



Submitting Data for PEA-Counted Students Attending Residential Treatment Centers

Background

This technical assistance document provides guidance on the process public education agencies (PEA) (i.e., public school districts and charters) need to follow for submitting data on students attending residential treatment centers (RTCs). These students are often referred to as “vouchered,” meaning the State pays for the student(s) to attend a residential treatment center to facilitate specialized educational services. Under this arrangement, the PEA where the student(s) was last enrolled is responsible for submitting data for the student(s) so he or she is counted as part of the PEA’s student population.

Process

Data Submissions

Once a PEA transitions to submitting data directly to AzEDS (as required by July 1, 2016), the steps below must be followed to submit information on students attending RTCs:

- 1) The RTC must submit its school calendar to ADE via the Calendar Application, using existing common practice
- 2) The PEA must manually add the RTC’s calendar to the district’s student information system (SIS)
 - a. RTC calendars can be found through the [school finance](#) website
 - b. A RTC may provide it to the PEA
- 3) Using the loaded RTC calendar, the district school then uses its SIS to enroll a vouchered student and to submit his or her data to ADE
- 4) It is the RTC’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 RTC calendar
- 6) PEAs will use AzEDS reports to validate the submitted data for vouchered students