FY 2023 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 2022-2023 school year. Year-End Recalculation will run for current year data submissions at **5:00 PM on July 15, 2023**. 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 to AzEDS for FY 2023.

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.

- ✓ Review the SPED Participation Report (SPED72) by District of Residence for Fiscal Year 2023 (July 1, 2022 – June 30, 2023).
    - Ensure that for every student, your PEA is the District of Residence (DOR) and participated in special education is listed on the report and that the students' 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 SPED, Fed SPED, ADM and Accountability, and Other integrity. If possible, ensure you have enough time to upload corrections to AzEDS and verify the uploaded data has corrected the errors. Troubleshooting documents to aid in resolving integrity errors can be found on our webpage under SPED Integrity Error Tools.

★ 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 exit data from AzEDS. Refer to the Exit instructions within the SEDD manual to ensure that all students' exit data are complete and accurate in AzEDS and align appropriately with withdrawal or year-end status by **5:00 PM on July 15, 2023,** to ensure the data will be complete and accurate on the exit reports in ESS SEDD application.

ESS Discipline Data Collection (DDC) requirements:
✓ Disciplinary data for all special education students must be submitted to the ESS DDC application by **5:00 PM on July 15, 2023,** for inclusion on the discipline reports.

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 document.
✓ 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
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