



**DATE:** December 16, 2024

**TO:** Superintendents, Federal Programs Directors, and McKinney-Vento Homeless Liaisons

**FROM:** Brittani Roy, Ed.D., Director of Educational Policy and Program Integrity  
Office of Homeless, Foster Care, and Refugee Education Programs

**SUBJECT:** Attention Required: Final Notification of Updated FY25 Homeless Student Data Reporting Requirements & AzEDS Reports

Dear Colleagues,

This official notification is to ensure your awareness of the updated FY25 data reporting requirements and corresponding AzEDS reports for your local education agency's (LEA's) Homeless Education Program.

All LEAs, which includes charter districts, are required to report "reliable, valid, and comprehensive data" regarding their homeless children and youth (HCY) and unaccompanied homeless youth (UHY) enrollment numbers to the State Education Agency (SEA) ([42 U.S.C. § 11432 \(g\)\(6\)\(C\)](#)). These enrollment numbers are then reported to the U.S. Department of Education and are used to determine the State's Education for Homeless Children and Youth (EHCY) allocation ([42 U.S.C. § 11432 \(f\)\(3\)](#)), and ongoing programmatic decision-making for the Arizona Department of Education (ADE)'s Homeless Education Program.

Please note that the following elements of the updated reporting requirements and AzEDS reports are fully implemented and available for your reference. To ensure continued transparency and support with the ongoing integrity of the homeless student enrollment data reported by your LEA, all changes have been detailed below:

- **Review of Definitions**

- **Homeless children and youth (HCY):** Students experiencing homelessness who are enrolled in your LEA and are in the physical custody of a parent or court-appointed guardian.
- **Unaccompanied homeless youth (UHY):** Students experiencing homelessness enrolled in your LEA and ***are not*** in the physical custody of a parent or court-appointed guardian.

- **Homeless Education is now its own Program**

- The Homeless Education Program has replaced the homeless and unaccompanied youth needs associated with the Support Program.
- To review the data reporting requirements and updated integrity rules, reference the [Homeless Education Program Data Reporting Requirements & Integrity Rules](#).

- **Available AzEDS Reports**

- **HEP10**
  - This report provides all Homeless Education Program data that has been submitted to the ADE. This information is available immediately after submission and is pre-integrity.
  - Reference this report to confirm that your LEA student data has been successfully submitted to ADE.
- **HEP72**
  - This report provides all Homeless Education Program post-integrity data that has been submitted to ADE. This information is updated nightly and includes the integrity status of the submitted Homeless Education Program data by "District of

Attendance" and "District of Residence". The status and date of the latest integrity process run will determine the accuracy of the data contained in the HEP72 report.

- Reference this report to ensure that all data reporting elements that have passed integrity are accurate by comparing the report with the LEA's [internal tracking system](#).
- **INTEG15**
  - This report displays a post-integrity list of student data related to membership and their integrity status results. The status and date of the latest integrity process run will determine the accuracy of the data contained in the INTEG15.
  - Reference this report to identify and address the specific reasons preventing the HCY and UHY student data from passing integrity

**Please also reference the primary nighttime residence (PNTR) codes below required for both HCY and UHY:**

Code	Descriptor
1	Sheltered
2	Doubled Up
3	Unsheltered
4	Hotels/motels

**HCY and UHY enrollment data must be entered into the SIS throughout the school year**, not at its conclusion. This practice ensures that your LEA's McKinney-Vento Homeless Liaison and data team can consistently check the AzEDS HEP10, HEP72, and INTEG15 reports against their [internal tracking systems](#) to ensure the ongoing integrity of the data reported to the ADE. **It is highly recommended that your LEA's internal data integrity process be conducted at least once every two weeks.**

If you require assistance in gaining access to the AzEDS HEP10, HEP72, and INTEG15 reports, please contact your [LEA's Entity Administrator](#).

If you require assistance on how to get these elements submitted through your LEA's SIS, please contact your SIS vendor and refer to the [Use Case document for FY25](#).

If you have any questions or would like to thought-partner on identification and data procedures, please connect with us at [homeless@azed.gov](mailto:homeless@azed.gov).

Thank you for your continued commitment to the students we collectively serve, and the accuracy of data reported by your LEA.

Respectfully,



**Brittani (Didi) Roy, Ed.D. | Director of Educational Policy and Program Integrity**

Office of Homeless, Foster Care, and Refugee Education Programs

Arizona Department of Education

**"We are a service organization committed to raising academic outcomes and empowering parents."**

**Tom Horne, Superintendent of Public Instruction**

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