



Title I-D

DATE: November 25, 2025

TO: Superintendents, Federal Programs Coordinators, and Title I-D Coordinators

SUBJECT: ACTION REQUIRED: FY26 Title I-D LEA Annual Count Completion Status & Resources

Dear Colleagues,

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)).

This is a notification that, as of November 25, 2025, the LEA's FY26 Title I-D Annual Count has not been started and/or completed in the Educational Monitoring, Assistance & Compliance (EMAC) platform. Failure to complete the Title I-D Annual Count requirement may result in a **programmatic hold** on the LEA's FY26 Elementary and Secondary Education Act (ESEA) Consolidated Grant until all requirements are satisfied (2 C.F.R. § 200.339).

To prevent the placement of a programmatic hold, please **ensure that all required FY26 Title I-D Annual Count requirements have been completed in EMAC by Friday, December 19, 2025.** If a programmatic hold is placed, the LEA will be unable to draw down funds from its FY26 ESEA Consolidated Grant until all requirements are satisfied (2 C.F.R. § 200.339).

Please review the information below to support the LEA's compliance and completion of the required Title I-D Annual Count tasks in EMAC.

- **Title I-D LEA Annual Count Submission Window: October 1, 2025 – December 19, 2025**

The LEA is responsible for identifying and disseminating the required ADE Annual Count Form to all eligible locally-operated institutions for children and youth who are neglected and delinquent within its service boundaries. The LEA must then submit the completed, verified, and signed forms to the ADE via EMAC by **Friday, December 19, 2025.**

- **Resources**

- The [Title I-D LEA Annual Count Eligibility Guidance](#) provides information and a checklist to assist in the identification of locally-operated neglected and delinquent institutions with eligible children and youth who must be included in the LEA's annual count.
- The [Title I-D Neglected or Delinquent Program EMAC Desktop Manual](#) provides an in-depth, comprehensive preview and walk-through of the EMAC data submission process and requirements.

Tom Horne, Superintendent of Public Instruction

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- **Clarifications**

- **Accessing the ADE Annual Count Form:** Once the first task, titled “Title I, Part D Annual Count 2025”, is marked as completed in EMAC, the form becomes available.
- **EMAC Access:** The designated LEA personnel responsible for conducting and reporting the annual count must have access to EMAC. For access to EMAC, reach out to the [LEA’s ADEConnect Entity Administrator](#) for directions on how to add EMAC as an application to the LEA’s ADEConnect account.
 - It is the LEA’s EMAC Administrator’s responsibility to assign the appropriate EMAC user to the Title I-D: Neglected or Delinquent Program State Agency and Local Educational Agency Data Collection in EMAC.
- **New EMAC Resource:** The [FY26 LEA Title I-D Annual Count EMAC Clarifications & Reminders](#) provides additional step-by-step instructions and reminders to ensure the successful completion of the LEA’s FY26 Title I-D Annual Count in EMAC.

- **Annual Count Office Hours**

The Annual Count Office Hours are designed for LEA-designated personnel who require additional clarification and support in conducting the annual count and completing the data collection tasks in EMAC.

Please register for the final FY26 Title I-D Office Hour session via the link below:

- **Session 2: FY26 Title I-D LEA Annual Count Office Hour**
 - **Date:** December 9, 2025
 - **Time:** 10:00-11:00 AM
 - [Registration Link](#)

Please visit the [Title I-D webpage](#) and contact ESEA@azed.gov for additional support in completing the Title I-D LEA annual count.

Respectfully,



**ARIZONA DEPARTMENT OF
EDUCATION**

Dr. Brittani (Didi) Roy | Director

Academic Achievement - ESEA Consolidated Programs
Arizona Department of Education
Office: (602)364-1985

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