



Arizona Department of Education

Exceptional Student Services

January 27, 2022

ESS Data Management Alert: ESS Discipline Data Collection for Fiscal Year 2022 and Future Changes

The ESS Discipline Data Collection (DDC) will open on January 31, 2022, for collection for the fiscal year (FY) 2022. This year the application has several upgrades, a few modifications, and this will provide some information on how discipline data will be collected in future years for consumption by ESS.

Any changes detailed below have been updated to the XML schema that is available for public education agencies (PEAs) use. This requires PEAs to provide this updated schema to their vendors for those who utilize the flat-file upload option within the application. ESS will be providing access and copies of the XML schema to the PEAs who then can provide them to their vendors for their student information systems (SIS) as needed.

Additional modifications or enhancements have been completed and are listed below:

- Violations have been reduced to only the values relevant for reporting to the Office of Special Education Programs (OSEP), any violations which have been removed can now be reported under 'Other'
- Multiple violations can once again be reported within a single incident
- Certain actions that required a start and end date and the number of hours removed has now been modified to a numerical entry of equivalent in-session days removed which allows for fractional days
- Expulsion actions will be expected to have an action end date of the end of the school year since expulsions are defined as removals through the remainder of the school year
- No Data Certification has now been modified to be a year-end data certification page which will allow PEAs to sign off on all the data existing within the application, including sites that have no incidents reported
 - PEAs can assign this role with their ADE Connect Entity Administrator to your SPED Director or Superintendent (or equivalent position); the PEA is responsible for assigning this role to an appropriate individual and there will be no secondary approval for this permission



Kathy Hoffman, Superintendent of Public Instruction

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- This permission will be categorized as *ESS Discipline Data Collection: Signer* when assigned under ADEConnect, read and edit roles can see this page as read-only
- The year-end data certification page will display a list of schools (including tuition-out sites) in which your PEA has been identified as having at least one student (SPED or non-SPED) in which your PEA has been identified as the district of residence in AzEDS, an incident count will show beside each site
- Signers will be expected to review the number of incidents and sign off on the information attesting to the accuracy of the data for the PEA, they can retract the signature if the data still requires revisions before the cut-off date

In FY23, AzEDS will begin to allow the collection of discipline data and we will see the sunset of this application. With the data being captured directly into AzEDS, it will allow for information to flow more effectively and timely with PEA's SIS. It will also allow for the use of AzEDS portal reports for quicker spot-checking of discipline information and integrity rules will be applied to ensure the data meets business standards for processing. More information will be forthcoming in March of 2022.

If there are any questions or concerns, please email ESSDataMgmt@azed.gov.