



ARIZONA DEPARTMENT OF
EDUCATION

FY25

**OCTOBER 1 DATA COLLECTION
PHASE III: NON-RECONCILIATION**

ESS Data Management

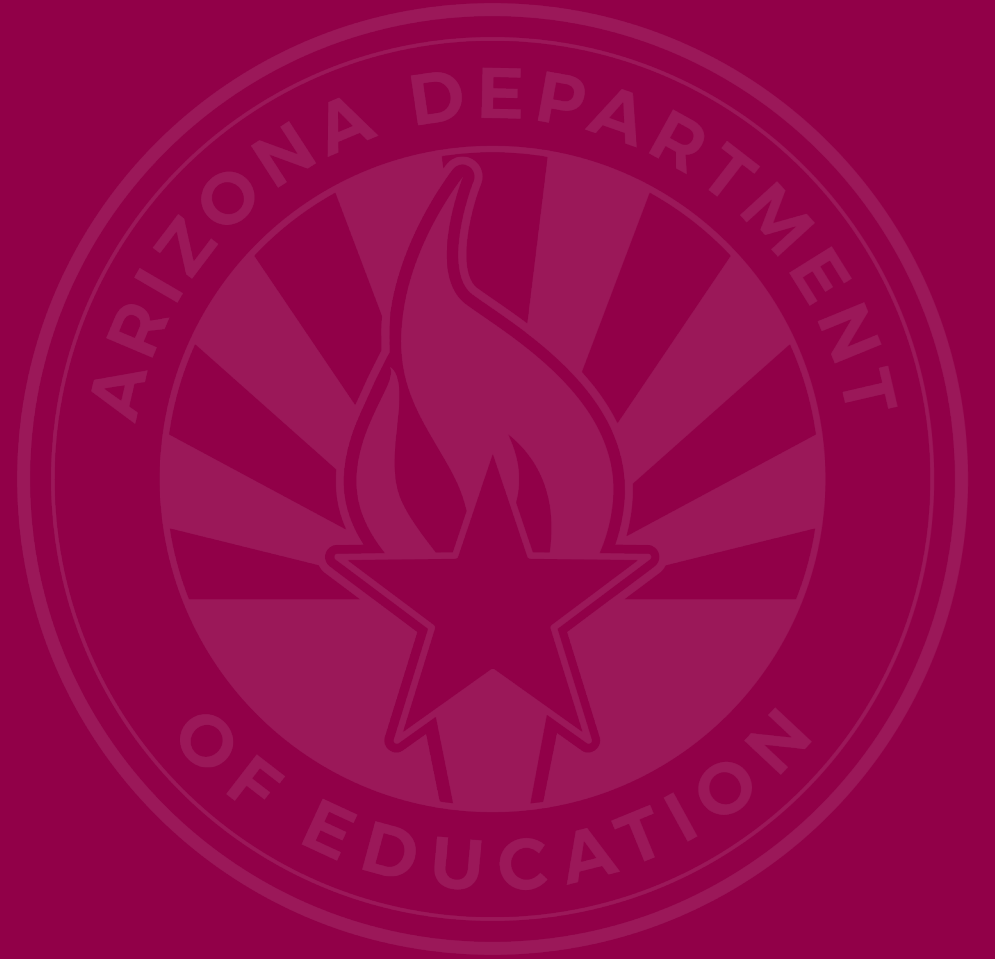
January 16th, 2025

Agenda

- Overview
- Application Demonstration
- Dos and Don'ts
- Tips
- Q&A

ESS October 1 Data Collection

Overview



ESS October 1 Data Overview

Phase I

PERSONNEL AND VERIFICATION COUNTS

- Student count and FTE of personnel serving SPED students

Phase I

Verification count, personnel data, and electronic signature were due by

November 6, 2024

Phase II

RECONCILIATION

- PEAs upload data into AzEDS
- Data should align with Phase I submission

Phase II

Reconciliation was due by

December 11, 2024

Phase III (If applicable)

NON-RECONCILIATION

- Verification and AzEDS counts do not match
- PEAs submit reason(s) for non-reconciliation

Phase III

Non-Reconciliation is due by

February 5, 2025

Who and How

Who is required to participate?

All Public Education Agencies (PEAs) that did not reconcile their verification count with the SPED07 report (derived from AzEDS) by the due date.

How will I know that my PEA is required to complete this phase of the October 1 Data Collection process?

All October 1 Data Collection application users (LEA Signers/Users role) identified through the ADEConnect portal will be automatically notified by email when Phase III begins.

Why, What, and Where

Why do I need to complete Non-Reconciliation?

Documentation is required for audit purposes.

What are the consequences of failing to reconcile?

PEA determination score can be affected for valid and timely data and may result in an Average Daily Membership (ADM) audit.

Where do PEAs go to complete Non-Reconciliation?

The ESS October 1 Data Collection application within the ESS portal of ADEConnect

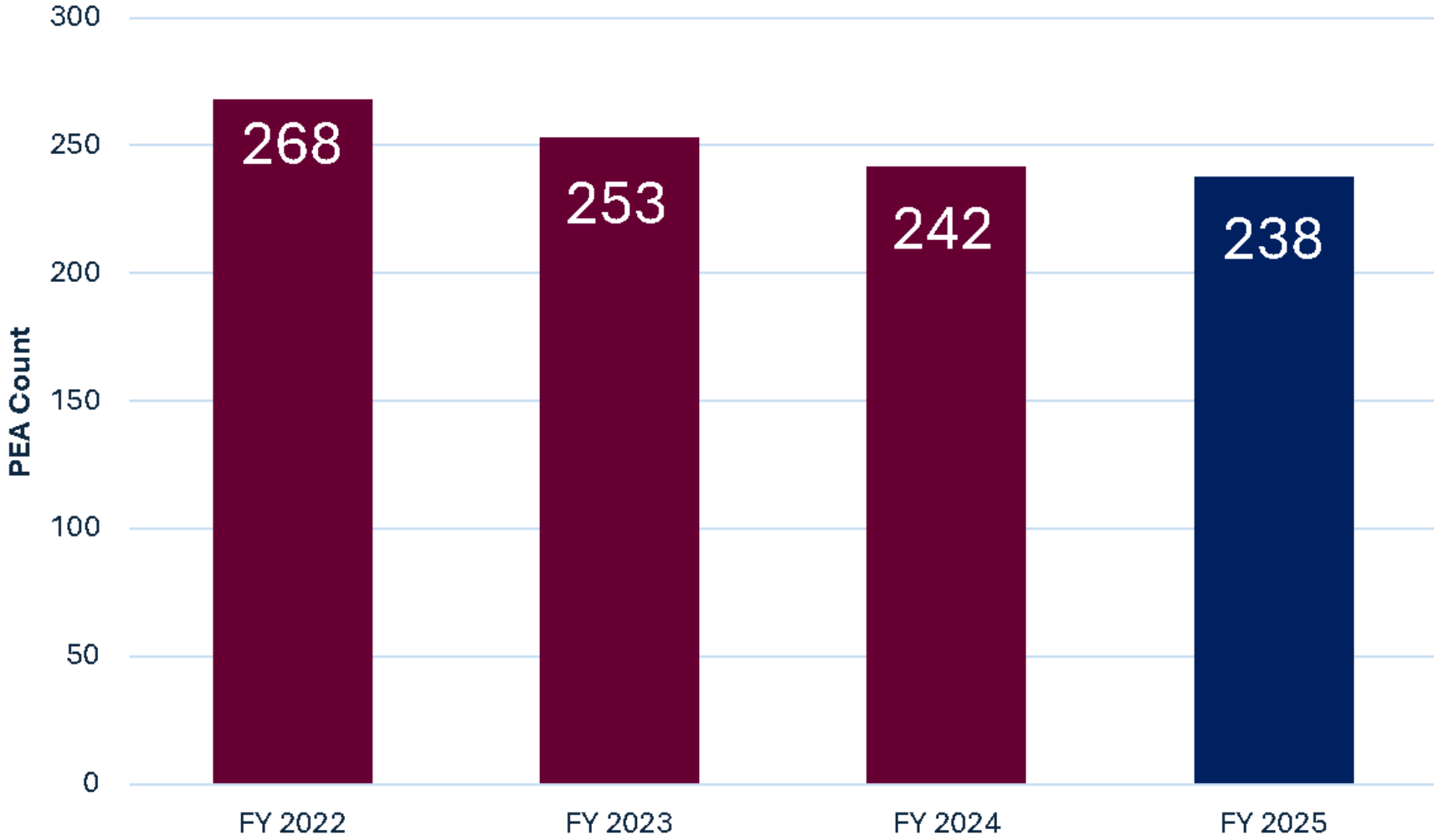
When

When is Non-Reconciliation due?

Phase III: Non-Reconciliation begins in January and is due in February. Please review the *Important Dates* document on the [ESS October 1 Data Collection web page](#) for exact dates in the current fiscal year.

*If you do not complete this data requirement on time, Exceptional Student Services will place your **IDEA funds on hold** until submitted.*

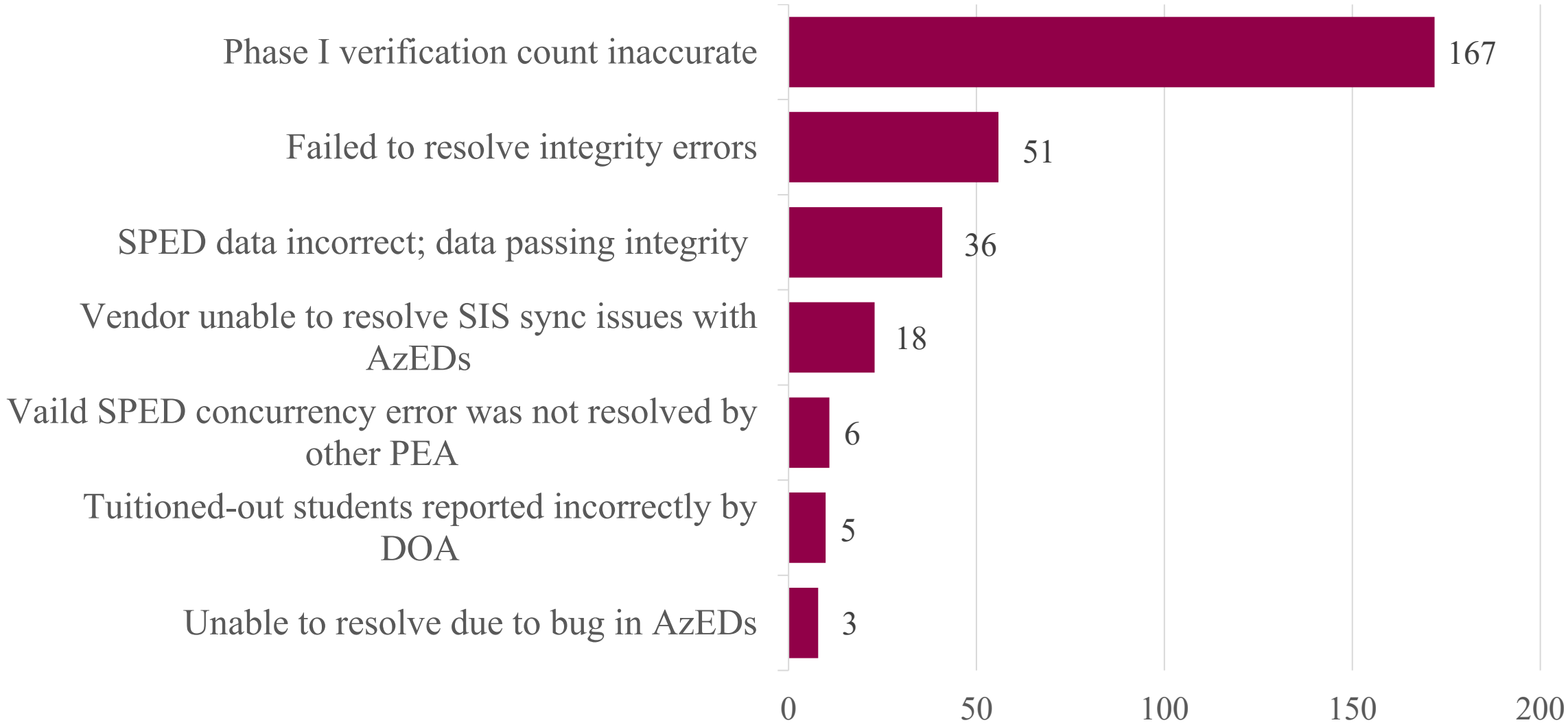
FY 2022–FY 2025 ESS October 1 Data Collection PEAs Required to Complete Non-Reconciliation



FY 2024

ESS October 1 Data Collection

Count of Non-Reconciliation Reasons



ESS October 1 Data Collection

Application Demo



ESS October 1 Data Collection Application Demo

<http://www.azed.gov/>



ARIZONA DEPARTMENT OF
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Applications

Access and use ADE applications.

[View Applications](#)

ESS Portal



APPLICATION PORTAL

EXCEPTIONAL STUDENT SERVICES

[Home](#)

[Admin](#) ▾

[Help](#)

Welcome, Fitzpatrick, Theresa ▾

Welcome to the Exceptional Student Services Application Portal

Administrative Applications

Systems that facilitate administrative business processes such as Private Day School, RTC, Vouchers and Surrogate applications.

[Dispute Resolution](#)
[Public Comment](#)
[Special Education Program Approvals](#) ⓘ
[Surrogate Parent](#) ⓘ

Data Collection & Reporting

Applications that facilitate data collection efforts which determine Federal IDEA Indicators.

[October 1 Data Collection](#) ⓘ
[Special Education Data Dashboard](#) ⓘ

Monitoring & Compliance

Monitoring activities that are based on risk analysis outcomes that are aligned to the SPP/APR and reflect the importance of indicator data.

[Maintenance of Effort](#) ⓘ
[Monitoring](#)
[PEA Determinations](#) ⓘ
[Risk Analysis](#) ⓘ

Student Assessments

Applications pertinent to the administration of the Alternate Assessment.

[1% Threshold](#) ⓘ
[Alternate Assessments](#) ⓘ

Surveys & Assurances

The Statement of Assurances and surveys for Parent Involvement, Teacher Attrition, Post School Outcomes, and other information.

[Data Surveys](#) ⓘ
[Post School Outcomes Survey](#) ⓘ
[Statement of Assurances](#) ⓘ

Vouchers & Claims

Applications which provide funding for residential, institutional, and specific special education placements.

[High Cost](#) ⓘ
[Vouchers](#) ⓘ
[Extraordinary Special Education Needs](#) ⓘ

Non-Reconciliation Button on Homepage



OCTOBER 1 DATA COLLECTION

EXCEPTIONAL STUDENT SERVICES

Remaining Minutes: 19

Home Data Entry ▾ Reports Help Welcome, Signer , St Johns ▾

(16-02-56-000) Mt Humphrey Unified District - 4153

Important: The student count reported in your agency's Verification Count does not agree with your AzEDS student records.
Please click the button below to go to the Non-Reconciliation page and enter an explanation.

Non-Reconciliation

Phase	Due Date	Status
Phase 1: Personnel and Verification	11/15/2023 5:00 PM	Due date passed
Phase 2: Reconciliation	01/24/2024 5:00 PM	Due date passed
Phase 3: Non-Reconciliation	04/24/2024 5:00 PM	Due in 68 days

Non-Reconciliation Page

1

Data Source	Age 3-21
AzEDS Counts	47
Verification Counts	44

2

Check and un-check all reasons as appropriate. The page saves only the selections you check.

PEA	ESS	Non-reconciliation Reasons
<input type="checkbox"/>		Phase I verification count inaccurate
<input type="checkbox"/>		Failed to resolve integrity errors
<input type="checkbox"/>		SPED data incorrect; data passing integrity
<input type="checkbox"/>		*Tuitioned-out students reported incorrectly by DOA
<input type="checkbox"/>		*Valid SPED concurrency error was not resolved by other PEA
<input type="checkbox"/>		*Unable to resolve due to bug in AzEDS recognized by ADE
<input type="checkbox"/>		**Vendor unable to resolve SIS sync issues with AzEDS

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

3

PEA File Attachments:

File Name	Upload Date	Uploaded By
No files attached		

4

PEA Comments:

5

User-supplied Sample student IDs (Comment limited to 1000 char.)

	SSIDs	Determination	ESS Comments
1	0	-Select- ▼	
2	0	-Select- ▼	
3	0	-Select- ▼	
4	0	-Select- ▼	
5	0	-Select- ▼	
6	0	-Select- ▼	
7	0	-Select- ▼	
8	0	-Select- ▼	
9	0	-Select- ▼	
10	0	-Select- ▼	

Non-Reconciliation Reasons

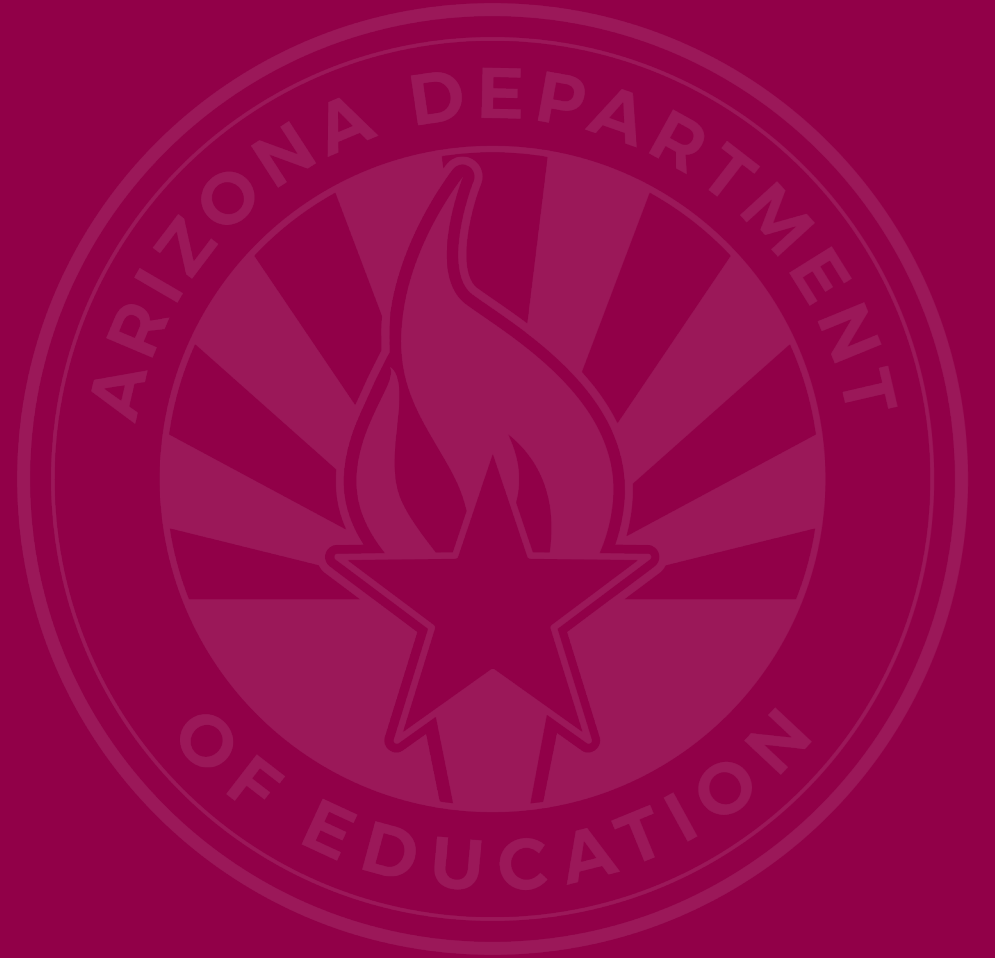
	Non-reconciliation Reasons
	Phase I verification count inaccurate
	Failed to resolve integrity errors
	SPED data incorrect; data passing integrity
	*Tuitioned-out students reported incorrectly by DOA
	*Valid SPED concurrency error was not resolved by other PEA
	*Unable to resolve due to bug in AzEDS recognized by ADE
	**Vendor unable to resolve SIS sync issues with AzEDS

*SSID, comments and supporting documentation **REQUIRED**

Comments and supporting documentation **REQUIRED

ESS October 1 Data Collection

Do's and Don'ts



Phase I Verification Count Inaccurate

Do:

- Select if your verification count was incorrect because either: students were omitted or students were overcounted

Failed to Resolve Integrity Errors

Do:

- Select if your PEA failed to correct integrity errors before the reconciliation due date.

Don't:

- Select if your PEA did not submit SPED participation in AzEDS.
- Select if your student information system had a valid issue.

SPEd Data Incorrect; Data Passing Integrity

Do:

- Select if your PEA did not submit SPEd participation in AzEDS.
- Select if modifications should have been made prior to reconciliation.

Don't:

- Select if your PEA failed to resolve integrity errors.

*Tuitioned-Out Students Reported Incorrectly by DOA

Do:

- Select if you are the DOR and attempted to get this resolved with the DOA.
- Select if another PEA mistakenly reported your PEA as the DOR.

Don't:

- Select if you reported incorrectly for students attending Private Day Schools
- Select if you are the DOR and did not count tuitioned-out students
- Select if you are the DOA and mistakenly included the students in your count

*SSID, comments, and supporting documentation **REQUIRED**

*Valid SPED Concurrency Error Was Not Resolved by Other PEA

Do:

- Select if your PEA had a SPED concurrency error -40057.
- Select if your PEA reported the data correctly by the due date.
- Select if your PEA has documentation showing the attempts made to correct the data with the other PEA.

Don't:

- Select if your PEA failed to contact the entity with which the student had a concurrency.
- Select if the student had other integrity issues that were not corrected by the due date.

*SSID, comments, and supporting documentation **REQUIRED**

*Unable to Resolve Due to Bug in AzEDS Recognized by ADE

Do:

- Select if you contacted ESS Data Management regarding issues with AzEDS.
- Select if your PEA attempted to resolve the issue and was unsuccessful.

Don't:

- Select if your SIS did not upload the data.
- Select if an integrity error did not clear (unless it is a known bug).

*SSID, comments, and supporting documentation **REQUIRED**

**Vendor unable to resolve SIS sync issues with AzEDS

Do:

- Select if your student information system had a valid SIS issue.
- Select if you attempted to resolve the issue with your vendor prior to the due date.
- Select if you notified ESS Data Management in writing.

Don't:

- Select if you simply did not resync/refresh the data to AzEDS.

Comments and supporting documentation **REQUIRED

Comment, File Upload, and Submit

Please check all the reasons for non-reconciliation below that apply to your Agency.

Non-reconciliation Reasons	
<input type="checkbox"/>	Phase I verification count inaccurate
<input type="checkbox"/>	Failed to resolve integrity errors
<input type="checkbox"/>	SPED data incorrect; data passing integrity
<input type="checkbox"/>	*Tuitioned-out students reported incorrectly by DOA
<input type="checkbox"/>	*Valid SPED concurrency error was not resolved by other PEA
<input type="checkbox"/>	*Unable to resolve due to bug in AzEDS recognized by ADE
<input type="checkbox"/>	**Vendor unable to resolve SIS sync issues with AzEDS

These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

Comments: (Max. # characters: 1500)

Student information system not uploading correctly to AzEDS. My vendor and the AzEDS team have been working on the issue. Communication documentation attached.

File Attachments (max # files: 10; max size each: 20 MB)

Delete	File Name	Upload Date	Uploaded By
<input type="checkbox"/>	No files attached		

Choose File No file chosen

[Uploaded File Guidelines](#)

Upload

Del Selected

Submit

Cancel

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 student IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which student IDs refer to each issue.

Student ID#1

Student ID#2

Student ID#3

Student ID#4

Student ID#5

Student ID#6

Student ID#7

Student ID#8

Student ID#9

Student ID#10

Invalid SSID Error

Please check all the reasons for non-reconciliation below that apply to your Agency.

Non-reconciliation Reasons
<input type="checkbox"/> Phase I verification count inaccurate
<input type="checkbox"/> Failed to resolve integrity errors
<input type="checkbox"/> SPED data incorrect; data passing integrity
<input checked="" type="checkbox"/> *Tuitioned-out students reported incorrectly by DOA
<input type="checkbox"/> *Valid SPED concurrency error was not resolved by other PEA
<input type="checkbox"/> *Unable to resolve due to bug in AzEDS recognized by ADE
<input type="checkbox"/> **Vendor unable to resolve SIS sync issues with AzEDS

These options, if checked, require supporting documentation that ADE can use to investigate and validate.

- One asterisk (*) in front of reasons (2d, e, and f) requires at least one and up to ten SSIDs to be provided along with PEA comments and supporting documentation.
- Two asterisks (**) in front of reason 2g requires supporting documentation to be provided along with PEA comments.

The highlighted Student IDs are not valid (not integers or not found in AzEDS). Please correct or remove them.

You checked one or more of the reasons above that require additional information. Please supply at least one and up to 10 student IDs as examples of each type of reconciliation problem. Please also provide comments explaining the issue(s) and which student IDs refer to each issue.

Student ID#1

12345

Student ID#2

Student ID#3

Student ID#4

Student ID#5

Student ID#6

Student ID#7

Student ID#8

Non-Reconciliation Completed



OCTOBER 1 DATA COLLECTION

EXCEPTIONAL STUDENT SERVICES

Remaining Minutes: 19

Home Data Entry Reports Help Welcome, Signer , St Johns

(16-02-56-000) Mt Humphrey Unified District - 4153

Non-reconciliation Status: Reasons have been entered.



Phase	Due Date	Status
Phase 1: Personnel and Verification	11/15/2023 5:00 PM	Due date passed
Phase 2: Reconciliation	01/24/2024 5:00 PM	Due date passed
Phase 3: Non-Reconciliation	04/24/2024 5:00 PM	Due in 68 days

Non-Reconciliation Report



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Home Data Entry **Reports** Help Welcome, Signer , St Johns ▾

(16-02-56-000) Mt Humphrey Unified District - 4153

Child Count and Personnel Reports

Child Count Reports

Fiscal Year:

2024 ▾

- SPED07 Report
- Verification Count Report
- Non-Reconciliation Responses (not available prior to 2010-2011 School Year)



Run Report

Personnel Reports

Blank Report

Fiscal Year:

2024 ▾

- Personnel Sections A - C
- Personnel Year-to-Year Change
- Personnel Reasons Year-to-Year Change

Run Report

Allow 2–4 weeks to view the Non-Reconciliation Responses report

Report Viewer

**Arizona Department of Education - Special Education Child Count
AzEDS - Verified Count Non-Reconciliation Responses
Fiscal Year: 2024**

Print Date: 2/16/2024

Agency: Mt Humphrey Unified District

CTDS: 16-02-56-000

Reasons Selected

Reason ID	Reason Description
1268	Phase I verification count inaccurate

Number of Attachments: 0

PEA Details and ADE Response

Submission Date	PEA Comment	ADE Response	Non-Recon Determination
01/18/24 01:52P	We over counted three students.	[No ADE Response currently available]	

ESS October 1 Data Collection

Tips



Tips to Avoid Non-Reconciliation

- Be proactive and plan ahead
- Inform **all** personnel involved
- Attend our [training opportunities](#)
- View our training videos
- Ask questions
- Work with your SIS vendor
- **Have a plan!**

ESS October 1 Data Collection

Q&A





Thank You!

ADEConnect Support:

(602) 542-7378

<https://helpdesk.azed.gov>

ESS Data Management:

(602) 542-3962

ESSDataMgmt@azed.gov

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