



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

To: Arizona's School District and Charter School Superintendents, Business Managers, and SAIS Data Administrators
From: John Huppenthal, Superintendent of Public Instruction
Date: November 17, 2014
Subject: Timely and Accurate October 1 Enrollment Data

Student level enrollment and program data reported by the school districts and charter schools (LEAs) is critically important to funding and program determinations for all education programs. This data allows the Arizona Department of Education (ADE) to determine eligibility and calculate funding of limited federal dollars (e.g., Exceptional Student Services, English Language Learner Programs, NCLB Needs Indicators) as well as calculate state aid funding.

Collection of this data also serves as an opportunity for LEAs to record student enrollments affecting full academic year (FAY) status as well as subgroup membership used for both state and federal accountability purposes. 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.

Over the past few years, the United States Department of Education (ED) has sought to consolidate and standardize federal education program reporting into an automated reporting system named ED Facts. This system is now mandatory for all states. Data reported to ED Facts comes from school districts and charter schools via ADE student, staff, and other data collection and reporting systems (e.g., SAIS, School Report Card, Grants Management Enterprise, etc.).

ADE submits collected data to ED Facts on behalf of our LEAs. To ensure compliance with ED Facts reporting requirements for Fiscal Year 2015, the ADE will be compiling data for students enrolled on October 1, 2014. Preliminary and final ED Facts reports will be prepared using enrollment data submitted to the Student Accountability Information System (SAIS) *that has passed integrity*.

To ensure your school district or charter school enrollment information is accurate, please submit the following information to SAIS no later than 5:00 PM on Thursday, January 29, 2015:

- **Student Enrollments**
- **SPED Service Participations**
- **ELL Program Participations**
- **NCLB Needs Indicators**
- **Migrant Needs**

Final ED Facts reports will be compiled using SAIS data submitted as of 5:00 PM on Monday, March 2, 2015.

As in the past, ADE program unit staff will assist the school districts and charter schools in complying with these data reporting requirements. We appreciate your assistance in helping to optimize funding for all of the education programs benefitting students and teachers of Arizona.