# Submitting Data for PEA-Counted Students Attending ESS Approved Private Day Schools

## Background

This guide discusses the process public education agencies (PEA) (i.e. public school districts and charters) need to follow for submitting data on students attending approved private day schools. These students are often referred to as being "tuitioned out", meaning the PEA pays for the student to attend the approved private day school in order that the student may receive the specialized educational services he or she needs. Under this arrangement, the PEA is still responsible for submitting data on these students so they are counted as part of the PEA's student population.

## Process
## Data Submissions

Once a PEA transitions to submitting data directly to AzEDS (as all must do before July 1, 2016), the following process must be followed for submitting information on students attending approved private day school schools:

1) The private school must submit its school calendar to ADE via the existing Calendar Application. (Existing common practice)

2) The PEA must add the private school's calendar to the district's student information system (SIS)

3) Using the loaded private school calendar, the district school then uses its SIS to enroll these students and to submit their data to ADE

4) It is the private school's responsibility to notify the PEA of any changes to a student's enrollment status; the PEA must then make these changes in its SIS

5) Withdrawals are to be handled the same way as enrollments—by the PEA using its SIS and the private school calendar

6) PEAs will use AzEDS reports to validate the submitted data for these students and track associated funding

7) If the PEA is submitting data to SAIS, the PEA may continue to use SAIS Online to enter data for these students.