



Exceptional Student Services

Private Special Education School Application for Publicly Placed Students

Instruction Manual

April 2025



ARIZONA DEPARTMENT OF
EDUCATION

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Application Process

To take placements from public and/or charter schools, the Department requires potential private schools to submit a formal application. Applications are reviewed by the Department and applicants will be notified of their application status in the Special Education Program Approval System (SEPA). Private special education schools that wish to be approved for public placement of students with disabilities must renew their application every fiscal year.

The applications each fiscal year will open in the spring and will be due in June.

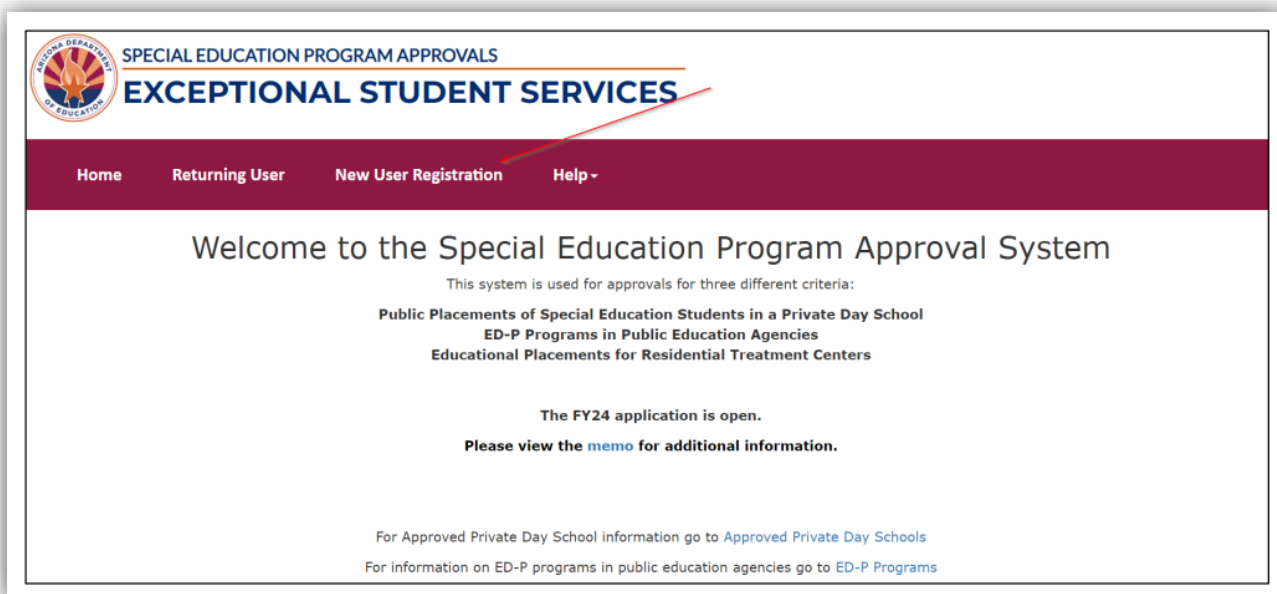
New Applicant Instructions

If you are interested in becoming an Approved Private Special Education School, please fill out this [form](#) and one of our Special Education Program Specialists will reach out to you.

Accessing the Application

Open SEPA

Select “New User Registration” to create a temporary account to access the application.



Complete the “New User Registration” and click “Submit.”

New User Registration

To help us identify you, select two security questions and provide the answers

Email Address:

Choose 2 Questions

1:

2:



A Confirmation Request will be sent to your email.

- Click on the link sent to your email to complete the registration.
- You will be rerouted to the Special Education Program Approval System.

Hover over “Applications.”

- Select “New Application”



SPECIAL EDUCATION PROGRAM APPROVALS
EXCEPTIONAL STUDENT SERVICES

Home Applications Help

New Application
Existing Applications

Welcome to the Special Education Program Approval System

This system is used for approvals for three different criteria:
Public Placements of Special Education Students in a Private Day School
ED-P Programs in Public Education Agencies
Educational Placements for Residential Treatment Centers

The FY24 application is open.

To start a new application, please select "Application" on the top left bar and then choose "Current Application."

For Approved Private Day School information go to [Approved Private Day Schools](#)
For information on ED-P programs in public education agencies go to [ED-P Programs](#)
For Private Day School and ED-P questions, please email ESSPrivateDayEDP@azed.gov
For information on Residential Treatment Centers (RTC) go to the [ESS Vouchers website](#)

To access the application at a later time, select “Returning User” on the home page.

SPECIAL EDUCATION PROGRAM APPROVALS

EXCEPTIONAL STUDENT SERVICES

Home **Returning User** New User Registration Help ▾

Welcome to the Special Education Program Approval System

This system is used for approvals for three different criteria:

- Public Placements of Special Education Students in a Private Day School
- ED-P Programs in Public Education Agencies
- Educational Placements for Residential Treatment Centers

The FY24 application is open.

Please view the [memo](#) for additional information.

For Approved Private Day School information go to [Approved Private Day Schools](#)

You will be prompted to enter your email address and to provide responses to the security questions.

Returning User

Email Address:

Please provide your responses to these questions.

1. What year is your anniversary?

2. What is your favorite color?

If you have not started an application, select “New Application.”

If you have started and saved an application, select “Existing Application.”

Statement of Assurance

When you log on to the ADEConnect and enter the SEPA application choose the site type. Then, the [SOA](#) will open to read and sign.

Home
Application
Help
Help
Welcome, EDP-Private user!

Statement of Assurance

Site Type:*

☒ Private School
☐ Residential School
☐ RTC with EDP

Private School

The applicant assures that special education programs and services approved by the Arizona Department of Education/Exceptional Student Services (ESS) section shall be operated in accordance with all applicable state and federal statutes, regulations, and policies; the applicant agrees to comply with all provisions of such requirements, regulations, and policies. **All requirements of the Individuals with Disabilities Education Act (IDEA) must be followed in providing a free appropriate public education for the special education students placed at your school.**

The applicant further agrees (as per **A.A.C. R7-2-402, Standards for Approval of Special Education Programs in Private Schools**):

1. To accept students from public education agencies (PEAs) into a facility that has been approved as meeting the standards as outlined in A.A.C. R7-2-402 when a PEA is unable to provide satisfactory education and services through its own facilities and personnel.
2. To accept only students who meet the categorical eligibility criteria (as defined in A.R.S. 15-761 and A.A.C. R7-2-401 et seq.) for which the private program is approved, regardless of the placing or funding source.

Check the box certifying that you have read and understand the SOA and enter your name and title in the text box. **This should be completed by the owner, director, or coordinator of the entity. The SOA should be shared with the entire team working with publicly placed students.**

SPECIAL EDUCATION PROGRAM APPROVALS
EXCEPTIONAL STUDENT SERVICES

azedessprivateedpctest.azurewebsites.net says
Are you sure you want to sign as: EDP-Private user

OK Cancel

Home
Application
Help
Help
Welcome, EDP-Private user!

Statement of Assurance

Site Type:*

☒ Private School
☐ Residential School
☐ RTC with EDP

Private School

The applicant assures that special education programs and services approved by the Arizona Department of Education/Exceptional Student Services (ESS) section shall be operated in accordance with all applicable state and federal statutes, regulations, and policies; the applicant agrees to comply with all provisions of such requirements, regulations, and policies. **All requirements of the Individuals with Disabilities Education Act (IDEA) must be followed in providing a free appropriate public education for the special education students placed at your school.**

The applicant further agrees (as per **A.A.C. R7-2-402, Standards for Approval of Special Education Programs in Private Schools**):

1. To accept students from public education agencies (PEAs) into a facility that has been approved as meeting the standards as outlined in A.A.C. R7-2-402 when a PEA is unable to provide satisfactory education and services through its own facilities and personnel.
2. To accept only students who meet the categorical eligibility criteria (as defined in A.R.S. 15-761 and A.A.C. R7-2-401 et seq.) for which the private program is approved, regardless of the placing or funding source.
3. To provide special education instructional programs for students with disabilities that exceed those provided by school districts of Arizona and that meet the requirements of IDEA.
4. To integrate students placed through the IEP process into less restrictive public-school programs as soon as determined appropriate by the IEP teams (Exit Criterion).
5. To maintain instructional services consistent with the curriculum that is aligned with Arizona state guidelines and to provide for review, upon request, of this curriculum to the contracting public school district or home school district to ensure that students will be eligible for promotion or graduation upon completion of the private school program.
6. To provide appropriately certified special education teachers in each classroom to implement the IEPs of students assigned to those classrooms and to provide documentation of copies of all teacher certifications and related services provider licenses.
7. To administer all required statewide assessments to those students placed in the private facility by a PEA and to submit assessment materials to contracting school districts and home school districts in a timely manner.
8. To accept all responsibilities concerning instructional programs to students with disabilities and parents or guardians that are required of the public schools of Arizona. **Ultimate responsibility for any student under contract in a private special education school rests with the public education agency contracting for the student's education.**

Print

☒ By checking the box and submitting your signature, you certify that you have read and understand the provisions of this application and the potential financial consequences. Your typed signature is considered an electronic record with legal effect, validity, and enforceability as defined in S.2107 of the Government Paperwork Elimination Act.

Signature

Title*

Next Cancel

Click on "OK" in the pop-up, and the signature will be confirmed.

Signed by: EDP-Private user
On: 03/31/2025 03:41:37 PM

The SOA may be printed by clicking the green Print button below the SOA.

Applicants signing the [SOA](#) are confirming that the Private special education school agrees to adhere to all applicable state and federal statutes, regulations, and policies. This step must be completed before continuing to the next section of the application. Click “Next” to move on to the next section.

An application ID number will be generated after signing the SOA.

Please note: Failure to comply with the SOA for applicants that are approved private special education schools will result in revocation of approval status. Please ensure that the SOA is shared with all site administrators, program directors, etc.

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Administrative Information

ADE requires all prospective Private Special Education Schools to provide administrative information for the corporation, including the corporate contact name (owner) and contact information. Information regarding the profit status of the corporate entity is also required. An entity number will be generated at a later time and will populate to SEPA.

Special Education Program Approvals for School Year 2025-2026

Application Status: Draft
Application ID: 1032

Section 1

Administrative Information

Corporate Name:*

Corporate Contact First Name:*

Title:*

Phone:*

Corporate Contact Mailing Address:*

Corporate Contact State:*

Entity ID:

Corporate Contact Last Name:*

Email Address:*

Fax:

Click here to enter text

Corporate Contact City:*

Corporate Contact Zip Code:*

Is this Entity for Profit or Non-Profit? *

For Profit

Non-Profit



School Administrator and Certificate Information

(Information may be the same as Administrative Information)

School administrators must provide evidence of an administrative certificate or special education credentials. Please indicate whether the administrator has an administrative certificate (validated by Educator ID number) and/or a special education teaching certificate.

School Administrator Information	
School Admin First Name:*	School Admin Last Name:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Title:*	Phone:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Email:*	Fax:
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
FCC Number:*	Public Educator ID:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>

Administrator Certificate Information
<input checked="" type="radio"/> There is an administrative certificate on file with certification and can be validated by the Educator ID under the School Administrator Information section
OR
<input type="radio"/> I have a Special Education teaching certificate

Administrator Certificate Information
<input type="radio"/> There is an administrative certificate on file with certification and can be validated by the Educator ID under the School Administrator Information section
OR
<input checked="" type="radio"/> I have a Special Education teaching certificate
Please document briefly your experience in appropriate area of special education (500 characters maximum):
<input type="text" value="Click here to enter text"/>
Please Upload Advanced/NCA document (if you wish to be approved for General Education):
<input type="button" value="Choose Files"/> No file chosen

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Point of Contact

This person will be contacted by ADE with any questions regarding the application and/or the private entity that will be responsible for publicly placed students. The Special Education Program Specialist will contact this individual to schedule site visits. The point of contact will be given ADEConnect Entity Administrator access once the application has been approved. ADEConnect Entity Administrators will create new users for their entity, remove old users, assign roles to access applications and data submissions, and maintain contact information in ADEConnect.

If the main point of contact is located out of state, please provide an in-state contact to your Special Education Program Specialist.

Point of Contact Information	
Point of Contact First Name: *	Point of Contact Last Name: *
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Title: *	Email Address: *
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Phone: *	Fax:
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>

Crisis Intervention and Restraint Training

Answer the question regarding crisis intervention and restraint training.

Crisis Intervention and Restraint Training
<p>Do you have a person responsible for ensuring that all staff members utilizing therapeutic crisis intervention and physical restraint strategies are properly trained and certified?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>

If “yes,” please enter the name, title, email address, and phone number of that individual.



Crisis Intervention and Restraint Training

Do you have a person responsible for ensuring that all staff members utilizing therapeutic crisis intervention and physical restraint strategies are properly trained and certified?

☒ Yes

☐ No

First Name:*

Last Name:*

Title:*

Email Address:*

Phone:*

Fax:

[Click here to enter text](#)

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Required Additional Documentation

Documentation Information

CPR Training*

[Choose File](#) No file chosen

Document Name	Doc Type	Uploaded On

Current Fire Marshal Report*

[Choose File](#) No file chosen

Document Name	Doc Type	Uploaded On

Current Liability Insurance*

[Choose File](#) No file chosen

Document Name	Doc Type	Uploaded On

Please fill out and upload this calendar form for each site seeking approval*

[Click here for Calendar Template](#)

(only calendars using this template will be accepted)

[Choose File](#) No file chosen

Document Name	Doc Type	Uploaded On

First Aid Training*

[Choose File](#) No file chosen

Document Name	Doc Type	Uploaded On

Curriculum*

[Choose File](#) No file chosen

Document Name	Doc Type	Uploaded On

Special Education Policies and Procedures*

[Choose File](#) No file chosen

Document Name	Doc Type	Uploaded On

Restraint Training Documentation and Certification

[Choose Files](#) No file chosen

Document Name	Doc Type	Uploaded On



CPR Training - Upload documentation of ALL staff with current training in CPR.

Current Fire Inspection Report - Must show approval for occupancy. The inspection must fall under code “E”—Educational Facilities; we will not accept inspection reports under code “B”—Business. Please work with your local region or fire department regarding this requirement.

Current liability insurance – the insurance policy must be adequate and current. This proof is to ensure protection for students and third parties (e.g., vehicle usage). **Do not** mail a physical copy to ADE.

School year calendar – Upload a calendar for **each site** that accurately reflects start date, end date, holidays, and breaks. Please use the template provided in the application. Start and end dates must fall within the current fiscal year (July 1 – June 30).

First Aid Training - upload documentation for ALL staff with current training in First Aid.

Curriculum – **The curriculum must be aligned with the Arizona Academic and/or Common Core Standards.** Upload a copy of the curriculum that you plan to use to help to serve and promote the continuation and improvement of Individualized Education Program (IEP) services for students with disabilities.

Special Education Policies and Procedures - Policies and procedures must outline how your program will implement specially designed instruction to serve the specified area(s) of special education eligibility based on IDEA and state statutes. It must not be a copy of IDEA statutes and regulations and must be customized to the school’s implementation of policies and procedures, including the intake process for publicly placed students, and transition process to less restrictive setting.

Restraint Training Documentation and Certification – Upload documentation of staff with current training in non-aversive physical management.

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Student Demographic Information

Per 34 CFR § 300.131, local education agencies are responsible for locating, identifying, and evaluating children with disabilities who are enrolled by their parents in non-profit private elementary or secondary schools located in the district’s boundaries. Private special education programs that accept parentally placed private school students must report the number of students annually through the October 1 Data Collection. The questions below will assist ADE/ESS in ensuring that local school districts are aware of any private schools within the district boundaries and are available for child find consultation meetings under 34 CFR § 340.134.

Does the private school accept parentally placed private school students (students placed outside Public Education Agency’s IEP team)?

Student Demographic Information

Does the private school accept parentally placed private school students (students placed outside Public Education Agency's IEP team)? *

☐ Yes ☒ No

If “yes”, please complete the following questions: **How many parentally placed private school students are enrolled in K-12?**

How many are enrolled in Kindergarten and in the 3-5 year old age group?

How many of those parentally placed students have a current MET from an Arizona public education agency?

Student Demographic Information

Does the private school accept parentally placed private school students (students placed outside Public Education Agency's IEP team)? *

☒ Yes ☐ No

How many parentally-placed private school students are enrolled in K-12?*

Click here to enter text

How many are enrolled in Kindergarten and in the 3-5-year-old age group?

Click here to enter text

How many of those parentally-placed students have a current MET from an Arizona public education agency?

Click here to enter text

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Program Information

Provide details on your program for publicly placed students.

Program Information

Describe the intake process for publicly placed student. *

How is behavioral data tracked? How is it communicated to the public school or charter and parents? *

How is exit criteria tracked? How is it communicated to the public school or charter? *

Describe the collaboration process with the public school or charter to complete the IEP. *

Describe the intake process for publicly placed students - What does the process look like from the time the PEA contacts your site to the time the student starts?

How is behavioral data tracked? How is it communicated to the public school or charter and parents?

How is exit criteria tracked? How is it communicated to the public school or charter?

Describe the collaboration process with the public school or charter to complete the IEP.

- Provide education instructional programs for students with disabilities that are at least comparable to those provided by the public schools of Arizona and meet the requirements of IDEA
- Provide education services and related services in coordination with PEA as outlined in student IEPs (Placing school to complete IEP, not private school)
- If the private special education school does not have appropriate related service providers on staff:
 - The private special education school may contract appropriately licensed providers to provide services
 - The PEA may send a certified individual to provide services
- Documentation of the provider's name and educator ID or license number must be provided to ADE
- The IEP may not be amended to fit the needs of the receiving school.

Click "Next"

Next

Save

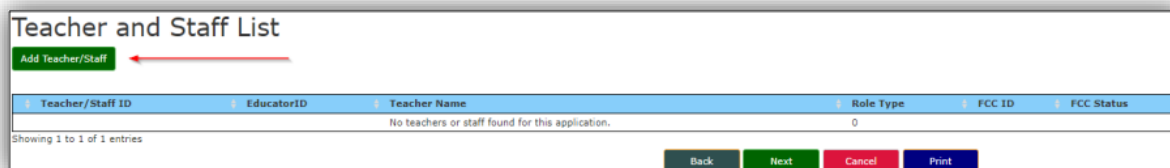
Cancel

Print

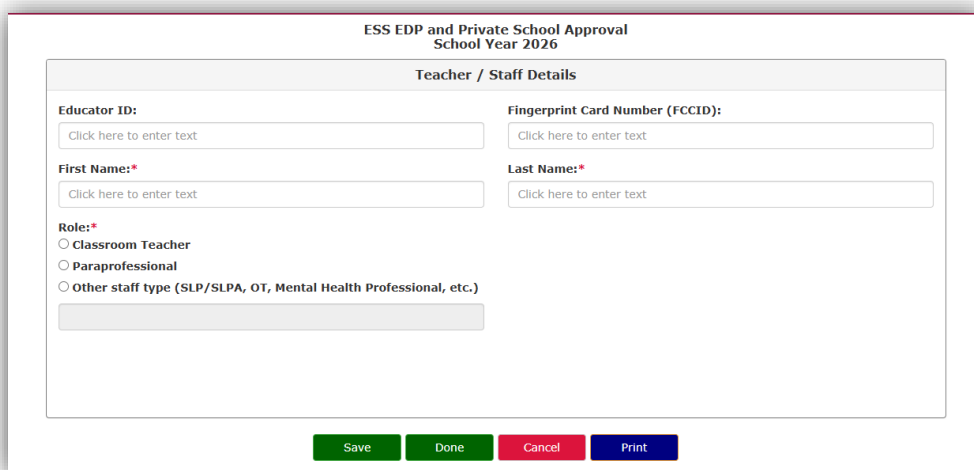
Teacher and Staff List

All staff working with publicly placed students must be added to the Teacher and Staff List. Please see the [Private Special Education Schools Guidance Manual](#) for more information on staffing requirements.

Click on “Add Teacher/Staff”



Please provide the following information for each individual:



Teacher/Staff Details

Educator ID (must be provided for everyone except paraprofessionals)

- The Educator ID is the 7-digit number tied to certifications and endorsements with the Arizona Department of Education. This number allows ADE to determine the service categories (i.e., special education labels) under which a school is eligible to provide services. The application will automatically obtain data from the certification database. If you do not have this information, it can be obtained through the [Public Educator Lookup website](#).
- Speech-Language Pathologist must hold a Speech-Language Pathologist, Prekindergarten12 certificate
- Include Related Service Provider Licenses

Fingerprint Clearance Cards

- All teachers and individuals who work in the classroom are required to have an Identity Verified Prints (IVP) fingerprint clearance card per Arizona Revised Statute 15-106. We require a

fingerprint clearance card number for all staff who will interact with publicly placed students.

There are no exceptions to this requirement.

- Names must be exactly as shown on the card, as the application will obtain this data from the DPS database and will not be able to obtain the information if the name is not exactly as it appears on the card.

First and Last Name

Role

- If “Other staff type,” please specify that individual’s role.
- Enter training courses and hours and click “Add” (if applicable). Include training in behavior strategies (for cross-categorical teachers teaching in an ED-P setting who have not yet fulfilled the 20-hour requirement). Additional training courses will populate below.

Add Training Courses		
Course Name	Training Hours	Add
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here"/>	<input type="button" value="Add"/>

Additional Training Courses		
Delete	Course Name	Training Hours

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Private School Sites

Site Information

Enter the site name and address. Enter the name and contact information for the Site Contact.

Choose the District(s) in which the site is located.

District(s) in which located:*

- (07-86-52-000) Albert Einstein Academy of Arizona
- (13-87-61-000) A Center for Creative Education
- (10-87-31-000) A Child's View School, Inc.
- (07-21-22-000) A New Leaf
- (11-87-20-000) A+ Charter Schools
- (07-86-89-000) Abraham Lincoln Preparatory School: A Challenge For
- (10-87-34-000) Academy Del Sol, Inc.
- (08-87-04-000) Academy of Building Industries, Inc.
- (07-86-04-000) Academy Of Excellence, Inc.
- (07-82-42-000) Academy of Mathematics and Science South, Inc.

Ctrl - click to select or un - select each choice

Classrooms

Enter the number of classrooms at the site.

How many classrooms are facilitated at this location?*

11

Of these classrooms, enter the number of classrooms serving publicly placed students with disabilities.

Of those classrooms, how many provide services to publicly placed students with disabilities?*

11

Click “Add” to enter the classroom and age range for each classroom serving publicly placed students with disabilities. Information will populate on the right.

What are the age ranges of each classroom? *

Add Classroom and Age Range

Classroom	Age Range	Add
<div>Click here to enter text</div>	<div>Click here</div>	<div>Add</div>

Classroom	Age Range
No classrooms available.	

Site Type

Choose Private School or Residential School

Site type:*

☒ Private School

☐ Residential School

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Intended Service Categories for This Site (Check all that apply)

Certification Categories
Intended Service Categories (Check all that apply. Check at least one.)*

<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> DD	<input checked="" type="checkbox"/> ED	<input checked="" type="checkbox"/> ED-P i
<input type="checkbox"/> HI i	<input checked="" type="checkbox"/> MD	<input type="checkbox"/> MDSSI i	<input checked="" type="checkbox"/> MIID
<input checked="" type="checkbox"/> MOID	<input type="checkbox"/> SID i	<input checked="" type="checkbox"/> OI	<input checked="" type="checkbox"/> OHI
<input type="checkbox"/> PSD	<input checked="" type="checkbox"/> SLD	<input checked="" type="checkbox"/> SLI	<input checked="" type="checkbox"/> TBI
<input type="checkbox"/> VI i			

MDSSI, SID, VI, HI If you select these service categories, check the [Certification Matrix](#) for requirements. If your site does not have the appropriate certification, it will not be approved.

ED-P If you select ED-P, you will be required to answer additional questions. Check the [Certification Matrix](#) for requirements.

Grades Served (Check all that apply)

Select all grades at this site (Check all that apply. Check at least one.)*
[Select All](#) [Clear All](#)

<input type="checkbox"/> Preschool	<input type="checkbox"/> Kindergarten	
<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third
<input type="checkbox"/> Fourth	<input type="checkbox"/> Fifth	<input type="checkbox"/> Sixth
<input type="checkbox"/> Seventh	<input type="checkbox"/> Eighth	<input type="checkbox"/> Ninth
<input type="checkbox"/> Tenth	<input type="checkbox"/> Eleventh	<input type="checkbox"/> Twelfth
<input type="checkbox"/> K-8	<input checked="" type="checkbox"/> K-12	<input type="checkbox"/> 9-12

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Site Staff

Please select all teachers, paraprofessionals, and related service providers who will be providing services to publicly placed students at this site.

Teachers and paraprofessionals may only be assigned to one site.

Select all teachers and staff to serve at this site*

Selected? ↑	Teacher ID ↑	Educator ID ↑	Name ↑
Deleted			
Deleted	40834	0	test, test
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Emotional Disabilities - Private Program (Only if seeking ED-P approval)

Describe your seclusion room(s) or quite area(s) at this site and how students are supervised? *

Click here to enter text

What counseling or mental health services are provided at this site? By whom and how often?: *

Click here to enter text

Describe your seclusion room(s) or quiet area(s) at this site and how students are supervised.
[A.R.S. 15-105](#) . Please refer to the [Private Special Education Schools Guidance](#) for information.

What counseling or mental health services are provided at this site? By whom and how often?

Counseling or mental health services must be provided to all students eligible for ED-P and any student requiring counseling as determined by the IEP team. Services may be provided by an on-site provider, district provider, or provider contracted through a third party.

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Application Submission Status

The application status is shown in Section 1 of the application.

Special Education Program Approvals for School Year 2025-2026

Application Status: Draft

Application ID: 1024

Application Status	Description
Draft	The application is in the process of being completed. If the application requires edits/additions after it is submitted, you will receive a notification email with the required revisions. The application will be sent back to “Draft” status.
Submitted	Once you have reviewed the application, click “Submit” on the Site List page of the application. You will receive an email notification stating that the application has been submitted.
Pending ADE Review	The application status will change from “Submitted” to “Pending ADE Review” when the Special Education Program Specialist has begun the review process.
Approved	The application has been approved for all sites.
Approved with Contingency	This status allows individual sites to be approved while working on meeting requirements for other sites.
Not Approved	Requirements have not been met. The private special education school is not approved to accept publicly placed students. If your application is not approved, you will be required to begin the application process again to be reconsidered for approval.
History	You may make edits to approved applications throughout the school year. When a new draft of an application is approved, the old draft will be saved in your applications portal, and the status will change to “History.” A new application will be opened.
Expired	When an unapproved application remains idle for 30 days, the application status will change to “Expired.” You may reach out to the Special Education Program Specialist to reset an expired application.

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Approval

SEPA will only allow the application to be submitted for review when all required information has been completed. If the application is incomplete, the site will be highlighted in red, and you will be prompted to return to the application to input any missing information.

Communication regarding the application status will be via email notifications through SEPA and ESSPrivateDayEDP@azed.gov. Applications will be reviewed in 3-5 business days, and approval status or request for additional information will be communicated through SEPA notifications and/or emails from your assigned Special Education Program Specialist.

When the application is approved you will receive an automated notification stating your application has been approved with the approved site name(s), grade levels, and disability categories. The site may begin accepting publicly placed students.

If the application is Approved with Contingencies, you will receive an automated notification indicating the deficiencies. Once these deficiencies are corrected for each site, the application will be approved. New applicants will receive an email from the Special Education Program Specialist with the Corporate Entity ID and CTDS number and Site Entity ID(s) and CTDS number(s).

New and existing applicants will receive an email from the Special Education Program Specialist with the approval date for accepting publicly placed students.

Corporate entities and sites will be added to the **FY## Approved Private SPED School list** and published on the [Private Special Education Schools web page](#). Calendars will be uploaded to the **FY## Approved Private Special Education School calendars list**.

A Special Education Program Specialist will reach out to schedule site visits.

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Revising the Application

Mid-Year Renewal

Exceptional Student Services requires corporations to submit a mid-year renewal for private special education programs that admit publicly placed students. A notification will appear as a reminder to complete the renewal.

To complete the mid-year renewal, login to the SEPA Portal and review the current application. In the home page, if there are changes in administration, ownership, staff, location, grades, special education disability categories served, or updated documentation, select "YES." Then, make the necessary changes to the application and resubmit. If there are no changes, select "NO" to confirm

that the application information is current and accurately reflects your private special education program.

Mid-year renewals will be due in mid-January.

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Updates

Private special education schools must notify ADE and update their application within 10 days of the following:

- Change in staffing – adding, deleting, or changing location of teachers, paraprofessionals, or mental health providers
- Addition or removal of an approved classroom
- Change in point of contact
- Updated documentation – fire inspection reports, liability insurance documentation, training documentation for CPR, First Aid, restraint training.

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Important Dates

Early May	Annual Application Opens
June 13	Application Closes
July 1	Approved Private Special Education Schools List Available
Mid-January	Mid-Year Renewal Due
TBD	Personnel Data Due in the October 1 Data Collection Application

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