



Title I-D

DATE: November 24, 2025

TO: State Agency Title I-D Representatives and State Agency Title I-D Coordinators (i.e., Authorized Representatives, Business Managers, and Entity Authorized Signers)

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

Dear Colleagues,

This is the notification that the FY26 Title I-D Annual Count Submission Window is 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 eligible State agencies (SAs) are required to complete the annual count through the Educational Monitoring, Assistance, and Compliance (EMAC) platform.

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

Title I-D State Agency Annual Count Process and Requirements

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

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

- The [Title I-D SA 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 SA'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.

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

The SA is responsible for identifying and disseminating the required *Arizona Department of Education: Annual Count of Children in State Agency or Institutions for Neglected or Delinquent Children, Adult Correctional Institutions, and Community Day Programs for*

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Neglected or Delinquent Children Form to all SA-operated institutions and community day programs for children and youth who are neglected and delinquent.

The SA must count all children and youth who meet the qualifying criteria and are present in eligible institutions or community day programs on the designated annual count date. The date specified for the annual count must be consistent for all eligible institutions or community day programs operated by the SA, and represent a school day in the calendar year preceding the year in which the funds become available. The SA must then submit the completed, verified, and signed forms to the ADE via EMAC by **Friday, December 19, 2025**.

The SA must access the **required ADE Annual Count form** via EMAC. **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 Hour is designed for SA-designated personnel to provide 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:

- **FY26 Title I-D SA Annual Count Office Hour**
 - **Date:** December 11, 2025
 - **Time:** 1:00-2:00pm
 - [Registration Link](#)

The designated personnel responsible for conducting the annual count for the SA must have access to EMAC to ensure its completion within the submission window. For access to EMAC, reach out to the [SA's ADEConnect Entity Administrator](#) for directions on how to add EMAC as an application to the SA's ADEConnect account. Please note that it is the SA'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 for additional support in completing the Title I-D LEA annual count.

Respectfully,



**ARIZONA DEPARTMENT OF
EDUCATION**

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“We are a service organization committed to raising academic outcomes and empowering parents.”

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