

Recommended Procedure: Verifying & Reconciling the October 1 SPED Census

This document is intended to summarize the steps that are recommended for personnel from public education agencies (PEAs) to verify that Arizona Education Data Standards (AzEDS) data completely and accurately reflect the actual number of students receiving special education services on October 1.

Background

Due to Federal Government reporting requirements, the Exceptional Student Services (ESS) division of the Arizona Department of Education (ADE) requires each public education agency (PEA) to verify the number of students ages 3–21 who were receiving special education services on October 1.¹ Therefore, each PEA is required to submit a count verifying the number of students served on October 1 and is required to ensure that the data that reside in AzEDS match the verified number of students. Additionally, PEA personnel are expected to ensure that AzEDS data accurately identify the Need Category that has the greatest adverse impact on the student's ability to access and progress through the general curriculum via submission of the Federal Primary Need Indicator (FPNI).

The goal of the census verification/reconciliation process is to ensure that the final count extracted from AzEDS and displayed on the ADE-generated SPED07 report matches the actual count of students served on October 1 as submitted by the PEA in the verification count.

Recommended Procedure

We recommend that the following procedures be performed to verify the actual count of students receiving special education services on October 1 and to ensure that the data that reside in AzEDS are complete, accurate, and Integrity error free.

1. Determine the total number of students who were ages 3-21; and were receiving special education services on October 1.

Notes:

- *Students who are tuitioned-in to a PEA should be excluded from the count. Tuitioned-in students are counted by the responsible PEA that pays tuition for the student's services (district of residence).*
- *The number(s) should be derived from the data available at the school and/or district/charter holder. Most student information systems (SIS) either generate a report for this purpose or will allow users to perform a query to show the number of students receiving primary services on a particular date. Assuming the data that have been entered in the SIS are complete and accurate, the number could be derived from the*

¹ Students are counted as receiving services on October 1 if they were enrolled as participants in special education on October 1. This is without regard to such factors as absence from school, not being scheduled to receive services, or school not in session on October 1.

report generated by the SIS or the results of the query. Otherwise, this number would need to be derived from another source, such as a printed student roster.

2. Enter and submit the number of students who were ages 3-21; and were receiving special education services on October 1 in the box provided for this purpose within the ESS October 1 Data Collection application via the ESS Portal available through ADEConnect.²
3. Provide electronic signature and submit the verification count, along with the Personnel data that is generated within the ESS October 1 Data Collection application to ADE Exceptional Student Services. Deadlines for submission as specified by ESS are available within the ESS October 1 Data Collection application and on the [ESS Data Management website](#).
4. Ensure that AzEDS data for all students who participate in special education programs are complete, accurate, and Integrity error free by examining the ADE-generated reports available in the AzEDS Portal under ADEConnect for this purpose. The October 1 FED SPED report (SPED73)³ contains data that has been submitted to and successfully processed in AzEDS.
 - a. If information for students is found to be missing, incomplete, or inaccurate, appropriate corrections must be submitted to and successfully processed in AzEDS.
 - b. If student records are shown to be failing as a result of AzEDS Student Integrity processing, examine the INTEG15 report for FED SPED integrity to determine the cause and submit appropriate corrections to AzEDS.

Note: Every time that data related to Special Education Needs and Least Restrictive Environment (LRE) is submitted to and successfully processed in AzEDS, the data reports (i.e., SPED73) are updated nightly, meaning that to be certain the data are complete, accurate, and Integrity error free, the reports must be checked on a regular basis. For all purposes (i.e., state funding, Federal Census, Annual SPED Data Collection, etc.) we strongly recommend that the data reports contain complete, accurate, Integrity-error-free data on the last ADE business day of every month.

Purpose and Use of the SPED07 Report

The SPED07 report displays a list of students who had records in AzEDS at the time the report was updated, indicating that they were ages 3 to 21 and receiving valid special education services on October 1 of the year selected for the report. A single record is displayed for each student regardless of the number of disabilities for which he/she received services. Except for students who are both deaf and blind (indicated with a category of DB), disability categories are displayed on the SPED07 report in accordance with the category that was designated as the Federal Primary Need in AzEDS. PEA

² See the instructions provided by ESS concerning additional requirements for traditional school districts to submit the number of students enrolled in nonprofit private schools within the boundaries of the district and students who are homeschooled.

³ October 1 FED SPED report (SPED73) lists data based on the most recent FED SPED integrity run for all SPED students by district of attendance (DOA) or by district of residence (DOR).

personnel use the SPED07 report to compare the numbers extracted from AzEDS to their own roster of students who were ages 3 to 21 and who were receiving special education services on October 1.

Reconciliation

The following procedures should be performed to ensure that the results of the extract of data from AzEDS to update the SPED07 report are as expected.

1. Examine the SPED07 report that is generated from within the ESS October 1 Data Collection application via the ESS Portal available through ADEConnect to ensure that students are listed as expected.

Notes:

- *Because the SPED07 report is extracted from AzEDS, it is necessary to ensure that the data in AzEDS are complete, accurate, and Integrity error free for it to display results that match the actual verified count.*
 - *The date of the most recent update of the SPED07 report is displayed in the heading on the first page of the report.*
2. Investigate any discrepancies and report any which cannot be explained to ADE by contacting ESS Data Management.

Note: There are several reasons that explain why a student would be passing FED SPED integrity in AzEDS yet may be excluded from the SPED07 report. Please consult the checklist below before reporting any discrepancies between the SPED07 report and your actual list of students receiving services on October 1.

A student may be passing FED SPED integrity, yet be excluded from the SPED07 report for any of the following reasons:

- ✓ The student was not receiving special education services on October 1.
- ✓ The student was less than 3 years old on October 1.
- ✓ The student reached his/her 22nd birthday on or before October 1.
- ✓ The student's Ethnicity and/or Race is missing.
- ✓ The student's SPED School Enrollment is indicated as "null" or something other than "Main."
- ✓ The student's district of residence (DOR CTDS) is other than that of the district in which the student receives services.

- ✓ The student's least restrictive environment record was added to AzEDS after the most recent Integrity run and update of the SPED07 report.⁴
- ✓ The student's records were failing as a result of AzEDS Student Integrity processing for October 1 federal special education business rules (FED SPED Integrity) at the time of the most recent update of the SPED07 report.⁵

Note: Students attending ASDB sites are to be reported by your PEA as the District of Residence and will be included in your October 1 count. Any student attending an ASDB site from your PEA should be populated in your SPED07 report.

Additional Information

For additional information regarding the submission and verification of AzEDS data, please see the following documents from ESS Data Management available on the [ESS Data Management website](#) and/or within the ESS October 1 Data Collection application.

SPED Census Verification/Reconciliation Instructions

This document is intended to guide PEA personnel through the verification and reconciliation process for purposes of the SPED Census.

FAQs: SPED Census Verification and Reconciliation

This question and answer document is intended to assist PEA personnel who are responsible for verifying and reconciling data for students who participate in special education programs.

AzEDS Codes for Special Education (SPED)

This document is intended to provide information regarding the predefined codes and definitions for certain AzEDS data elements for SPED that are submitted to AzEDS through the use of a student information system (SIS).

Additional Assistance

The ADE Support Center offers assistance to PEA personnel regarding issues related to ADEConnect. PEA personnel are always welcome to confer with a member of the ADE Support Center by calling (602) 542-7378 or (602) 542-2222 (within Maricopa County) or (866) 577-9636 (outside of Maricopa County) or by submitting a ticket at <https://helpdeskexternal.azed.gov/>.

⁴ In such cases the student's records would be processed through the next Integrity run and expected to appear on the SPED07 report the next time it is updated.

⁵ In such cases, if corrections are submitted to AzEDS to successfully resolve the Integrity failure prior to the next Integrity run and SPED07 data extract, the student's records would be expected to appear on the SPED07 report the next time it is updated.

Questions specific to the submission and verification of AzEDS SPED participation data and the SPED07 report should be referred directly to ESS Data Management via e-mail at ESSDataMgmt@azed.gov.