

## Frequently Asked Questions – General

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**Q1: CAN WE VIEW REPORTS IN “READ ONLY” IF WE ARE NOT RESPONSIBLE FOR DATA ENTRY?**

A: No. If you have ADEConnect account **and ESS Portal** access, you will be given access to the entire application, including the data entry portion. However, if you need read access only, instead of accessing the application via ADEConnect **and the ESS Portal**, simply ask whoever will be responsible for data entry to print out the reports for you using the print report function.

**Q2: WHY DO I HAVE TO REPORT SOME DATA AT THE SCHOOL LEVEL AND SOME AT THE DISTRICT LEVEL?**

A: ADE asks for some data by school because it is our goal to achieve greater accountability. It is easier to view and analyze data in smaller numbers; hence, there can be easier verification resulting in greater accountability, specifically regarding exit and discipline data.

**Q3: CAN THERE BE MULTIPLE USERS ENTERING THE DATA FOR THE SAME PEA AT THE SAME TIME WITHIN THE APPLICATION?**

A: It is possible for more than one user to enter data, although multiple users should work in different sections of the application.

**Q4: I REALIZED AFTER I COMPLETED THE FINAL SUBMISSION PROCESS THAT I MADE A MISTAKE. CAN I GO BACK AND EDIT MY DATA?**

A: If you have completed the final submission process and you wish to edit your data, you will need to contact ESS Data Management to have the data “reopened” for editing.

**Q5: ARE THE CHILD IDENTIFICATION, PRIVATE SCHOOL AND HOME SCHOOL, EARLY INTERVENING SERVICES, AND TEACHER ATTRITION RATE SURVEY REPORTS REQUIRED?**

A: No. To reduce the data collection reporting burden on behalf of PEAs, ADE removed these reports for the Annual Special Education Data Collection online application. However, Coordinating Early Intervening Services (CEIS) data is now collected via the IDEA Basic Grant Entitlement Completion Reports, overseen by ESS Program Management. Additionally, the Teacher Attrition Rate Survey is now collected through the ESS Data Surveys Portal via ADEConnect, overseen by ESS Professional Learning & Sustainability (PLS).

**Q6: WHY IS THE INDICATOR REPORT NO LONGER A MENU OPTION?**

A: The Indicator Report has been removed from the application because this report is now available within a new Web-based application, separate from the Annual Special Education Data Collection.

**Q7: WHO IS REQUIRED TO SUBMIT THE ELECTRONIC SIGNATURE?**

A: The electronic signature must be submitted by the special education director, business manager, or superintendent/charter school director/CEO. For any of these individuals to access the ESS Annual Data application, they must be assigned the LEA signer role by the PEA’s ADEConnect entity administrator.

**Q8: WHERE IS THE ELECTRONIC SIGNATURE SUBMITTED?**

A: The electronic signature can only be submitted by the LEA signer that has been assigned by the PEA's ADEConnect entity administrator. Once logged in to the ESS Annual Data application, the LEA signer will be able to review the data and proceed with the submission of their electronic signature.

**Q9: HOW CAN I VERIFY MY FINAL SUBMIT STATUS AND ADE/ESS RECEIPT OF MY ELECTRONIC SIGNATURE?**

A: Final submission status can be verified by accessing the STATUS & FINAL SUBMIT menu item under DATA ENTRY. On this page, the status of your Annual Data Collection submission will display as one of the following options:

- No Initial Login
- Logged In, No Data Entered
- Partially Complete, In Progress
- Revision Mode, Incomplete
- Data Ready for Review
- Revision Mode, Ready for Review
- Notification sent to signer
- Submitted to ADE

The automated email notification feature is a useful tool. Upon receipt of the electronic signature, it is automatically logged in and using the email entered in ADEConnect, an automated email notification is sent to alert the LEA user and LEA signer that the Annual Data Collection has been completed in its entirety.

**Q10: IN THE GENERAL RECORDS RETENTION SCHEDULE ISSUED TO ALL SCHOOL DISTRICTS AND CHARTER SCHOOLS; STUDENT RECORDS (APPROVAL DATE 08/30/2011), UNDER RECORD SERIES #21195, THE REMARKS STATE "AFTER FISCAL YEAR OF FINAL ENROLLMENT." WHAT DEFINES FINAL ENROLLMENT?**

A: Final enrollment refers to when a student last participated in a special education program. For example, if a student is no longer eligible for special education but is still enrolled, the special education records can be destroyed three years after withdrawal from the special education program.