



## ESS Data Correction Form

**Directions:** This form will assist Public Education Agencies (PEAs) in the correction of SPED data required under the Individuals with Disabilities Education Act or PEA Determinations that do not meet the guidelines under A.R.S. § 15-915. Please complete this form in its entirety and return it to [ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov).

Entity Name: \_\_\_\_\_

Entity ID: \_\_\_\_\_

Fiscal Year to Revise (YYYY): \_\_\_\_\_

Data Element to Revise: \_\_\_\_\_

Please enter relevant SSIDs. If you need additional space for SSIDs, please submit this form with an Excel Spreadsheet, listing the SSIDs only. If you need to include Personally Identifiable Information (PII), do not send via e-mail; please contact ESS Data Management for further instructions.

SSID: \_\_\_\_\_

Reason for Correction:

Corrective Action Plan:

Data correction must be approved by SPED Director, Business Manager, or Superintendent/Charter Administrator.

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_