



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

September 28, 2010

Dear Superintendent/Administrator:

RE: NCLB Update 11-01

The 2010 - 2011 school year is well underway and it is time for the first NCLB Update for the year. This notice outlines some important changes for FY11 and announces some critical deadlines.

1. **ARRA Assurances and Reporting:**

Funds issued under the American Recovery and Reinvestment Act require all LEAs to sign-off on a more detailed set of assurances. In addition ARRA grants/projects must be tracked and reported on separately. These assurances are again required for FY11. Check your LEA's submission status at https://www.ade.az.gov/gme/FY11_Entity_Status.pdf. ARRA quarterly reporting will continue with the first report for the first quarter ending September 30th. The ARRA Recipient Report in the Common Logon will open September 30th.

2. **Important Due Date – October 1st**

Circle **October 1st** on your calendar. Several significant items must be completed and submitted to the ADE by that date. Each item listed here will be further explained separately below:

- ✓ FY11 NCLB ConApp substantially approvable applications and spreadsheets
- ✓ Private school *Affirmation of Consultation* forms
- ✓ *Constitutionally Protected Prayer Certification*
- ✓ NCLB Indicator 1 and 2 student data submitted into SAIS
- ✓ HQT data

a. **FY11 NCLB ConApp with Spreadsheets**

All LEAs intending to apply for the NCLB programs contained in the FY11 NCLB ConApp need to submit a *substantially approvable* application no later than **October 1st**. Pursuant to 34 CFR 76.708 subgrantees of formula grant programs such as those contained in the NCLB ConApp may NOT OBLIGATE funds before a *substantially approvable* application has been submitted to ADE. The capacity of the LEA to reimburse obligations to these programs incurred prior to the submission of the NCLB ConApp is subject to approval by ADE. The criteria for a *substantially approvable* application are attached to this letter.

Review *the new directions documents* located in the Application Downloads of the ADE Grants System prior to completing and submitting the FY11 NCLB ConApp applications. When completing the NCLB ConApp, you may need to revise your ARRA Title I spreadsheets and resubmit with composite data that includes both grant amounts. Email

the completed revised *Excel* file to NCLBConApp@azed.gov. Enter the status of all of your schools in the Title I Eligibility and Program Report available in the Common Logon.

b. Private School Affirmations of Consultation – due no later than October 1st

School districts (not charter schools) that have private schools located within their boundaries must document the annual contact with each private school regarding services that may be available under Titles I-A, I-C, II-A, and II-D. The signatures of representatives from the district and the private school must accompany the submitted consultation forms (even if services are declined), which will be uploaded as evidence in the LEA Filing Cabinet in the Affirmation/Confirmation Instrument under the Monitoring tab in ALEAT. All forms must be submitted prior to the approval of the NCLB ConApp. LEAs should retain original forms for their records.

c. Constitutionally Protected Prayer Certification – due October 1st

The *Constitutionally Protected Prayer Certification* must be submitted through the Grants System and is due October 1st. Download the form, secure the signature of an authorized LEA representative, and mail the original to the ADE Grants Management Office. Check your LEA's submission status at https://www.ade.az.gov/gme/FY11_Entity_Status.pdf. Failure to submit this certification will jeopardize your receipt of federal funds.

d. NCLB Indicators 1 and 2 in SAIS – due October 1st

Poverty data for all schools is calculated based on the NCLB Indicator transactions for each student in SAIS. While some programs may use district-wide Census data to determine poverty, the NCLB Indicator data is also used in certain instances at the school level throughout the current school year for other purposes. These transactions should be entered for all students upon enrollment at the beginning of each school year. For schools that rely on National School Lunch Program data, timely data exchange to your school data management system and then into SAIS is critical.

e. HQT - Highly Qualified Teacher Data – due October 1st

Updating of the HQT data must be accomplished annually by October 1st, including the deletion of former staff, addition of new staff, and the changing of teacher assignments. The Highly Qualified Teacher Application is accessible through the Common Logon. Check your LEA's status at this link on the ADE Home page: [2010-11 LEA Status of Highly Qualified Teacher Reporting: Due 10/1/10](#)

Other important items of note:

3. ARRA Waiver Reporting and Title I Continuation Grants

LEAs that received FY10 Title I ARRA grants must file a completion report in order to determine the carryover amount. The ARRA Title I Continuation Grant can then be used to access the remaining funds. The 15% carryover limit has been waived for this grant for FY11. However, all Title I ARRA funds must be expended by September 30, 2011.

LEAs that applied for waivers of certain set aside provisions in their ARRA Title I grants must comply with the reporting requirements contained in the ARRA Title I Completion Report.

These include the amount of funds excluded under each waiver and the use of the excluded funds. Directions for completing the Completion Report is available on the Title I web site at <http://www.ade.az.gov/asd/Title1/arra/TitleARRACompletionReports.pdf> .

4. NCLB LEA Continuous Improvement Plans and ASIPs - due October 28th

All NCLB LEA Continuous Improvement Plans (formerly called LEA Consolidated Plans) must be reviewed and updated for FY11 in ALEAT. The LEA Continuous Improvement Plan (CIP) is the basis of your authority to receive and expend NCLB funds. All goals in ALEAT must be addressed with at least one strategy and action step. LEAs in improvement will need to have strategies and action steps that address their improvement status in addition to their regular federally-funded programs. All programs and professional development budgeted in the NCLB ConApp must be identified in the CIP as action steps attached to a specific strategy.

All ASIPs (Arizona School Improvement Plans) must now be entered into ALEAT. Materials from the Fall Process Workshops and directions through a series of webinars provided by the School Improvement and Intervention Unit can be accessed on the Unit's web page <http://www.ade.az.gov/schooleffectiveness/schoolimprovement/> or through the [Calendar of Events](#).

5. Comparability – Assurance of Comparability is **due November 30th** for LEAs beginning with A-L. See the [NCLB Doc Library](#) for updated forms and directions.

6. NCLB 6-Cycle Monitoring Documents – due December 1st

All items of evidence of compliance for your assigned cycle should be uploaded into ALEAT by December 1st. LEAs scheduled for Cycle 4 On-site reviews must have documents uploaded at least three weeks prior to the scheduled visit.

7. Update contact information, especially the name and e-mail address of the NCLB/Federal Programs Coordinator, in the LEA Core Data located in the Common Logon.

If you have additional questions or require additional guidance, please contact your program specialist or you may contact the Academic Achievement Division of the ADE at (602) 542-7847 or (602) 542-7467.

Sincerely,

Nancy Konitzer
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NCLB Consolidated Activities

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Deputy Associate Superintendent
Operations