Frequently Asked Questions – SPED Reporting in AzEDS

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AGE RELATED

Q1: CAN A 22 YEAR OLD BE FUNDED FOR SPECIAL EDUCATION?

A: Student must be less than 22 years of age at the time of enrollment. If a student receiving special education turns 22 years of age during the school year, the student shall continue to receive special education through the end of that school year. (ARS 15-764(A)(1)).

Q2: I HAVE A KINDERGARTEN AGE STUDENT THAT IS STILL IN PRESCHOOL AND FAILING INTEGRITY. HOW CAN I FIX THIS?

A: Students cannot be in PS if turns 5 years old before September 1st.

Q3: WHAT IS UNGRADED ELEMENTARY (UE) AND HOW DOES THAT DIFFER FROM KINDERGARTEN?

A: UE is only applicable to a student who is Kindergarten age, has one or more Group B disabilities (A, EDP, HI, MD, MDSSI, MOID, OI, PSD, SID, and VI), and receives full day instruction.

EXITING

Q1: CAN A STUDENT HAVE AN ENTRY AND AN EXIT DATE ON THE SAME DAY AT SEPARATE ENTITIES?

A: No. AzEDS does not track partial day attendance. If a student exits special education at one entity and reenrolls later that same day at another, then the student would be exited in AzEDS on that day and the first full day of enrollment thereafter would be the entry date.

Q2: I AM TRYING TO SUBMIT AN EXIT REASON FOR A SPED NEED. HOW DO I DO THAT?

A: SPED exit reason is only required when a student is exiting or changing their Least Restrictive Environment (LRE). SPED needs only require an exit date.

Q3: IF A STUDENT IS EXPELLED AND DOESN'T BEGIN RECEIVING SERVICES RIGHT AWAY, WILL THIS FAIL INTEGRITY?

A: If a SPED exit code of 11 (expelled but still receiving services) is submitted, the student will fail integrity **after 6 in-session calendar days** within the reporting year until a Least Restrictive Environment (LRE) code of H is submitted.

Q4: WHY DO MANY OF MY STUDENTS SUDDENLY HAVE THE -40055 INTEGRITY ERROR DUE TO INVALID EXIT CODES NOT MATCHING?

A: -40055 checks for SPED Exit Date and Code to align with Enrollment. This rule is activated on May 1st to ensure exiting data is valid for all students.

INTEGRITY AND THE AZEDS PORTAL

Q1: HOW OFTEN DOES SPED INTEGRITY RUN?

A: Integrity runs nightly in AzEDS. The status of the nightly run can be found on the homepage of the AzEDS Portal: https://azeds.azed.gov/AzEDSPortal/SystemStatus

Q2: WHERE CAN I FIND THE SPED REPORTS IN AZEDS?

A: SPED reports can be accessed in the AzEDS Portal application in ADE Connect. Please contact your Entity Administrator for access. More information on the various SPED reports can be found on the SPED Reports 101 document.

Q3: WHAT'S THE DIFFERENCE BETWEEN THE SPED72 AND SPED73 REPORTS?

A: The SPED72 Participation Report shows students with SPED Needs and/or SPED Program Participation and FED SPED and State SPED integrity results. This report is post-integrity.
The SPED73 - OCT1 FED SPED Report provides a list of students receiving special education services with an indication of whether the student was counted on the federally reported ESS October 1 count.

Q4: ARE THE SPED INTEGRITY RULES DOCUMENTED? IF SO, WHERE?

A: All AzEDS Integrity Rules (including SPED) can be found on the AzEDS website: http://www.azed.gov/aelas/azeds/reference/. A current list of SPED rules can be found in our SPED Integrity Rules Reference document.

Q5: IF A STUDENT IS FAILING SPED INTEGRITY DUE TO AN ISSUE WITH MEMBERSHIP REPORTING OR ENROLLMENT DEPENDENCIES, WHO DO I CONTACT FOR ASSISTANCE?

A: Open a support ticket using the 'Help' link at the top right of your ADE Connect homepage.

Q6: IF I AM UNABLE TO FIND A STUDENT THAT I NEED TO DELETE BECAUSE OF A CONCURRENCY, WHAT CAN I DO?

A: Check the Student Analysis Tool within the AzEDS Portal application. Contact your Student Information System vendor with the Resource ID of the transaction(s) to delete. Review the SPED50 – SPED Concurrency Report for more information regarding the concurrency, including the concurrent PEA.

Q7: WHY CAN'T I FIND THE SPED07 REPORT IN THE AZEDS PORTAL?

A: The SPED07 Report is only available through the ESS October 1 Data Collection application during the Reconciliation Phase.

TUITIONED OUT STUDENTS

Q1: WHAT IS A CALENDAR TRACK?

A: Any site may have more than one submitted calendar in AzEDS. These separate calendars are referred to by a track number. AzEDS will use the student's submitted track number to validate in-session days against reported data.

Q2: HOW DO I REPORT A TUITIONED-OUT STUDENT?

A: If a student is tuitioned out to a district, the DOA (district of attendance) would report the student with the DOR (district of residence) where the student resides and is enrolled.
If a student is tuitioned out to an approved private day school, vouchered to a residential treatment center or a preschooler attends a head start program, refer to the guidance available in the AzEDS Tuition-out Form. http://www.azed.gov/finance/azeds/ Additional guidance is available in our SPED Student Reporting - Approved Private Day School, RTC, or Head Start document.

Q3: WHERE DO I GET ATTENDANCE FOR TUITIONED-OUT STUDENTS?

A: If the student is tuitioned out to a district, the DOA will report attendance.

If the student is tuitioned out to an approved private day school, vouchered to a residential treatment center or a preschooler attends a head start program, you will need to contact the school of attendance to get attendance information and report to AzEDS.

Q4: IF A TUITIONED-OUT STUDENT IS FAILING INTEGRITY BECAUSE THE SCHOOL IS NOT APPROVED, HOW CAN I GET IT APPROVED?

A: Private Day Schools and Residential Treatment Centers can apply for approval using the ESS Special Education Program Approvals application in ADE Connect. Guidance can be found here:
https://cms.azed.gov/home/GetDocumentFile?id=5a6106033217e10e58104ca4
If the Private Day School or RTC already exists as an approved entity in ADE Connect, the existing application would need to be modified to include the new need, and process for approval. Guidance can be found here:
https://cms.azed.gov/home/GetDocumentFile?id=5b33b0cf1dcb250dcc386a9e

Q5: I HAVE A TUITIONED-OUT STUDENT THAT IS ATTENDING AN APPROVED PRIVATE SCHOOL BUT FAILING DUE TO LACK OF AN ESTABLISHED RELATIONSHIP TO THE PRIVATE SCHOOL. HOW DO I RESOLVE THIS ISSUE?

A: Please contact ESS Data Management to get permission to report student data for an external site not within your PEA. essdatamgmt@azed.gov. Additional guidance is available in our SPED Student Reporting - Approved Private Day School, RTC, or Head Start document for reporting a calendar for this site.

GENERAL QUESTIONS

Q1: HOW DO I REPORT A PARENTALLY PLACED STUDENT RECEIVING SPED SERVICES THROUGH MY DISTRICT?

A: Parentally-placed SPED students in grades K-12 that are receiving proportionate share services would be reported with membership type as Main (M), tuition payer code 2, and LRE code of J. The school of attendance would be the school that they would typically attend if enrolled through the district.

Q2: WHAT ABOUT PARENTALLY-PLACED PRESCHOOL STUDENTS? HOW WOULD THEY BE REPORTED?

A: Effective FY 2020, parentally-placed preschool students can no longer be reported to AzEDS and LRE code of PJ is no longer valid because preschool programs are specifically excluded from the definition of elementary grades under A.R.S § 15-101(12) which indicates that "Elementary grades means kindergarten programs and grades one through eight."

Q3: I HAVE A STUDENT WITH TWO SSID NUMBERS; WHAT DO I DO?

A: Open a support ticket with School Finance using the 'Help' link at the top right of your ADE Connect homepage to request a record merge.

Q4: WHAT IS A FEDERAL PRIMARY NEED INDICATOR (FPNI)?

A: The Federal Primary need is defined as the need that has the greatest adverse impact on the student's ability to access and progress through the general curriculum. Consult the student's IEP team to determine which need can be marked as the FPNI.

Q5: HOW DO I REPORT A 504 STUDENT?

A: IDEA is an education law – a grant statute that funds special education programs and entitles each eligible child with a disability to receive a free appropriate public education. Students receiving services on an IEP are reported to AzEDS.

Section 504, part of the Rehabilitation Act of 1973, is a civil rights statute that prohibits discrimination against individuals with disabilities. This falls under the purview of the Office of Civil Rights (OCR) and these students would not be reported to AzEDS unless they are IDEA eligible.

Q6: I HAVE A PRESCHOOL STUDENT THAT IS AUTISTIC BUT IS NOT ONE OF THE VALID NEED CODES FOR PRESCHOOL. HOW DO I REPORT?

A: The only need codes that are valid for AzEDS reporting are: DD, HI, PSD, SLI, and VI (for a full description of these and other need codes, please refer to the AzEDS SPED Codes in the AzEDS section of the ESS Data Management website: http://www.azed.gov/specialeducation/data-management/azeds-sped-reporting/.

Q7: HOW DO I REPORT ATTENDANCE FOR A STUDENT THAT HAS A CHRONIC ILLNESS OR IS HOMEBOUND?

A: For inquiries specific to attendance reporting for students with chronic illness, homebound status or any other enrollment scenarios, please contact the School Finance Analyst Team for assistance. SFAnalystTeam@azed.gov

Q8: CAN A HOMEBOUND STUDENT BE REPORTED IN PRESCHOOL OR KINDERGARTEN?

A: Current guidance from School Finance is yes. Preschool and Kindergarten are allowable for homebound students. For inquiries specific to attendance reporting for students with chronic illness, homebound status or any other enrollment scenarios, please contact the School Finance Analyst Team for assistance. SFAnalystTeam@azed.gov

Q9: WHERE CAN I FIND TOOLS TO ASSIST ME WITH SPED REPORTING IN AZEDS?

A: The ESS Data Management website: http://www.azed.gov/specialeducation/data-management/azeds-sped-reporting/