ARIZONA DEPARTMENT OF EDUCATION

# FY27 LEA Annual Count

**Title I-D Program**
Arizona Department of Education
(602)364-1958
ESEA@azed.gov

# Housekeeping Items

- **If you have questions throughout today's session, please share them in the following ways:**
  - Enter simple questions into the chat
  - Email ESEA@azed.gov with any LEA-specific questions
- **Today's session is being recorded**
  - The recording and presentation slides will be made available to attendees after the training
- **All resources referenced in this training as well as the recording and presentation slides will be shared following the session on the Arizona Title I-D Program website**
- **AI note-taking and other tools are not permitted in ADE sessions**

# Arizona Department of Education

The Arizona Department of Education is a service organization committed to raising academic outcomes and empowering parents.

# Arizona Title I-D Program

The mission of the Arizona Title I-D Program is to improve educational services to ensure positive, comparable academic outcomes for children and youth who are in neglected and delinquent institutions, and for those who are at-risk through the coordinated implementation of Title I, Part D of the Elementary and Secondary Education Act (ESEA).

## Mission Statements

**Academic Achievement**
Catherine Barrett

**Character Education**
Mila Makal

**Title I & ESEA Consolidated Unit**
Sarka White

**Office of English Language Acquisition (OELAS)**
Adela Santa Cruz

**Office of Homeless, Foster Care, Refugee, & Title I-D Education Programs**
Brittani Roy

**21st Century Community Learning Centers (CCLC)**
Megan Cameron

# Academic Achievement Division

# Dr. Brittani (Didi) Roy
ESEA Director



## Role & Responsibilities

- Lead statewide policy, program implementation, and systems transformation for children and youth at increased risk of educational disruption
- Strengthen systems, implementation, compliance, and capacity through strategic, data-driven guidance, oversight, and continuous improvement
- Mobilize policy, research, practice, and partnerships to remove barriers and advance educational access, stability, and outcomes

## Grounding Purpose

- Commitment to our shared responsibility to ensure that a student's circumstances never determine their access to educational stability, opportunity, or success

# Nichole Atencio

## ESEA Program Specialist



## Role & Responsibilities

- Develop and maintain collaborative partnerships across education, government, nonprofit, and community sectors to expand access to services and supports.
- Engage and influence stakeholders to align programs, resources, and initiatives with district and organizational objectives.
- Provide strategic guidance and technical assistance to school and district leaders in the implementation, oversight, monitoring, and evaluation of federal education programs to ensure effectiveness and compliance.

## Grounding Purpose

- To ensure that students, families, schools, and communities have access to coordinated services, resources, and supports by building strategic partnerships, engaging stakeholders, and strengthening the implementation of federal programs.

# Debbie Frankel
ESEA Program Specialist



## Role & Responsibilities

- Building cross sector partnerships to increase access to services and community engagement
- Stakeholder engagement and aligning programs to organizational goals
- Partners with school and district leaders to support the effective implementation, monitoring, and evaluation of federal programs.

## Grounding Purpose

- Committed to helping administrators maximize resources and improve outcomes for all students.

# Marisa de la Torre

## Foster Care Education Program Coordinator



## Role & Responsibilities

- Serve programs within the Office of Homeless, Foster Care, Refugee, & Title I-D Education Programs.
- Support the field in developing informed, high-quality, and comprehensive programs to ensure that barriers are removed so all students are provided an opportunity to learn and succeed.

## Grounding Purpose

- A high-quality education is a **right**, not a **privilege**, for our students. My job is to **insist** upon this right.

# Objective



Understand the updates to the FY27 Annual Count data collection, validation, and submission requirements

# Agenda



- Foundations of Title I-D
- Annual Count Requirements
- Annual Count Updates
- Q&A
- Closing & Next Steps




# Pre-Assessment

# Pre-Assessment

1. What is the primary purpose of the local education agency (LEA) Annual Count?
2. Which statement is true regarding which LEAs are responsible for conducting the Annual Count?
3. Which statement correctly describes how the LEA Annual Count informs funding?
4. What is a recommended strategy when coordinating the Annual Count reporting period with the eligible institution?
5. What is a recommended strategy when coordinating the Annual Count reporting period with an eligible institution?



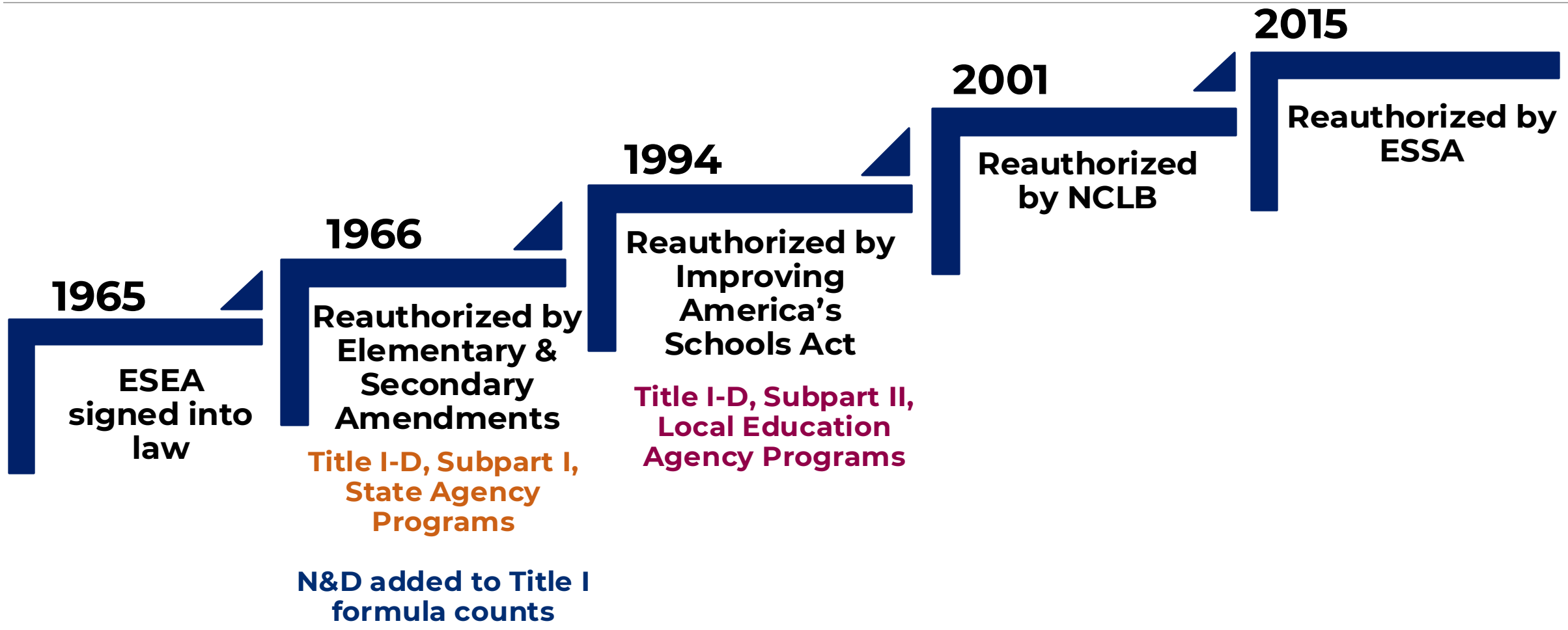

# Foundations of Title I-D

# Foundations of Title I-D



- History
- Purpose
- Subgrant Structure & Requirements

# ESEA & Title I-D



# Title I-D Program Overview



## Official Title

- The Prevention and Intervention for Children and Youth Who are Neglected, Delinquent, or At-Risk

## Purpose

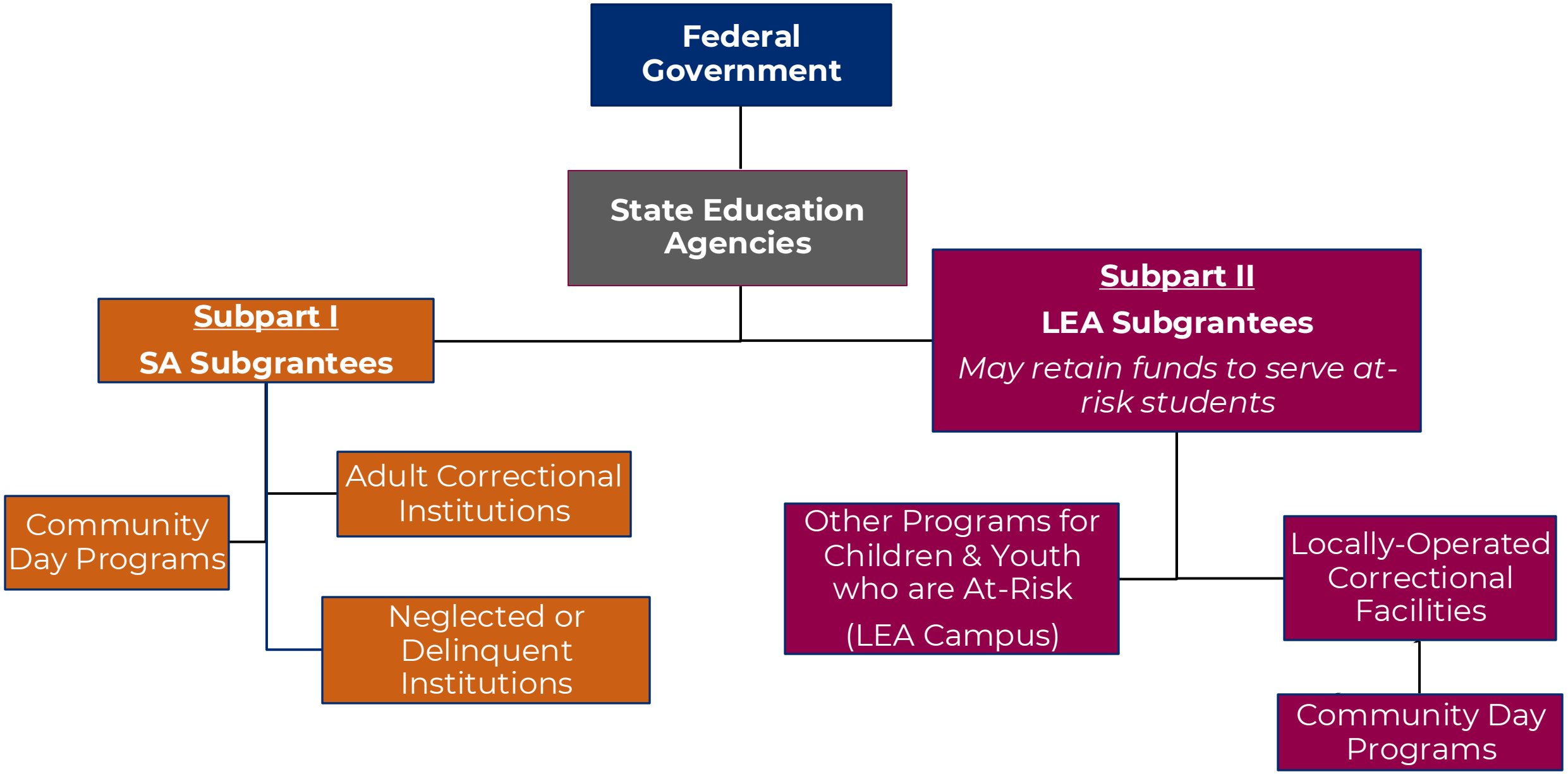
- **Improve educational services** for children and youth **in State, Tribal, and local neglected and delinquent institutions** so they can **meet** the same challenging **State academic standards** to which all students are held;
- **Provide transition services** from institutionalization **to further schooling or employment**; and
- **Implement support systems for those** who are **at-risk of dropping out** of school, those **who have dropped out**, and those **returning from correctional facilities** to **ensure their continued education**

20 U.S.C. § 6421(a)

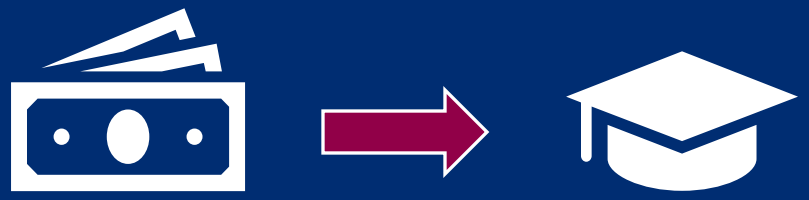
## Program Elements

- Two distinct subparts
  - **Subpart I:** State Agency (SA) Programs
  - **Subpart II:** Local Education Agency Programs
- Provides financial assistance to SAs and LEAs to enact statutory goals

20 U.S.C. § 6421(b)


Federal Government
State Education Agencies
Subpart I
SA Subgrantees
Adult Correctional Institutions
Community Day Programs
Neglected or Delinquent Institutions
Subpart II
LEA Subgrantees
May retain funds to serve at-risk students
Other Programs for Children & Youth who are At-Risk
(LEA Campus)
Locally-Operated Correctional Facilities
Community Day Programs

# Title I-D, Subgrant II Requirements



## Subpart II: Local Education Agency Programs

### Subgrant Requirements

- **LEAs with high numbers or percentages of children and youth in locally-operated delinquent and/or adult correctional institutions**
  - Including County and Tribally-operated facilities, and
  - Facilities involved in community day programs
- **The State Education Agency (SEA) notifies LEAs determined to be eligible for Title I-D, Subpart II subgrant funds**
  - Eligible LEAs apply for Subpart II subgrant funds

20 U.S.C. § 6452

34 C.F.R. §§ 200.90(a), 200.90(b)

# LEA Annual Count

# Local Education Agency Annual Count



- Overview & Requirements
- Summary of Process
- Strategic Considerations

# Local Education Agency Annual Count Overview



## Responsibilities

- **LEAs must identify and report** the number of eligible children and youth **in eligible locally operated neglected**, **delinquent**, and **adult correctional institutions**
- **LEAs must ensure the reliable, valid,** and **comprehensive annual count reported to the AZ Title I-D Program**
- **LEA must conduct count regardless** of **grade span served** or **Federal subgrantee status.**

## LEA Annual Count Purpose

- **USDE:** Calculate LEAs' Title I-A allocations and State's Title I-D Subpart II allocation
- **AZ Title I-D:** Inform statewide programmatic decisions & support

20 U.S.C. §§ 6333(c)(1)(B), (c)(4)(B); 6422(b); 34 C.F.R. § 200.70(b)(4)

**All LEAs with service boundaries, regardless of subgrant status, must conduct the Title I-D LEA Annual Count**

**LEA Annual Count**

**Neglected Counts**
*# of eligible children & youth in eligible neglected facilities*

**Delinquent Counts**
*# of eligible children & youth in eligible delinquent & adult correctional facilities*

**Generates LEA Title I-A funding**
34 C.F.R. § 200.70 (b)(4)

**Generate SEA Title I-D Subpart II LEA subgrant funds**
20 U.S.C. § 6422(b)

**All** LEAs with locally operated **neglected institutions within** their **boundaries must reserve** sufficient **Title I-A funds** to provide

- **comparable supplementary academic**, and
- **support services**

20 U.S.C. § 6313(c)(3)(A)(ii); 34 C.F.R. § 200.77(a)(2)

# Local Education Agency Annual Count Requirements



## Materials

### FY27 Local Education Agency Annual Count Form

- **Access here and on the Arizona Title I-D webpage**
- **Complete in entirety and remain unaltered**
- **Complete, review, verify, and certify by each locally operated neglected, delinquent, and adult correctional institution and local education agency prior to submission to ADE**
  - Tribal, Regional/County, Private
  - **Not** State-operated or contracted

## Educational Monitoring, Assistance, and Compliance (EMAC)

- **Assign responsible personnel to the FY27 Local Education Agency Annual Count in EMAC once available**
  - Contact the ADEConnect Entity Administrator
- **Communication and feedback provided by ADE through EMAC**
  - Submission of the Annual Count **does not** equate to acceptance
  - Written confirmation of Annual Count acceptance will be provided

# Local Education Agency Annual Count Requirements



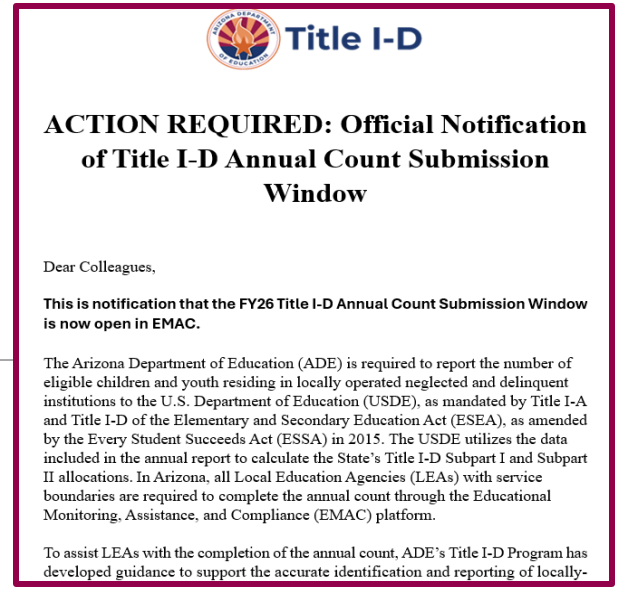
## Data Reporting Elements

### Locally Operated Institution Eligibility

- **Located within the LEA's service boundaries**
- **Primarily operates for care placed due to one of the following:**
  - 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).

| Annual Count Reporting Period | Child and Youth Eligibility |
|---|---|
| • **30-Day consecutive days**<br>  • **At least 1 day in October 2026** | • Must qualify as **neglected <u>or</u> delinquent**<br>• **Be** aged **5 to 17**, **<u>and</u>**<br>• **Reside** in the **institution** for **<u>at least one day</u> of the 30 day period**<br>• **Must be enrolled in the same grade levels as that are served by the LEA** |

# Annual Count Submission Timeline



Title I-D

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

Dear Colleagues,

**This is 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-

**October 31**
Title I-D Annual Count EMAC submission window **launches**

**December 14**
Title I-D Annual Count EMAC submission window **closes**

**December 14 -January 5**
Title I-D Annual Count submissions reviewed and **evaluated**

**December 14 -January 5**
Title I-D Annual Count submission **findings** shared via Communication Tab in Title I-D Annual Count Data Collection Task

**January 15**
ADE **submits** Annual Count to USDE

# Required Annual Count Process

## 1 Identify Potentially Eligible Institutions

- Identify all locally operated neglected, delinquent, and adult correctional institutions located within LEA boundaries
- Establish institution contacts
- Determine which institutions require an eligibility review

## 2 Determine Institution Eligibility

- Complete the eligibility review for each institution
- Verify:
  - Location within LEA boundaries
  - Institutional purpose
  - Residential status
  - Local operation
- Exclude institutions that do not meet all eligibility requirements
- Proceed only with eligible institutions

## 3 Establish Reporting Parameters and Distribute Forms

- Collaborate with each eligible institution to identify an appropriate 30-consecutive-day reporting period that includes at least one day in October
- Confirm grade levels to be reported
- Provide the FY27 Annual Count Form and reporting instructions
- Establish local timelines for completion and review

## 4 Collect Forms and Supporting Records

- Collect a separate completed form from each eligible institution
- Ensure reported data are supported by documented records
- Do not sample or estimate; retain supporting records for audit

## 5 Review, Verify, Calculate, and Certify

- Review each form for accuracy, completeness, and compliance
- Verify eligibility and enrollment counts
- Obtain all required institution official certifications and signatures

## 6 Upload and Submit EMAC by December 14, 2026

- Access the assigned FY27 Local Education Agency Annual Count application in EMAC
- Upload all completed and signed forms and complete the required EMAC entries
- Submit the application no later than December 14, 2026

## 7 Address Feedback and Confirm ADE Acceptance

- Monitor EMAC and email for ADE feedback
- Promptly resolve requested revisions or deficiencies
- Confirm receipt of written notification from ADE that the FY27 submission has been accepted

# Strategic Considerations

| Strategy | Considerations | Impact | Why It Matters |
|---|---|---|---|
| 1 **Identify eligible institutions and assign responsibilities** | Identify eligible locally operated institutions and assign data collection, review, verification, and certification responsibilities | Prevents omissions, clarifies accountability, and supports complete reporting | Ensures all eligible children and youth are represented in reporting |
| 2 **Collaborate to identify the 30-day reporting window that represents the greatest count** | **Collaborate with institutions** to communicate reporting expectations early **and** establish a compliant reporting windows that **represent the greatest number of eligible children and youth** | Ensures the Annual Count reflects the true scope of student need and the LEA's responsibility for providing educational services | Supports consistent and compliant data collection |
| 3 **Standardize data collection and documentation** | Establish procedures for eligibility determinations, source records, calculations, documentation, and timelines | Strengthens data quality, consistency, and audit readiness | Strengthens data quality and accountability |
| 4 **Verify and certify before submission** | Reconcile counts, eligibility determinations, documentation, calculations, and certifications before submission | Reduces errors and supports accurate funding and planning decisions | Supports accurate funding and planning decisions |

# Local Education Agency Annual Count Updates



- Purpose of Updates
- Notable Annual Count **Form Updates**

# Purpose of the Annual Count Updates

## Purpose

Produce a reliable, valid, and comprehensive count of eligible children and youth served in LEA boundaries

## Clarity

**Requirements are stated more directly**

- Definitions and citations located where eligibility and reporting decisions are made

## Organization

**Follows completion sequence**

- Separates institution information
- Institution eligibility
- Child or youth enrollment eligibility
- Certification of reported data

## Accountability

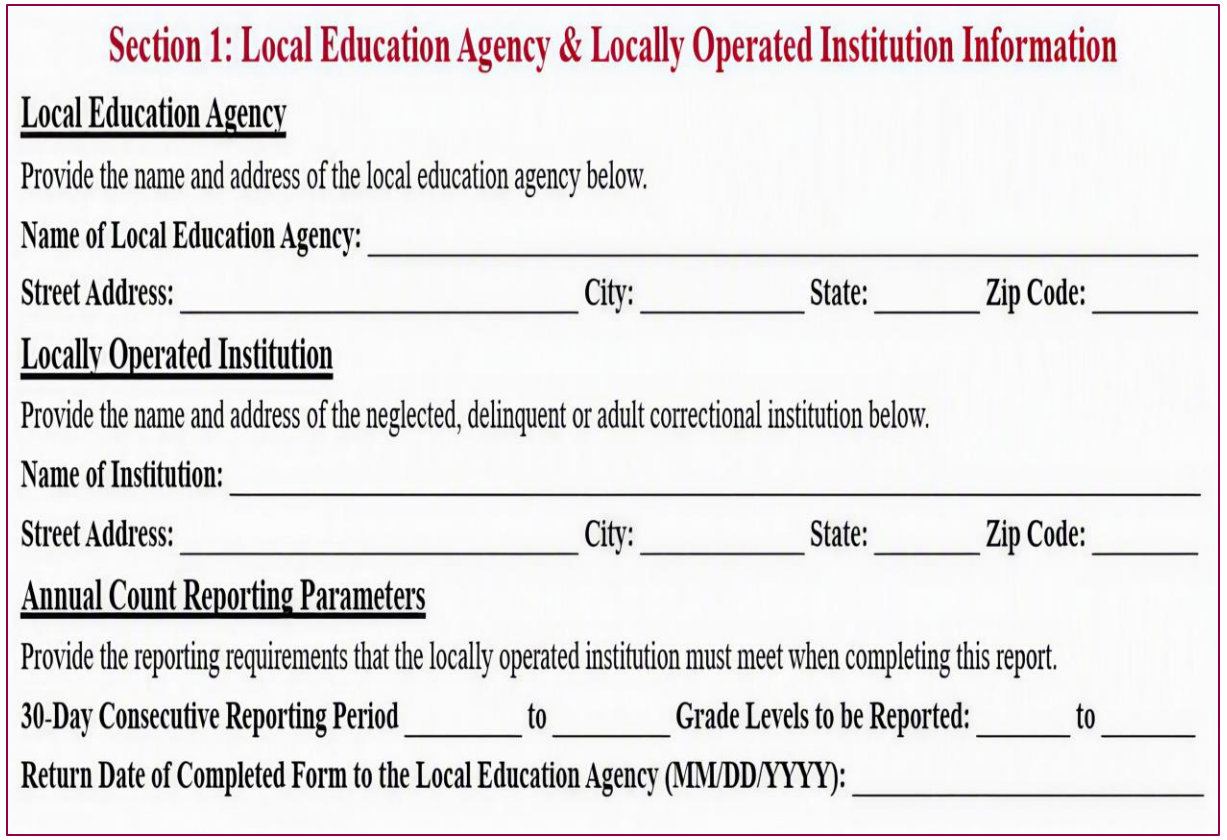
**Strengthened accuracy and audit readiness**

- Separate forms
- Expanded data fields
- Supporting records
- Dual certifications and attestations

## Benefits to LEA

- Ensures eligible children and youth are accurately represented
- Strengthens consistency, documentation, and responsible stewardship
- Helps the USDE calculate Title I-A and Title I-D allocations
- Supports statewide programmatic and fiscal decisions

# Notable Annual Count Form Updates



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 _____

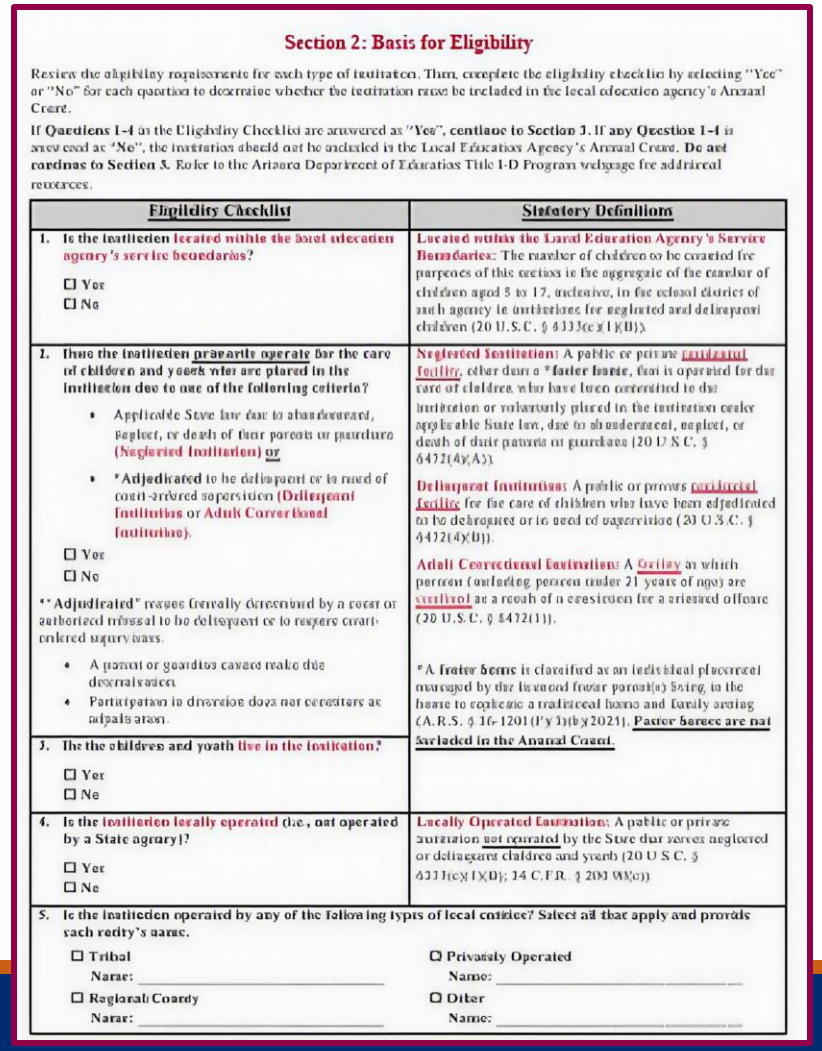
Return Date of Completed Form to the Local Education Agency (MM/DD/YYYY): _____

## Section 1

### Expanded Program & Reporting Information

- **Annual Count reporting parameters**
  - Specified 30-day count period
  - Grade levels to be reported
  - Return date to the local education agency

# Notable Annual Count Form Updates



## 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** on 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.

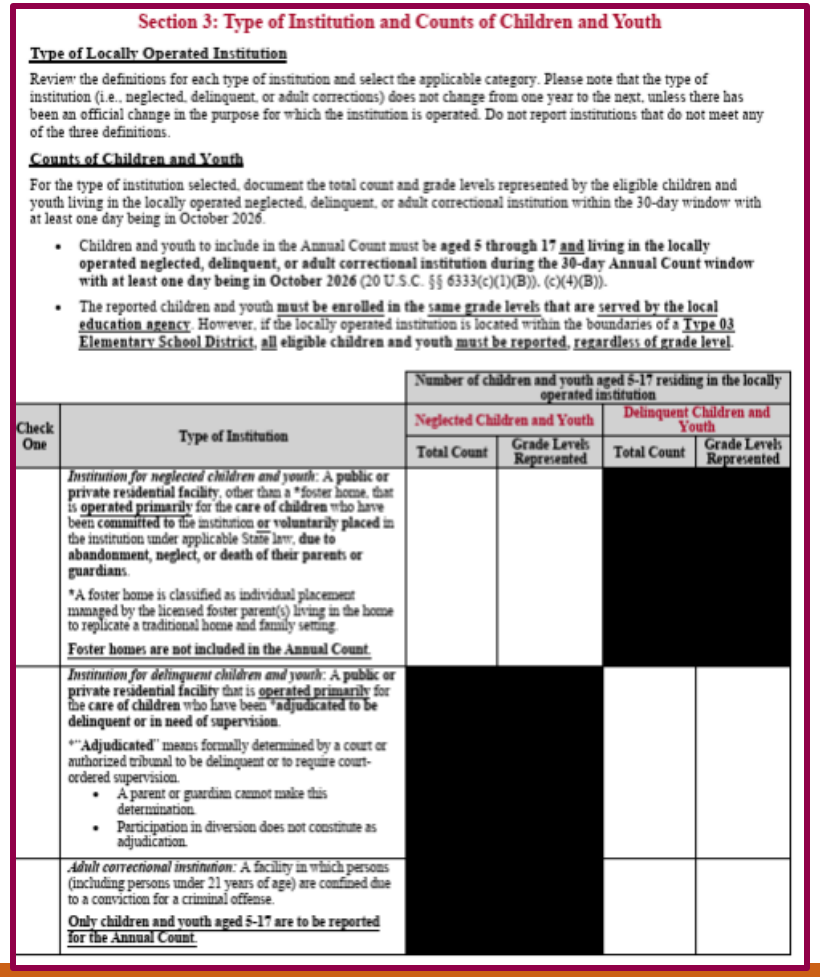
| Eligibility Checklist | Statutory Definitions |
|---|---|
| 1. Is the institution **located within the local education agency's service boundaries**?<br>☐ Yes<br>☐ No | **Located within the Local Education Agency's Service Boundaries:** The number of children to be counted for purposes of this section is the aggregate of the number of children aged 5 to 17, inclusive, in the school districts of such agency to institutions for neglected and delinquent children (20 U.S.C. § 6333(c)(1)(B)). |
| 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?<br>• Applicable State law due to abandonment, neglect, or death of their parents or guardians **(Neglected Institution)** or<br>• "**Adjudicated** to be delinquent or in need of court-ordered supervision **(Delinquent Institution** or **Adult Correctional Institution)**.<br>☐ Yes<br>☐ No<br>*"**Adjudicated**" means formally determined by a court or authorized tribunal to be delinquent or to require court-ordered supervision.<br>• A parent or guardian cannot make this determination.<br>• Participation in diversion does not constitute an adjudication. | **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)).<br>**Delinquent Institutions:** 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)).<br>**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)).<br>"**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(17)(b)(2021)). **Foster homes are not included in the Annual Count.** |
| 3. The children and youth **live in the institution**?<br>☐ Yes<br>☐ No | |
| 4. Is the **institution locally operated** (i.e., not operated by a State agency)?<br>☐ Yes<br>☐ No | **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)) |
| 5. Is the institution operated by any of the following types of local entities? Select all that apply and provide each entity's name.<br>☐ Tribal<br>Name: _____<br>☐ Regional County<br>Name: _____<br>☐ Privately Operated<br>Name: _____<br>☐ Other<br>Name: _____ | |

## Section 2

### Program-Specific Eligibility Determination

- **Eligibility checklist**
  - The form provides eligibility requirements for locally operated institutions
- **Embedded statutory definitions**
  - Definitions are located alongside the eligibility questions
- **Decision points are documented**
  - Yes/No questions create a consistent record of the eligibility determination

# Notable Annual Count Form Updates



**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**.

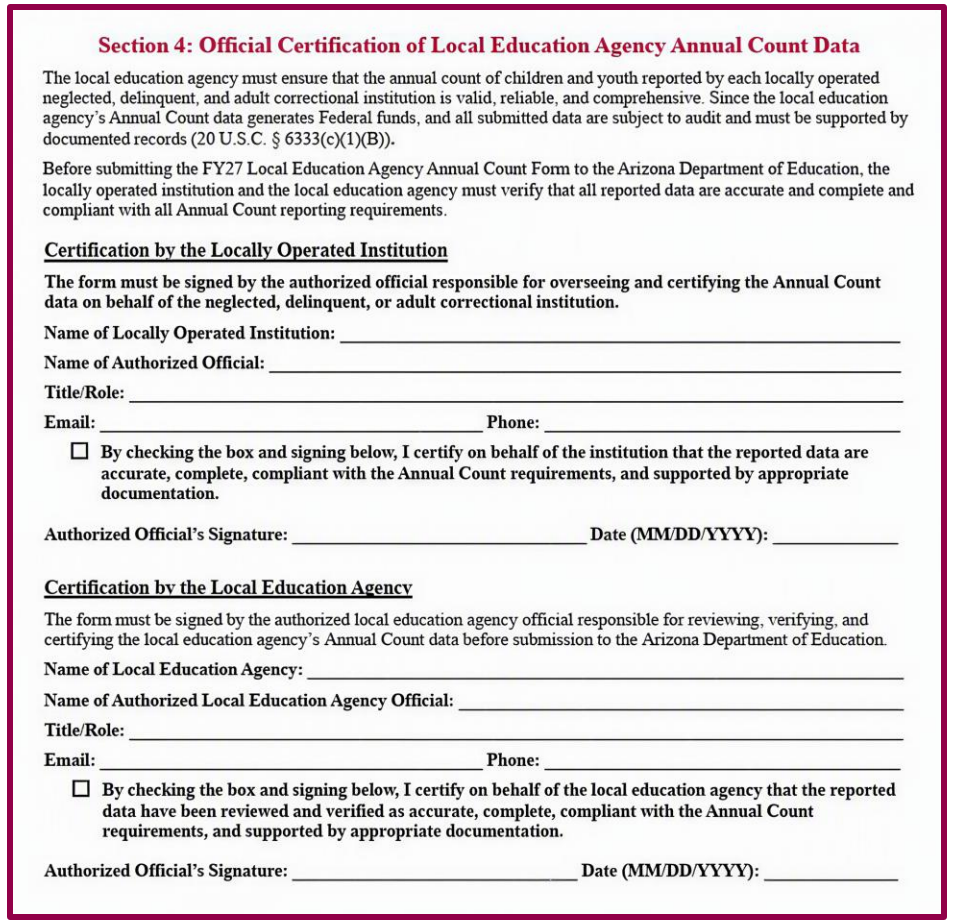
| Check One | Type of Institution | Number of children and youth aged 5-17 residing in the locally operated institution | | | |
|---|---|---|---|---|---|
| | | Neglected Children and Youth | | Delinquent Children and Youth | |
| | | Total Count | Grade Levels Represented | Total Count | Grade Levels 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**.<br>*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.<br>**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**.<br>*"**Adjudicated**" means formally determined by a court or authorized tribunal to be delinquent or to require court-ordered supervision.<br>• A parent or guardian cannot make this determination.<br>• 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.<br>**Only children and youth aged 5-17 are to be reported for the Annual Count.** | [redacted] | | | |

## Section 3

## Program Category and Enrollment Count

- **Three distinct institution categories**
  - Adult correctional institutions are reported separately
- **Enrollment count**
  - Collects the grade levels represented in the count
    - Type 03 Elementary School Districts must report all eligible children and youth residing in the institution, regardless of grade level
- **"Adjudicated" is clarified**
  - The form defines and distinguishes adjudicated children and youth
- **Category selection is tied to eligibility**
  - Institutions select one category after completing the eligibility determination

# Notable Annual Count Form Updates



**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):** _____

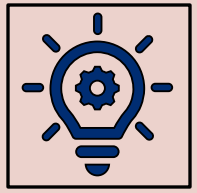
## Section 4

### Certification

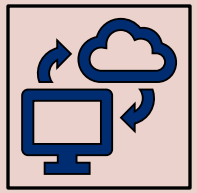
- **Dual certification is required**
  - Locally operated institution
- **Documentation is expressly attested**
  - Signers certify that data are accurate, complete, compliant, and supported by records

# Local Education Agency
# EMAC Data Submission





**Notable EMAC Updates**



**EMAC Data Submission Requirements**

# Local Education Agency

# Notable EMAC Updates



## Previous EMAC Data Submission Form Elements

- Entered LEA information
- Entered start and end dates broadly for LEA
- Entered the Annual Count total for each institution
- Certification from LEA Official

## Updated EMAC Data Submission Form Elements

- Do not enter LEA information
- Enter reported institution information
- Enter the start and end dates for the Annual Count reporting period for each institution
- Basis for eligibility applied to each reported institutions
- Enter the Annual Count data for each institution
- Select grade levels represented in each annual count
- Form branching based on selections
- Validity checks are provided

# Local Education Agency

# EMAC Data Submission Requirements



## EMAC Evidence Documents Upload

1. Completed, reviewed, and validated Annual Count Forms for each institution reported
2. Documentation of at least three (3) good faith escalating efforts made to obtain the completed form(s) for each institution
3. Ensure each upload is clearly labeled

## EMAC Data Submission Form Elements

**Page 1:** FY27 LEA Annual Count Submission Overview

**Page 2:** Institutional Reporting

- **Section 1**: Institution Information
- **Section 2**: Basis for Eligibility
- **Section 3**: Type of Institution and Counts of Children and Youth
- **Additional Institutions**, if applicable

**Page 3:** Validation of LEA Annual Count Submission

**Page 4:** Certification

**Be sure to save EMAC Form entries frequently**

# Local Education Agency

# EMAC Data Submission Requirements



# Validity Checks

## Validity Checks conducted immediately

**Section 2: Basis for Eligibility**

Review the eligibility requirements for the institution selected above. Answer Questions 1 through 4. If all responses are Yes, continue to Section 3. If any response is No, the institution must not be included.

**1. Is the institution located within the local educational agency's service boundaries?** *

This institution is not eligible because it is not located within the LEA's service boundaries. Select Remove institution to remove this entry.

- ○ Yes
- ◉ No

Validation Error & Explanation

The eligible placement criteria are:

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

**2. Does the institution primarily operate for the care of children and youth who are placed in the institution due to one of the eligible criteria described above?** *

- ◉ Yes
- ○ No

**3. Do the children and youth live in the institution?** *

This institution is not eligible because the children and youth do not live in the institution. Select Remove institution to remove this entry.

- ○ Yes
- ◉ No

Validation Error & Explanation

**4.Is the institution locally operated (that is, not operated by a State agency)?** *

- ◉ Yes
- ○ No

**Institution Not Eligible**

**This institution does not meet the eligibility requirements for inclusion in the FY27 LEA Annual Count.**

Do not continue to Section 3. If the LEA has another eligible institution with data to report, replace this first entry with that institution. If the LEA has no institution data to report, change the pathway response at the beginning of the Institution Reporting page.

Review the **Local Education Agency Annual Count Requirements and Eligibility Checklist**. For technical assistance, contact the program specialist assigned to the data collection task in EMAC.

Validation Error & Action Steps

# Local Education Agency

# EMAC Data Submission Requirements



# Validity Checks

## Validity Checks conducted immediately

Page 3 of 4

### 3. Validation of LEA Annual Count Submission

Verification Instructions

Review the institution totals and LEA child-count totals populated from the Institution Reporting page (Page 2). The number of institutions reported by the LEA must match the number of institution entries on Page 2.

**Institutions Reported on Page 2**

This is the number of eligible locally operated institutions the LEA reported on the Institution Reporting page (Page 2).

1

**Institutions Entered on Page 2**

This is the number of institution entries included on the Institution Reporting page (Page 2).

1

Consistent Number of Entries

**Total LEA Neglected Count**

This total is calculated from the neglected children and youth counts entered for all eligible institutions on the Institution Reporting page (Page 2).

143

**Total LEA Delinquent Count**

This total is calculated from the delinquent children and youth counts entered for all eligible delinquent institutions and adult correctional institutions on the Institution Reporting page (Page 2). Counts reported by adult correctional institutions are included in this total.

0

Auto-populated Review to Ensure Accuracy & Adjust Entries, as Needed

**Institution and Evidence Reconciliation** *

Confirm that the institution entries are complete and that the required evidence document was uploaded for each institution included in this submission.

◉ I confirm that I have uploaded a completed evidence document to EMAC for each institution included in this submission.

Validation Check

Previous Next

# Local Education Agency

# EMAC Data Submission Requirements



## No Eligible Institutions

**No identified eligible locally operated institutions within service boundaries**

## EMAC Submission Requirements

- **Make appropriate selection in EMAC form**
- **LEA Authorized Official must complete certification of due diligence & submit EMAC Form**

## No Returned Forms

**Identified one or more eligible locally operated institutions, but none completed and returned the FY27 LEA Annual Count Form**

## EMAC Submission Requirements

- **Make appropriate selection in EMAC form**
- **Upload documentation of at least 3 good faith escalating efforts made to obtain the completed form(s) for each institution**
  - **Documentation of each effort**
    - Date and time of the contact attempt
    - Name and type of institution
    - Type of contact, such as email, telephone call, or in-person visit
    - Contact information used for the institution representative and
    - Description of the progression of contact attempts
- **LEA Authorized Official must complete certification of conducting due diligence & submit EMAC Form**

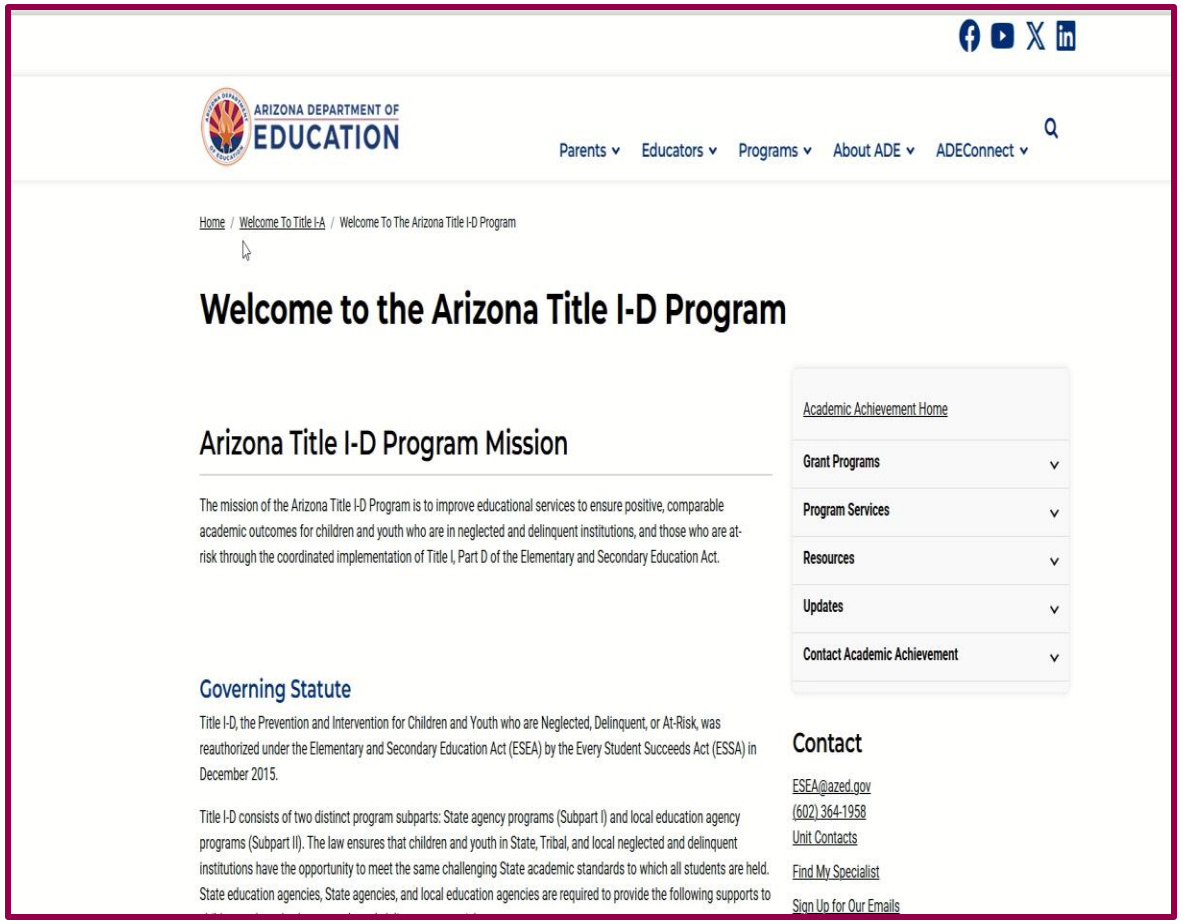
# Local Education Agency Resources

Arizona Title I-D Webpage

Local Education Agency Annual Count Eligibility and Checklist Guidance

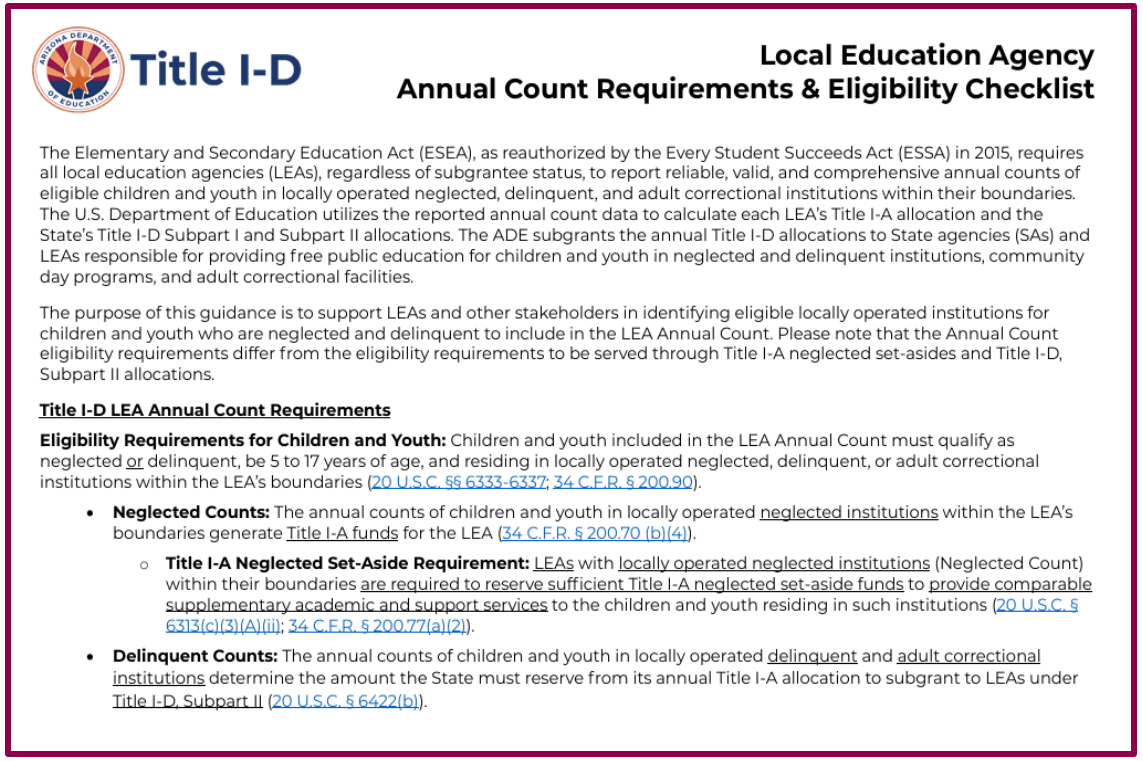
# Arizona Title I-D Program Webpage

- **Updated to provide greater support & clarity**
  - **Subpart II Program Descriptions & Requirements**
    - Funding Requirements
    - Subgrant Eligibility Requirements
    - Student Eligibility for Services Requirements
  - **LEA Annual Count Requirements & Resources**
    - Annual Count Submission Window
    - Requirement Overview
      - FY27 LEA Annual Count Form
    - Resources
      - LEA Annual Count Eligibility Guidance
      - Title I-D EMAC Desktop Manual
  - **Communication to the Field**
  - **Additional Resources**



# LEA Annual Count Eligibility Checklist

**Purpose:** Support LEAs with the identification of eligible neglected, delinquent and adult correctional institutions to include in the Annual Count



Title I-D

**Local Education Agency**
**Annual Count Requirements & Eligibility Checklist**

The Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) in 2015, requires all local education agencies (LEAs), regardless of subgrantee status, to report reliable, valid, and comprehensive annual counts of eligible children and youth in locally operated neglected, delinquent, and adult correctional institutions within their boundaries. The U.S. Department of Education utilizes the reported annual count data to calculate each LEA's Title I-A allocation and the State's Title I-D Subpart I and Subpart II allocations. The ADE subgrants the annual Title I-D allocations to State agencies (SAs) and LEAs responsible for providing free public education for children and youth in neglected and delinquent institutions, community day programs, and adult correctional facilities.

The purpose of this guidance is to support LEAs and other stakeholders in identifying eligible locally operated institutions for children and youth who are neglected and delinquent to include in the LEA Annual Count. Please note that the Annual Count eligibility requirements differ from the eligibility requirements to be served through Title I-A neglected set-asides and Title I-D, Subpart II allocations.

**Title I-D LEA Annual Count Requirements**

**Eligibility Requirements for Children and Youth:** Children and youth included in the LEA Annual Count must qualify as neglected or delinquent, be 5 to 17 years of age, and residing in locally operated neglected, delinquent, or adult correctional institutions within the LEA's boundaries (20 U.S.C. §§ 6333-6337; 34 C.F.R. § 200.90).

- **Neglected Counts:** The annual counts of children and youth in locally operated neglected institutions within the LEA's boundaries generate Title I-A funds for the LEA (34 C.F.R. § 200.70 (b)(4)).
  - **Title I-A Neglected Set-Aside Requirement:** LEAs with locally operated neglected institutions (Neglected Count) within their boundaries are required to reserve sufficient Title I-A neglected set-aside funds to provide comparable supplementary academic and support services to the children and youth residing in such institutions (20 U.S.C. § 6313(c)(3)(A)(ii); 34 C.F.R. § 200.77(a)(2)).
- **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 LEAs under Title I-D, Subpart II (20 U.S.C. § 6422(b)).

Title I-D

**Local Education Agency**
**Annual Count Requirements & Eligibility Checklist**

The Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) in 2015, requires all local education agencies (LEAs), regardless of subgrantee status, to report reliable, valid, and comprehensive annual counts of eligible children and youth in locally operated neglected, delinquent, and adult correctional institutions within their boundaries. The U.S. Department of Education utilizes the reported annual count data to calculate each LEA's Title I-A allocation and the State's Title I-D Subpart I and Subpart II allocations. The ADE subgrants the annual Title I-D allocations to State agencies (SAs) and LEAs responsible for providing free public education for children and youth in neglected and delinquent institutions, community day programs, and adult correctional facilities.

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  - **Title I-A Neglected Set-Aside Requirement:** LEAs with locally operated neglected institutions (Neglected Count) within their boundaries are required to reserve sufficient Title I-A neglected set-aside funds to provide comparable supplementary academic and support services to the children and youth residing in such institutions (20 U.S.C. § 6313(c)(3)(A)(ii); 34 C.F.R. § 200.77(a)(2)).
- **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 LEAs under Title I-D, Subpart II (20 U.S.C. § 6422(b)).




# Q&A

# Questions & Answers





**Unmute your microphone**

**OR**



**Type your question into the chat**

# Closing & Next Steps

# Summary & Closing



- Review of Session Objective
- Post Assessment
- Technical Assistance

# Objective



Understand the updates to the FY27 Annual Count data collection, validation, and submission requirements




# Post-Assessment

# Post-Assessment

1. **What is the primary purpose of the local education agency (LEA) Annual Count?**
   a) Determine individual student eligibility for services
   b) Calculate State and local education agency allocations and inform statewide program planning
   c) Monitor staff performance
   d) Evaluate academic achievement outcomes

2. **Which statement is true regarding which LEAs are responsible for conducting the Annual Count?**
   a) Only LEAs receiving Title I-D, Subpart II Grant funds must conduct the Annual Count
   b) Charter LEAs must conduct the Annual Count
   c) All LEAs with boundaries receiving Federal funding
   d) All LEAs with boundaries, regardless of subgrantee status

# Post-Assessment

**3. Which statement correctly describes how the LEA Annual Count informs funding?**

a) Neglected and delinquent counts both generate Title I-D, Subpart II funds

b) Neglected counts inform each reporting LEA's Title I-A funding, while delinquent counts inform Title I-D, Subpart II eligibility to apply for funding

c) Neglected and delinquent counts both generate Title I-A funds

d) Annual Count data do not affect Federal allocations

**4. What is a recommended strategy when coordinating the Annual Count reporting period with the eligible institution?**

a) Must have received Title I-D services during the current fiscal year

b) Aged 5-17, qualify as neglected or delinquent, and reside in the institution for at least one day during the reporting period

c) Aged 5-17, qualify as neglected and delinquent, and enrolled in the LEA

d) Aged 5-17, residing in a homeless shelter, and might be neglected or delinquent

# Post-Assessment

**5. What is a recommended strategy when coordinating the Annual Count reporting period with an eligible institution?**

a) Select a random range of 30 consecutive days with at least 1 day falling in October 2026

b) Select a random instructional day

c) Select the 30 consecutive days with at least 1 day falling in October 2026 that captures the greatest number of eligible children and youth for the grade levels served by the LEA (all grade levels must be reported by Type 03 Elementary School Districts)

d) Inform the eligible institution on December 13th of the reporting period of 30 consecutive days with at least 1 day falling in October 2026

# Thank you!

## TECHNICAL ASSISTANCE

**Arizona Title I-D Program Webpage**

- PowerPoint Presentation
- Session Recording
- Annual Count Eligibility Guidance

## SESSION RESOURCES

**Arizona Title I-D Program**
Arizona Department of Education
(602)364-1958
ESEA@azed.gov

**Please remember to complete the session feedback survey upon exiting!**