



**DATE:** November 27, 2024

**TO:** All LEAs

**FROM:** Brittani Roy, Ed.D., Director of Educational Policy and Program Integrity Office of Homeless, Foster Care, and Refugee Education Programs

**SUBJECT:** ACTION REQUIRED: Report Challenges in Meeting Data Reporting Deadline of Nov. 8<sup>th</sup>

Dear Colleagues,

We understand that some LEAs faced technical challenges with their Student Information Systems (SIS) or internal issues that may have prevented them from meeting the FY25 Homeless Education Program (HEP) data reporting deadline of **Friday, November 8<sup>th</sup>**. Our priority is to assist you in addressing any ongoing delays to ensure compliance with federal statutory reporting requirements.

To better support your LEA, we have created a streamlined process for reporting unresolved data challenges. If your LEA is still working to resolve these issues, **please complete the [FY25 Homeless Data Reporting Issues Form](#) by Friday, December 6<sup>th</sup>**. This form will allow us to document your challenges, provide targeted support, and make any necessary temporary accommodations.

### Information to Provide in the Form

The form will guide you in providing the following details:

1. **LEA Information:** Include your LEA's name and basic information of the respondent to ensure accurate communication.
2. **Description of the Data Reporting Issue:** Identify whether the issue is related to your SIS vendor, data integrity, or internal processes.
3. **SIS Vendor Information:** Select your SIS vendor from a dropdown list.
4. **Expected Resolution Timeline:**
  - Provide an estimated date for when you expect your LEA's data to be accurately reported and loaded into AzEDS.
5. **Additional Support Needs** (if applicable): Let us know if you require specific assistance from ADE or your SIS vendor to address the issue.

By documenting the challenges your LEA has encountered, we can offer tailored support to expedite resolution and inform the ongoing support and guidance we provide the field.

We value your dedication to resolving these challenges and your commitment to supporting students experiencing homelessness. If you have questions or need further assistance, please contact us at [homeless@azed.gov](mailto:homeless@azed.gov).

Respectfully,



**Brittani (Didi) Roy, Ed.D. | Director of Educational Policy and Program Integrity**

Office of Homeless, Foster Care, and Refugee Education Programs  
Arizona Department of Education

**"We are a service organization committed to raising academic outcomes and empowering parents."**

**Tom Horne, Superintendent of Public Instruction**

1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-3569 • <https://www.azed.gov/homeless>