



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: Keith Snyder, Deputy Associate Superintendent, Educator & School Excellence
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Date: December 31, 2018

Subject: October 1 Enrollment Data

What is October 1 Enrollment Data?

To ensure compliance with federal reporting and program requirements for Fiscal Year 2019, the Arizona Department of Education (ADE) is compiling data for students enrolled on **October 1, 2018**. 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 AzEDS 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.

October 1 data is used for many internal and external accountability reports such as statewide dropout rate and to identify students in certain subgroups. Therefore, it is imperative that schools review and correct this data as soon as possible so we can produce accurate numbers for federal reporting and A-F letter grades.

What are the important deadlines?

The preliminary October 1 enrollment data deadline is January 15, 2019. 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 **Friday, February 15, 2019**. Between January 15 and February 15, 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 February 15, 2019** 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 who can be accessed 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	✓	✓			TitleI-Inbox@azed.gov 602-364-1958
Title II	✓	✓			TitleII-A@azed.gov 602-542-3532
Title III				✓	Micky.Gutier@azed.gov 602-542-7469
IDEA Entitlement Grant	✓	✓	✓ *		ESSProgMgmt@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 that is also captured on **Friday, February 15, 2019**. It works in tandem with the October 1 enrollment process.

We appreciate your assistance in helping to optimize funding for all 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.

