



# Submitting Data for PEA-Counted Students Attending A Head Start Program

## **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 head start programs. Under this arrangement, the PEA is responsible for submitting data on these students so they are counted as part of the PEA's student population.

## **Process**

### **Data Submissions**

The following process must be followed for submitting information on students attending a head start program:

- 1) The head start program must submit its school calendar to the ADE via the Calendar Application through School Finance.
- 2) The PEA must add the head start's calendar to the PEA's student information system (SIS)
  - a. Head start program calendars may be available on the [School Finance School Calendars website](#)
- 3) Using the loaded head start program calendar, the PEA then uses its SIS to enroll these students and to submit their data to the ADE
- 4) Withdrawals are to be handled the same way as enrollments—by the PEA using its SIS and the loaded head start program calendar
- 5) PEAs will use AzEDS reports to validate the submitted data for these students and any associated funding