

# Special Ed Setup - State Reporting Purposes Only (Arizona)

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## [Special Ed Plan Type Setup | Flags](#)

This article describes the necessary setup for special education information to report correctly in Ed-Fi Resources for customers not using Campus as their primary special education program. This transaction reports based on data entered in IEPs and Exit Evaluations.

**This article is for customers NOT using Campus Special Education.** Do not use this article when you are using Infinite Campus to manage your legally compliant special education documents.

See the [State Reported Special Ed Fields \(Arizona\)](#) document for information about which Special Ed fields need to be filled out for State Reporting purposes.

Students need two types of documents for state reporting:

- Plan (IEP) - records special education participation
- Exit Evaluation - records the student's exit from the special education program

## Special Ed Plan Type Setup

[Create an IEP Plan Type](#) | [Create an Exit Evaluation Eval Type](#)

Tool Search: Special Ed Plan Type, Evaluation Types

Campus special education documents (plans, evaluations, etc) are managed through [Plan Types](#) and [Eval Types](#), which are versions of a document. Plan and Eval Types allow Campus to provide current documents while maintaining historical formats for reporting and compliance purposes. Even when your district is not using Campus to manage compliant documents, you still need a plan type to assign to students and store their state reporting data.

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Infinite Campus

## Special Ed Plan Type Setup ☆

📄 Save
➕ New
✖ Delete

**PlanType/PlanTypeEditor List**

Abbreviation	Name
AZIEP2015	AZ IEP 2015
AZIEP2020	AZ IEP 2020
AZIEP2020	AZ State Reporting IEP
AZIEP014	AZIEP 014 State Reporting
AZIEP	AZ IEP 2012 Format

**PlanType Detail**

Print Format \*Abbreviation \*Name

AZ IEP 2020

Format(current)

Active (this checkbox will mark Plan available for display on the Documents tab droplist)

Comments

User Instruction Text

**PlanTypeEditor Detail**

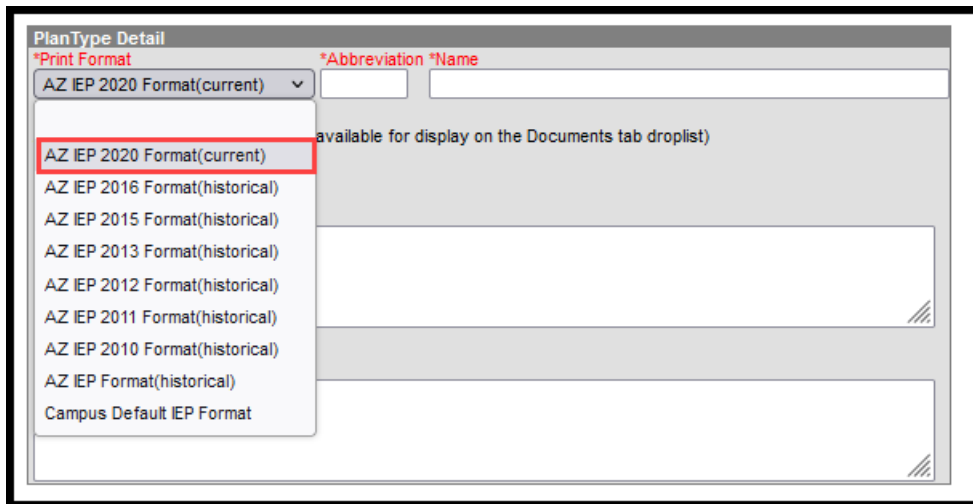
Seq	Active	Name	Comments
<input type="text" value="10"/>	<input checked="" type="checkbox"/>	Education Plan	Arizona IEP 2020: Education Plan Header
<input type="text" value="20"/>	<input checked="" type="checkbox"/>	Enrollment Status	Arizona IEP 2016: Fetch Enrollment special ed status data for display on the IEP.
<input type="text" value="30"/>	<input checked="" type="checkbox"/>	Enrollment Status	Arizona IEP 2016: Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on

*Special Ed Plan Setup*

## Create an IEP Plan Type

**Classic View:** Student Information > Special Ed Administration > Special Ed Plan Setup

1. Click **New**. A Plan Type Detail editor displays.
2. Select the **Print Format** that ends with **(current)**. State reporting data is pulled from documents with this print format.



The screenshot shows the 'PlanType Detail' form. At the top, there are fields for '\*Print Format' and '\*Abbreviation \*Name'. The '\*Print Format' dropdown menu is open, showing a list of options: 'AZ IEP 2020 Format(current)', 'AZ IEP 2016 Format(historical)', 'AZ IEP 2015 Format(historical)', 'AZ IEP 2013 Format(historical)', 'AZ IEP 2012 Format(historical)', 'AZ IEP 2011 Format(historical)', 'AZ IEP 2010 Format(historical)', 'AZ IEP Format(historical)', and 'Campus Default IEP Format'. The 'AZ IEP 2020 Format(current)' option is highlighted with a red box. Below the dropdown, there is a text area with the note 'available for display on the Documents tab droplist)'.

The Print Format that ends in **(current)** is the most accurate and allows for better processing of student data. It is advised that the most current format be used; however, older (those not marked current) are still supported but they may not report every scenario correctly.

3. Enter an **Abbreviation** for the Plan Type, such as AZIEP2020.
4. Enter a **Name** for the Plan Type (such as AZ State Reporting IEP or AZ IEP 2020).
5. Mark the **Active** checkbox. This allows that Plan Type to be selected when creating a new IEP document for a student.
6. In the **Plan Type Editor Detail** section below, remove all **Active** checkboxes and **Sequence** values from the listed editors EXCEPT **Education Plan** and the second **Enrollment Status** (this editor has these comments: "Arizona IEP 2016: Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on the plan").
7. Click **Save**. The new IEP plan is now listed in the Plan Type Editor List.

## Special Ed Plan Type Setup ☆

PlanType/PlanTypeEditor List	
Abbreviation	Name
AZIEP2015	AZ IEP 2015
AZIEP2020	AZ IEP 2020
AZIEP2020	AZ State Reporting IEP
AZIEP014	AZIEP 014 State Reporting
AZIEP	AZ IEP 2012 Format

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### PlanType Detail

Print Format: AZ IEP 2020

\*Abbreviation:  \*Name:

Format(current):

Active (this checkbox will mark Plan available for display on the Documents tab droplist):

Comments:

User Instruction Text:

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PlanTypeEditor Detail			
Seq	Active	Name	Comments
10	<input checked="" type="checkbox"/>	Education Plan	Arizona IEP 2020: Education Plan Header
<input type="text"/>	<input type="checkbox"/>	Enrollment Status	Arizona IEP 2016: Fetch Enrollment special ed status data for display on the IEP.
20	<input checked="" type="checkbox"/>	Enrollment Status	Arizona IEP 2016: Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on the plan
<input type="text"/>	<input type="checkbox"/>	Enrollment Status	Arizona IEP 2016: Fetch Enrollment special ed status data for display on the IEP, and allow editing the local values on the plan. This Enrollment Status editor will also push

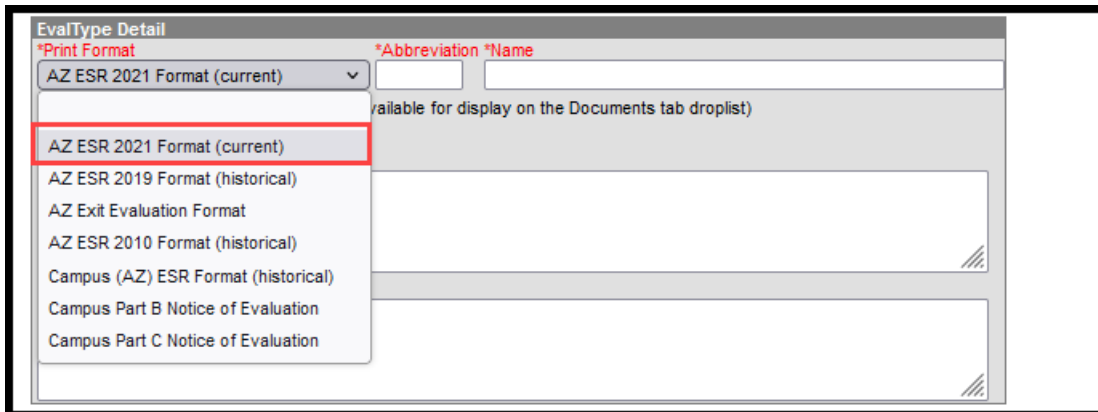
*IEP Plan Setup for State Reporting Only*

In some districts, an IEP format called **AZIEP 014 State Reporting** is available (the plan type was created during conversion). While it is advised that the most current IEP format be used for accurate reporting, the older formats are still accepted.

## Create an Exit Evaluation Eval Type

**Classic View:** Student Information > Special Ed Administration > Special Ed Eval Setup

1. Click **New**. An Eval Type Detail editor displays.
2. Select the **Print Format** that ends with **(current)**. State reporting data is pulled from documents with this print format.



The screenshot shows the 'EvalType Detail' form. At the top, there are two input fields: '\*Print Format' and '\*Abbreviation \*Name'. The '\*Print Format' dropdown menu is open, showing a list of options. The first option, 'AZ ESR 2021 Format (current)', is highlighted with a red border. Below the dropdown, there is a checkbox labeled 'available for display on the Documents tab droplist'. The rest of the form is mostly empty, with some faint text and a diagonal line in the bottom right corner.

Eval Types must be created from the print format ending in **(current)** to be included in state reporting. New print formats are released yearly, which require new Eval Types to be created.

3. Enter an **Abbreviation** for the evaluation, such as AZExit or AZEvalSR.
4. Enter a **Name** for the Eval Type (such as AZ State Reporting Eval or AZ Eval 2020).
5. Mark the **Active** checkbox. This allows that plan type to be selected when creating an evaluation document for a student.
6. In the **Eval Type Editor Detail** section, remove all **Active** checkboxes and **Sequence** values from the listed editors EXCEPT **Evaluation Information**.
7. Click **Save**. The new evaluation plan is now listed in the Eval Type Editor List.

### Special Ed Eval Type Setup ☆

EvalType/EvalTypeEditor List	
Abbreviation	Name
AZESR14	AZESR 14 Exit Evaluation
AZESR21	AZESR 21 Exit Evaluation
AZESR	Eval
AZExit	State Reporting Exit Eval

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**EvalType Detail**

Print Format: \*Abbreviation \*Name

AZ Exit Evaluation:

Format

Active (this checkbox will mark Eval available for display on the Documents tab droplist)

Comments

User Instruction Text

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**EvalTypeEditor Detail**

Seq	Active	Name	Comments
<input type="text" value="10"/>	<input checked="" type="checkbox"/>	Evaluation Information	AZ ESR 2014: Edit basic attributes of all evaluation plans. This element should be the first item of any evaluation
<input type="text"/>	<input type="checkbox"/>	Student Demographics	AZ ESR 2014: Editor for Student Demographics
<input type="text"/>	<input type="checkbox"/>	Parent/Guardian Demographics	AZ ESR 2014: Editor for Parent/Guardian Demographics

*Evaluation Setup for State Reporting Only*

## Flags

[Flags Setup](#) | [Student Flag Assignment](#)

A student can be flagged as Special Ed so it displays in roster with all the same security and functionality as though the student has an IEP. **Flags should only be used when Special Ed data is NOT entered in Campus.**

First, create the Special Ed [flag](#); then [assign the flag](#) to the student.

A student's Special Ed flag should span the entire time they are participating in Special Ed. A new flag does NOT need to be created each time a Special Ed record changes.

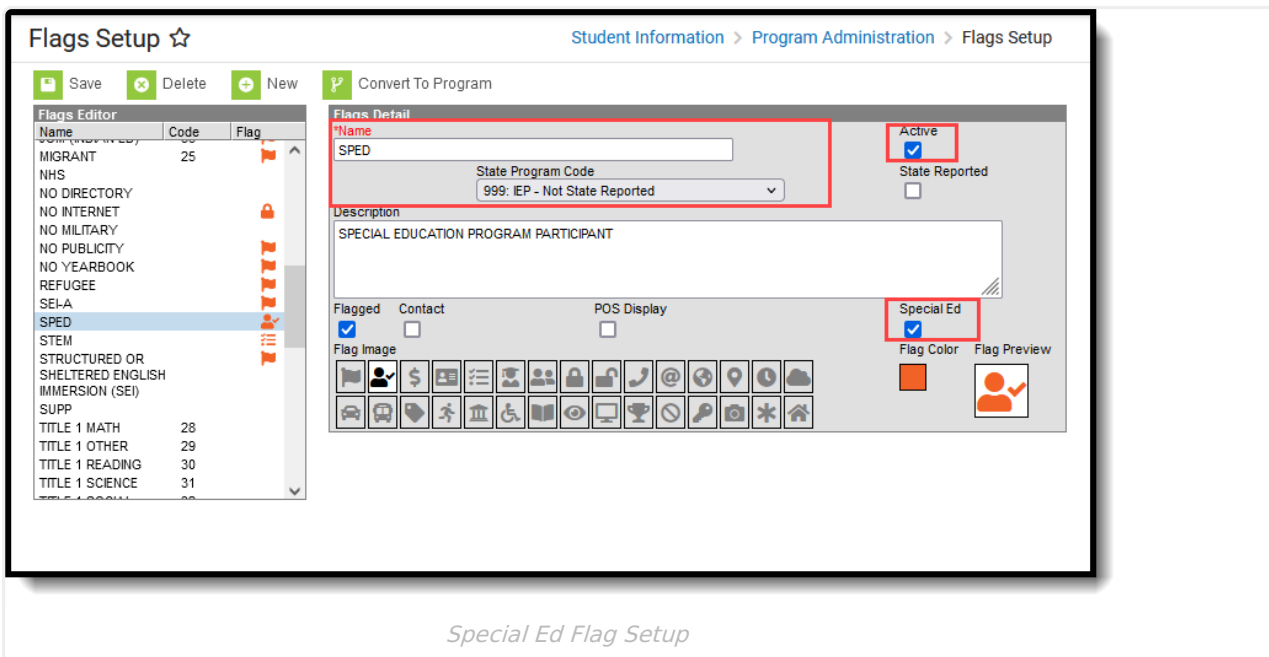
## Flags Setup

**Classic View:** Program Administration > Flags

**Search Terms:** Flag Setup

1. Click **New**. A **Flags Detail** editor displays.
2. Enter a **Name** for the flag - e.g., SPED, Special Ed or Special Ed Student.
3. In the **State Program Code** field, select **999: IEP - Not State Reported**.
4. Mark the **Active** checkbox. This allows the flag to be assigned to the student.
5. Mark the **Special Ed** checkbox. This ensures the student is flagged in Campus as though they have an IEP.
6. Click **Save**.

To have the flag display in the student header, also mark the **Flagged** checkbox. Then, choose a **Flag Image** and a **Flag Color**.



## Student Flag Assignment

**Classic View:** Student Information > General > Flags

**Search Terms:** Flags

1. Click **New**. A **Student Flag Detail** editor displays.
2. Select the Special Ed flag in the Flags dropdown.
3. Enter the **Start Date**. This is the earliest start date of the Special Ed State Reporting records.
4. Click **Save**. The Special Ed flag is now listed in the Student Flag Editor.

When you selected a Flag Image and Color and marked the checkbox for Flagged when setting up the Special Ed flag, the student's header information displays a Special Ed flag.

### Flags ☆

Student, Maria Grade: 10 #177830 DOB: 02/10/07 Counselor: Staff, Tabitha

Medical Condition(s) SPED

[Student Information](#) > [General](#) > [Flags](#)

#### Student Flag Editor

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date	User Warning
FIT	08/01/2011	05/31/2018	09/20/2016	05/31/2018	
TITLE 1 READING	08/01/2011	05/30/2012			
TITLE 1 MATH	08/01/2011	05/30/2012			
SPED	07/23/2012	04/03/2019			
TITLE 1 MATH	07/20/2015	05/24/2016			
TITLE 1 READING	07/20/2015	05/24/2016			
TITLE 1 MATH	07/25/2016	05/31/2017			
TITLE 1 READING	07/25/2016	05/31/2017			
TITLE 1 MATH	07/25/2016	05/31/2017			

#### Student Flag Detail

**\*Flags** This image will display next to the student's name.

SPED

**\*Start Date**  **End Date**  **Eligibility Start Date**  **Eligibility End Date**

**User Warning**

Participation Details

*Special Ed Student Flag Assignment*