Memorandum

To: Arizona's School District Superintendents
Charter School Administrators
Public Education Agency (PEA) Administrators

From: Academic Achievement
Exceptional Student Services
Office of English Language Acquisition Services (OELAS)

cc: Business Managers
Arizona Education Data Standards (AzEDS) Data Administrators

Date: December 7, 2023

Re: October 1 Enrollment Data for Fiscal Year 2024

What is October 1 Enrollment Data?

To ensure compliance with federal reporting and program requirements for the fiscal year 2024, the Arizona Department of Education (ADE) is compiling data for students enrolled on **October 1, 2023**. AzEDS Reports will populate from data that Arizona school districts, charter schools, and PEAs submit via their respective student information system (SIS) to ADE and has **Passed Integrity in AzEDS accordingly**.

Student-level enrollment and program data reported by public education agencies are 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.

ADE uses October 1 data for internal and external accountability reports, such as statewide dropout rate, and to identify students in certain subgroups. Therefore, schools must review, and if applicable, correct this data as soon as possible so that we can produce accurate numbers for federal reporting.

What are the important deadlines?

The final October 1 enrollment data deadline is Wednesday, January 24, 2024. Between now and January 24, ADE requires PEAs to review and correct data submissions if there are inaccuracies. ADE encourages PEAs contact their relevant ADE program area staff for support.

What are the consequences of not submitting accurate, valid, and timely October 1 Enrollment Data?

ADE will not include any information submitted after 5:00 PM on January 24, 2024, into AzEDS on the relevant grants or reports indicated in the chart below. Incomplete, inaccurate, or late reporting from PEAs will result in delay of state and/or federal funds, potential reductions of federal grant funding and other program enforcement as relevant.

Chart of Relevant Reports for Grants and Program Contact Information

The following charts displays the type of enrollment and program data required for federal reporting or ADE operations along with who PEAs may contact to assist with data reporting questions:

	Student Enrollments	Income Eligibility 1 and 2	Title I Support Programs	Special Education Disabilities and Programs	English Learner Program Participations
AzEDS Report Name	OCT1	OCT1	SUPP10	SPED73	EL71 and EL74
ESEA Consolidated Title I, Title II, Title IV-A, Title V-B Grants	✔	✔	✔*		
Title III					✔***
IDEA Entitlement Grant	✔	✔		✔**	
ESS October 1 Data Collection	✔			✔**	✔

ESEA Consolidated Title I, Title II, Title IV-A, Title V-B Grants	Title III	IDEA Entitlement Grant	ESS October 1 Data Collection
Denise.Lee@azed.gov 602-542-7214 www.azed.gov/ese	Micky.Gutier@azed.gov 602-542-7469	ESSProgMgmt@azed.gov	ESSDataMgmt@azed.gov 602-542-3962

* PEAs must have a director approved ESEA Consolidated application within GME for PEAs to submit Title I Support Program data to AzEDS. PEAs may continually submit Title I Support Program data throughout the data capture dates posted by School Finance.

** ESS does validations for SPED data through the ESS October 1 Data Collection process. ESS also captures on January 24, 2024. The process is dependent upon the general October 1 process.

*** In AzEDS, school districts and charter schools can verify their EL Program Participation data by reviewing the **EL71 - EL Program Participation Report**, which is available via the **AzEDS Portal** application in **ADEConnect**, and by clicking the **Reports** tab and selecting **English Learner** from the menu. Also available is the **EL74 – October 1 EL Report**, which compiles student level EL Program data for October 1 Enrollment purposes.

Please reach out to your student information system (SIS) vendor if you have any questions regarding how to input information into your SIS (i.e., PowerSchool, Infinite Campus, or Tyler Technology).

For fiscal year 2025, ADE will revise the October 1 closing date and move it closer to October 1 to streamline the process. ADE will issue more information at the beginning of fiscal year 2025.

ADE appreciates your efforts to optimize funding for all the educational programs that benefit students and teachers of Arizona.