

POLICY MEMORANDUM PY20-21.4

DATE: 6/30/2021
TO: Providers of WIOA Title II Arizona Adult Education
FROM: Sheryl Hart, Deputy Associate Superintendent of Adult Education Services
RE: Report Requirements and Due Dates

Reports and their due dates are listed on page 2. Should you have questions with any aspect of reporting, contact your program liaison for assistance.

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PY 2021-2022 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	15 th of each month	Submit form found HERE to confirm completion
PY 2021-2022 Data Quality Certification	7/31/2021	Submit to AES-POC@azed.gov **
Proposed Implementation Plan for Continuation of Funding (PIP)	8/31/2021	Submit in GME
Class Schedule – first half of program year	8/31/2021	Submit to AES-POC@azed.gov
Final FY22 Allocation Budget	9/15/2021	Submit in GME
FY22 Allocation Budget Revisions	As needed	Revise as needed or upon request by ADE/AES throughout fiscal year
PY 2021-2022 Proposed Professional Learning Plan	9/30/2021	Submit to AES-POC@azed.gov
PY 2021-2022 Proposed Technology Plan	9/30/2021	Submit to AES-POC@azed.gov
Semi-Annual Eligibility and Waitlist Report <i>A.R.S. §15.232(C)</i>	12/15/2021	Edith Marquez will email report template in November.
Class Schedule – second half of program year	1/31/2022	Submit to AES-POC@azed.gov
Semi-Annual Eligibility and Waitlist Report <i>A.R.S. §15.232(C)</i>	6/15/2022	Edith Marquez will email report template in May.
Final PY 2021-2022 Year-End Narrative Report	7/31/2022	Submit to AES-POC@azed.gov
PY 2021 – 2022 IET Validation Report	7/31/2022	Submit to AES-POC@azed.gov
Final PY 2021-2022 Professional Learning Report	7/31/2022	Submit to AES-POC@azed.gov
FY22 Career and Training Services Report	7/31/2022	Submit in GME
PY 2021-2022 Final Student Demographic and Performance Data	7/31/2022	Submit form found HERE to confirm completion
FY22 Expenditure Summary Reports <i>with</i> FY22 Final Completion Report	9/30/2022	Submit in GME
Additional Reports	As requested	Submit upon request from ADE/AES

*Should a due date fall on a weekend or State holiday, it will be extended to the next business day.

**There is a change for this PY; a template will be provided to programs to be completed.

Kathy Hoffman, Superintendent of Public Instruction

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