

Annual Data Collection – General Instructions

General Instructions

All public education agencies (PEAs) are expected to file their Annual Special Education Data Collection reports electronically, using ADEConnect to access the online application. ADEConnect, which requires an email address and a password, is also used for other electronic data submissions to the Arizona Department of Education (ADE). You can access ADEConnect and support information at the following link: <https://www.azed.gov/aelas/adeconnect/>. It is recommended that the special education director request access for all users. The request will need to go through the PEA Entity Administrator. Exceptional Student Services (ESS) Data Management will receive the request to verify and approve. The ESS Annual Data application will be available for current reporting year in the ESS Portal.

If you need assistance with ADEConnect login credentials, please contact the ADE Support Center through either of these methods:

In Maricopa County: (602) 542-7378 / **(602) 542-2222**
Outside Maricopa County: (866) 577-9636
E-mail: ADESupport@azed.gov

If you belong to a cooperative, please do not ask your cooperative coordinator to submit your data. It is each PEA's responsibility to submit individual data.

If your PEA did not serve any special education students during the current reporting year, you must select the option within the Annual Data Collection application to be waived from this data collection requirement.

The Annual Special Education Data Collection consists of the following components: exit, discipline, preschool transition, and parentally placed private school students.

The home page of the application will provide you with the technical assistance documents you need to complete this data collection requirement. These documents include individual report instructions, FAQs, and other data collection resources. Adobe Acrobat Reader is required to open the technical assistance documents. To download this product, go to <http://get.adobe.com/reader>.

Data Entry

This section will enable you to enter data for the required agency and school reports. See specific report instructions for further details. The CHECK FORM button (if present) will add up row and/or column totals, if applicable. The SUBMIT button will save data entered. The application will remain in edit mode until the final submission process is started. Thus, data can be modified even after it has been saved.

Print Reports

This function allows you to print all agency and school reports, as well as the significant year-to-year change reports (applicable only for exit, and discipline data), ESS Discipline Data reports, and Exit Detail reports for each school and/or as aggregated for your agency.

Final Submission

When all required agency sections are complete and the school reports have been extracted from their data sources, you can begin the final submission process when it opens. It is recommended that you print and review all reports, including the significant year-to-year change reports, prior to initiating the final submission process. Ensure that the data submitted thus far is accurate, as you will no longer be in edit mode to change/correct data once the final submission process has begun.

Technical and/or Programmatic Assistance

If you need technical and/or programmatic assistance with this application, please contact the ESS Data Management team at ESSDataMgmt@azed.gov.