

Census Verification Checklist

October 1 _____

*Include students who **reside** in your public education agency (PEA) and **attend**:*

- ☐ A school within your PEA
- ☐ Other PEAs (not through open enrollment)
- ☐ Approved private day schools
- ☐ Approved residential treatment centers
- ☐ Accommodation districts/public consortiums
- ☐ Head start programs
- ☐ Private / parochial schools within district boundaries and receive services on ISP
- ☐ A school at home (homeschooled) within district boundaries and receive services on an ISP
- ☐ A school within your PEA as a “fee-for-service¹” student receiving services from ASDB

*Include students who **attend** your PEA and **reside** in:*

- ☐ Transporting district or state institution

¹ Students who are identified as “fee-for-service” must be included in the census count for the PEA where the student resides, The district/charter school will report these students in SAIS.

If October 1 falls on a Saturday or Sunday or other non-session day (such as fall break):

- ☐ Include students who were enrolled on the last day school was in session before October 1 as long as they were known to have continued in SPED on the first day school was in session following October 1 (whether in your school or another PEA). The PEA that should count the student is the PEA the student was enrolled in prior to October 1.
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Be sure to:

- ☐ Include students who are participating in a SPED program but are not physically present
 - ☐ Include students with an expired IEP or evaluation (does not apply to students on an initial IEP) if they are receiving services
 - ☐ Include students enrolled or withdrawn from a SPED program on October 1
 - ☐ Check birthdates; only include ages 3–21
 - ☐ Include ALL students in grades K–12 (not SPED only) in private/home school count (applicable to districts only)
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DO NOT:

- ☐ Report October 1 count from SAIS
- ☐ Count students more than once, regardless of how many categories in which they are eligible
- ☐ Include ASDB voucher students²
- ☐ Include students who attend Arizona State Hospital (ASH)
- ☐ Include students tuitioned-in³ to your PEA
- ☐ Include 2-year olds or 22-year olds
- ☐ Include preschoolers in the private home school count (applicable to districts only)
- ☐ Submit an LEA calendar for Arizona Online Instruction (AOI) schools⁴

Direct census related questions to ESS Data Management at essdatamgmt@azed.gov.

² For students served by ASDB under the voucher program, ASDB will be considered both the DOA and the DOR for the students and they will be counted by ASDB in their census count. These students should not be included as part of any other PEA census count. ASDB will also complete the reporting for these students in SAIS.

³ Tuitioned-in students are counted by the responsible PEA that pays tuition for the student's services.

⁴ LEA calendars are required for state aid purposes; AOIs are funded differently than most PEAs and do not require an LEA calendar.