OCTOBER 1
DATA COLLECTION

Exceptional Student Services (ESS)

**Phase I – Verification
(Counting Your Students, Step 1)**

Presented by: Louie Reyes

Phase I - Verification

- Step 1: Count your SPED students
  - Ages 3 – 21
  - Receiving SPED services on October 1
  - Required by all PEAs
    - Public School Districts ONLY
      - Parentally Placed Private/Home School Students

- Step 2: Verify your count
  - LEA Signers Only
  - Electronic Signature

How to count your SPED students

- Count is done by DOR
- Student must be receiving SPED services on October 1
  - Use the October 1 Do's & Don'ts:
    - http://bit.ly/odcdosanddonts
  - Use the October 1 Checklist:
    - http://bit.ly/odcchecklist
- Use student rosters
- Ask every teacher to conduct a head count
- Query Student Information System (SIS)
- Any method that works for you
- Do NOT rely on AzEDS data!

How to Determine Student's Age

▶ Students must be between the ages of 3-21
  ▶ October 1, 1999 through October 1, 2017
  ▶ Resources to calculate student age
    ▶ http://www.calculator.net/age-calculator.html
    ▶ Excel spreadsheet:

	A	B
1	Birthdate	xx/xx/xxxx
2	October 1 Count Date	10/01/2020
3	Age	=DATEDIF(B1,B2,"y")

Use Case 1 – Exit Prior to October 1

- **Student exits SPED program <u>on or before</u> September 30**
- **Does not continue in SPED beyond this date**
  - **Do not include student in the verification count**
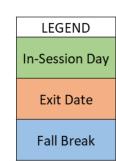
Use Case 2 – Next In-Session Day

- ▸ **Student exits SPED program on September 30**
- ▸ **Re-Enrolls in a different PEA on the next in-session day**
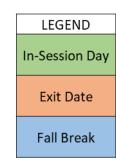- ▸ **Has no break in service**
- ▸ **Do include student in verification count**

Use Case 3 – After First In-Session Day

- Student exits SPED program on September 30
- Re-enrolls <u>after</u> the first in-session day
- Do NOT include student in verification count
- Student had break in service over the October 1 date

Use Case 4 – Fall Break

- ▶ Student exits SPED program on September 25th
- ▶ Re-enrolls the next in-session day after fall break
- ▶ Student SHOULD be included in the verification count
- ▶ Student had no break in service over the October 1 date

Use Case 5 – After Fall Break

- Student exits SPED program on September 25th
- Re-enrolls <u>after the next in-session day after fall break</u>
- Student **SHOULD NOT** be included in the verification count
- Student had a break in service over the October 1 date

As the District of Residence (DOR)...

Include:

Students attending school within your PEA

Students not physically present on October 1

Students with an expired IEP or evaluation (does not apply to students on initial IEP) if they are receiving services

Students enrolled or withdrawn from SPED on October 1

As the District of Residence (DOR)...

Tuition-Out Students

Other PEAs

Approved private day schools

Approved residential treatment centers (RTCs)

Head Start programs

Accommodation schools

As the District of Residence (DOR)...

Parentally Placed Students
(Individual Service Plan)

- -

Non-profit private elementary and secondary schools

Home Schooled

As the District of Residence (DOR)...

Arizona School for the Deaf and Blind (ASDB)

- -

**Fee-for-Service Students
Voucher Students**

As the District of Residence (DOR)...

October 1 Non-Session Days

Include students who were enrolled on the last day school was in session before October 1 as long as they are known to have continued in special education on the first day school was in session following October 1 (whether it be your school in your PEA or another PEA). The PEA that should count the student is the PEA the student was enrolled in prior to October 1.
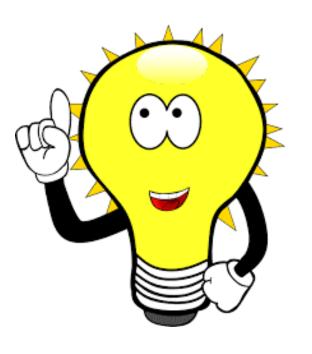
As the District of Attendance (DOA)...

Transporting Districts

Students who attend your PEA and reside in a transporting district or state institution/station.

Important Tips to Remember

▶ Check birthdates
▶ Check start/withdrawal dates
▶ No break in SPED services
▶ Use the October 1 Do's and Don'ts tool
▶ Important Dates/No Resets after the due date
▶ Save all reports/documentation

Support & Resources

ADEConnect Support:

☎ (602) 542-7378

🗎 URL https://helpdesk.azed.gov

ESS Data Management:

☎ (602) 542-3962

✉ ESSDataMgmt@azed.gov

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