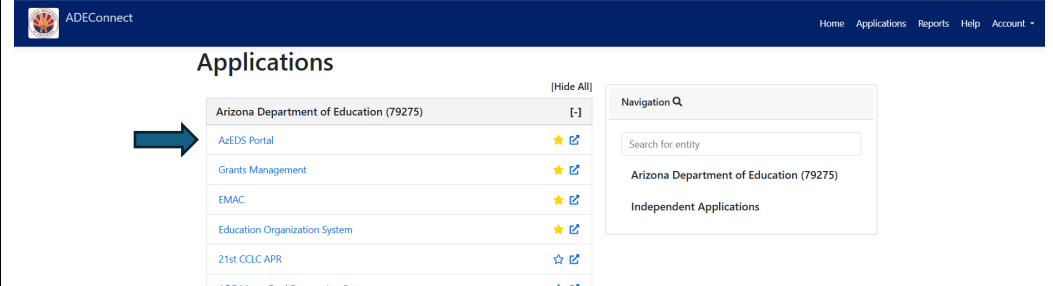
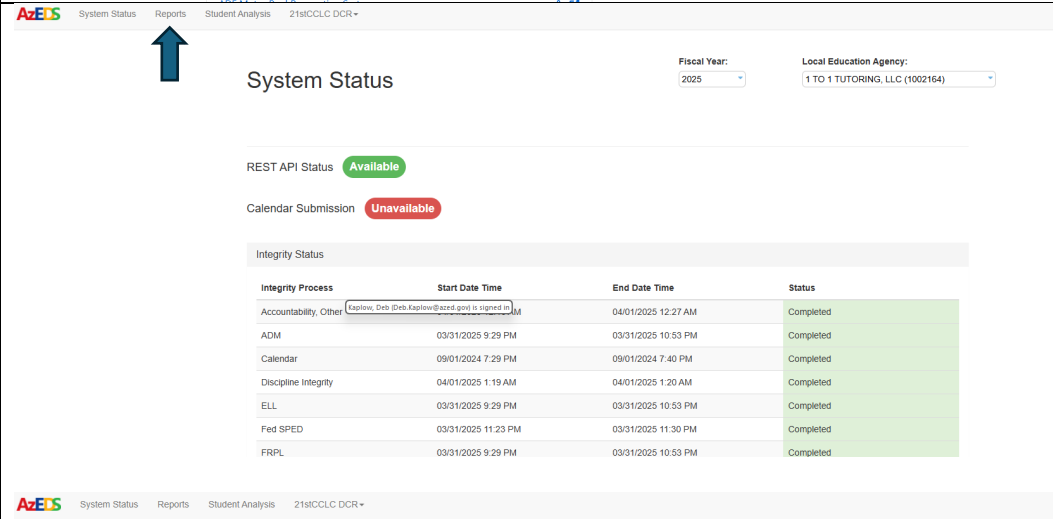
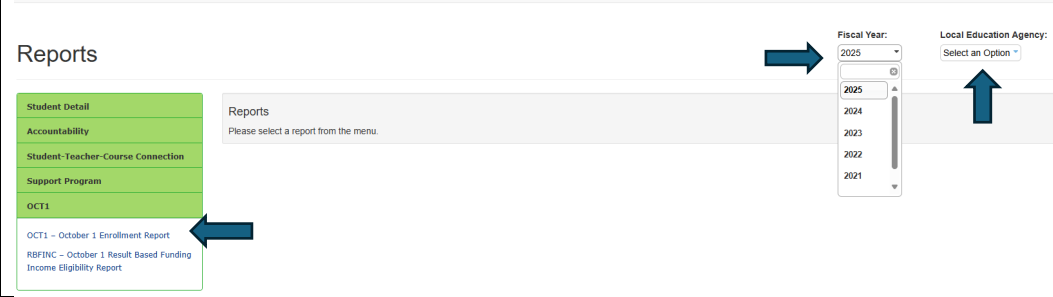
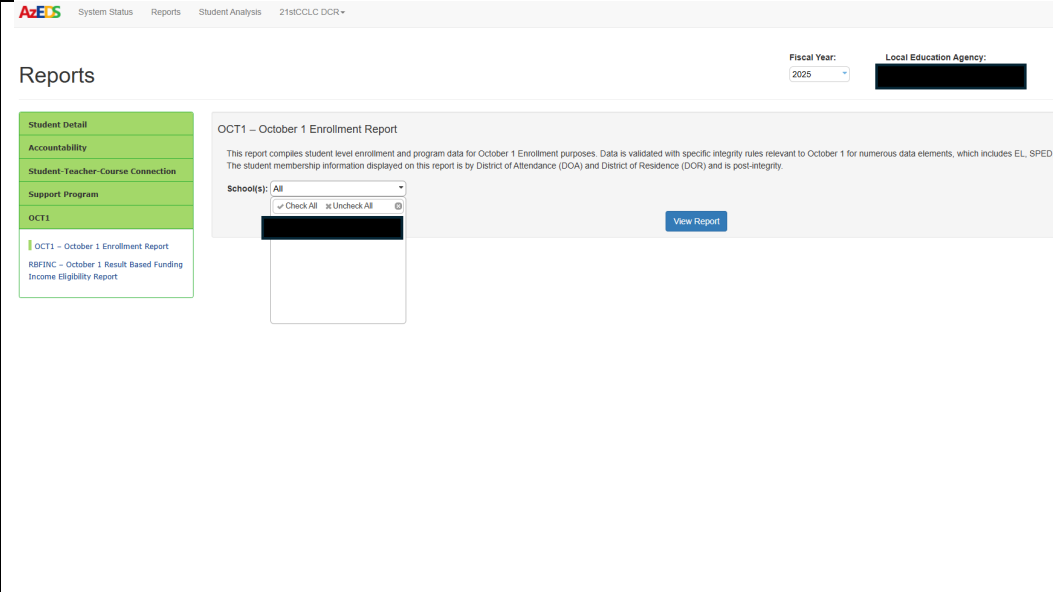


## AzEDS October 1 Report for Enrollment and Poverty Counts

There are many ways to filter and manipulate the Oct 1 report in Excel to calculate total enrollment, poverty counts, and poverty percentages at a school that has passed integrity. This is a simplified example to demonstrate how to calculate poverty percentages using filter functions in Excel.

 <p>The screenshot shows the 'Applications' page in AzEDS. A blue arrow points to the 'AzEDS Portal' link in the left-hand navigation menu. The page header includes 'ADEConnect' and navigation links for Home, Applications, Reports, Help, and Account.</p>	<p><b>Step 1:</b> Log into AzEDS through ADE Connect. For support logging into ADE Connect, contact your LEA ADE Entity Administrator.</p>																																
 <p>The screenshot shows the 'System Status' page. A blue arrow points to the 'Reports' link in the top navigation bar. The page displays system health indicators: 'REST API Status' is 'Available' (green) and 'Calendar Submission' is 'Unavailable' (red). Below is a table of integrity processes.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Integrity Process</th> <th>Start Date Time</th> <th>End Date Time</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Accountability, Other</td> <td>Laplow, Deb (deb.kaplow@azed.gov) is signed in</td> <td>04/01/2025 12:27 AM</td> <td>Completed</td> </tr> <tr> <td>ADM</td> <td>03/31/2025 9:29 PM</td> <td>03/31/2025 10:53 PM</td> <td>Completed</td> </tr> <tr> <td>Calendar</td> <td>09/01/2024 7:29 PM</td> <td>09/01/2024 7:40 PM</td> <td>Completed</td> </tr> <tr> <td>Discipline Integrity</td> <td>04/01/2025 1:19 AM</td> <td>04/01/2025 1:20 AM</td> <td>Completed</td> </tr> <tr> <td>ELL</td> <td>03/31/2025 9:29 PM</td> <td>03/31/2025 10:53 PM</td> <td>Completed</td> </tr> <tr> <td>Fed SPED</td> <td>03/31/2025 11:23 PM</td> <td>03/31/2025 11:30 PM</td> <td>Completed</td> </tr> <tr> <td>FRPL</td> <td>03/31/2025 9:29 PM</td> <td>03/31/2025 10:53 PM</td> <td>Completed</td> </tr> </tbody> </table>	Integrity Process	Start Date Time	End Date Time	Status	Accountability, Other	Laplow, Deb (deb.kaplow@azed.gov) is signed in	04/01/2025 12:27 AM	Completed	ADM	03/31/2025 9:29 PM	03/31/2025 10:53 PM	Completed	Calendar	09/01/2024 7:29 PM	09/01/2024 7:40 PM	Completed	Discipline Integrity	04/01/2025 1:19 AM	04/01/2025 1:20 AM	Completed	ELL	03/31/2025 9:29 PM	03/31/2025 10:53 PM	Completed	Fed SPED	03/31/2025 11:23 PM	03/31/2025 11:30 PM	Completed	FRPL	03/31/2025 9:29 PM	03/31/2025 10:53 PM	Completed	<p><b>Step 2:</b> Once logged into AzEDS, go to the Reports menu in the grey bar on top of screen.</p> <p>From the Reports page, select the Fiscal Year. For FY26 allocations, you will be using the FY25 October 1 data for your LEA.</p>
Integrity Process	Start Date Time	End Date Time	Status																														
Accountability, Other	Laplow, Deb (deb.kaplow@azed.gov) is signed in	04/01/2025 12:27 AM	Completed																														
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 <p>The screenshot shows the 'Reports' page. A blue arrow points to the 'OCT1 - October 1 Enrollment Report' in the left-hand menu. Another blue arrow points to the 'Fiscal Year' dropdown menu, which is set to 2025. A third blue arrow points to the 'Local Education Agency' dropdown menu.</p>	<p>Also from the Report page, select the name of your local education agency.</p> <p>Now you are ready to select the Oct1 Report from the green reports listed on the left.</p>																																
 <p>The screenshot shows the 'OCT1 - October 1 Enrollment Report' page. A blue arrow points to the 'View Report' button. The page includes a description of the report and a 'School(s):' dropdown menu set to 'All'. There are also 'Check All' and 'Uncheck All' options.</p>	<p>The Oct 1 Enrollment Report is a post integrity report showing numerous data elements for enrolment, EL, SPED, Income Eligibility.</p> <p>Select if you want to run the report for all schools in LEA or one at a time.</p> <p>When ready, select the <i>View Report</i> blue button to reveal the Oct 1 Enrollment Report.</p>																																

AzEDS System Status Reports Student Analysis 21stCCLC DCR

Reports

Fiscal Year: 2025 Local Education Agency: A+ Charter Schools (1000166)

OCT1 – October 1 Enrollment Report

This report compiles student level enrollment and program data for October 1 Enrollment purposes. Data is validated with specific integrity rules relevant to October 1 for numerous data elements, which includes EL, SPED, and Income Eligibility. The student membership information displayed on this report is by District of Attendance (DOA) and District of Residence (DOR) and is post-integrity.

School(s): All

View Report

CSV Print

14 1 of 6

Fiscal Year: 2025

OCT1 – October 1 Enrollment Report

Page 1 of 6

Report Date: 04/01/2025 12:09 PM

School Name: [Redacted]  
School ID: [Redacted]  
School CTDS: [Redacted]

Identification		Demographics				Enrollment				Enrollment Attributes									
OCT1 Status	State Student ID	Last Name	First Name	Gender	Race	Age on OCT1	Enrollment Start Date	Enrollment End Date	DOA	DOA Name	DOA CTDS	DOR	DOR Name	DOR CTDS	Grade Level	EL Program	SPED Program	Income Eligibility 1	Income Eligibility 2
[Redacted]																			

EX007 - Continues in-season student enrollment could not be established across October 1.

**Step 3:** Download the Oct 1 Enrollment Report by selecting the CSV button on the top left of the report header.

You must download the report to identify the total poverty counts and % Poverty based on Total Passed by School.

**Note:** To view the summary page of the Oct 1 Enrollment Report from AzEDS, go to the last page, by clicking the right/last button icon. Then notice the summary at bottom of screen detailing: 1) Total Passed by School, 2) Total Failed by School, 3) Total Enrollment by School, and 4) Pass % by School.

AzEDS System Status Reports Student Analysis 21stCCLC DCR

Reports

Fiscal Year: 2025 Local Education Agency: [Redacted]

OCT1 – October 1 Enrollment Report

This report compiles student level enrollment and program data for October 1 Enrollment purposes. Data is validated with specific integrity rules relevant to October 1 for numerous data elements, which includes EL, SPED, and Income Eligibility. The student membership information displayed on this report is by District of Attendance (DOA) and District of Residence (DOR) and is post-integrity.

School(s): All

View Report

CSV Print

[Redacted]

Total Passed by School: 370 Total Failed by School: 15 Total Enrollments by School: 385 Pass % by School: 96.1035961035961

Total Passed: 370 Total Failed: 15 Total Enrollments: 385 Pass%: 96.1035961035961

Last Updated On: 12/13/2024

**Step 4:** Once the CSV is downloaded, then exit AzEDS.

Open the downloaded csv file. Use file manager to open the downloaded csv file. Double click on the file and it will open in Microsoft Excel.

**Note:** you cannot open the csv directly from Excel. Open from File Manager.

Downloads

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Deb - Arizona Dept. of Education

Apps

Name

Today

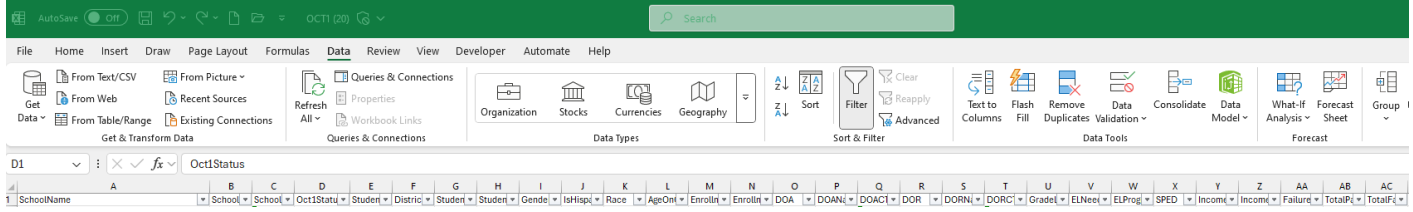
- OCT1 (20)
- OCT1 (21)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
SchoolName	SchoolID	SchoolCT	Oct1Stat	StudentID	DistrictID	StudentLa	StudentFI	Gender	IsHispani	Race	AgeOnOct	Enrollmen	Enrollmen	DOA	DOANam	DOACTDS	DOR	DORNam	DORCTDS	GradeLev	ELNeed	ELProgram	SPED	IncomeEl	IncomeEl	FailureRe	TotalPass	TotalFalle	TotalEnrol	PassPerce	TotalPass	TotalFalle

The following fields are available in the Oct. 1 report. To calculate the % poverty for the school, focus on these columns: COL A School Name (if download was more than 1 school at a time), COL D Oct 1 Status, COL L Age on Oct. 1, COL Y and Z Income Eligibility, and COL AA Failure Reasons.

- |                             |                                   |
|-----------------------------|-----------------------------------|
| SchoolName (COL A)          | DORName (COL S)                   |
| SchoolID (COL B)            | DORCTDS (COL T)                   |
| SchoolCTDS (COL C)          | GradeLevel (COL U)                |
| Oct1Status (COL D)          | ELNeed (COL V)                    |
| Student (COL E)             | ELProgram (COL W)                 |
| Districted (COL F)          | SPED (COL X)                      |
| StudentLastName (COL G)     | IncomeEligibility1 (COL Y)        |
| StudentFirstName (COL H)    | IncomeEligibility2 (COL Z)        |
| Gender (COL I)              | FailureReason (COL AA)            |
| IsHispanic (COL J)          | TotalPassedbySchool (COL AB)      |
| Race (COL K)                | TotalFailedbySchool (COL AC)      |
| AgeOnOct1 (COL L)           | TotalEnrollmentsbySchool (COL AD) |
| EnrollmentStartDate (COL M) | PassPercentbySchool (COL AE)      |
| EnrollmentEndDate (COL N)   | TotalPassed (COL AF)              |
| DOA (COL O)                 | TotalFailed (COL AG)              |
| DOAName (COL P)             | TotalEnrollments (COL AH)         |
| DOACTDS (COL Q)             | PassPercent (COL AI)              |
| DOR (COL R)                 | LastUpdateDate (COL AJ)           |

**Step 5:** Use the Filter function in Excel to identify enrollments and poverty counts. To do this, first turn on the filter by going to the Data menu in Excel and selecting the icon shaped like a funnel to turn on the Filter.

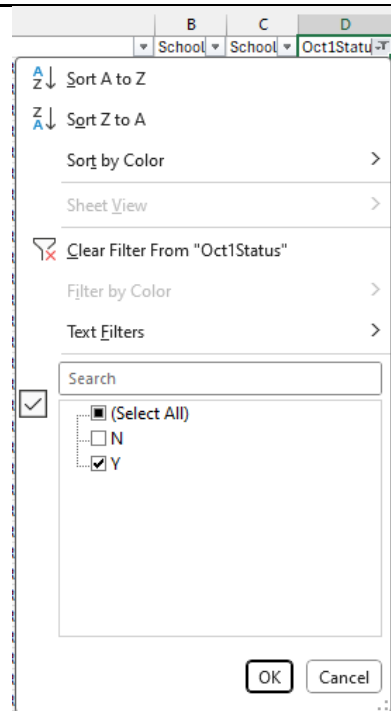


Once Filter is on, filter out those that failed integrity from the enrollments. These enrollments are identified in COL D **Oct 1 Status**. “Y” indicates passed integrity and “N” indicates failures.

Using the filter, select “Y” to view only the enrollments that passed integrity.

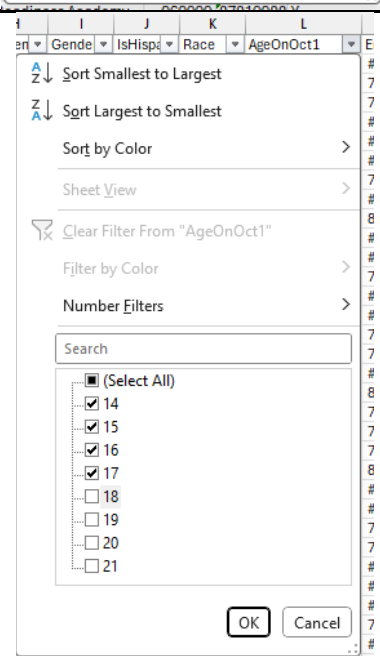
To view the reasons for students who did not pass integrity, select ‘N’ instead from COL D, and then view COL AA for failure reasons. Be sure to review the errors carefully to minimize and correct these failures.

To learn more about integrity rules, use AzEDS Integrity Rules Reference guide: [AzEDS Reference | Arizona Department of Education](#)



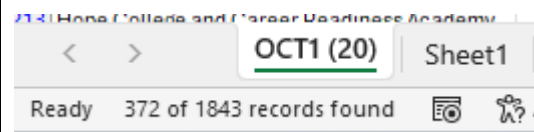
**Step 6:** Once only the enrollments that passed integrity are identified, next step is to remove the enrollments not within the age requirements of Oct 1 report, which is only **5 to 17**.

Use COL L **Age on Oct 1** and filter only for ages 5-17. Remove other ages from the filter.



After the filters for **Age on Oct 1** (COL D) and **Oct 1 Status** (COL L) have been set, now the total enrollment passed count is available at the bottom left side of screen.

For this example, 372 out of 1843 enrollments entered into AzEDS from the LEAs school information system (SIS) are recognized as Oct. 1 enrollments passing integrity and age requirements.



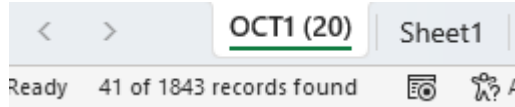
**STEP 7:**

Now, to identify the number of those Oct. 1 enrollments that have passed integrity and are within the required age bracket that are designated as low income, use COL Y and Z, Income Eligibility 1 and Income Eligibility 2.

To qualify as low income, enrollment must qualify as one or the other.

Let's start with counting the number of enrollments that qualify for Income Eligibility 1 (COL Y). To do this, filter COL Y for 'Y'.

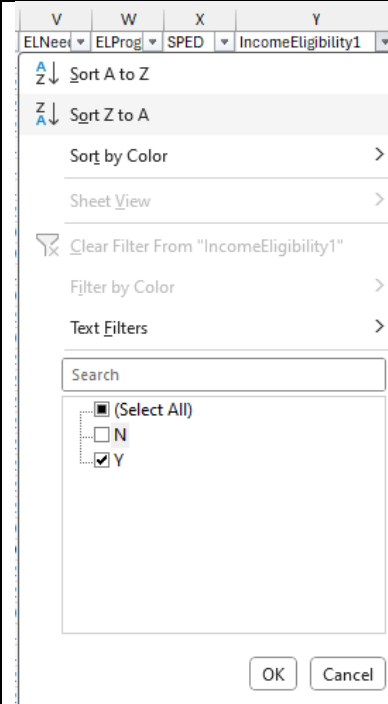
Notice the count in the bottom right of the screen. The example shows that **41** enrollments qualify for Income Eligibility 1.



Now un-filter, COL Y, by selecting both the **Y** and **N**. and count the number of enrollments that qualify for Income Eligibility 2 in COL Z. To do this, use the filter and select only 'Y'.

Again, the total number that qualify will be notated at the bottom of the screen.

For this example, **0** enrollments qualified for Income Eligibility 2.



**STEP 8:** Total poverty count for the school is calculated by counting the number of enrollments that qualify for either Income Eligibility 1 or 2. For this example, the total poverty count that passed integrity is **41**.

% of Poverty for the school is calculated by dividing the poverty count by the total enrollment passed.

For this example, the % poverty passing integrity is **41/372 or 11%**

Reach out for questions to [ESEA@azed.gov](mailto:ESEA@azed.gov).