



# Title I-D

**DATE:** October 31, 2025

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

**SUBJECT: ACTION REQUIRED:** Official Notification of Title I-D Annual Count Submission Window

Dear Colleagues,

**This is the official notification that the FY26 Title I-D Annual Count Submission Window is now open in EMAC.**

The Arizona Department of Education (ADE) is required to report the number of eligible children and youth residing in locally operated neglected and delinquent institutions to the U.S. Department of Education (USDE), as mandated by Title I-A and Title I-D of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) in 2015. The USDE utilizes the data included in the annual report to calculate the State's Title I-D Subpart I and Subpart II allocations. In Arizona, all local education agencies (LEAs) with service boundaries are required to complete the annual count through the Educational Monitoring, Assistance, and Compliance (EMAC) platform.

To assist LEAs with the completion of the annual count, ADE's Title I-D Program has developed guidance to support the accurate identification and reporting of locally-operated institutions for children and youth who are neglected or delinquent within their boundaries. Please review the documents detailed below **before** completing the required tasks in EMAC to ensure that your LEA's annual count reporting process is compliant with all statutory requirements.

## Title I-D Local Education Agency Annual Count Process and Requirements

### 1. Review the Title I-D Guidance on Annual Count Eligibility & Reporting in EMAC

Before submitting the LEA's annual count data in EMAC, please review the Title I-D LEA Annual Count Eligibility Guidance and the Title I-D Neglected or Delinquent Program EMAC Desktop Manual.

- 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 monitoring process and requirements.

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

The LEA is responsible for identifying and disseminating the *Arizona Department of Education Annual Count of Children in Eligible Local Educational Agency (LEA) Institutions for Neglected or Delinquent Children Form* to all locally-operated institutions for children and youth who are neglected and delinquent within its service boundaries. The locally-

**Tom Horne, Superintendent of Public Instruction**

1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 364-1958 • [www.azed.gov/titlei/nord](http://www.azed.gov/titlei/nord)

operated neglected and delinquent institutions are required to report their October 2025 caseload data for eligible children and youth in eligible institutions during a 30-day consecutive period, **with at least one day falling within October 2025**. All locally-operated neglected and delinquent institutions must return the completed forms to the LEA by the date specified by the LEA. The LEA must then submit the completed, verified, and signed forms to the ADE via EMAC by **Friday, December 19, 2025**.

LEAs must access the required *Arizona Department of Education Annual Count of Children in Eligible Local Educational Agency (LEA) Institutions for Neglected or Delinquent Children Form* is accessible in EMAC. **Please note that the form becomes available only after the first task, titled “Title I, Part D Annual Count 2025”, is marked as completed in EMAC.**

### 3. 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 Office Hours via the links below:**

- **Session 1: FY26 Title I-D LEA Annual Count Office Hours**
  - **Date:** November 18, 2025
  - **Time:** 10:00-11:00 AM
  - [Registration Link](#)
  
- **Session 2: FY26 Title I-D LEA Annual Count Office Hours**
  - **Date:** December 9, 2025
  - **Time:** 10:00-11:00 AM
  - [Registration Link](#)

The designated personnel responsible for conducting the annual count for the LEA must have access to EMAC to ensure its completion within the submission window. 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. Please note that 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.

Please visit the [Title I-D webpage](#) and contact [ESEA@azed.gov](mailto: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

**“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) 364-1958 • [www.azed.gov/titlei/nord](http://www.azed.gov/titlei/nord)