

School Eligibility Resource – How to ensure your information is correct.

FYI: LEA needs to ensure that any adjustments have been requested and approved by School Finance.

The School Eligibility page serves as the documentation of an LEA's Rank & Serve process for eligible school attendance areas ([SEC 1113 §20 USC 6313](#)). To help ensure this is done correctly, it is vital that the information on this page be accurate and up to date including:

- Names of school sites align to what is reported in AzEDS, including AOI but not preschool sites.
- CTDS numbers for school sites.
- Grade spans include the lowest grade served up to the highest grade served within the range of K-12. Do not use Ungraded (UG) in this span.
- Enrollment reflects the number of students enrolled in K-12 during the prior year from either the 40th Day, 100th Day, or AzEDS Oct 1 Enrollment (filtered for K-12). Do not use HNS enrollment.
- Poverty percentage is verified and aligned to the data source listed on the Poverty Criteria Page.
- School Improvement label reflects current status. (Note: this may change at the beginning of the 22-23 School Year.)

Ranking Sites for the Purpose of Title-I School Eligibility

If this information requires updating, you may request changes by dropping a History Log comment stating the requested change. Check the box to "Send Email to GME Contacts" and select "Grants Management" under the category "ADE Contacts".