



## Memorandum

To: Public Education Administrators

From: School Finance  
Exceptional Student Services  
Health and Nutrition Services

Date: February 7, 2024

Re: School Sites, Entity Identification Numbers (ID), Student Enrollment Submissions

To comply with state and federal<sup>1</sup> reporting guidelines, school districts and charters must report student enrollment and student attendance accurately at the physical school site in which the student is being educated. A.R.S. § 15-1042 (B) requires school districts and charter schools to “submit electronic data on a school-by-school basis, including student-level data, to the department of education in order for the school district, career technical education district, or charter school to receive monies for the cost of educating students pursuant to this title.”

- Charters with member campuses and school districts educating students at another site, must report those students at any site in which the student is receiving instruction.
- School districts and charters should not report students at their “enrolled” school when the child is educated at another location.
- Children who receive educational services in multiple campuses must be reported at each campus the child attends appropriately.
- Meals and snacks served to students via the National School Lunch and School Breakfast Programs, must be claimed under the physical location where the student consumes the meal<sup>2</sup>.

To report accurately, each educational facility must have a unique Entity ID and CTDS number assigned by ADE.

- Facilities that are in separate locations with separate addresses must have separate Entity IDs and CTDS numbers.

---

<sup>1</sup> See [EDPass File Specifications](#) regarding directory, grades offered, membership, and special education domains.

<sup>2</sup> Meal claiming guidance is found in the [School Nutrition Programs Guidance Manual](#).



## ARIZONA DEPARTMENT OF EDUCATION

- School districts and charters must accurately report the grade levels offered at each location to the Arizona Department of Education (ADE).
- School districts and charters must accurately report special education programs offered at each location to ADE, including campuses that act only to provide special education services. These sites meet the definition of A.R.S. § 15-101 (22) as a public school.

School districts and charters that inaccurately report information may have enforcement actions taken or may fail audits, depending on the severity of the inaccuracy reported. For the remainder of fiscal year 2024, educational organizations must report to ADE any school sites that have children attending the campus but are not marked as 'enrolled and attending' in AzEDS.

Public education agencies meeting these criteria should contact the following groups to provide information:

Charter schools – School Finance ([SFAnalystTeam@azed.gov](mailto:SFAnalystTeam@azed.gov))

School districts – ESS Data Management ([ESSDataMgmt@azed.gov](mailto:ESSDataMgmt@azed.gov))

All other organizations – Ashley Arnold ([ContactHNS@azed.gov](mailto:ContactHNS@azed.gov))