

FY22 ESS Data Management Checklist

- Watch the [Introduction to ESS Data Management training video](#), view Special Education Data Updates (SEDU) webinars, or attend our in-person trainings and follow the checklist.
- Request access to ADEConnect from your Local ADEConnect Entity Administrator and create a user account.

Don't know who that is? You can find your Local ADEConnect Entity Administrator here: <https://home.azed.gov/PublicSite/>.

- Request access to the following ESS Portal applications from your Local ADEConnect Entity Administrator.

- **ESS October 1 Data Collection (ONE of the following)**

Role	Permissions
ESS October 1 Data Collection: LEA User	Data entry only, cannot sign off on submitted data. Anyone can request if SPED Director approves.
ESS October 1 Data Collection: LEA Signer	Contains all permissions of user role, and authority to sign off on submitted data. Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, or Charter Holders ONLY.

- **ESS Special Education Data Dashboard (ONE of the following)**

Role	Permissions
ESS SEDD: LEA User	Data entry only, cannot sign off on submitted data. Anyone can request if SPED Director approves.
ESS SEDD: LEA Signer	Contains all permissions of user role, and authority to sign off on submitted data. Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, or Charter Holders ONLY.

- **ESS Discipline Data Collection (ONE of the following)**

Role	Permissions
ESS Discipline Data: Edit	Data entry only, cannot sign off on submitted data. Anyone can request if SPED Director approves.
ESS Discipline Data: LEA Signer	Contains all permissions of user role, and authority to sign off on submitted data. Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, or Charter Holders ONLY.

- **Statement of Assurances (Superintendent, SPED Director, CEO or equivalent ONLY)**

Role	Permissions
ESS Special Education: Signer	Signs the statement of assurances for the upcoming fiscal year to draw on the IDEA grant.

- **Parentally Placed Private School Student Survey (Public School Districts ONLY)**

Role	Permissions
ESS Data Surveys: User	Submits the PPPSS for Public School Districts in the ESS Data Surveys application

- **AzEDS Portal (ALL of the following)**

Role	Permissions
AzEDS Data Coordinator - Base Reports	Access to basic enrollment reports in the AzEDS Portal of ADE Connect.
AzEDS Data Coordinator - SPED Reports	Access to SPED reports in the AzEDS Portal of ADE Connect.

- Review the [SPED reports 101](#) document.
- Review the [Getting Started with SPED Integrity Troubleshooting Guide](#).
- Tour the [ESS Data Management webpage](#) and save in your bookmarks/favorites.
- Sign up for the [ESS Data Management Alerts](#).
- Bookmark the SPED tools available in the [AzEDS SPED Reporting page](#).
- Register for upcoming training opportunities if you will be responsible for the October 1 SPED Census and/or the Special Education Data Dashboard and review the [Important Dates](#) tool.