



Arizona Department of Education

To: Arizona's School District and Charter School Superintendents,
Public Education Agency Administrators, Business Managers, and
Arizona Education Data Standards (AzEDS) Data Administrators

From: Keith Snyder, Deputy Associate Superintendent, Educator & School Excellence
Alissa Trollinger, Deputy Associate Superintendent, Exceptional Student Services
Kate Wright, Associate Superintendent, High Academic Standards for Students

Date: November 25, 2019

Subject: October 1 Enrollment Data for Fiscal Year 2020

What is October 1 Enrollment Data?

To ensure compliance with federal reporting and program requirements for the fiscal year 2020, the Arizona Department of Education (ADE) is compiling data for students enrolled on **October 1, 2019**. 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 in AzEDS** accordingly.

Student-level enrollment and program data reported by public education agencies are 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.

October 1 data is used for many internal and external accountability reports such as statewide dropout rate and to identify students in certain subgroups. Therefore, it is imperative that schools review and correct this data as soon as possible so we can produce accurate numbers for federal reporting and A-F letter grades.

What are the important deadlines?

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 **Wednesday, January 15, 2020**. Between now and January 15, 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 January 15, 2020**, 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.

Kathy Hoffman, Superintendent of Public Instruction

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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 who can be accessed to assist with data reporting questions:

	<i>Student Enrollments</i>	<i>ESSA Needs Indicators (Free/Reduced Lunch Eligible)</i>	<i>SPED Participations Disability and Service</i>	<i>EL Program Participations</i>	<i>ADE Program Area Contacts</i>
<i>Title I & II</i>	✓	✓			EducatorAndSchoolExcellence@azed.gov 602-364-1958
<i>Title III</i>				✓	Micky.Gutier@azed.gov 602-542-7469
<i>IDEA Entitlement Grant</i>	✓	✓	✓*		ESSProgMgmt@azed.gov 602-542-3851
<i>ESS Federal October 1 Census Reporting</i>	✓		✓*	✓	ESSDataMgmt@azed.gov 602-542-3854

*Validations for the SPED data are done through the ESS Census process that is also captured on Wednesday, January 15, 2020. It works in tandem with the October 1 enrollment process.

We appreciate your assistance in helping to optimize funding for all 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.