



State of Arizona
Department of Education

May 20, 2011

Dear Superintendent/Administrator:

RE: NCLB Update 11-02 – End of Year Reminders

Please forward the following information to the appropriate staff members within your LEA regarding items that need attention as the 2010-2011 school year ends and preparations for the 2011-2012 school year are underway.

1. NCLB Indicator Data - for all schools - Preliminary due date: May 20, 2011; Final due date June 30, 2011

All students eligible for free or reduced price lunches should have NCLB Indicator 1 or 2 entered into SAIS. Schools that do not operate a National School Lunch Program should have determined student eligibility using the alternate form as posted on the [Operations](#) section of the Academic Achievement Division web page. This data is reported to the US Department of Education, is applied as part of NCLB accountability determinations, and is used in the distribution formulas of federal funds to LEAs and schools.

Note: [new guidelines](#) for FY12 have been released by the US Department of Agriculture and new sample forms for use in enrollment packets will be [posted \(click here\)](#) by June 1st.

2. Program participation data – for all Title I schools - Preliminary due date: May 20, 2011; Final due date June 30, 2011

Each student who has received services from Title I programs should be so indicated in SAIS, using the program participation transactions for all of the types of service received. If a student participated in, for example, both reading and mathematics Title I programs, then enter both program codes for that student. Schoolwide schools should enter participation for all students, based on the schoolwide program focus. Students who participated in Supplemental Educational Services (SES) or Public School Choice as a result of federal school improvement status should also be entered into SAIS.

3. LEA and School Continuous Improvement Plans (CIP) in ALEAT – End dates for FY11 and FY12 updated version

A separate notice went out recently to the ALEAT contacts with directions on how to end the action steps for this year and to prepare for the FY12 version. Title I schools with schoolwide programs should have entered their plans by the end of the school year. For information on how to address schoolwide and improvement status within the CIP contact [your LEA's Title I specialist](#).

After the rollover to the new fiscal year, LEAs should prepare to update SMART goals, add new/updated strategies, and enter new/updated action steps. The FY12 CIP must align to your NCLB Consolidated

Programs Application (NCLB ConApp) and will be **due October 3, 2011**. School plans for Title I targeted assistance schools are due *prior to the start of the school year*.

4. Grants management deadlines

Obligations to ARRA Title I grants end September 30, 2011. No carryover of these funds will be available. All obligations must be cleared and completion reports filed no later than December 30, 2011.

Reminder: Completion reports for all federal FY11 grants, such as Title I and Title II, are **due to the ADE within 90 days of the end date of the grant**. If carryover is requested, it must be amended into the FY12 project within 60 days. Failure to meet these timelines could jeopardize receipt of both current year and previous year carryover funds.

FY12 NCLB ConApp deadline will be **October 3, 2011**. The NCLB ConApp will open in early July and **close January 13, 2012**. **Any funds not applied for by that date will be reallocated**. LEAs should carefully review the directions documents, including the criteria for a substantially approvable application that appear in the Application Downloads. Notifications for the NCLB ConApp application training, beginning in late July, will be sent to federal programs directors and the schedule will be posted on the ADE Calendar.

5. Records retention reminder

Federal regulations (34CFR §80.42) require that all recipients of federal funds maintain programmatic and fiscal records pertinent to each federal grant and that those records must be accessible for monitoring or auditing purposes. Please be sure that your current year records are up-to-date and will be secured for at least three years from the date of the last completion report for the grant.

For further information on any of the above items, please email me at nancy.konitzer@azed.gov or call me at 602-542-7470.

Sincerely,



Nancy Konitzer

