



State of Arizona  
Department of Education  
Office of Diane M. Douglas  
Superintendent of Public Instruction

To: Arizona's School District and Charter School Superintendents, Public Education Agency Administrators, Business Managers, and SAIS / AzEDS Data Administrators

From: Nancy Konitzer, Deputy Associate Superintendent, Title I  
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Date: January 8, 2016

Subject: October 1 Enrollment Data

### **What is October 1 Enrollment Data?**

To ensure compliance with federal reporting and program requirements for Fiscal Year 2016, the Arizona Department of Education (ADE) is compiling data for students enrolled on **October 1, 2015**. Reports will be prepared using enrollment data that has been submitted by Arizona school districts, charter schools, and other public education agencies (PEAs) via their respective student information systems to ADE and has **Passed Integrity**.

Student level enrollment and program data reported by public education agencies is critically important to funding and program determinations for all education programs. ADE uses the data to manage eligibility, calculate funding of limited federal dollars, comply with federal reporting requirements, and serve as the basis for general population statistics about Arizona schools.

### **What are the important deadlines?**

The preliminary October 1 enrollment data deadline is February 2, 2016. Arizona school districts, charter schools and other PEAs should have submitted most student level enrollment and program data by this time. The final October 1 enrollment data deadline is **March 3, 2016**. Between February 2 and March 3, PEAs are strongly encouraged to review and correct data submissions, using ADE program area staff for support.

### **What are the consequences of not submitting accurate, valid and timely October 1 enrollment data?**

Information submitted after **5:00 PM on March 3, 2016** will not be included in the grants or reports indicated in the chart below. Incomplete, inaccurate, or late reporting may result in a delay of state and/or federal funds, possible sanctions, and in some cases, a loss of potential funding for these grants and systems.

The following chart shows the type of student level enrollment and program data required for each federal reporting and program determination requirement along with the ADE contact that can be used to assist with data reporting questions:



	Student Enrollments	NCLB Needs Indicators (Free/Reduced Lunch Eligible)	SPED Participations Disability and Service	ELL Program Participations	ADE Program Area Contacts
ESEA Consolidated Grant (Title I, Title II)	✓	✓			<a href="mailto:Joan.Curtis@azed.gov">Joan.Curtis@azed.gov</a> 602-542-5139
Title III LEP Grant				✓	<a href="mailto:Micky.Gutier@azed.gov">Micky.Gutier@azed.gov</a> 602-542-7469
IDEA Basic Grant	✓	✓			<a href="mailto:ESSFunding@azed.gov">ESSFunding@azed.gov</a> 602-542-3851
ESS Federal October 1 Census Reporting	✓		✓	✓	<a href="mailto:ESSDataMgmt@azed.gov">ESSDataMgmt@azed.gov</a> 602-542-3854

We appreciate your assistance in helping to optimize funding for all of the education programs benefitting students and teachers of Arizona.

If you have any questions regarding data submission, please contact the ADE Support Center at 602-542-2222 or by email at [ADESupport@azed.gov](mailto:ADESupport@azed.gov).

