



FY 2025 ESS Data Management Year-End Checklist

This document serves as a reminder to all public education agencies (PEAs) that special education 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 2024-2025 school year. Year-End Recalculation will run for current year data submissions at **5:00 PM on July 15, 2025**. 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 2025.

Any corrections to AzEDS data must be completed by the Year-End Recalculation due date.

Otherwise, any AzEDS corrections submitted after this date will be subject to the [Data Correction Process](#). ESS Data Management encourages our customers to strive for complete and accurate AzEDS data entry. Please see below for some helpful tips when submitting your data.

- ✓ Special education exit information must reside in AzEDS for **all** special education students. Each student participating in your PEA's special education program must have an exit date and exit reason in AzEDS, including students who remain in special education 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. Students enrolled for membership through the last scheduled day of school must have a year-end status; students who withdraw before the last scheduled day must have a withdrawal code. **Special education data coordinators may need to work with enrollment data coordinators (if separate) to ensure that students' special education exit information and year-end or withdrawal status align.**
 - Refer to the [SPED Exit Validation Matrix](#) to see which exit codes align with which withdrawal and year-end status codes.
 - Refer to the [AzEDS SPED Codes](#) document for a detailed description of all exit codes/reasons.
 - Use the Student Analysis tool in AzEDS to assist with your data review.
- ✓ Review the SPED Participation Report (SPED72) by District of Residence for Fiscal Year 2025 (July 1, 2024 – June 30, 2025).



- Ensure that for every student, your PEA is the District of Residence (DOR) and that the student's participation in special education is listed on the report and that the student's data are accurate.
- Ensure that every student who participated in special education at a Non-Public Organization (approved private day school, residential treatment center, head start, or other) with your PEA as the District of Residence (DOR) is listed on the report, and the students' data are accurate.
- ✓ Review the Student Data Integrity Report (INTEG15) to identify student records failing State SPED, Fed SPED, ADM, and Accountability, Other integrity rules. If possible, ensure you have enough time (at least 24 hours) 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 webpage under [SPED Integrity Tools Reference](#).
- ★ **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 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 PM on July 15, 2025**, to ensure they are reflected correctly on the discipline and exit reports in the ESS SEDD application.

Reminders:

- ✓ Tour the [ESS Data Management webpage](#) regularly and save in your bookmarks/favorites.
- ✓ Sign up for the [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](#) webpage.
- ✓ Watch the [Introduction to ESS Data Management training video](#), view [Special Education Data Updates \(SEDU\) webinars](#), and follow the 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 with your SPED Director the applications you need to access in your position.

Questions? ESSDataMgmt@azed.gov