



# FY25 October 1 Data Collection Phase I

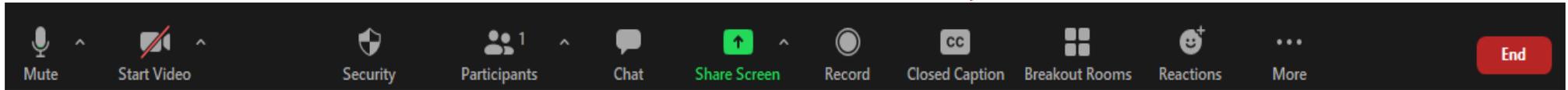
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ESS Data Management

September/October 2024

# Before We Get Started, Here Are a Few Reminders:

To enable Zoom closed captions, click the Closed Caption icon.



To view the ASL Interpreter, select the Interpretation icon.

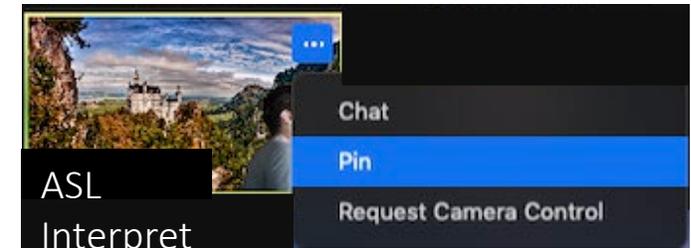


To pin the video of an ASL Interpreter at the top of the meeting window, hover over the video of the ASL interpreter and click “Pin.”

Please stay muted throughout the presentation.

There will be a Q&A session at the end.

We will post this webinar recording on the ESS Data Management webpage.



# Agenda

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- Overview
- Child Count
- Child Count Live Demo
- Activity
- Personnel Count
- Personnel Count Live Demo
- Activity
- Resources
- Tips from the Field
- Q&A

# October 1 Data Collection: Brief Background

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Individuals with Disabilities Education Act (IDEA) 2004, [Section 618, Part B](#)

- States are required to:
  - Submit data to the U.S. Department of Education, Office of Special Education Programs (OSEP)
  - Publicly post the data
- Child count and personnel are two elements of the data requirements
- The Arizona Department of Education (ADE) utilizes the October 1 Data Collection (ODC) to gather the child count and personnel data
- Data is available to the public: [ESS Data Management](#), select Historical Data

# October 1 Data Collection: Additional Considerations

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- Used to determine base funding for Federal Part B allocations distributed to State and PEAs
- Adjustments for new or expanding charter schools
- ESS Program Management team distributes IDEA grant funds
- Performance in the October 1 Data Collection can impact PEA Determinations: Valid and Timely Data

# October 1 Data Collection: Three Phases

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## Phase I

### Child Count Personnel Data

Child count and personnel  
entered in ODC

Due November 6, 2024

## Phase II

### Reconciliation

PEAs upload data into  
AzEDS and reconcile with  
Phase I submission

Due December 11, 2024

## Phase III

### Non-Reconciliation

PEAs submit reason(s) for  
non-reconciliation.

Due February 5, 2025

# Terms

**ADE** Arizona Department of Education

**ASDB** Arizona State Schools for the Deaf and Blind

**AzEDS** Arizona Education Data Standards

**DOR** District of Residents

**EA** Entity Administrator

**ESS** Exceptional Student Services

**FPN** Federal Primary Need

**FTE** Full Time Equivalent

**IDEA** Individuals with Disabilities Education Act

**IEP** Individualized Education Program

**LEA** Local Education Agency

**LRE** Least Restrictive Environment

**NPO** Non-Public Organization

**ODC** October 1 Data Collection

**OSEP** Office of Special Education Programs

**PEA** Public Education Agency

**PPPSS** Parentally Placed Private School Student

**RTC** Residential Treatment Center

**SIS** Student Information System

**SPED** Special Education

# Who Completes the Child Count and Personnel Requirement

## Child Count and Personnel

- Public School Districts
- Public Charters
- State Institutions
- Secure Care Facilities

## Personnel Only

- Approved Day Schools
- Approved Residential Treatment Centers
  - Only if the center provides SPED

# Child Count

# Child Count Reported by the District of Residence

## Include

- Students enrolled and receiving SPED services on October 1
- Ages 3-21
- Unduplicated by Federal Primary Need (FPN)

## Resources

- Student rosters
- Headcounts from teachers
- Working with your registrars
- Student Information System (SIS)

# District of Residence

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- Attending a school site within the PEA
- Tuitioned-out students
- Attending approved day schools
- Attending approved Residential Treatment Centers
- Head Start
- Attending your PEA and residing in a transporting district
- Students on an individual service plan (ISP)

# October 1 Age

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- Students must be between the ages of 3 and 21 years of age as of October 1, 2024
- Birthday must fall between October 1, 2003, and October 1, 2021
- [Resource to calculate student age](#)

# October 1: Special Considerations

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- 10-Day Drop: Students enrolled in SPED and absent for ten consecutive days
  - Collaborate with your registrars before October 1 to identify SPED students with potential 10-day absences to avoid an invalid verification count
- Students receiving SPED services and attending a newly created secondary transition site
  - Include these students in your Phase I child count
- Students exit the SPED program before a fall break that spans over October 1
  - If the student continued SPED services at another school district without a break in services, include the student in your child count

# Parentally Placed Students

## Public School Districts Only

# Parentally Placed Students: Requirements

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Public school districts with a geographic boundary must report the number of students that are parentally placed private school children as defined by the IDEA

- Report parentally placed private school students within your district's geographic boundary, including:
  - Students attending private non-profit, elementary, or secondary school
  - Students attending homeschool
- Report K-12 only - no preschool
  - PEAs with overlapping geographic boundaries should only report grades offered by the reporting PEA

\*This count does not include children placed by the district at a private school\*

# Parentally Placed Students: Additional Information

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## Proportionate Share and the October 1 Data Collection

- Webinar facilitated by ESS Program Management
- October 8, 2024, 11:00 am - 12:15 pm
- Register [here](#)

# October 1 Data Collection Application

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- Accessed via the Exceptional Student Services Portal
- ADEConnect Roles Required (Choose one):
  - ESS October 1 Data Collection: LEA User
    - Data Entry and Review only
  - ESS October 1 Data Collection: LEA Signer
    - Data entry, review, and certification
- Roles are assigned by the local Entity Administrator

**Live Demo:**

Submitting the Child Count in the October 1 Data Collection Application

## Activity: Child Count

Please use your phone to scan the QR code to take a quiz.

Please keep your username appropriate, as it will be displayed onscreen.

After the quiz, we will have a short Q&A session.

[PollEv.com/datamanagement519](https://www.pollEv.com/datamanagement519)



# Personnel Count: Requirements

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Report full-time equivalent (FTE) personnel

- Employed or contracted on or about October 1
- Provides SPED and related services to students with disabilities ages 3-21
  - Do not include personnel servicing children from birth to age 2, unless those personnel also serve ages 3-21
- Regardless of funding source (IDEA Part B, State, or local)
- Includes personnel from private agencies
- Two categories: Fully Certified and Not Fully Certified

# Personnel: Defining Certification Status

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Teachers reported as fully certified must meet the State standard, based on the definition of fully certified in [34 CFR §300.156\(c\)](#)

**Arizona definition:** A fully certified teacher is a teacher with a bachelor's degree, full state certification (intern, provisional, or standard teaching certificate), and who demonstrates subject matter competency in the academic subject areas they are assigned to teach. Except for special education, charter schools are exempt from certification.

- **Federal definition:** 1) have obtained full certification as a SPED teacher (including certification obtained through alternative routes to certification), or passed the State SPED teacher licensing examination and hold a license to teach in the State as a SPED teacher, except that a SPED teacher teaching in a public charter school must meet the requirements set forth in the State's public charter school law; 2) not have had SPED certification or licensure requirements waived on an emergency, temporary, or provisional basis; and 3) hold at least a bachelor's degree.

## Personnel: FTE Calculation

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- Based on the length of the school day
- Full-time employees are reported as 1.0 FTE
- Part-time employees are reported according to the amount of time they work
- FTE can be calculated by day, week, month, or year
- Up to two decimal places

For example:

A half-time employee is reported as 0.5 FTE

A quarter-time employee is reported as 0.25 FTE

# Personnel: FTE Calculation Examples

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1. Calculate FTE based on a school day (6 hours):  
Part-time resource teacher works 4 hours per day.  
 $4 / 6 = .67$  FTE
2. Calculate FTE based on a school week:  
Speech Language Pathologist visits once per week for 4 hours.  
5 days per week x 6 hours per day = 30 hours.  
 $4 / 30 = .13$  FTE
3. Calculate FTE based on a school year:  
Audiologist visits 15 hours throughout the year.  
180 school days x 6 hours = 1,080  
 $15 / 1,080 = .0138888$  (round off to .01)

**Live Demo:**

Submitting Personnel Data in the October 1 Data Collection Application

## Activity: Personnel

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# Resources

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- [October 1 Data Collection webpage](#)
- [Age Calculator](#)
- ESS Data Management Team
  - [Email](#) or call us!
  - [Data Management Alerts Signup](#)

# Learning from the Past and Tips from the Field

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- Don't use AzEDS
- Use a second pair of eyes
- Collaborate with other like-sized PEAs
- Document and update your processes
- Any other tips in your arsenal to share?

# Q&A and Survey

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# Contact Us

[ESS Data Management Web Page](#)

[ESS Data Management Inbox](#)

Phone: 602-542-3962

ADEConnect Support: 602-542-7378

Scan the QR Code to sign up for Data Management Alerts

