Known to be Continuing		9	9
6.	Dropped Out			0
7.	<b>Total</b>	<b>0</b>	<b>21</b>	<b>21</b>

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

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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	<b>Sais ID</b>	<b>Student</b>	<b>AgeOnCtDt</b>	<b>Exit Code</b>	<b>Exit Reason</b>	<b>End Date</b>	<b>Need</b>	<b>RaceEthn</b>	<b>Gender</b>	<b>ELLStatus</b>
		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	<b>Sais ID</b>	<b>Student</b>	<b>AgeOnCtDt</b>	<b>Exit Code</b>	<b>Exit Reason</b>	<b>End Date</b>	<b>Need</b>	<b>RaceEthn</b>	<b>Gender</b>	<b>ELLStatus</b>
		<b>No Records Found</b>									

Remember: Elementary schools may not show any exiting data since the report only captures students ages 14-21.

# Common FAQs

**Q:** When can I make FY 2015 special education participation data corrections in SAIS?

**A:** Any time prior to June 30, 2015. Corrections after June 30, 2015 are subject to the State Aid and Budget Capacity Correction process (ARS § 15-915).

# Discipline Report

- 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

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



## 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		
	<b>Total This Section (C)</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section A</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section B</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section D</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>

	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
	<b>Total This Section (C)</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section A</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section B</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section D</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

	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
	<b>Total This Section (C)</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>
	<b>Total Section A</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>
	<b>Total Section B</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>
	<b>Total Section D</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>

## Discipline - Sect B - By Race

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
	Race	A. Unduplicated Count of Students	B. Removals for Drugs	C. Removals for Weapons	D. Removals for Serious Bodily Injury	Unduplicated Count of Students
1.	Asian					
2.	Black / African American					
3.	Hispanic / Latino	1		1		
4.	Am Indian / Alaska Native					
5.	Native Hawaiian / Pacific Islander					
6.	White	1	1	1		
7.	Multiracial	1	1			
	<b>Total This Section (B)</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section A</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section C</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section D</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>

	Students with Disabilities Ages 3-21	3. Students with Out of School Suspensions or Expulsions		4. Students with In School Suspensions	
	Race	A. Total 10 Days or Less	B. Total > 10 Days	A. Total 10 Days or Less	B. Total > 10 Days
1.	Asian				
2.	Black / African American				
3.	Hispanic / Latino	1			1
4.	Am Indian / Alaska Native				
5.	Native Hawaiian / Pacific Islander				
6.	White		2	2	1
7.	Multiracial				
	<b>Total This Section (B)</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section A</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section C</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section D</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

## Discipline - Sect D - By ELL Status

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
	ELL Status	A. Unduplicated Count of Students	B. Removals for Drugs	C. Removals for Weapons	D. Removals for Serious Bodily Injury	Unduplicated Count of Students
1.	Yes					
2.	No	3	2	2		
	<b>Total This Section (D)</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section A</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section B</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<b>Total Section C</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>

	Students with Disabilities Ages 3-21	3. Students with Out of School Suspensions or Expulsions		4. Students with In School Suspensions	
	ELL Status	A. Total 10 Days or Less	B. Total > 10 Days	A. Total 10 Days or Less	B. Total > 10 Days
1.	Yes				
2.	No	1	2	2	2
	<b>Total This Section (D)</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section A</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section B</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
	<b>Total Section C</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

	Students with Disabilities Ages 3-21	5. Disciplinary Removals			
	ELL Status	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.	Yes				
2.	No	7	1	2	4
	<b>Total This Section (D)</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>
	<b>Total Section A</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>
	<b>Total Section B</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>
	<b>Total Section C</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>4</b>

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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		
	<b>Total This Section (E)</b>	<b>2</b>	<b>0</b>

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- Home
- Enter New Incident
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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:

(\* - 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):

All Offenders:

Action Taken:

Service Declined

Date Action Decided:

Assigned Start Date:

Assigned End Date:

Number of Days Suspended:

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

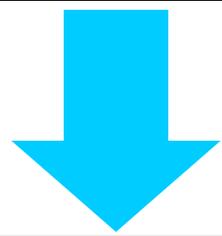


- Home
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## Export Incident Data

Fiscal Year: 2014

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		<b>ActionCategory</b>	<b>ActionCode</b>	<b>Action</b>	<b>Services Declined</b>	<b>OtherActionDetail</b>	<b>DateActionDecided</b>	<b>Schedulec</b>
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.

ESS Annual Data - Annual Special Education Data Collection

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[School Reports](#)  
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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
<a href="#">Exiting - Sect A - Autism</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Deaf-Blindness</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Emotional Disturbance</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Hearing Impairment</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Multiple Disabilities</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Intellectual Disability</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Other Health Impairments</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Orthopedic Impairment</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Specific Learning Disabilities</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Speech / Language Impairment</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Traumatic Brain Injury</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect A - Visual Impairment</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect B - All Disabilities</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect C - By Race</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect D - By Gender</a>	Display Only	04/21/14 08:56A
<a href="#">Exiting - Sect E - By ELL/LEP Status</a>	Display Only	04/21/14 08:56A
<a href="#">Discipline - Sect A - By Disability</a>	Display Only	04/03/14 12:10P
<a href="#">Discipline - Sect B - By Race</a>	Display Only	04/03/14 12:10P
<a href="#">Discipline - Sect C - By Gender</a>	Display Only	04/03/14 12:10P
<a href="#">Discipline - Sect D - By ELL Status</a>	Display Only	04/03/14 12:10P
<a href="#">Discipline - Sect E - Services during Expulsion</a>	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 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

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.

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

# Common FAQs

**Q:** The Arizona Administrative Code's definition of suspension is different than the one provided by OSEP in this data collection. Which definition should be followed for purposes of collecting the required discipline data?

**A:** When reporting IDEA data, states must use federal definitions for data elements. While OSEP recognizes that there is considerable variability across states in regard to practices and terminology, it is imperative that states adhere to the established reporting instructions and definitions that are provided in the data reporting guidelines. Therefore, states must adhere to the established guidelines for data reporting in all of the IDEA data collections, even when those guidelines are in conflict with terminology and data reporting practices within states.

# More Common FAQs

**Q:** Does serious bodily injury (SBI) include SBI to the offender, to him/herself, or to the victim only?

**A:** SBI includes injuries only to another person. Pursuant to 20 U.S.C. 615(k)(1)(g), a student may be removed to an IAES for not more than 45 days without regard to whether a student's behavior is determined to be a manifestation of the child's disability if the child has inflicted SBI upon another person while at school, on school premises, or at a school function under the jurisdiction of the SEA or the PEA.

# Tuitioned-Out Students

Use the “Tuitioned-Out” area in School Reports to verify exit and submit discipline data for students attending approved private day schools, approved residential treatment centers, and accommodation districts acting as a public consortium.

- If there are no disciplinary incidents to enter for these students, the reports must be submitted as blank.

ESS Annual Data - Annual Special Education Data Collection

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

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



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

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 (07-02-93-000) Cave Creek Unified District (Tuitioned-Out Students)

### School Reports

Report Title	Status	Last Updated
<a href="#">Exiting - Sect A - Autism</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Deaf-Blindness</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Emotional Disturbance</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Hearing Impairment</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Multiple Disabilities</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Intellectual Disability</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Other Health Impairments</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Orthopedic Impairment</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Specific Learning Disabilities</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Speech / Language Impairment</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Traumatic Brain Injury</a>	Display Only	N/D
<a href="#">Exiting - Sect A - Visual Impairment</a>	Display Only	N/D
<a href="#">Exiting - Sect B - All Disabilities</a>	Display Only	N/D
<a href="#">Exiting - Sect C - By Race</a>	Display Only	N/D
<a href="#">Exiting - Sect D - By Gender</a>	Display Only	N/D
<a href="#">Exiting - Sect E - By ELL/LEP Status</a>	Display Only	N/D
<a href="#">Discipline - Sect A - By Disability</a>	Incomplete	N/D
<a href="#">Discipline - Sect B - By Race</a>	Incomplete	N/D
<a href="#">Discipline - Sect C - By Gender</a>	Incomplete	N/D
<a href="#">Discipline - Sect D - By ELL Status</a>	Incomplete	N/D
<a href="#">Discipline - Sect E - Services during Expulsion</a>	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"/>
<b>Total This Section (C)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section D</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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"/>
<b>Total This Section (C)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section D</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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"/>
<b>Total This Section (C)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section A</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section B</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Section D</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





# **PRINT REPORTS**

# Agency Reports

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

# Agency Supplemental Reports

- 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

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

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Print reports at both the Agency and School levels to check for accuracy.

**User Documents: Home**

[test](#)

**Contacts:**

**Peggy Staples**  
Phone: 602-364-4024  
[peggy.staples@azed.gov](mailto:peggy.staples@azed.gov)

**ESS Data Management**  
1535 W. Jefferson, Bin #24  
Phoenix, AZ 85007  
Fax: 602-364-1999  
[ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov)

**Nicole Armstrong**  
Phone: 602-542-3854  
[nicole.armstrong@azed.gov](mailto:nicole.armstrong@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

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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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School Print Reports

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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

- 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](mailto:adesupport@azed.gov)

# Az SAFE

For assistance with Az SAFE access and data submission:

[www.ade.az.gov/sa/health/AZSafe.asp](http://www.ade.az.gov/sa/health/AZSafe.asp)

*Barbara Michlin*

Az SAFE Coordinator

602.364.2092

[barbara.michlin@azed.gov](mailto:barbara.michlin@azed.gov)

# ESS Data Management

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

[ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov)

La'Thea Nevills

Data Collection Coordinator

602.542.3057

[lathea.nevills@azed.gov](mailto:lathea.nevills@azed.gov)

# ESS Data Management cont'd

*Peggy Staples*

Lead Data Management Specialist

602.364.4024

[peggy.staples@azed.gov](mailto:peggy.staples@azed.gov)

Chris Brown

Data Management Specialist

602.542.3854

[chris.brown@azed.gov](mailto:chris.brown@azed.gov)



# WRAP UP

# Wrap Up

- Questions?
- Future training opportunity
  - Preschool Transition: 6/24
  - July 2015: Final Submission Process
- Course evaluations
- Certificates
- Implementation Survey



# **QUESTIONS?**

## **THANK YOU!**