ARIZONA DEPARTMENT OF EDUCATION

State Agency
FY27 Annual Count Requirements & Form

The FY27 State 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.

State Agency Responsibility: The State agency must annually report the number of children and youth for whom it is responsible for providing a free public education in State-operated and State-contracted neglected, delinquent and adult correctional institutions, and in neglected and delinquent community day programs (20 U.S.C. § 6432).

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 Federal Title I-D, Subpart I Grant allocations to State agencies responsible for providing free public education to children and youth in neglected, delinquent, and adult correctional institutions or community day programs. The Arizona Department of Education utilizes the State agency Annual Count to inform statewide programmatic and fiscal decisions, guidance, and support (20 U.S.C. §§ 6422(a), 6432; 34 C.F.R. § 200.91).

Annual Count Reporting Requirements: The State agency must ensure that the reported count of children and youth in State-operated and contracted neglected, delinquent and adult correctional institutions, or attending neglected and delinquent community day programs is valid, reliable, and comprehensive (20 U.S.C. § 6432).

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

- Each State-operated or contracted institution or community day program must complete and submit a separate FY27 State Agency Annual Count Form.
- All State-operated and contracted institutions and community day programs must use the same reporting date that represents a school day within the 2026 calendar year, as determined by the State agency.
- No sampling or estimating is to be used in preparing this report.
- Since the State 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 five (5) sections that must be completed and verified prior to its submission to the Arizona Department of Education.

Section 1: State Agency and Institution or Community Day Program Information

State Agency

Provide the name and address of the State agency.

Name of State Agency: _____

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

Institution or Community Day Program

Provide the name, address, contract status, and general age range served for the neglected, delinquent, or adult correctional institution or the neglected or delinquent community day program.

Name of Institution or Community Day Program: _____

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

Is the institution or community day program contracted by the State agency to provide educational services to the children and youth residing in or attending the program? Yes _____ **No** _____

Enter the age range of children and youth typically served by the institution or community day program outside of the Annual Count: _____ **to** _____

Annual Count Reporting Parameters

Provide the reporting requirements that the institution or community day program must meet when completing this report.

Annual Count Reporting Date (MM/DD/YYYY): _____
(Must be the same reporting date for all State-operated and contracted institutions and community day programs.)

Section 2: Basis for Eligibility

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

If **all required questions** in the Eligibility Checklist are answered as "**Yes**", based on the type of institution or community day program**, continue to Section 3**. If **any** of the **required questions** are answered as "**No**", the institution or community day program should not be included in the State 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.

Institution and Community Day Program Eligibility Requirements		
Institution for Neglected or Delinquent Children and Youth • If "**Yes**" to **all Questions**, **continue** to Section 3. • If "**No**" to **any Question**, **do not continue** to Section 3. The institution does not qualify.	**Adult Correctional Institution** • If "**Yes**" to **Questions 1 and 2, continue** to Section 3. • If "**No**" to **either Question 1 or 2**, **do not continue** to Section 3. The institution does not qualify.	**Community Day Program for Neglected or Delinquent Children and Youth** • If "**Yes**" to **Questions 1 and 2, continue** to Section 3. • If "**No**" to **either Question 1 or 2**, **do not continue** to Section 3. The community day program does not qualify.

Eligibility Checklist	**Statutory Definitions**
1. Is a regular program of instruction provided for the children and youth in the neglected or delinquent institution, community day program, or adult correctional institution? ☐ **Yes** ☐ **No**	**Regular Program of Instruction:** An education program in an institution or a community day program for children and youth who are neglected or delinquent that consists of classroom instruction in basic school subjects, does not extend beyond grade 12, and is not supported by Federal funds. Neither the manufacturing of goods within the institution nor activities related to institutional maintenance are considered classroom instruction (34 C.F.R. § 200.90(b)).
2. Is the State agency responsible for providing free public education in the neglected or delinquent institution, community day program, or adult correctional institution either directly or through contracted services? ☐ **Yes** ☐ **No**	**State Agency:** An agency of State government responsible for providing free public education for children in institutions for neglected or delinquent children, community day programs for neglected or delinquent children, and adult correctional institutions (20 U.S.C. § 6431).
3. In the case of a neglected or delinquent institution, is the average length of stay at least 30 days? • This question **does not apply** to **community day programs** or **adult correctional institutions**. ☐ **Yes** ☐ **No** ☐ **N/A - community day program *or* adult correctional institution**	**Average Length of Stay:** Calculated by determining the length of time each child entering the institution stays and dividing that number by the total number of children passing through that institution during a given year. ○ **The average length of stay for all children in the institution must equal at least 30 days** (34 C.F.R. § 200.90(b)). ▪ An individual child or youth in an institution, however, would not necessarily have to stay for 30 days. ○ **Only applies to institutions** for **neglected** or **delinquent children and youth**.

Section 3: Type of Institution or Community Day Program Enrollment

Type of Institution or Community Day Program

Review the definitions for each type of institution and community day program and select the applicable category. Do not report on institutions or community day programs that do not meet any of the five definitions.

Enrollment Counts

For the type of institution or community day program selected, document the total count of eligible children and youth enrolled in the State-funded regular program of instruction on the date specified by the State agency.

- **The date** specified by the State agency **must be consistent for all institutions and community day programs** operated by the State agency, **and** the date must **represent a school day within** the **2026 calendar year** (34 C.F.R. § 200.91(a)(2)).

Children and youth to include in the Annual Count **must be aged 20 or younger and enrolled** in a **regular instructional program** that **meets one of the following criteria**:

- **20 hours per week** if in an **institution for neglected** or **delinquent children** or **a community day program for neglected or delinquent children**; or
- **15 hours per week** if in **an adult correctional institution** (34 C.F.R. § 200.91(a)(1)).

Check One	Type of Institution or Community Day Program	Number of children and youth under 21 years of age enrolled in a regular program of instruction supported by State funds for at least:	
		20 hours per week Total Count	15 hours per week Total Count
	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**.		[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.		
	Community day program for neglected children and youth: A regular program of instruction provided by the State agency at a community day school operated specifically for neglected children and youth.		
	Community day program for delinquent children and youth: A regular program of instruction provided by the State agency at a community day school operated specifically for children and youth *adjudicated to be delinquent. *"**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.		
	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.	[redacted]	

Section 4: Adjusted Enrollment to Reflect the Relative Length of the State Agency's Annual Program

Adjusted Enrollment

Multiply the enrollment count determined in Section 3 by the number of days in the year that the educational program operates. Divide that number by 180 to determine the adjusted enrollment (34 C.F.R. § 200.91(b)). Report the adjusted enrollment to two decimal places without rounding (e.g., 15.678 as 15.67).

Enrollment (from Section 3)		Number of Days Per Year Educational Program Operates		Adjusted Enrollment (Format: 0.00)
	X		Divided by 180 =	

Section 5: Official Certification of State Agency Annual Count Data

The State agency must ensure that the annual count of children and youth reported by each State-operated institution and community day program is valid, reliable, and comprehensive. Since the State 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. § 6432).

Before submitting the FY27 State Agency Annual Count Form to the Arizona Department of Education, the institution or community day program and the State agency must verify that all reported data are accurate and complete and compliant with all Annual Count reporting requirements.

Certification by the Institution or Community Day Program

The form must be signed by the authorized official responsible for overseeing and certifying the Annual Count data on behalf of the institution or community day program.

Name of Institution or Community Day Program: _____

Name of Authorized Official: _____

Title/Role: _____

Email: _____ **Phone:** _____

☐ **By checking the box and signing below, I certify on behalf of the institution or community day program 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 State Agency

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

Name of State Agency: _____

Name of Authorized State Agency Official: _____

Title/Role: _____

Email: _____ **Phone:** _____

☐ **By checking the box and signing below, I certify on behalf of the State 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):** _____