ARIZONA DEPARTMENT OF EDUCATION

Local Education Agency
FY27 Annual Count Requirements & Form

The FY27 Local Education Agency Annual Count Form must be filled out in its entirety, verified for accuracy and completeness, and submitted to the Arizona Department of Education by Monday, December 14, 2026.

Local Education Agency Responsibility: The local education agency, **regardless of grade-levels served** or **subgrantee status**, must identify and annually report the number of children and youth in locally operated neglected, delinquent, and adult correctional institutions located within its boundaries (20 U.S.C. § 6333(c)(1)(B))**.**

Annual Count Purpose: Per the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) in 2015, the U.S. Department of Education utilizes the annually reported data to calculate the local education agency's Title I-A allocation and the State's Title I-D, Subpart II allocation subgrant to local education agencies. The Arizona Department of Education utilizes the local education agency Annual Count to inform statewide programmatic and fiscal decisions, guidance, and support (20 U.S.C. §§ 6333(c)(1)(B), 6422(b)).

- **Neglected Counts:** The annual counts of children and youth in locally operated neglected institutions within the local education agency's boundaries generate **Title I-A funds** specifically for the reporting local education agency (34 C.F.R. § 200.70 (b)(4)).
- **Delinquent Counts:** The annual counts of children and youth in locally operated delinquent and adult correctional institutions determine the amount the State must reserve from its annual Title I-A allocation to subgrant to local education agencies under **Title I-D, Subpart II** (20 U.S.C. § 6422(b)).

Annual Count Reporting Requirements: The local education agency must ensure that the reported count of children and youth in locally operated neglected, delinquent, and adult correctional institutions is valid, reliable, and comprehensive (20 U.S.C. §§ 6333(c)(1)(B)), (c)(4)(B))**.**

Prior to submitting the form to the Arizona Department of Education, the local education agency must verify that all reported data are accurate, complete, and comply with following requirements:

- The local education agency is required to identify and determine the eligibility of each neglected, delinquent, and adult correctional institution within its boundaries to include in the FY27 Local Education Agency Annual Count.
- The locally operated institution must report the number of children and youth residing in the institution during a 30-consecutive-day period, with at least one day in October 2026, and who are enrolled within the same grade levels served by the reporting local education agency. If the locally operated institution is located within the boundaries of a **Type 03 Elementary School District, all eligible children and youth must be reported, regardless of grade level.**
- No sampling or estimating is to be used in preparing this report.
- Since the local education agency's Annual Count data generates Federal funds, all submitted data are subject to audit and must be supported by documented records.

Annual Count Form: The form is comprised of four (4) sections that must be completed and verified prior to its submission to the Arizona Department of Education.

Section 1: Local Education Agency & Locally Operated Institution Information

Local Education Agency

Provide the name and address of the local education agency below.

Name of Local Education Agency: _____

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Locally Operated Institution

Provide the name and address of the neglected, delinquent or adult correctional institution below.

Name of Institution: _____

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Annual Count Reporting Parameters

Provide the reporting requirements that the locally operated institution must meet when completing this report.

30-Day Consecutive Reporting Period _____ **to** _____ **Grade Levels to be Reported:** _____ **to** _____

Return Date of Completed Form to the Local Education Agency (MM/DD/YYYY): _____

Section 2: Basis for Eligibility

Review the eligibility requirements for each type of institution. Then, complete the eligibility checklist by selecting "Yes" or "No" for each question to determine whether the institution must be included in the local education agency's Annual Count.

If **Questions 1-4** in the Eligibility Checklist are answered as "**Yes**", **continue to Section 3**. If **any Question 1-4** is answered as "**No**", the institution should not be included in the Local Education Agency's Annual Count. **Do not continue to Section 3.** Refer to the Arizona Department of Education Title I-D Program webpage for additional resources.

<table>
<tr><th>Eligibility Checklist</th><th>Statutory Definitions</th></tr>
<tr><td>1. Is the institution located within the local education agency's service boundaries?

☐ Yes
☐ No</td><td>Located within the Local Education Agency's Service Boundaries: The number of children to be counted for purposes of this section is the aggregate of the number of children aged 5 to 17, inclusive, in the school district of such agency in institutions for neglected and delinquent children (20 U.S.C. § 6333(c)(1)(B)).</td></tr>
<tr><td>2. Does the institution primarily operate for the care of children and youth who are placed in the institution due to one of the following criteria?

• Applicable State law due to abandonment, neglect, or death of their parents or guardians (Neglected Institution) or
• *Adjudicated to be delinquent or in need of court-ordered supervision (Delinquent Institution or Adult Correctional Institution).

☐ Yes
☐ No

*"Adjudicated" means formally determined by a court or authorized tribunal to be delinquent or to require court-ordered supervision.
• A parent or guardian cannot make this determination.
• Participation in diversion does not constitute as adjudication.</td><td rowspan="2">Neglected Institution: A public or private residential facility, other than a *foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians (20 U.S.C. § 6472(4)(A)).

Delinquent Institution: A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision (20 U.S.C. § 6472(4)(B)).

Adult Correctional Institution: A facility in which persons (including persons under 21 years of age) are confined as a result of a conviction for a criminal offense (20 U.S.C. § 6472(1)).

*A foster home is classified as an individual placement managed by the licensed foster parent(s) living in the home to replicate a traditional home and family setting (A.R.S. § 36-1201(F)(3)(b)(2025). Foster homes are not included in the Annual Count.</td></tr>
<tr><td>3. Do the children and youth live in the institution?

☐ Yes
☐ No</td></tr>
<tr><td>4. Is the institution locally operated (i.e., not operated by a State agency)?

☐ Yes
☐ No</td><td>Locally Operated Institution: A public or private institution not operated by the State that serves neglected or delinquent children and youth (20 U.S.C. § 6333(c)(1)(B); 34 C.F.R. § 200.90(c)).</td></tr>
<tr><td colspan="2">5. Is the institution operated by any of the following types of local entities? Select all that apply and provide each entity's name.

☐ Tribal
Name: _____

☐ Regional/County
Name: _____

☐ Privately Operated
Name: _____

☐ Other
Name: _____</td></tr>
</table>

Section 3: Type of Institution and Counts of Children and Youth

Type of Locally Operated Institution

Review the definitions for each type of institution and select the applicable category. Please note that the type of institution (i.e., neglected, delinquent, or adult corrections) does not change from one year to the next, unless there has been an official change in the purpose for which the institution is operated. Do not report institutions that do not meet any of the three definitions.

Counts of Children and Youth

For the type of institution selected, document the total count and grade levels represented by the eligible children and youth living in the locally operated neglected, delinquent, or adult correctional institution within the 30-day window with at least one day being in October 2026.

- Children and youth to include in the Annual Count must be **aged 5 through 17 and living in the locally operated neglected, delinquent, or adult correctional institution during the 30-day Annual Count window with at least one day being in October 2026** (20 U.S.C. §§ 6333(c)(1)(B)), (c)(4)(B))**.**
- The reported children and youth **must be enrolled in the same grade levels that are served by the local education agency**. However, if the locally operated institution is located within the boundaries of a **Type 03 Elementary School District, all eligible children and youth must be reported, regardless of grade level.**

Check One	Type of Institution	Number of children and youth aged 5-17 residing in the locally operated institution			
		Neglected Children and Youth		Delinquent Children and Youth	
		Total Count	Grade Levels Represented	Total Count	Grade Levels Represented
	***Institution for neglected children and youth*: A public or private residential facility**, other than a *foster home, that is **operated primarily** for the **care of children** who have been **committed to** the institution **or voluntarily placed** in the institution under applicable State law, **due to abandonment, neglect, or death of their parents or guardians**. *A foster home is classified as individual placement managed by the licensed foster parent(s) living in the home to replicate a traditional home and family setting. **Foster homes are not included in the Annual Count.**			[redacted]	
	***Institution for delinquent children and youth*: A public or private residential facility** that is **operated primarily** for the **care of children** who have been ***adjudicated to be delinquent or in need of supervision**. *"**Adjudicated**" means formally determined by a court or authorized tribunal to be delinquent or to require court-ordered supervision. • A parent or guardian cannot make this determination. • Participation in diversion does not constitute as adjudication.	[redacted]			
	Adult correctional institution: A facility in which persons (including persons under 21 years of age) are confined due to a conviction for a criminal offense. **Only children and youth aged 5-17 are to be reported for the Annual Count.**				

Section 4: Official Certification of Local Education Agency Annual Count Data

The local education agency must ensure that the annual count of children and youth reported by each locally operated neglected, delinquent, and adult correctional institution is valid, reliable, and comprehensive. Since the local education agency's Annual Count data generates Federal funds, and all submitted data are subject to audit and must be supported by documented records (20 U.S.C. § 6333(c)(1)(B))**.**

Before submitting the FY27 Local Education Agency Annual Count Form to the Arizona Department of Education, the locally operated institution and the local education agency must verify that all reported data are accurate and complete and compliant with all Annual Count reporting requirements.

Certification by the Locally Operated Institution

The form must be signed by the authorized official responsible for overseeing and certifying the Annual Count data on behalf of the neglected, delinquent, or adult correctional institution.

Name of Locally Operated Institution: _____

Name of Authorized Official: _____

Title/Role: _____

Email: _____ **Phone:** _____

☐ **By checking the box and signing below, I certify on behalf of the institution that the reported data are accurate, complete, compliant with the Annual Count requirements, and supported by appropriate documentation.**

Authorized Official's Signature: _____ **Date (MM/DD/YYYY):** _____

Certification by the Local Education Agency

The form must be signed by the authorized local education agency official responsible for reviewing, verifying, and certifying the local education agency's Annual Count data before submission to the Arizona Department of Education.

Name of Local Education Agency: _____

Name of Authorized Local Education Agency Official: _____

Title/Role: _____

Email: _____ **Phone:** _____

☐ **By checking the box and signing below, I certify on behalf of the local education agency that the reported data have been reviewed and verified as accurate, complete, compliant with the Annual Count requirements, and supported by appropriate documentation.**

Authorized Official's Signature: _____ **Date (MM/DD/YYYY):** _____