



# Exceptional Student Services

## Reporting Guidance: Parentally Placed Private School Students (PPSS) Survey

**Technical Assistance Manual**

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ARIZONA DEPARTMENT OF  
**EDUCATION**

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## Introduction

The Parentally Placed Private School Students (PPPSS) Survey is an annual survey intended to collect the number of parentally placed private school students who were evaluated by the public school district during the school year (July 1 – June 30).

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## Requirements

[34 CFR §300.133](#), [ARS 15-101](#), [§ 300.132](#), [§ 300.137](#), [§§ 300.190 through §§ 300.198](#), [§ 300.137](#), [§ 300.139](#), [§§ 300.130 through §§ 300.144](#)

The PPPSS survey is for all districts serving K-12 students with a designated boundary. Residential treatment centers, home schools, and parochial private schools all fall within the district's geographical boundaries. For the districts where boundaries overlap, report only for the grades served. Accommodation and Transporting districts, as well as secure care entities are exempt from submitting the survey. This survey is for reporting PPPSS student count as a snapshot of the entire school year, whereas the October 1 PPPSS student count looks at a snapshot of the child count as of October 1.

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## How to Access Parentally Placed Private School Students (PPPSS) 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 the ADESupport at [ADESupport@azed.gov](mailto: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 PPPSS survey can be found on the bottom left side of your Exceptional Student Services (ESS) portal once you click on Data Surveys (see Figure 1).

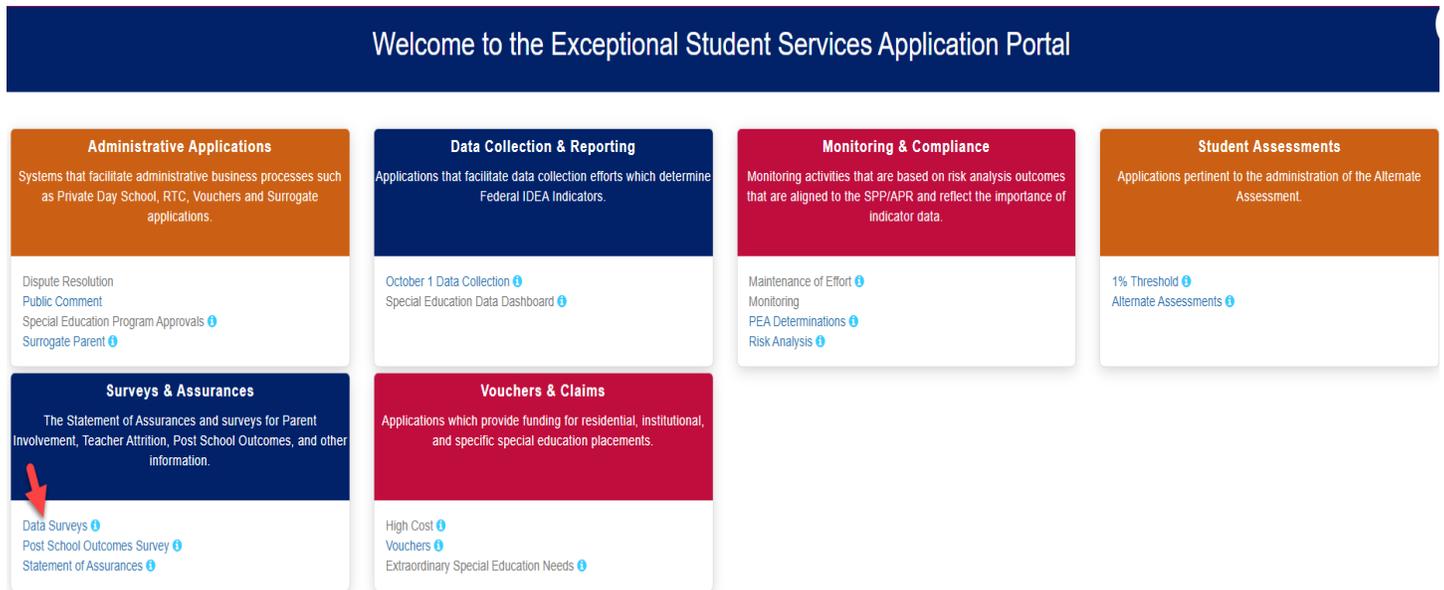


Figure 1: *ESS Portal*

If you do not see the PPPSS application, please reach out to your Entity Administrator. If the **'Take Survey'** option is greyed out, make sure the person signing the survey has the correct role assigned. If they have the correct role assigned and still do not see the survey, they may need to reach out to their entity administrator.

Click **'Take Survey'** (see Figure 2).

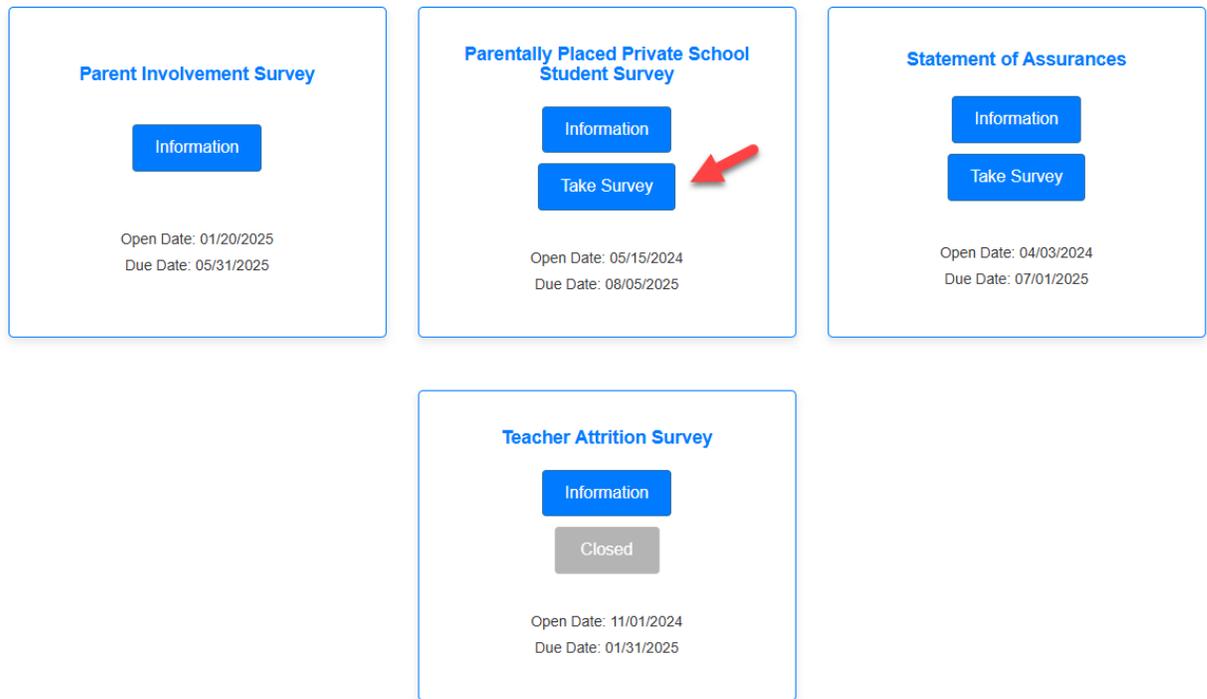


Figure 2: Survey Section

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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 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 3).

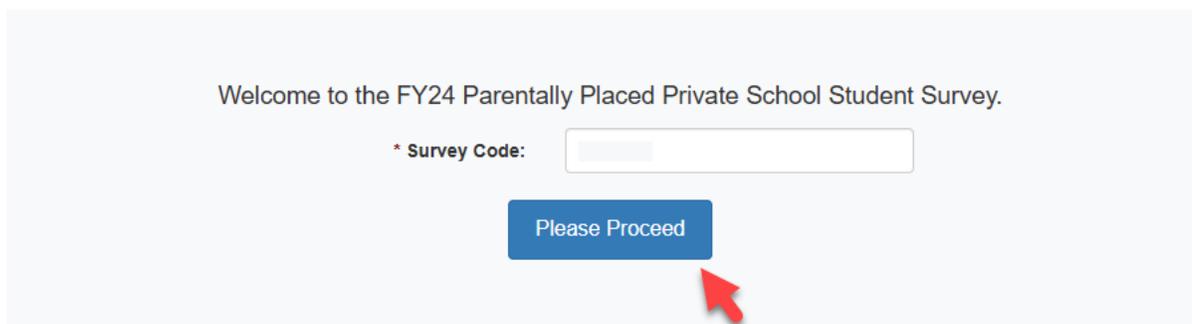


Figure 3: Welcome Page with Survey Code

## Enter student counts and hit **Submit** (See Figure 4)

\* Please answer the following questions:

1. Report the number of parentally placed private school students who were evaluated by a public school during the school year (July 1 – June 30). Include students who were initially evaluated (i.e. referred via child find) and/or reevaluated.

2. Of the number of children evaluated during the school year (answer in Item #1), report the number of children determined to be children with disabilities (eligible for special education services). This is not the total number of all eligible private school students within the LEA's jurisdiction, it is only those evaluated and found eligible during the school year.

3. Of those determined to children with disabilities (answer in Item #2), report the number of children who received special education or related services through a public school. This is not the total number of private school students served, it is only those who were evaluated and found eligible and served during the school year.



Figure 4: *PPPSS Survey Questions*

## Print Survey

The completed survey can now be printed as a PDF document (see Figure 5).

Congratulations!

You have completed the FY24 Parentally Placed Private School Student Survey.



Figure 5: *Print Survey Selection Option*

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