



State of Arizona Department of Education Exceptional Student Services



Date: February 20, 2020
To: Special Education Administrators
From: Operations Unit
Subject: Exceptional Student Services Discipline Data Collection Bulk Upload

Under the Individuals with Disabilities Education Act (IDEA), each state is required to collect the number of removals for students on an individualized education program (IEP). This information is required to submit to the Office of Special Education Programs (OSEP) and is also used in significant disproportionality testing. Exceptional Student Services (ESS) meets these requirements through the ESS Annual Data Collection process and the use of software for discipline data collection. This application was updated to the ESS Discipline Data Collection (DDC) tool when it was upgraded to new software platforms and integrated with other systems throughout the agency's infrastructure.

We have received feedback from various public education agencies (PEAs) across the state who wish to be able to submit a bulk collection of discipline incidents into the application. ESS IT is currently developing two different options to accommodate users with different options beyond a manual incident submission. These two options are as follows:

1. Excel file upload that allows desktop users to submit the bulk of incidents into the tool
 - a. This option will have some limitations with certain incident types, specifically "Drug Violation"
2. The original XML schema will be updated to allow vendors to upload information from a student information system export

Currently, the Excel file upload option is slated to be completed by the end of March. The XML schema will be updated and shared with vendors to accommodate their users by the end of March. The functionality for the XML upload is slated to be finished by April. In both options, when a user uploads a file, the system will replace all prior submitted data with what is in the file. Following the upload, a user can then manually update and create new incidents. This method of submission and editing reduces inconsistencies between an uploaded file and prior submitted information.



To accommodate users and to allow for this functionality to be built, ESS has pushed back the closing date for discipline data submissions. Customarily, it is due on July 15 to align with the AzEDS closing data for student submission; this date has now been pushed back to September 15, 2020. ESS Data Management is working to adjust the ESS Annual Data Collection process to accommodate this delay.

The department is seeking a legislative amendment to have this collection incorporated into AzEDS to save time, money, and resources for PEAs.

When the development is finished, instructions will be provided for both options in more detail. If there are any further questions, please contact ESS Data Management at ESSDataMgmt@azed.gov.