

FY24 ESS Data Management Checklist

The ESS Data Management team is responsible for the collection, review, validation, verification and analysis of Special Education Data in Arizona as required under Section 618 of the Individuals with Disabilities Education Act (IDEA).

- ☐ Watch the [Introduction to ESS Data Management training video](#), view Special Education Data Updates (SEDU) webinars and follow this checklist.
- ☐ Request access to ADEConnect from your Local ADEConnect Entity Administrator and create a user account.

Don't know who that is? You can find your Local ADEConnect Entity Administrator here: <https://adeconnect.azed.gov/FindEA>.

- ☐ Request access to the following ESS Portal applications from your Local ADEConnect Entity Administrator.

ESS October 1 Data Collection (ONE of the following)

Role	Permissions
ESS October 1 Data Collection: LEA User	Data entry only, cannot sign off on submitted data. Anyone can request if SPED Director approves.
ESS October 1 Data Collection: LEA Signer	Contains all permissions of user role, and authority to sign off on submitted data. Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, Charter Holders, or equivalent titles ONLY.

ESS Special Education Data Dashboard (ONE of the following)

Role	Permissions
ESS SEDD: LEA User	Data entry only, cannot sign off on submitted data. Anyone can request if SPED Director approves.
ESS SEDD: LEA Signer	Contains all permissions of user role, and authority to sign off on submitted data. Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, Charter Holders, or equivalent titles ONLY.

ESS Discipline Data Collection (ONE of the following)

Role	Permissions
ESS Discipline Data: Edit	Data entry only, cannot sign off on submitted data. Anyone can request if SPED Director approves.
ESS Discipline Data: LEA Signer	Contains all permissions of user role, and authority to sign off on submitted data. Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, Charter Holders, or equivalent titles ONLY.

Statement of Assurances (Superintendent, SPED Director, CEO or equivalent ONLY)

Role	Permissions
ESS Special Education: Signer	Signs the statement of assurances for the upcoming fiscal year to draw on the IDEA grant. Reserved for school SPED Directors, Superintendents, CEOs, Business Managers, Charter Holders, or equivalent titles ONLY.

ESS Data Surveys (Superintendent, SPED Director, CEO or equivalent ONLY)
Parentally Placed Private School Student Survey (PPPSS) (Public School Districts ONLY)

Role	Permissions
ESS Data Surveys: User	Submits the PPPSS survey for Public School Districts in the ESS Data Surveys application.

AzEDS Portal (ALL the following)

Role	Permissions
AzEDS Data Coordinator: Base Reports	Access to basic enrollment reports in the AzEDS Portal of ADEConnect.
AzEDS Data Coordinator: SPED Reports	Access to SPED reports in the AzEDS Portal of ADEConnect.
AzEDS Data Coordinator: Discipline Reports	Access to discipline reports in the AzEDS Portal of ADEConnect.

- ☐ Review the [SPED Reports 101](#) document.
- ☐ Review the [Getting Started with SPED Integrity Troubleshooting Guide](#).
- ☐ Tour the [ESS Data Management webpage](#) and bookmark it.
- ☐ Sign-up for the [ESS Data Management Alerts](#). Training and webinar registration are announced through this listserv.
- ☐ Bookmark the SPED tools available in the [AzEDS SPED Reporting page](#).
- ☐ Register for upcoming training opportunities and Special Education Data Updates webinars if you will be responsible for the October 1 SPED child count and/or the Special Education Data Dashboard and review the [Important Dates website](#).