Special Education Data Dashboard – Data Certification

Data Certification Instructions

The data certification phase is open shortly after the data submission is due in the Special Education Data Dashboard (SEDD). It is required that all data reporting be completed and reviewed prior to the data certification process. This includes Preschool Transition and Students Without Disabilities (SWOD) data submission if applicable.

The purpose of certification is to attest to the accuracy and validity of Special Education data presented in the SEDD application for your PEA in a given reporting year, including an electronic signature submission.

Note that until the data has been reviewed and certified with an electronic signature, the SEDD data reporting is considered incomplete.

Reports

This function allows you to print Exit Detail reports for each school and/or by agency for aggregate data, and Data Certification when certification has been completed for your records.

It is highly recommended that the *ESS SEDD: LEA Signer* review the data for accuracy, validity, and completeness. PEAs are encouraged to implement systematic procedures for validating all data reported to the Arizona Department of Education (ADE).

Data Certification Process

PEAs must ensure each reporting requirement (Student Exit, Preschool Transition, SWOD) has a "Complete" status before initiating the data certification process.

If you are the *ESS SEDD: LEA User*, you will see a message with the date an email was sent to signer in the Student Exit Data page. The next step is to notify the *ESS SEDD: LEA Signer* that the SEDD data reporting is ready for their review and electronic signature when the certification phase opens.

If you are the *ESS SEDD: LEA Signer*, you will receive notification via email to alert you that the SEDD application is awaiting your action. In the SEDD application, you will see "Click to Certify Data " button at the bottom of the home page. To certify the data, click the blue button to proceed.

Certify and Submitting to ADE

Once the data in all reports is determined to be accurate and valid, the *ESS SEDD: LEA Signer* can complete this data collection requirement by completing the following steps on the Data Certification and Signature page:

- Select the appropriate title from the dropdown list provided.

- Enter any relevant comments in the Comment box. Comments should be reserved for data anomalies. Other comments/questions should be directed to the ESS Data Management

inbox.

- Read lines 1 through 5, if accurate click on the box next to the "I certify that on behalf of our Public Education Agency, I have:"

- Click on Submit Signature

Any items with an asterisk (*) are required fields. Once you click on the submit signature button you will be automatically returned to the SEDD home page where you will see "Certified" in green letters by the PEAs name.

By clicking on Certified, a window will open with an Electronic Signature Form that can be printed/saved for your records. Please make sure your web browser allows popups.

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.