Entity Profile Form Instructions

Step 1
Provide the entity name to which the changes will apply.

Step 2
Determine which change needs to be made:
1. To Modify a Profile, choose the appropriate option.
2. To Create a New Profile, choose the appropriate option.
3. To Make a Profile Inactive, choose the appropriate option.
4. To Reactivate a Profile, choose the appropriate option.
5. To Terminate a Profile, choose the appropriate option.

Step 3
Provide the CTDS number of the District/Site on the lines indicated(See CTDS Requirements on page 2). When creating a new profile, keep in mind that School Finance is not always able to give the District/Site the CTDS number it wants. Should this happen, School Finance will work with the District/Site to find an acceptable substitute.

Step 4
Provide the Parent CTDS and the JTED District information, if applicable.

Step 5
Provide a brief description of the proposed changes to your profile in the appropriate box. Additional comments or instructions can also be filled in this area.

Step 6
Provide the mailing and physical address of the entity to be added/changed. If there is not a specific physical address, please provide either the physical address of the District or cross streets, the city, the state and the zip code in which the entity is located. Please note in the proposed changes field that this is the case.

Step 7
Provide the phone number, fax number, and website of the entity if applicable.

Step 8
Provide the grade range served at the entity level if submitting for a school site. If submitting for a district site, provide ALL grades served in that district.

Step 9
Provide the contact information of the PERSON FILLING OUT THE FORM. If you wish to add this name to the entity contact list, check the box at the left of the section.

Step 10
Provide the name of the authorizing person. The authorizing person is required to be either the District Superintendent or the District Business Manager. Provide their phone number and position in the provided areas. No signature is necessary, but THIS PERSON WILL BE CONTACTED FOR CONFIRMATION BEFORE ANY CHANGES ARE MADE.

Step 11
If questions or problems arise while filling out the form, please call School Finance at (602) 542-8243.

Step 12
Once the form is completely and correctly filled out, e-mail it using the link at the bottom left of the form. The form will auto-fill the subject and body content of the e-mail. DO NOT CHANGE THE SUBJECT OR THE BODY CONTENT OF THE E-MAIL. Additional comments can be inserted AFTER the auto-filled content if necessary.

CTDS Requirements

CTDS number breakdown:

- "C" = County number (2-digits long) - See this page for a list of possible numbers
- "T" = Type number (2-digits long) - See the next three (3) pages for a list of possible numbers
- "D" = District/Charter Holder ID number (2-digits long)
- "S" = School site ID number (3-digits long)

County Codes

County Number	Description
01	Apache County
02	Cochise County
03	Coconino County
04	Gila County
05	Graham County
06	Greenlee County
07	Maricopa County
08	Mohave County
09	Navajo County
10	Pima County
11	Pinal County
12	Santa Cruz County
13	Yavapai County
14	Yuma County
15	La Paz County
20	Out of Arizona
21	Department of Corrections

CTDS Entity Breakdown

Please do not use the change form for imputing charter information.

If the CTDS Type code (3rd & 4th digit) is 85, 86, 87, or 89, it is a state board charter entity.

If the CTDS 7 th digit is a 7, 8, or 9, it is a district sponsored charter entity.

Type Code	Type Code Name	Type Code Definition
00	Unorganized Territory	Used for MIS testing only.
01	Accommodation School	A public educational unit of high school grade or under established by and under the supervision of the County School Superintendent.
02	Unified School District	A public educational unit of schools for grades K through 12 with a local governing board.
03	Elem. Not in High School Dist.	A public educational unit of schools for grade groupings below grade 9 with a local governing board, not affiliated with a high school district.
04	Elementary in High School Dist.	A public educational unit of schools for grade groupings below grade 9 with a local governing board, affiliated with a high school district.
05	High School District	A public educational unit of schools for grades 9 through 12 with a local governing board, serving more than one elementary district.
06	Community College	An educational institution which is under the jurisdiction of the state board and which provides a program not exceeding two years' training in the arts, sciences and humanities beyond the twelfth grade of the public or private high school course of study.
07	4 Year College / University	An educational institution which has colleges, schools and departments and gives courses of study and academic degrees as the Board of Regents approves.
08	Vocational / Technical	A joint technological education district formed by two or more school districts.
09	Special Needs / Skill Center	Special small district service programs established by the county school superintendent designed to neet the special needs of school districts.
10	Juvenile Corrections	A public correctional institution supported by the state or a county, for the incarceration of youth, where children are maintained in residence.
11	Adult Corrections	A public correctional institution supported by the state or a county, for the incarceration of adults, where they are maintained in residence.
12	Public Special Education Institution	A public institution providing for special needs of children supported by the state or a county. These institutions may be residential or nonresidential.
13	Indian Center	
14	Alternative Education Program	An educational unit for children ages three to five, funded by Health and Human Services, not including Head Start (Type 26)
15	Community Center	A private nonprofit organization that provides education to adults.
16	Community Based Organization	A private nonprofit organization of demonstrated effectiveness which is representative of communities or significant segments of communities and which

		provide job training services: or, An organization of demonstrated effectiveness serving non-reservation Indians as well as tribal governments and Native Alaskan groups, JTPS (P.L. 97-300), (for example refer to 29 U.S.C.A. 706).
17	Consortium	Any combination of LEAs which, because they generate an entitlement amount of less than $7500.00, are required by section 711(c)(4)(A)(i) of the IDA Act (Sec.300.360 (a)(1)) to file a consolidated application.
18	County Special Services	
19	Private Non-Profit Organization	A private non-profit organization which provides services in residential or non-residential settings.
20	Private School / Not Special Ed.	A nonresidential educational unit of high school grade or under (with an average yearly tuition not exceeding current limits per child) operating under nonprofit (exempt from Income Tax) private ownership in a single building or complex of buildings.
21	Private School / Special Ed.	A private educational unit of high school grades or under approved by the Arizona Department of Education for the purpose of providing Special Education Services.
22	Non-Profit Child Care Center - 22	A licensed, non-school, public or private nonprofit (exempt from Income Tax) organization providing day care services where children are not maintained in permanent residence.
23	Contiguous Reservations	
24	Non-Profit Child Care Center	Same as Type 22
25	Day Care Home	A public agency or private nonprofit institution or private nonprofit school responsible for the administration of a food program in private homes which are licensed by DES or have demonstrated compliance with CCFP standards.
26	Head Start	An educational unit for children ages three to five, funded by Health and Human Services.
27	Residential Child Care Institution (Non-Govt.)	A public or licensed nonprofit (exempt from Income Tax) private organization including but not limited to orphanages, substance abuse treatment centers, homes for the mentally handicapped, etc., where children are maintained in residence for care.
28	Literacy Volunteers	A private nonprofit organization whose mission is to achieve adult literacy. Literacy Volunteers uses trained volunteers in conjunction with certified teachers.
30	Proprietary Child Care Center	A licensed, non-school, private organization providing day care services where children are not maintained in permanent residence and having at least 25 percent of the children enrolled supported by DES.

31	Proprietary Child Care Center	Same as Type 30
32	Proprietary Child Care Center - 32	Same as Type 30
33	Proprietary Child Care Center - Non-DES	A licensed, non-school, private organization providing day care services where children are not maintained in permanent residence and not requiring that at least 25 percent of the children enrolled be supported by DES.
34	Proprietary Child Care Center - 34	Same as Type 30
39	BIA Contract / Grant School	An educational unit of high school grade or under contracting with the Bureau of Indian Affairs to provide services to either or both nonresidential and residential (boarding) students.
40	BIA School	An educational unit of high school grade or under operated by the Bureau of Indian Affairs for services to either or both nonresidential and residential (boarding) students.
41	Co-op	
42	Intergovernmental Agreement	Intergovernmental Agreements are authorized under 11-952. The statutes state that "If authorized by their legislative or other governing bodies, two or more public agencies by direct contract or agreement may contract for services or jointly exercise an [??]
44	Government - Fed/Count/City	A government entity, which provides services in residential or non-residential settings.
45	Tribes	
46	For-Profit Educational Enterprise	
51	State Board of Directors for Community Colleges	
52	Arizona Board of Regents	
60	Sheriff's Offices	A public correctional institution supported by the county, for incarceration of adults, where they are maintained in residence.
76	State Instit. & Stations	A governmental entity granted authority by the State Legislature to perform a State function of related activities aimed at accomplishing a major service or program for which the state is responsible.
85 / 86 / 89	Charter Schools - State Board	A public school chartered by the State Board to provide education in grades K-12.
87	Charter Schools - Charter Board	A public school chartered by the Charter Board to provide education in grades K-12.
93	Adult Day Care	A certified public or private nonprofit organization providing less than 24-hour care to functionally handicapped adults or persons 60 years of age or older.
99	County School Superintendent	An elected official charged with the administration, support and maintenance of the schools within its boundaries.