State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

To: Arizona's School District and Charter School Superintendents, Public Education Agency
           Administrators, Business Managers, and AzEDS Data Administrators

From: Peter Laing, Deputy Associate Superintendent, School Excellence
           Keith Snyder, Deputy Associate Superintendent, Educator Excellence
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Date: March 8, 2017

Subject: October 1 Enrollment Data

What is October 1 Enrollment Data?

To ensure compliance with federal reporting and program requirements for Fiscal Year 2017, the Arizona Department of Education (ADE) is compiling data for students enrolled on **October 1, 2016**. Reports will be prepared using enrollment data that has been submitted by Arizona school districts, charter schools, and other public education agencies (PEAs) via their respective student information systems to ADE and has **Passed Integrity.**

Student level enrollment and program data reported by public education agencies is critically important to funding and program determinations for all education programs. ADE uses the data to manage eligibility, calculate funding of limited federal dollars, comply with federal reporting requirements, and serve as the basis for general population statistics about Arizona schools.

What are the important deadlines?

The preliminary October 1 enrollment data deadline is April 7, 2017. Arizona school districts, charter schools, and other PEAs should have submitted most student level enrollment and program data by this time. The final October 1 enrollment data deadline is **April 28, 2017**. Between April 7 and April 28, PEAs are strongly encouraged to review and correct data submissions, using ADE program area staff for support.

What are the consequences of not submitting accurate, valid, and timely October 1 enrollment data?

Information submitted after **5:00 PM** on **April 28, 2017** will not be included in the grants or reports indicated in the chart below. Incomplete, inaccurate, or late reporting may result in a delay of state and/or federal funds, possible sanctions, and in some cases, a loss of potential funding for these grants and systems.

The following chart shows the type of student level enrollment and program data required for each federal reporting and program determination requirement along with the ADE contact that can be used to assist with data reporting questions:

	Student Enrollments	ESSA Needs Indicators (Free/Reduced Lunch Eligible)	SPED Participations Disability and Service	ELL Program Participations	ADE Program Area Contacts
Title I	✓	✓			Gary.Fortney@azed.gov 602-542-2014
Title II	✓	✓			Steve.Larson@azed.gov 602-542-3532
Title III				✓	Micky.Gutier@azed.gov 602-542-7469
IDEA Basic Grant	✓	✓			ESSFunding@azed.gov 602-542-3851
ESS Federal October 1 Census Reporting	✓		✓ ✱	✓	ESSDataMgmt@azed.gov 602-542-3854

*Validations for the SPED data are done through the ESS Census process captured on March 17, 2017.

We appreciate your assistance in helping to optimize funding for all of the education programs benefitting students and teachers of Arizona.

If you have any questions regarding data submission, please contact the ADE Support Center at 602-542-2222 or by email at ADESupport@azed.gov.