



State of Arizona  
Department of Education  
Office of John Huppenthal  
Superintendent of Public Instruction

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August 8, 2011

Dear Superintendent/Administrator:

**RE: NCLB 12-01 – Entering Student Eligibility into SAIS**

The purpose of this letter is to notify all local education agencies in Arizona about the importance of properly entering data regarding student eligibility for a free and reduced price lunch into the Arizona Student Accountability Information System, SAIS. It is imperative that you identify those students that live in families that would make them eligible for a free or reduced price lunch. They do not have to participate in the National School Lunch Program, but the information concerning their eligibility is critical for a number of reasons.

First, this information will allow us to determine if any of your schools qualify to participate in the teacher Loan Cancellation Program. Eligibility for this program can entitle your teachers to have up to \$17,500, of their outstanding, eligible, student loans forgiven. If we do not have free or reduced price lunch eligibility information, we may not be able to make an accurate determination for your schools.

Second, we need this information to determine the amount of federal funds to allocate to all LEAs, which includes districts and charter schools. Failure to provide this information can distort the amount of funding distributed to charter schools.

Third, this information is required in order to make an accurate determination of adequate yearly progress in accordance with Section 1111(b) (2) of NCLB. Specifically, the State of Arizona has defined economically disadvantaged students as those eligible for reduced price lunches.

The United States Department of Education requires this information annually. Failure to provide the information as requested will result in your LEA being out of compliance with the terms and conditions of your grants and will result in a loss of federal funds. If you are not a participant in the National School Lunch Program or do not have access to the information to determine eligibility, the ADE provides a substitute format that can assist you in gathering the required information. The forms can be located on the internet at the URLs provided below.

English –

<http://www.azed.gov/no-child-left-behind/files/2011/09/guidelinestodetermineeligiblestudentsenglish.pdf>

Spanish –

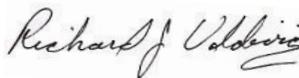
<http://www.azed.gov/no-child-left-behind/files/2011/09/guidelinestodetermineeligiblestudentsspanish.pdf>

For question about this memorandum, please contact me at (602) 542-3270 or at [richard.valdivia@azed.gov](mailto:richard.valdivia@azed.gov)

Sincerely,



Nancy Konitzer  
Deputy Associate Superintendent  
Title I and Consolidated Programs



Richard Valdivia  
Deputy Associate Superintendent  
Program Operations