



## FTE Enrollment Reporting for Preschool Students with Disabilities<sup>1</sup>

Membership rules are intended to validate enrollment data per statutory requirements relating to the calculation of Average Daily Membership (ADM). The intent of this technical assistance document is to assist PEAs with reporting required enrollment data for preschool students with disabilities.

**Integrity rule -10139** was introduced in FY 2023. The details of this integrity rule are posted [at this link](#). Any student, including preschool students with disabilities, whose membership begins on the first day of the instructional calendar must have attendance reported within the first 10 days of enrollment. If a student's membership begins on the first day of the instructional calendar and the student is not in attendance within the first 10 days, Integrity rule -10139 will fail.

### EXAMPLE:

A PEA's calendar start date is 8/1/2022 and ends 5/25/2023. A preschooler's enrollment date is 8/1/2022, attendance for this preschooler must be reported within the in-session days between 8/1 and 8/12. If attendance is reported after 8/12, preschool will fail -10139.

**Integrity rule -10140** was also introduced in FY 2023. The details of this integrity rule are posted [at this link](#). For enrollment requirements, preschool students are reported with attendance minutes that must be reported on the first day of membership. If not reported correctly, these students will fail integrity error -10140.

Preschool students on an IEP (regardless of accommodations) are reported as any other enrolled student. The PEA must accurately report the FTE to the time apportioned under the criteria below at each school site.

- 360 minutes or more a week = 0.5 FTE
- Less than 360 minutes a week = 0 FTE

Additionally, enrolled preschool students with disabilities on an IEP must be reported with tuition-payer code 1<sup>2</sup> (see [AzEDS SPED Codes](#) for a detailed description of this and other tuition-payer codes).

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<sup>1</sup> Per A.R.S. § 15-901(A)(1)(a)(i) and A.A.C. R7-2-401(K)

<sup>2</sup> This does not apply to students on an institutional voucher with the Arizona State School for the Deaf and Blind

