



Memorandum

To: Public Education Agency Administrators
From: Exceptional Student Services
Date: February 14, 2024
Re: Submission Reminder for Special Education Discipline Data

Pursuant to the Individuals with Disabilities Education Act, Section 618, public education agencies (PEAs) must submit discipline information to state education agencies. The Arizona Department of Education requires that PEAs submit student information into Arizona Education Data Standards (AzEDS).

Specifically, PEAs must submit discipline data that resulted in the removal of the student with a disability from their regular educational environment into AzEDS through their Student Information System (SIS). Below are key guidelines and timelines that PEAs may use to ensure that **all** discipline data is submitted before the AzEDS submission cutoff by July 15, 2024.

Submission Period:

- Report incidents occurring between July 1, 2023–June 30, 2024.
- Reconcile all data submissions and integrity errors by July 15, 2024.
- Ensure all special education, enrollment, and discipline data passes integrity for all incidents and removals.

If a PEA fails to submit or reconcile discipline data, the 915 process does not allow for correction of the discipline data.

Adhering to the data submission period helps to ensure the timely and accurate reporting of discipline-related removals for students with Independent Education Plans (IEPs). ADE relies on your cooperation, as PEAs play a vital role in maintaining the integrity of the data. PEAs who fail to submit timely and accurate information may be subject to enforcement action, including, but not limited to, withholding of funds.

AzEDS Discipline Report access requires the ADEConnect role: AzEDS Data Coordinator – Discipline Reports. Please contact your PEAs Entity Administrator to gain access to these reports.

If you have any questions or concerns, please do not hesitate to email the [ESS Data Management inbox](#). Your cooperation and adherence to the timeline are appreciated, and we look forward to your continued commitment to maintaining data integrity.

Additional Resources:

- [Discipline Data Collection Manual](#)
- [SPED Reporting in AzEDS: December 2023 training video](#)
- Reports in the AzEDS portal:
 - **DISC10** (Discipline Data Verification Report): provides a compilation of student discipline data submitted to ADE. Associated violations (behaviors) and actions are displayed under the IncidentID and StudentID for that incident
 - **DISC72** (Discipline Validation Report): shows reported discipline incident information, whether the incidents have passed discipline integrity, and if the incident receives any warnings
 - **INTEG55** (Discipline Incident Integrity Report): lists integrity results on discipline incidents