



Exceptional Student Services

Reporting Guidance: Statement of Assurance (SOA)

Technical Assistance Manual

May 2025



ARIZONA DEPARTMENT OF
EDUCATION

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Introduction

Before a new school year, under the Individuals with Disabilities Education Act (IDEA), Exceptional Student Services (ESS) is required to obtain assurances from public education agencies (PEAs) to attest that they are meeting the requirements under state and federal statutes for special education in the state of Arizona. It is a requirement for all entities defined as PEAs, regardless of whether they receive federal funds. Access to ESS Applications can be restricted until the current fiscal year's Statement of Assurances (SOA) is signed.

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Requirements

[*A.R.S. § 15-761, 20 U.S.C. § 1411-1418 and 20 U.S.C. § 1419, 34 C.F.R. Part 300,*](#)

[*A.R.S. § 15-764, A.R.S. § 15-765*](#)

PEAs must complete assurances to continually receive federal funds and continue to receive group-B weights for state aid with oversight from Exceptional Student Services and through an issuing charter sponsor or state board of education.

PEAs must ensure that all special education programs meet compliance with state and federal special education law. PEAs who are ineligible to receive federal funding are still required to meet the non-fiscal requirements of the Individuals with Disabilities Education Act (IDEA) to continue to receive group-B funding through state aid.

How to Access the Statement of Assurance (SOA) survey

Authorized personnel at each PEA need to have appropriate access to view the data surveys application. They will need to reach out to their Entity Administrator to request **ESS Data Surveys User** access. If you do not have login credentials for ADEConnect, please contact your ADEConnect Entity Administrator at [ADEConnect - Help](#). If you do not have an ADEConnect Entity Administrator, please contact ADESupport at ADESupport@azed.gov.

Access ADEConnect through your School Management System (SIS) or by using the URL: <http://www.azed.gov>, selecting the ADEConnect tab, and then clicking on "Exceptional Student Services Portal."

The Statement of Assurance can be found on the bottom left side of your Exceptional Student Services (ESS) portal. If you do not see the Statement of Assurances application, please reach out to your Entity Administrator (see Figure 1).

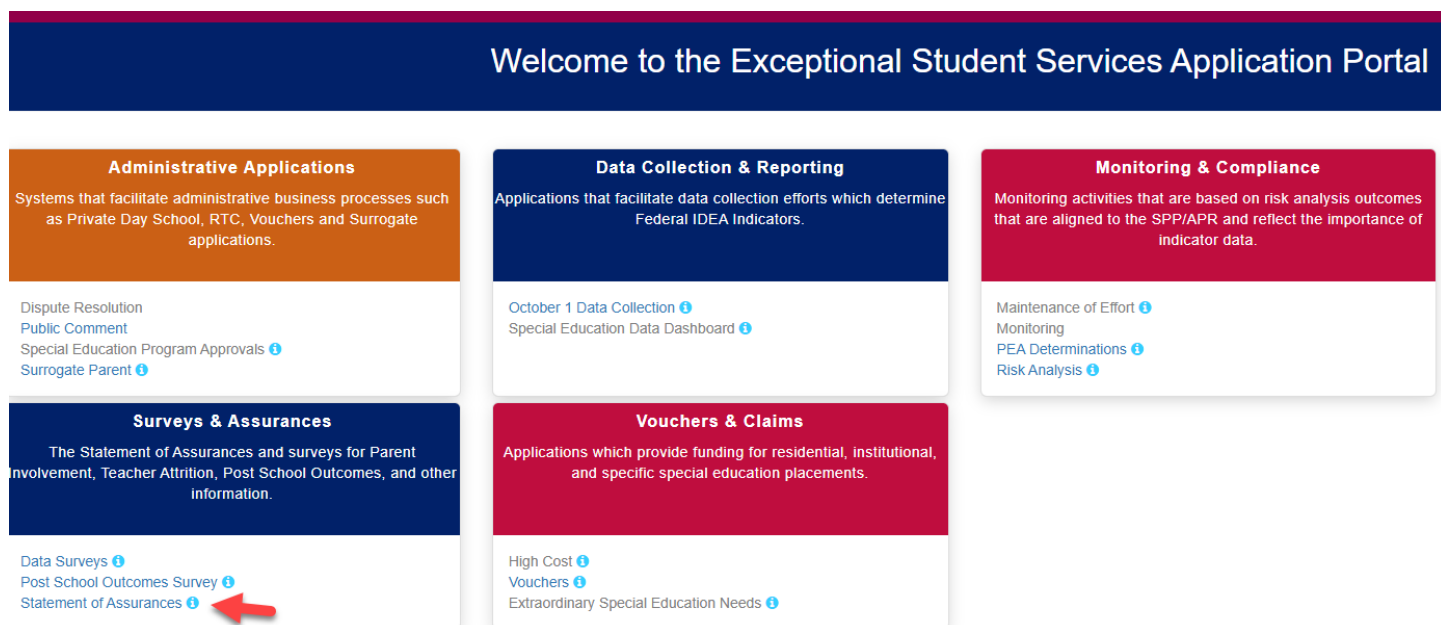


Figure 1: ESS Portal

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How to Navigate through the Survey

Follow the steps below to attest that your public education agency (PEA) is meeting the requirements under the state and federal statutes for special education in the state of Arizona.

Enter survey code

A unique survey code has been provided to each PEA via email communication. Provide the code in the text box and click **Please Proceed** (see Figure 2).

Please note the reference number for your records and click on the button below to proceed.

* Survey Code:

Please Proceed

Figure 2: Survey code text box

Acknowledge Your Role at PEA

Check the box and click **Save & Continue** (see Figure 3).

* Before Proceeding:

Do you certify that you are the primary Special Education Director, Superintendent, or Charter Holder authorized to complete this Statement of Assurance on behalf of your public educational agency (A.R.S. § 15-761)?

☐ Yes

Save & Continue

Figure 3: Check box to acknowledge role

Acknowledge that your PEA will adhere to the listed assurance. For each of the statements, there will be a requirement to check the box and hit **Save & Continue**, or there will be a multiple-choice selection. Refer to the screenshots below (see Figures 4 and 5).

☐ Yes

Previous **Save & Continue**

Figure 4: Check box for various statements

* Please click on the check box to continue.

- ☐ Accommodation School District
- ☐ County Secure Care Facility
- ☐ County Superintendent Office
- ☐ Elementary School District
- ☐ For-Profit Charter District
- ☐ High School District
- ☐ Non-Profit Charter District
- ☐ State Secure Care Facility
- ☐ Unified School District
- ☐ Transporting District
- ☐ State Institution

Figure 5: Option to indicate type of district

Finish Submitting Statement of Assurance Survey

Click **OK** and hit **Submit** to complete the submission of SOA (see Figure 6).

☐ OK

Figure 6: Checkbox to finish and submit the survey

Print Survey

The completed survey can now be printed as a PDF document (see Figure 7).

Thank you for submitting your Statement of Assurance.

Print Survey



Figure 7: Print survey selection option

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