

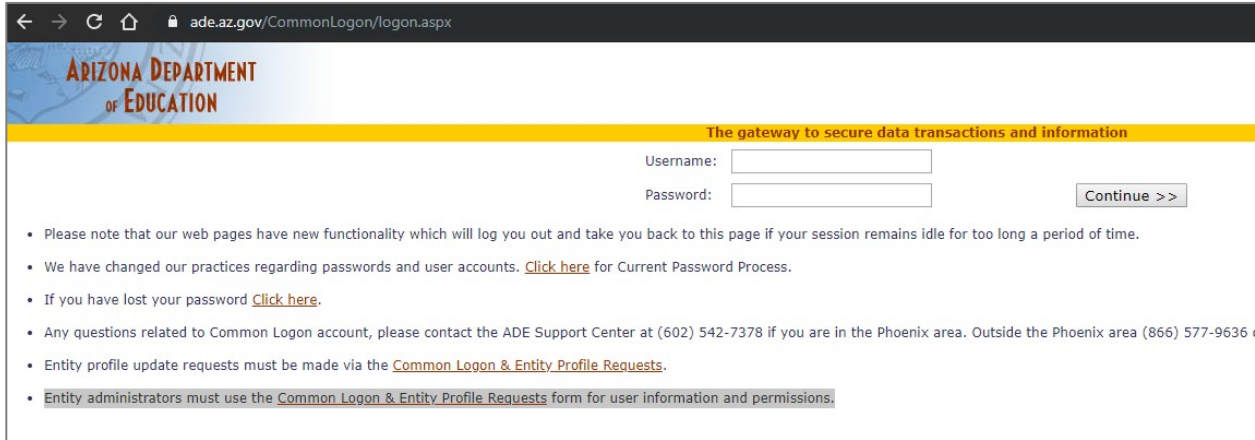
How to access the Academic Achievement Reports

Step 1

Login to [ADE Common Logon](#).

*If you need access, your Entity administrator can complete the [Common Logon Access Request Form](#).

Email completed form to ADESupport@azed.gov.



The screenshot shows the login page for the Arizona Department of Education's Common Logon system. The page title is "ARIZONA DEPARTMENT OF EDUCATION" and the subtitle is "COMMON LOGON". The main heading is "The gateway to secure data transactions and information". Below this, there are input fields for "Username:" and "Password:", followed by a "Continue >>" button. A list of notices is displayed below the login fields, including information about session timeouts, password changes, and contact information for the ADE Support Center.

Step 2

Access Academic Achievement Reports



The screenshot shows the "Common Logon Application Menu" page. The page title is "ARIZONA DEPARTMENT OF EDUCATION" and the subtitle is "COMMON LOGON". The main heading is "The gateway to secure data transactions and information". Below this, there is a list of menu items: "Academic Achievement Reports", "ALEAT", "Certification Search", "LEA Profile", and "Teacher Input Application". The "Academic Achievement Reports" item is highlighted with a green oval. At the bottom of the menu, there are two buttons: "Change Profile" and "Logout".

Step 3

Filter the Report to **FY20 October Count by LEAs of Institutions for Neglected or Delinquent Children**.

Select your school, leave the status on ALL and click search.



The screenshot shows the "Academic Achievement Reports" search page. The page title is "Academic Achievement Reports" and the subtitle is "Home Page". Below the subtitle, there is a message: "You are in the Home Page". The search criteria are as follows: "Report:" is set to "FY 2020 October Count by LEAs of Institutions for Neglected or Delinquent Children (Due 12/2/19)", "District/Charter School:" is set to "Tucson Unified District : 10-02-01-000", and "Status:" is set to "ALL". A "Search" button is located at the bottom right of the search criteria.

How to access the Academic Achievement Reports

Step 4

Begin Report

ADE Home Page | Academic Achievement Reports Home Page

Academic Achievement Reports

Report Options

You are in the **Home Page** > Report Options

FY 2020 October Count by LEAs of Institutions for Neglected or Delinquent Children (Due 12/2/19)
Tucson Unified District
10-02-01-000

▶ **Begin Report** 
Click this option to begin entering the Report


[Go Back](#)

Step 5


Complete the following: [District Program Contact](#), [LEA Worksheet](#) and [October Count of Children in Institutions for Neglected or Delinquent Children](#) (Continue to view each worksheet).

ADE Home Page | Academic Achievement Reports Home Page


FY 2020 October Count by LEAs of Institutions for Neglected or Delinquent Children


 **How to Use**

Contact Information

District Program Contact 

Residential Institutional Name and Count

LEA Worksheet 

October Count of Children in Institutions for Neglected or Delinquent Children 

Summary of Completed Entries

Accept Report

Exit

DISTRICT PROGRAM CONTACT:

District Program Contact

FY 2020 October Count by LEAs of Institutions

(Enter up to three e-mail addresses, separated by commas.)

Full Name	⊖	<input type="text"/>
Title	⊖	<input type="text"/>
Phone Number (xxx)xxx-xxxx	⊖	<input type="text"/>
E-mail address(es)	⊖	<input type="text"/>
Street Address Line 1	⊖	<input type="text"/>
Street Address Line 2	⊖	<input type="text"/>
City	⊖	<input type="text"/>
Zip Code	⊖	<input type="text"/>

[Save](#) [Reset](#)

How to access the Academic Achievement Reports

LEA WORKSHEET:

LEA Worksheet		FY 2020 October Count by LEAs of Institutions for Neglected or Delinquent Children (Due 12/2/19) Tucson Unified District 100201000								
<p>Open "HOW TO USE" link in left column for LEA Guidelines for Neglected and Delinquent Counts.</p> <p>DEFINITIONS INSTITUTION FOR NEGLECTED CHILDREN A public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians. INSTITUTION FOR DELINQUENT CHILDREN AND YOUTH A public or private residential facility that is operated primarily for the care of children who have been adjudicated to be delinquent or in need of supervision. In this category also include local adult correctional institutions.</p>										
<p>PART I IDENTIFY ELIGIBLE LOCAL INSTITUTIONS</p> <p>In order to be eligible to be counted, a child age 5 through 17 must live in a locally operated facility that meets the definition of an institution for neglected children, an institution for delinquent children, or an adult correctional institution.</p>										
<p>Name & address of locally operated facilities. If there are no facilities, enter "none."</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">Institutions for neglected children</th> <th style="width: 25%; text-align: center;">Institutions for delinquent children and youth</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; vertical-align: bottom;"> <input type="checkbox"/> Add Rows <input type="checkbox"/> Remove Rows </td> <td style="text-align: center;"> <input type="text" value=""/> </td> <td style="text-align: center;"> <input type="text" value="none"/> </td> </tr> </tbody> </table>				Institutions for neglected children	Institutions for delinquent children and youth	<input type="checkbox"/> Add Rows <input type="checkbox"/> Remove Rows	<input type="text" value=""/>	<input type="text" value="none"/>		
	Institutions for neglected children	Institutions for delinquent children and youth								
<input type="checkbox"/> Add Rows <input type="checkbox"/> Remove Rows	<input type="text" value=""/>	<input type="text" value="none"/>								
<p>PART II OCTOBER CASELOAD</p> <p>How many children in your attendance area ages 5-17 resided in an eligible institution for at least one day during a 30 day consecutive day period, at least one day of which falls within the month of October? If none, enter zero (0). <input type="text" value="0"/></p>										
<p>PART III COUNT OF CHILDREN BY TYPE OF INSTITUTION</p> <p>Provide the number of children ages 5 through 17 living in an eligible institution for at least one day during a 30 consecutive day period, at least one of which falls within the month of October. If none, enter zero (0).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Category</th> <th style="width: 20%;">Number of children</th> </tr> </thead> <tbody> <tr> <td>Institutions for Neglected Children</td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td>Institutions for Delinquent Children & Youth (including children convicted to local adult correctional institutions)</td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>			Category	Number of children	Institutions for Neglected Children	<input type="text" value="0"/>	Institutions for Delinquent Children & Youth (including children convicted to local adult correctional institutions)	<input type="text" value="0"/>	Total	0
Category	Number of children									
Institutions for Neglected Children	<input type="text" value="0"/>									
Institutions for Delinquent Children & Youth (including children convicted to local adult correctional institutions)	<input type="text" value="0"/>									
Total	0									
<p>VERIFY THE ACCURACY OF THE DATA TO BE SUBMITTED</p> <ul style="list-style-type: none"> Compare the total count in Part II to the total count in Part III. The totals must be the same number. It is not necessary to designate a <i>child</i> as neglected or delinquent because if the child is between 5 and 17 and is in an <i>institution</i> that meets the definitions, that child would be eligible to be counted. Note that the category of an institution should not change from year to year unless there is an official change. 										
<p><input type="button" value="Save"/> <input type="button" value="Reset"/></p>										

OCTOBER COUNT OF CHILDREN IN INSTITUTIONS FOR NEGLECTED OF DELINQUENT CHILDREN:

October Count of Children in Institutions for Neglected or Delinquent Children		FY 2020 October Count by LEAs of Institutions for Neglected or Delinquent Children (Due 12/2/19) Tucson Unified District 100201000						
<p>DUE DECEMBER 2, 2019.</p> <p>All geographic LEAs are responsible for contacting local residential institutions for neglected and delinquent children located within their school attendance areas and reporting the data required by this report.</p> <p>October caseload data Using the LEA Worksheet above, enter separately the number of children, ages 5 through 17, who live in (1) local institutions for neglected children and (2) local institutions for delinquent children (and convicted youth under age 21) for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October.</p>								
<p>Add a row for each local institution. Count children living at the institution for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October.</p>								
Neglected	<input type="checkbox"/> Add Rows <input type="checkbox"/> Remove Rows	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Institution Name</th> <th style="width: 50%;">Number of children residing in institutions for neglected children</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;"><input type="text" value="0"/></td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Institution Name	Number of children residing in institutions for neglected children	<input type="text" value="0"/>	<input type="text" value="0"/>	Total	0
Institution Name	Number of children residing in institutions for neglected children							
<input type="text" value="0"/>	<input type="text" value="0"/>							
Total	0							
Delinquent	<input type="checkbox"/> Add Rows <input type="checkbox"/> Remove Rows	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Institution Name</th> <th style="width: 50%;">Institution Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;"><input type="text" value=""/></td> <td style="text-align: center;"><input type="text" value="0"/></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Institution Name	Institution Name	<input type="text" value=""/>	<input type="text" value="0"/>	Total	0
Institution Name	Institution Name							
<input type="text" value=""/>	<input type="text" value="0"/>							
Total	0							
<p>COMPARE YOUR COUNT TO YOUR PRIOR YEAR'S REPORT</p> <p>Provide an explanation for a large increase or decrease in an institution or LEA count. Also note whether a new institution began operation or an institution closed.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>								
<p><input type="button" value="Save"/> <input type="button" value="Reset"/></p>								

How to access the Academic Achievement Reports

Step 6

Accept/Edit Report (Submit Report):

[ADE Home Page](#) | [Academic Achievement Reports Home Page](#)

Academic Achievement Reports

Report Options

You are in the [Home Page](#) > Report Options

FY 2020 October Count by LEAs of Institutions for Neglected or Delinquent Children (Due 12/2/19)
Tucson Unified District
10-02-01-000

- ▶ **Edit Report**
Click this option to edit the Report
- ▶ **Cancel Report**
Click this option to cancel the Report

[ADE Home Page](#) | [Academic Achievement](#)

FY 2020 October Count by LEAs of Institutions for Neglected or Delinquent Children

 **How to Use**

Contact Information

-  District Program Contact

Residential Institutional Name and Count

-  LEA Worksheet
- October Count of Children in Institutions for Neglected or Delinquent Children

Summary of Completed Entries

- Accept Report** 
- Exit

The report will be reviewed; accepted or denied by ADE. If denied, the LEA will be informed via email.

Please reach out to Cheri Wasiel Cherie.wasiel@azed.gov or Kym Dillard Kymberli.Dillard@azed.gov if you need further assistance.