



# Title I-D

## FY26 LEA Title I-D Annual Count EMAC Clarifications & Reminders

As required by the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) in 2015, all local education agencies (LEAs) must report reliable, valid, and comprehensive annual counts of eligible children and youth in locally-operated neglected and delinquent institutions and adult correctional institutions within their boundaries (20 U.S.C. § 6422(b); 20 U.S.C. § 6333(c)(4)(B)).

Please review the following step-by-step instructions and detailed reminders to ensure the completion of the LEA's Title I-D Annual Count in the Educational Monitoring, Assistance & Compliance (EMAC) platform.

- **Step 1: Complete and Mark the First Task**

Once the LEA has completed the **Title I, Part D Annual Count 2025** data collection task in EMAC, you must **mark it as Completed**.

- The **Completed** option is located at the **bottom of the page**.
- Marking this task as Completed will **unlock access** to the next task:  
**Title I, Part D – Local Educational Agency (LEA) Programs (Subpart II)**

- **Step 2: Complete the Subpart II Task**

- This task includes **two required forms**:

- **Form 1:** Title I, Part D\_Local Educational Agency (LEA) Programs\_Subpart II **PDF Form**

- **Reminder:** The upload of the required PDF form evidence document must include the name, role, contact information, date, and signature for both of the following stakeholders:
  - The LEA Official (Title I-D Coordinator)
  - The Locally-Operated Institutions/Facility Official

- **Form 2:** Title I, Part D\_Local Educational Agency (LEA) Programs (Subpart II) **Online Form**

- **Reminder:** Ensure that the 30-day count window reported in the online form matches the count window reported in the PDF form evidence document.
- When completing the **Subpart II Online Form**, please refer to the instructions for the specific questions detailed in the following table.

**Tom Horne, Superintendent of Public Instruction**

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**Question 3:** Do the children/youth reside in an eligible locally-operated institution within the LEA boundary?

- If **none** reside in an eligible institution, select "**No**".
- If **any** reside in an eligible institution, select "**Yes**".

**Question 4:** Does the 30-day period include at least one day in October 2025?

- Your answer should be "**Yes**".
  - Federal statute requires the 30-day consecutive count window to include **at least one day in October** (20 U.S.C. § 6333(c)(4)(B) [ESEA § 1124(c)(4)(B)])

**Questions 5 & 6:** Start and End Dates of the 30-day count window:

- The window must be **30 consecutive calendar days**, including start and end dates.
  - **Examples:**
    - **October 1 – October 30**
    - **September 14 – October 15**

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**Question 7:** Provide institution name and caseload counts

- If **NOT reporting any neglected or delinquent caseloads:**
  - Enter "**None**" for the Name of Locally-Operated Institution.
  - Enter "**0**" for both neglected and delinquent caseload counts for October 2025.
- If **reporting neglected or delinquent caseloads:**
  - Enter the **name of the eligible locally-operated institution/facility** within the LEA's boundary.
    - Enter the **numerical total** for neglected and/or delinquent caseload counts for October 2025.

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**Question 8:** Name of LEA Official (Title I-D Coordinator)

- Enter **your name** as the Title I-D Coordinator or LEA Official.
- Do **not** enter the **name** of the **LEA**.

**Question 12:** Signature

Please draw your signature as best as possible.