



# Exceptional Student Services

## Statement of Assurances (SOA)

### Technical Assistance Manual

June 2025



ARIZONA DEPARTMENT OF  
**EDUCATION**

Introduction .....	3
Requirements.....	3
Accessing the Statement of Assurances.....	3
Navigating the Statement of Assurances .....	4

## Introduction

Before each 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.

[Return to Table of Contents](#)

---

## 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 ESS 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.

## Accessing the Statement of Assurances

Authorized personnel at each PEA must have appropriate access to complete the Statement of Assurances for their PEA. The role required to access and complete the SOA is **ESS Special Education: Signer**.

If a user is unable to access the SOA, they will need to reach out to their Entity Administrator to request that this role be applied to their ADEConnect account. Locate your local ADEConnect entity administrator by using the [Find Administrator tool](#) in ADEConnect. If you do not have an ADEConnect Entity Administrator, please contact ADE Support at [ADESupport@azed.gov](mailto:ADESupport@azed.gov).

Users can access ADEConnect through their Student Information System (SIS) or by using the Arizona Department of Education website (<http://www.azed.gov>), selecting the ADEConnect tab, and then clicking on the "Exceptional Student Services Portal" option nested under your district entity.

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

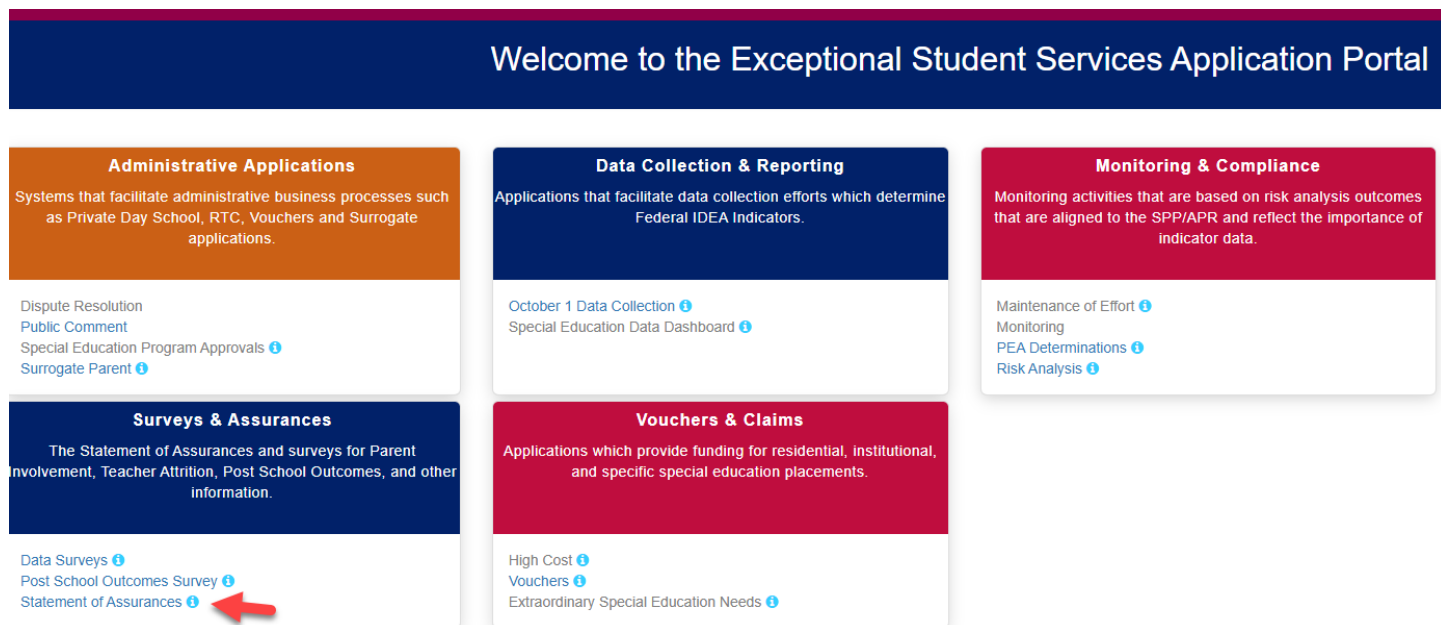


Figure 1: ESS Portal

[Return to Table of Contents](#)

## Navigating the Statement of Assurances

Follow the steps below to attest that your 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).

The image shows a form titled 'Please note the reference number for your records and click on the button below to proceed.' It contains a label '\* Survey Code:' followed by a text input field with a dashed line placeholder. Below the input field is a blue button labeled 'Please Proceed', which is indicated by a red arrow.

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

\* Survey Code:

**Please Proceed** (indicated by a red arrow)

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.

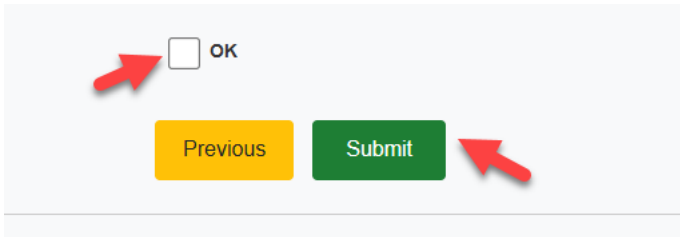
- ☐ Accommodation School District
- ☐ County Secure Care Facility
- ☐ County Superintendent Office
- ☐ Elementary School District
- ☐ For-Profit Charter District
- ☐ High School District
- ☐ Non-Profit Charter District
- ☐ State Secure Care Facility
- ☐ Unified School District
- ☐ Transporting District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

**Previous** **Save & Continue**

Figure 5: Option to indicate type of district

## Submitting Statement of Assurance

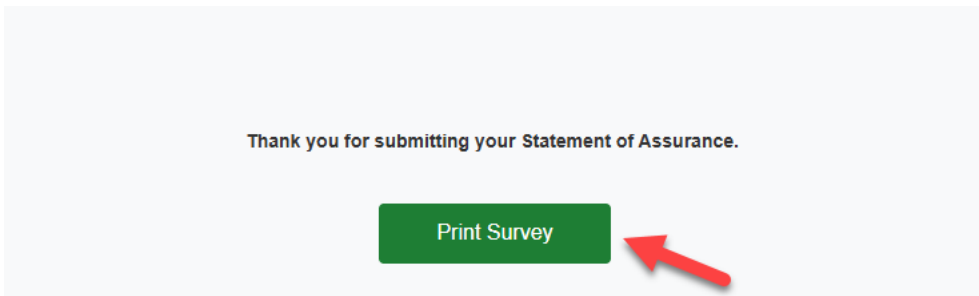
Click **OK** and hit **Submit** to complete the submission of SOA (see Figure 6).



*Figure 6: Check box to Finish and Submit the Survey*

## **Print Survey**

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



*Figure 7: Print Survey Selection Option*

[Return to Table of Contents](#)

---