



# Exceptional Student Services

## Reporting Special Education Students Who Attend Residential Treatment Centers, Approved Private Day Schools, or Head Starts

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## Introduction

This guidance is for Public Educational Agency (PEA) personnel who report special education (SPED) data for students who have been placed into a Residential Treatment Center (RTC), an approved Private Day School, or a Head Start due to an IEP team or a state placement agency (SPA) decision. This document outlines the procedures to report the student to the Arizona Department of Education (ADE).

## Approved Private Day Schools

All approved Private Day Schools are listed on the [ESS Private Special Education Schools web page](#). A SPED student attending a Private Day School is typically placed by an IEP team decision.

For the student to be properly reported to ADE, the following steps must occur.

1. A reporting relationship must be established between a Public Education Agency (PEA) and the private day school.
  - a. Email [the Data Management inbox](#) and provide the name and entity ID of the PEA and private day school. Data Management will validate the reporting relationship in our reporting system. Once the relationship is established, the system will sync in 1–2 business days.
2. A calendar for the Private Day School must be submitted to ADE through the PEA Student Information System (SIS).
  - a. Approved calendar templates for Private Day Schools can be found on the [ESS Private Special Education Schools web page](#) and can be tailored to the student.
  - b. Calendar submissions generally occur during the beginning of the school year. If the calendar submission window is closed, create a ticket to School Finance to open a calendar window submission.
    - i. Create a [HelpDesk ticket](#). If you need assistance, please click the HelpDesk Quick Guide link for assistance located on the School Finance web page.
  - c. Once the calendar has been added, approved, and certified, the PEA will now be ready to report student data to ADE through their SIS.
3. The PEA is responsible for:
  - a. Reporting student enrollment and student SPED data at the Private Day School.
    - i. Students attending Private Day Schools are required to be reported to SPED for all days of enrollment.
    - ii. The District of Residence is your PEA.
    - iii. The enrollment site is the Private Day School site.
  - b. Reporting Resident School ID—This is the school the student would normally attend in the PEA if not placed.
  - c. Report Tuition Payer Code 1.

## Residential Treatment Centers

All approved RTCs are listed on the [Residential Treatment Center Placement web page](#). A SPED student may be placed in an RTC via a placement from an IEP team or an SPA decision.

1. A voucher will be submitted for your PEA approval in the ESS Vouchers application.
  - a. Support for vouchers can be provided by emailing [the Vouchers Unit inbox](#).
2. A reporting relationship must be established between a PEA and the RTC.
  - a. Email [the ESS Data Management web page](#) and provide the name and CTDS of the PEA RTC. Data Management will validate and add the relationship in our reporting system. Once the relationship is established, the system will sync in 1–2 business days.
3. A calendar for the RTC must be submitted to ADE through the PEA's SIS.
  - a. Approved RTC calendar templates can be found on the [Residential Treatment Center Placement Web page](#) and can be tailored to the student.

- b. Calendar submissions generally occur during the beginning of the school year. If the calendar submission window is closed, create a ticket to School Finance to open a calendar window submission.
    - i. Create a [HelpDesk ticket](#). If you need assistance, please click the HelpDesk Quick Guide link for assistance located on the School Finance web page.
  - c. Once the calendar has been added, approved, and certified, the PEA will now be ready to report the student data to ADE through their SIS.
4. The PEA is responsible for:
- a. Reporting student enrollment and student SPED data (if the student is SPED) at the RTC.
    - i. District of Residence is your PEA.
    - ii. Enrollment site is the RTC site.
  - b. Reporting Resident School ID—This is the school the student would normally attend in the PEA if not placed.
  - c. Tuition Payer Code:
    - i. Report Tuition Payer Code 7 if the student is SPED.
    - ii. Report Tuition Payer Code 4 if the student is Non-SPED

## Head Starts

Head Starts are listed on the [Office of Head Start web page](#). A SPED student attending a Head Start is placed by an IEP team decision.

- 1. A reporting relationship must be established between a PEA and the Head Start.
    - a. Email [the ESS Data Management](#) and provide the name and CTDS of the Head Start. Data Management will validate and add the relationship to our reporting system. Once the relationship is established, the system will sync in 1–2 business days.
  - 2. A calendar for the Head Start must be submitted to ADE through the PEA's SIS.
  - 3. Please work with the Head Start to obtain their calendar.
    - a. Calendar submissions generally occur during the beginning of the school year. If the calendar submission window is closed, create a ticket to School Finance to open a calendar window submission.
      - i. Create a [HelpDesk ticket](#). If you need assistance, please click the HelpDesk Quick Guide link for assistance located on the School Finance web page.
    - b. Once the calendar has been added, approved, and certified, the PEA will now be ready to report the student data to ADE through their SIS.
4. The PEA is responsible for:
- a. Reporting student enrollment and student SPED data at the Head Start.
    - i. District of Residence is your PEA.
    - ii. Enrollment site is the Head Start site.
  - b. Reporting Resident School ID—This is the school the student would normally attend in the PEA if not placed.
  - c. Report Tuition Payer Code 1.

## Reference Table

<b>Initial Enrollment</b>	<b>Now Attending</b>	<b>IEP Determination</b>	<b>Voucher Status</b>	<b>Who Reports</b>	<b>Resident School ID</b>	<b>Tuition Payer Code</b>
Public School	Residential Treatment Center	IEP Team or SPA	District or Charter approves	District of Residence	The school site the student would normally attend	TP7 (Non-SPED is TP4)
Public School	Approved Private Day School	IEP Team	None	District of Residence	The school site the student would normally attend	TP1
Public School	Head Start	IEP Team	None	District of Residence	The school site the student would normally attend	TP1