



Arizona Department of Education

Exceptional Student Services

Memorandum

To: School Districts

From: Chris Brown, Exceptional Student Services Operations Director

cc: Irene Garcia, School Finance Operations Support Director

Date: January 11, 2021

Re: Reporting Entity for Students on an Institutional Voucher when Students are Attending Neighboring Districts

Effective this school year, there are new requirements for who is responsible for submitting data for students on an institutional voucher. The Arizona State School for the Deaf and the Blind (ASDB) no longer submits student data into AzEDS; that responsibility is now with the home school district. There is one circumstance that has arisen in which a deviation has to be made for accurate data submission into AzEDS.

Vouchered students are normally reported by the district of residence (DOR) that is responsible for his or her education. In certain circumstances for students receiving services through an ASDB regional cooperative, a student may be attending a public school outside of the DOR. In this case, the district that operates the school the student is attending would be considered the district of attendance (DOA). As an example, a child in a high school grade that resides in an elementary-only district would attend a school outside his or her district's boundaries, such as a neighboring unified or high school district. In these cases, it is expected that the DOA (high school or unified district) would submit the data transactions.

The initial guidance provided by Exceptional Student Services (ESS) was that data for students on an institutional voucher would be submitted by the DOR. After evaluation and discussion with School Finance, a special rule is needed for students who are on an institutional voucher and attending a school outside of their DOR that is operated by a nearby district. In these cases, the students are receiving services through an ASDB regional cooperative facilitated by the voucher while physically attending the neighboring district's school.



Kathy Hoffman, Superintendent of Public Instruction

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In such circumstances, the DOA should be submitting the data transactions to accurately represent the physical services being implemented on its campus. The DOA is still responsible for coordinating with the DOR, who should be providing additional information as needed.

A dedicated section has been added to [the ASDB Reporting Document](#) found on the ESS Data Management website.

With any specific scenarios or additional guidance, please contact ESS Data Management at ESSDataMgmt@azed.gov.