



## ESS Data Correction Form

Directions: This form will assist Public Education Agencies (PEAs) in the correction of SPED data required under the Individuals with Disabilities Education Act or PEA Determinations that does not meet the guidelines under A.R.S. § 15-915. Please complete this form in its entirety and return to [ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov).

Entity Name: \_\_\_\_\_

Entity ID: \_\_\_\_\_

Fiscal Year to Revise: \_\_\_\_\_

Data Element to Revise: \_\_\_\_\_

Please enter relevant SSID's. If you need additional space for SSID's, please submit this form with an Excel Spreadsheet, listing the SSID's only. If you need to include Personally Identifiable Information (PII), do not send via e-mail, please contact ESS Data Management for further instructions.

SSID: \_\_\_\_\_

Reason for Correction:

Please describe what your PEA will do to prevent this from happening again:

Data correction must be approved by SPED Director, Business Manager, or Superintendent/Charter Administrator.

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_