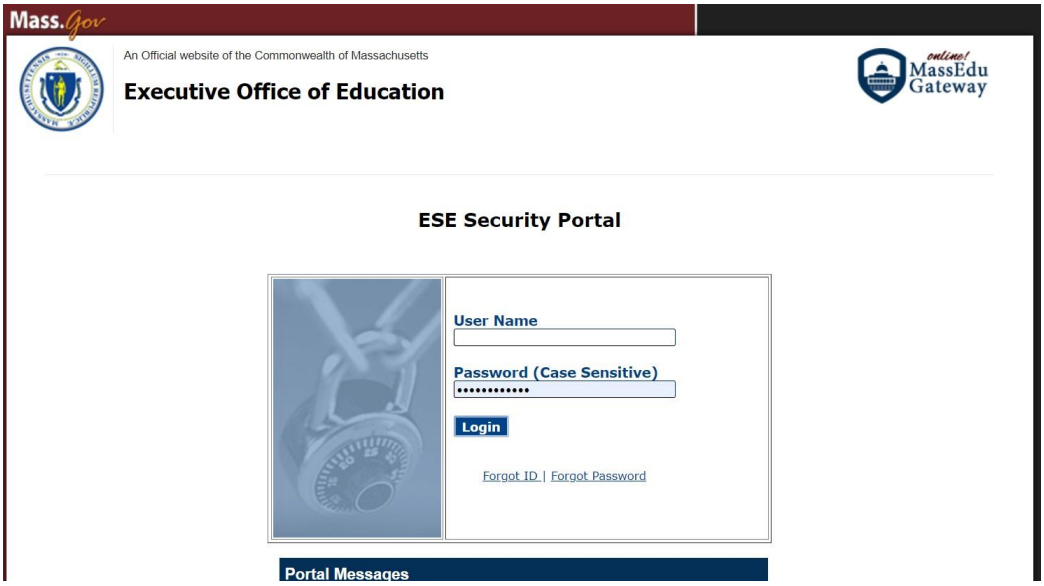
District User's Guide for the

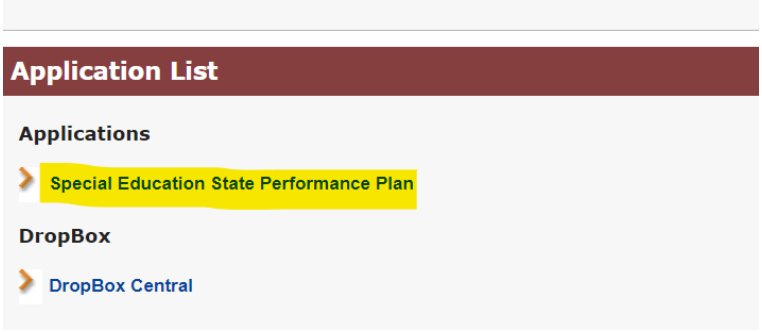
Early Childhood Outcomes Summary Database

1. Log in to the ESE Security Portal.



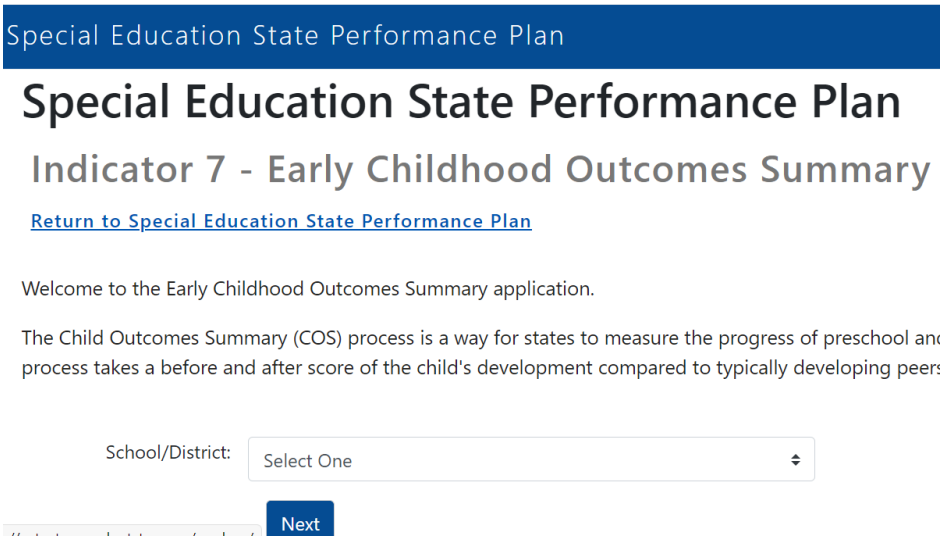
If you do not have access to the Security Portal, please contact your district directory administrator, whose name is listed here.

2. After logging in, click on the "Special Education State Performance Plan" application.



3. Once you are in the “Special Education State Performance Plan” application, you will see “Indicator 7 – Early Childhood Outcomes Summary.”

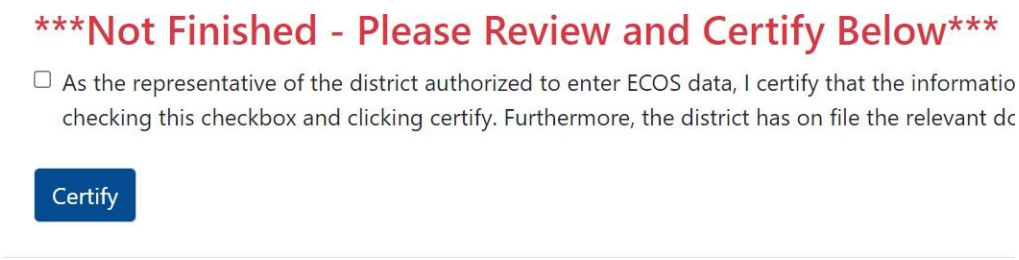
4. After clicking on “Indicator 7 – Early Childhood Outcomes Summary,” you will be taken to a page where you will select your district from the dropdown menu and click “Next.”



5. You will then see the list of schools needing to submit Indicator 7 data, as well as their submission status.

# of Entry Ratings Entered	# of Exit Ratings Entered	# of Errors	Total Students	Status	Last Updated
0	0	0	1	Not Started	
0	0	0	12	Not Started	
0	0	0	1	Not Started	
0	**0**	**0**	**14**		

6. Once all schools have submitted their data, please review their submissions by clicking on each school, and when ready, click on the “Certify” button.



7. Data submission is now complete. If you or a school user needs to revise data after certification, please contact Juin Liu, Yi-Juin.Liu@mass.gov, or Zach Weingarten, Zweingarten@air.org, and they will decertify the submission so that you can make the appropriate changes.

8. You can always go back to a previous page by clicking ***Return to Select School/District*** or ***Return to Special Education State Performance Plan*** at the top of the page.