Arizona Department of Education

Adult Education Services

POLICY MEMORANDUM PY20-21.2

DATE: 8/7/2020

TO: Providers of WIOA Title II Arizona Adult Education

FROM: Sheryl Hart, Deputy Associate Superintendent of Adult Education Services

RE: Program/Fiscal Year Reporting

PURPOSE: This memo is intended to provide guidance on required reports due to ADE/AES for the current program/fiscal year

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Refer to page 2 of this document to see a list of current program/fiscal year reports, in order of due date. Should you have questions with any aspect of reporting, contact your program liaison for assistance.

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FY21 Reports and Due Dates

The following information is taken from Section III of the *Arizona Adult Education Request for Grant Applications for Educational Services in Fiscal Years 2021 – 2024* (p. 27).

Report Name	Due Date	Comment
Student Demographic & Performance Data	15th of each month	Submit form found HERE to confirm completion
Final FY21 Allocation Budget	9/15/2020	Submit in GME
FY21 Allocation Budget Revisions	As needed	Revise as needed or upon request by ADE/AES throughout fiscal year
PY 2020-2021 Proposed Professional Learning Plan	9/30/2020	Submit to AES-POC@azed.gov
PY 2020-2021 Proposed Technology Plan	9/30/2020	Submit to AES-POC@azed.gov
Semi-Annual Eligibility and Waitlist Report *A.R.S. §15.232(C)*	12/15/2020	Edith Marquez will email report template in November.
Semi-Annual Eligibility and Waitlist Report *A.R.S. §15.232(C)*	6/15/2021	Edith Marquez will email report template in May.
PY 2020-2021 Final Student Demographic & Performance Data	7/31/2021	Submit form found HERE to confirm completion
Final PY 2020-2021 Year-End Narrative Report	7/31/2021	Submit to AES-POC@azed.gov
PY 2020 – 2021 IET Validation Report	7/31/2020	Submit to AES-POC@azed.gov
Final PY 2020-2021 Professional Learning Report	7/31/2021	Submit to AES-POC@azed.gov
PY 2020-2021 Data Quality Certification	7/31/2021	Submit in GME
FY21 Career and Training Services Report	7/31/2021	Submit in GME
FY21 Expenditure Summary Reports *with* FY21 Final Completion Report	9/30/2021	Submit in GME
Additional Reports	As requested	Submit upon request from ADE/AES
In Preparation for FY22		
FY22 Preliminary Allocation Budget	3/1/2021	Submit in GME