ARIZONA DEPARTMENT OF EDUCATION

FY 2024 ESS Data Management Year-End Checklist

This document serves as a reminder to all public education agencies (PEAs) that special education (SPED) data should be reviewed for accuracy and edited, if necessary, before the end of the fiscal year.

Reviewing AzEDS Data

AzEDS is considered the system of record for the 2023–2024 school year. Year-End Recalculation will run for current year data submissions at **5:00 p.m. on July 15, 2024**. Each PEA is responsible for verifying the accuracy of the data for each school within the PEA. If the data is incorrect, the PEA must make the appropriate corrections in its student information system (SIS) and upload it to AzEDS for FY 2024.

Any corrections to AzEDS data must be complete by the Year-End Recalculation due date. Any AzEDS corrections submitted after this date will be subject to the Data Correction Process. ESS Data Management encourages PEAs to strive for complete and accurate AzEDS data entry. Please see below for some helpful tips when submitting your data.

- ✓ SPED exit information must reside in AzEDS for **all** SPED students. Each student participating in your PEA's SPED program must have an exit date and exit reason in AzEDS, including students who remain in SPED through the last scheduled day of school.
    - ▪ All students enrolled for membership must also have a year-end status or withdrawal code in AzEDS. Student records missing this information will fail AzEDS integrity processing.
        - o Students enrolled for membership through the last scheduled day of school must have a year-end status.
        - o Students who withdraw before the last scheduled day must have a withdrawal code.
    - ▪ **SPED data coordinators may need to work with enrollment data coordinators (if separate) to ensure that students' SPED exit information and year-end or withdrawal status align.**
    - ▪ Refer to the SPED Exit Validation Matrix to see which exit codes align with the withdrawal and year-end status codes.
    - ▪ Refer to the AzEDS SPED Codes document for a detailed description of all exit codes/reasons.

- ✓ Review the SPED Participation Report (SPED72) by the District of Residence (DOR) for FY 2024 (July 1, 2023–June 30, 2024).
    - ▪ Ensure for every student that your PEA is the DOR, they participated in SPED, and the student's data is accurate.

Questions? Email ESS Data Management
(Last Updated: May 7, 2024)

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- Ensure that every student who participated in SPED at a Non-Public Organization (approved private day school, residential treatment center, Head Start, or other) with your PEA as the DOR is listed on the report and the student's data is accurate.

✓ Review the Student Data Integrity Report (INTEG15) to identify student records that fail SPED, Fed/SPED, ADM and Accountability, and Accountability Other integrity rules. If possible, ensure that you have enough time to upload corrections to AzEDS and verify that the uploaded data has corrected the errors. Troubleshooting documents to aid in resolving integrity errors can be found on our web page under SPED Integrity Error Tools.

★ **ESS Data Management encourages PEAs to review AzEDS data as soon as possible.**

ESS Special Education Data Dashboard (SEDD) Requirements

✓ The ESS SEDD application extracts student discipline and exit data from AzEDS. Refer to the Discipline and Exit sections within the SEDD Technical Assistance Manual to ensure that all students' discipline and exit data are complete and accurate in AzEDS. SPED exit codes must align appropriately with withdrawal or year-end status. All data must be valid and accurate in AzEDS by **5:00 p.m. on July 15, 2024,** to ensure the data are reflected correctly on the discipline and exit reports.

Reminders

✓ Tour the ESS Data Management web page regularly and bookmark it.
✓ Sign up for our ESS Data Management Alerts.
✓ Research where to find and how to utilize the SPED tools available on the AzEDS SPED Reporting page. Newer staff can review our Getting Started with SPED Integrity Troubleshooting Guide.
✓ Register for upcoming training opportunities and review our Important Dates document.
✓ Visit the Beginners Guide to ESS Data Management web page, view our 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? Find your Local ADEConnect Entity Administrator.
✓ Request access to ESS portal applications from your local ADEConnect entity administrator. Please confirm the applications you'll need access to with your SPED Director.