



Annual Identified Student Percentage for Community Eligibility Provision

The following form is required by, and intended for, entities who are currently participating in CEP. No later than June 30, 2024, all Local Educational Agencies (LEA) participating in Community Eligibility Provision (CEP) are required to select one or more options below and to submit the form to the Arizona Department of Education (ADE). Please review the options below regarding the identified student percentage(s) (ISP) and cycle options for the participating CEP schools within the LEA. LEAs must notify ADE and reapply whenever there is a change in sites within a group or district ISP.

Instructions: Place an “X” next to the **ISP Option(s)** the LEA is selecting for School Year 2024-2025. Choose only one option. Then, list the district, individual site(s) and/or group(s) of sites below the chosen option, including the cycle beginning and end dates. Once completed, this form can be submitted by email to ContactHNS@azed.gov.

Local Educational Agency Name: _____

Name of Contact Person: _____

CTDS Number: _____

Date: _____

Option 1:

Keep current identified student percentage and remain on the current CEP cycle.

The original ISP from the year prior to the first year of CEP implementation is valid for four years, and the LEA is protected against ISP decreases. LEAs choosing Option 1 for all sites and/or groups are **not required** to submit the CEP Eligibility Worksheet to the Arizona Department of Education along with this form.

Option 2*:

Update the ISP using April 1, 2024 data and remain on the current CEP cycle.

LEAs choosing Option 2 **are required** to list the district name representing all sites in the LEA, individual site(s), or group(s) of sites in the box below, and submit an updated CEP Eligibility Worksheet to ADE along with this form.

Option 3*:

Update the ISP using April 1, 2024 data and begin a NEW four-year CEP cycle.

LEAs choosing Option 3 **are required** to list the district name representing all sites in the LEA, individual site(s), or group(s) of sites below and submit an updated CEP Eligibility Worksheet to ADE along with this form.

***Upon receipt of the annual identified student percentage form indicating the LEAs selection of Option 2 or Option 3, ADE will request that documentation supporting the updated identified student percentage(s) be submitted electronically for validation. ADE will also require a completed CEP Participation Form and CEP Eligibility Worksheet to process Option 3 requests.**