



Exceptional Student Services (ESS) / Data Management

# Federal Special Education Child Count Verification/Reconciliation Process

The ESS Census Verification application is available via ADEConnect. To access this application, you must have the LEA User and/or LEA Signer permission. (Note the LEA Signer permission can only be assigned to the special education director, business manager, superintendent, or PEA administrator.) To request access, the public education agency (PEA) Entity Administrator (EA) will need to be contacted. Access the ADEConnect portal by going to the ADE website at [www.azed.gov](http://www.azed.gov) and clicking on the ADEConnect link or by going directly to <https://home.azed.gov/Portal/>. The ADEConnect portal can also be accessed through some Student Information Systems (SIS). At the application access menu page, select "ESS Census Verification."

The home page contains links that provide information to assist with the verification/reconciliation process. Among the documents are instructions, FAQs, and checklists. There are also links to request assistance from ADE/ESS Data Management and to download Adobe Acrobat Reader, which is required to view and print reports. The menu options at the top of the home page will take you to the other areas of the application. See Figure 1.

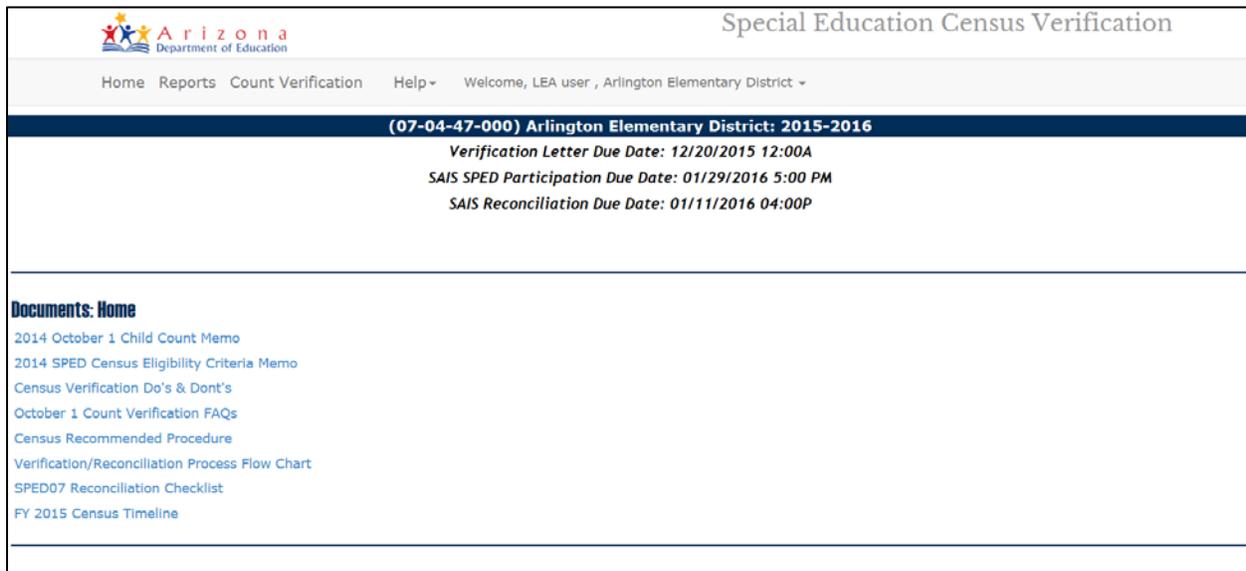


FIGURE 1

## VERIFICATION

To verify the current year October 1 count, click on Count Verification, one of the menu options at the top of the home page. There are two steps to this process. The first step is *Verification*. Verify the number of students with disabilities who were between the ages of 3–21 who have current evaluations, individualized education programs (IEPs), and who were receiving special education services in your district or charter school on October 1st of the current year. Students



whose reevaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1st. Please note, however, that these are significant violations and should be corrected immediately. Verification is based on the number of students you know to have been receiving services on October 1st. This information might be derived from your local Student Information System (SIS), your own printed student rosters, or by some other means under your control.

To verify the October 1 count, the total number of 3-21 year olds receiving services on October 1<sup>st</sup> must be reported. Enter this number in the appropriate box on the right side of the screen. The ages of the students must be calculated as of the October 1 child count date. See Figure 2.

The screenshot shows the 'Special Education Census Verification' web application. At the top, there is a navigation bar with 'Home', 'Reports', 'Count Verification', and 'Help'. Below this is a header for '(07-04-47-000) Arlington Elementary District: 2015-2016' and 'Census Count Verification'. The main content area is titled 'Step 1 - Submit Counts' and contains instructions for entering student counts as of October 1, 2015. It includes a note about SPED07 report data and a prompt to review the census report. There are two input fields: one for 'Total number of 3-21 year old students' and another for 'All K-12 students served on October 1, 2015'. At the bottom, there are 'Submit' and 'Cancel' buttons.

FIGURE 2

Also required is the verification count of all K–12 students (not special education only but ALL) enrolled in private schools within your district’s boundaries and those who are homeschooled. (Note that the private/home school count section will not appear if your PEA is a charter school or a secure care facility.) In the box provided, enter an unduplicated count of all students enrolled in private/parochial schools and/or are homeschooled as of October 1st of the current year. See Figure 2. This figure will be used in calculating the LEA entitlement applications. If your district boundary overlaps with another district, report private school enrollment for only the grades your district serves. This will eliminate potential duplication.

After entering the figures in the appropriate boxes, proceed and click on SUBMIT. If you made an error in the verification submission, contact the appropriate ADE/ESS personnel. However, changes to the verification count will no longer be accepted after the verification letter due date.

The second step in the count verification process is the *Electronic Signature*. See Figure 3. This screen will appear after the verified counts have been submitted by the LEA User. Notification will be sent to the LEA Signer to complete this step.



FIGURE 3

To complete the verification process, the LEA Signer will need to check the box to electronically sign, select the appropriate title from the dropdown list, and click on the SUBMIT TO ADE button. See Figures 4 and 5.

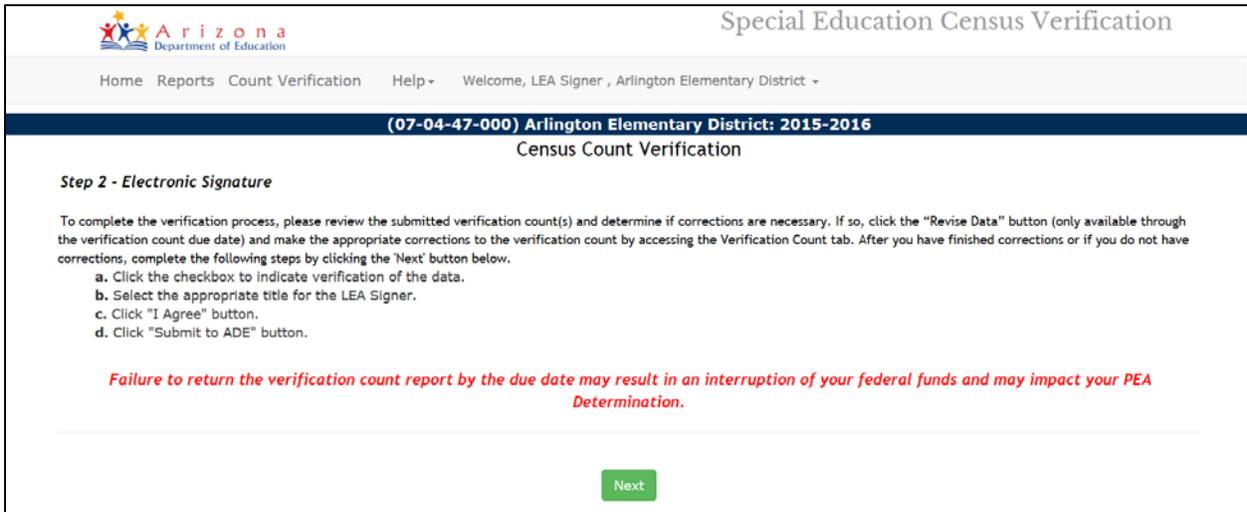


FIGURE 4



**(07-04-47-000) Arlington Elementary District: 2015-2016**  
Arizona Department Of Education  
Special Education Count Verification

Agency Name: Arlington Elementary District  
CTDS Number: 07-04-47-000

To: Arlington Elementary District LEA Signer

According to the public education agency (PEA) count verification submitted, the figures below reflect the number of students with disabilities who were ages 3 to 21 with current evaluations, Individual Education Programs (IEPs), and were receiving special education services in your district or charter school on October 1, 2015. Students whose re-evaluations and/or IEP reviews were past due should be included, as long as these students continued to receive services on October 1. ADE reports counts that are extracted from SAIS to the Office of Special Education Programs (OSEP) in Washington, D.C., therefore it is imperative that PEAs ensure final counts extracted from SAIS match the numbers as verified in this letter. This count is used to determine eligibility for federal Part B allocations your agency will receive under the Individuals with Disabilities Act (IDEA).

**NOTE: The data from the SPED07 report will be used for federal reporting purposes regarding the number of 3-21 year olds.**

**PLEASE REVIEW THE CENSUS (SPED07) REPORT INFORMATION UPON AVAILABILITY AFTER VERIFICATION LETTER DUE DATE. Detailed corrected information must be uploaded to SAIS via the Common Logon.**

Based upon your count verification figures submitted, box 1 below displays the total number of students with disabilities ages 3-5, box 2 displays the total number of students with disabilities ages 6-21, and box 3 displays the sum of boxes 1 and 2. The fourth box displays the total number of students enrolled in private schools. This number should include homeschooled students. Please sign, date, and return this form by December 20, 2015 to:

Failure to return this form to ADE/ESS by December 20, 2015 may result in an interruption of your federal funds and may impact your PEA Determination.

Total Number of age 3-21 students:	<b>26</b>	Total Number of school age students (grade k-12) in private schools include home school district students:	<b>2</b>
------------------------------------	-----------	--	----------

By checking this box and submitting your electronic signature, you certify that you have read and understand the Special Education Count Verification process and verified the total number count displayed in the boxes above. Your electronic signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

Signer's Title  
Special Education Director

\* Signature must be from one of the following: SPED Director, Business Manager, or Superintendent / Charter School Director / CEO.

FIGURE 5

Note that the LEA Signer will have the option to revise the verification data.

Failure to submit the verification count on time may have an impact on the PEA Determination and federal funds may be interrupted until such time as it is received by ADE/ESS.

**SPED07 REPORT**

The SPED07 report will be generated after the verification letter due date and is made available from a link in the menu options at the top of the home page. It is available in PDF format and in Excel format (this option is used to import the student detail data into a spreadsheet if preferred). Select the current fiscal year from the dropdown list and click on RUN REPORT. See Figure 6.

Please note that Adobe Acrobat Reader is required to view and print PDF files. If you do not already have this installed, you will need to download and install it (for free) from the Adobe website using the link provided at the bottom of the screen.

**Special Education Census Verification**

Home Reports Count Verification Help - Welcome, LEA Signer , Arlington Elementary District -

**(07-04-47-000) Arlington Elementary District: 2015-2016**  
EssCensus Reports

Fiscal Year:

Report Selection:  SPED07 Report  
 Verification Count Report  
 Non-Reconciliation Responses (active when Non-reconciliation results are available; not available prior to 2010-2011 School Year)

FIGURE 6



The SPED07 report displays the results of the most recent extract of data from the Student Accountability Information System (SAIS). The extract date is displayed in the report heading area. The SPED07 displays an unduplicated count of students who were receiving special education services on October 1 of the fiscal year selected for the report. "Unduplicated" means students who receive services for more than one disability category will be listed only once, based on the Federal Primary Need Indicator (FPNI) designated in SAIS.

## **RECONCILIATION**

Once the actual count of students receiving services is verified and the verification count has been submitted to ESS, the PEA must ensure that the final extract of SAIS data, displayed on the SPED07 report, matches the count as verified by the PEA by the reconciliation due date. Please note that reconciling SAIS data should be an ongoing process. PEAs are strongly encouraged to reconcile counts in SAIS so that they are complete, accurate, and Integrity error free by the last ADE business day of each month. Since the SPED07 report is extracted from data that resides in SAIS, it should be accurate if the source data is accurate. For additional information related to the process of ensuring that the SPED07 and PEA-verified counts match, please see "Recommended Procedure: Verifying the October 1 Federal Special Education Census," available within the ESS Census Verification application and also on the ESS Data Management website.

Be advised that only the data from the final SPED07 report is used for federal reporting purposes regarding the number of 3–21 year olds. ADE is required to report this unduplicated count to the Office of Special Education Programs (OSEP). This count is used to determine eligibility for Federal Part B IDEA entitlement dollars distributed to the state and to PEAs.

Failure to reconcile counts in SAIS by the time the final SPED07 report is generated with the count verified in the ESS Census Verification application by the PEA will have an impact on the PEA determination and the PEA may also be subject to an ADM audit.

## **NON-RECONCILIATION**

If a PEA fails to reconcile the verification count with the final SPED07 report, the non-reconciliation step must be completed. Each PEA that fails to reconcile the counts will be notified by e-mail. The e-mail will be sent to the any users with the role of ESS Census: LEA Signer in ADEConnect.

To complete the non-reconciliation step if applicable to your PEA, click on the non-reconciliation button (in red), which will be available on the home page of the ESS Census Verification application once the non-reconciliation phase begins. See Figure 7.



Arizona Department of Education

Special Education Census Verification

Home Reports Count Verification Help - Welcome, LEA Signer , Arlington Elementary District -

**(07-04-47-000) Arlington Elementary District: 2015-2016**

Verification Letter Due Date: 12/20/2015 12:00A  
 SAIS SPED Participation Due Date: 01/29/2016 5:00 PM  
 SAIS Reconciliation Due Date: 01/11/2016 04:00P

**Important: The student count reported in your agency's Verification Count does not agree with your SAIS student records. Please click the button below to go to the Non-Reconciliation page and enter an explanation.**

**Non-Reconciliation**

FIGURE 7

The next page provides the verification count, which is compared to the final SPED07 count derived from SAIS. Below the counts is a list of possible reasons for non-reconciliation. See Figure 8.

Data Source	Age 3-21
SAIS Counts	0
Verification Counts	26

Please check all the reasons for non-reconciliation below that apply to your Agency.

- Non-reconciliation Reasons
- Verification letter count inaccurate
- Failed to resolve SAIS integrity errors prior to reconciliation deadline
- SAIS SPED participation incorrect; failed to resolve by reconciliation deadline
- Unable to submit/upload due to SMS issues
- \* Students (contracted out; open enrollment; incorrect DOR) reported incorrectly by DOA
- \* Valid SPED concurrency error was not resolved by other PEA prior to reconciliation deadline
- \* Unable to resolve due to ADE SAIS error

\* These options, if checked, require at least one SAIS ID, and up to 10, that ADE can use to investigate and validate.

Comments: (Max. # characters: 1500)

**Submit** **Cancel**

FIGURE 8

Select at least one reason from the list provided (or more if applicable). A comment section is provided for details related to specific non-reconciliation reasons. If any of the last three reasons are selected, the page will expand to prompt for additional required details. See Figure 9.



Data Source	Age 3-21
SAIS Counts	0
Verification Counts	26

Please check all the reasons for non-reconciliation below that apply to your Agency.

Non-reconciliation Reasons
<input type="checkbox"/> Verification letter count inaccurate
<input type="checkbox"/> Failed to resolve SAIS integrity errors prior to reconciliation deadline
<input type="checkbox"/> SAIS SPED participation incorrect; failed to resolve by reconciliation deadline
<input type="checkbox"/> Unable to submit/upload due to SMS issues
<input type="checkbox"/> * Students (contracted out; open enrollment; incorrect DOR) reported incorrectly by DOA
<input checked="" type="checkbox"/> * Valid SPED concurrency error was not resolved by other PEA prior to reconciliation deadline
<input type="checkbox"/> * Unable to resolve due to ADE SAIS error

\* These options, if checked, require at least one SAIS ID, and up to 10, that ADE can use to investigate and validate.

Comments: (Max. # characters: 1500)

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 SAIS IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which SAIS IDs refer to each issue.

SAIS ID#1

SAIS ID#2

SAIS ID#3

SAIS ID#4

SAIS ID#5

SAIS ID#6

SAIS ID#7

SAIS ID#8

SAIS ID#9

SAIS ID#10

FIGURE 9

At least one and up to 10 valid SAIS IDs must be entered. Use the comment section to explain why the included SAIS IDs did not appear on the final SPED07 report, indicating which non-reconciliation reasons apply to each ID, so that ESS Data Management can investigate. If an invalid SAIS ID is entered, an error message will be displayed and a correct SAIS ID must be entered.

When all reasons, comments, and SAIS IDs (if applicable) are complete, click the SUBMIT button. Doing so will direct the application back to the home page with an updated status. See Figure 10.

Special Education Census Verification


---

Home Reports Count Verification Help Welcome, LEA Signer , Arlington Elementary District

**(07-04-47-000) Arlington Elementary District: 2015-2016**

*Verification Letter Due Date: 12/20/2015 12:00A*  
*SAIS SPED Participation Due Date: 01/29/2016 5:00 PM*  
*SAIS Reconciliation Due Date: 01/11/2016 04:00P*

Non-reconciliation Status: Reasons have been entered.

FIGURE 10

ESS Data Management will review all of the submitted non-reconciliation reasons. If it is determined that any submitted reasons are invalid, ESS Data Management will re-open the non-reconciliation status, contact your PEA, and request that you submit updated reasons. PEAs with valid non-reconciliation reasons that would have resulted in reconciled counts will be granted a waiver.

The "Non-Reconciliation Responses" report will be available upon completion of the non-reconciliation portion of the process. See Figure 6. This report will include the submitted non-



reconciliation reasons, sample SAIS IDs provided (if applicable), PEA comments, ADE responses, and determination regarding a waiver of non-reconciliation.