

## SPED20 – Special Education Average Daily Membership Summary Report

The SPED20 (Special Education ADM Report) displays district level Average Daily Membership (ADM) by SPED Weight and reporting period from data submitted to ADE.

For reporting guidance see <http://www.azed.gov/finance/school-finance-external-guidelines/>

**Note:** Select a **Fiscal Year** and **Local Education Agency** in the upper-right corner before running the report

The screenshot shows the report configuration interface. Callout 1 points to the 'Fiscal Year' dropdown set to 2017 and the 'Local Education Agency' dropdown set to 'Select an Option'. Callout 2 points to the 'Data Capture Date' dropdown. Callout 3 points to the 'View Report' button. Callout 4 points to a collapse icon (-) in the top right corner of the report header area.

- (1) **Fiscal Year:** Select the fiscal year and Local Education Agency prior to selecting the reporting parameters. If you subsequently change the fiscal year you will need to re-select the desired reporting parameters.
- (2) **Reporting Parameters:** Users must choose a data capture date from the drop-down menu. The data capture date is the day when integrity was run. Users can select prior dates if they wish to confirm that data updates are reflected in the ADM counts.
- (3) **View Report:** Click this button to process your report request. You will be able to view the report and select other options for using the report.
- (4) **Collapse:** To provide more room for viewing the report, the - button collapses the interface. Click the + icon of a collapsed report to expand the search interface.

The screenshot shows the report header and navigation controls. Callout 5 points to the 'PDF', 'CSV', and 'Print' buttons. Callout 6 points to the 'Find | Next' search bar. Callout 7 points to the left and right navigation arrows. Callout 8 points to the page information area on the right side of the header.

- (5) **Export Options:** Selecting **Print** displays the report in a print preview window; click the printer icon to print the report as it appears on the screen. Selecting **CSV** prompts to save or open the report as a file that can be opened in Microsoft Excel. The csv file format allows sorting, filtering, or further analysis of the results. Selecting **PDF** prompts to save or open the report a PDF document.
- (6) **Search:** Type any word, or part of a word, to quickly scan through the report data. Matches are highlighted in blue. Click **Next** to find the next matching entry on the report.
- (7) **Navigation:** The ◀ and ▶ buttons move forward and backward, one page at a time. The ⏪ and ⏩ buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting **Enter** on the keyboard.

# ADE Quick Reference Guides

## AzEDS Reports



**(8) Header:** Short report name, fiscal year, school year and data capture date are shown on the right of each results page; LEA name and long report name are shown on the center of each results page; the LEA CTDS, page number, date the report was ran, ID of the aggregation run and ID of the integrity run are shown on the left of each results page.

**Contact School Finance with any questions at (602)-542-5695 or [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)**