



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: «Title_IA_Contact_Name», Program Administrator
«Supt_Name», Superintendent
«School_Corporation» («Corp_ID»)

From: Title Grant Programs and Support

Date: November 4, 2024

Subject: Annual Survey of Children in Local Institutions for Neglected or Delinquent

The purpose of this annual report is to provide the Indiana Department of Education (IDOE) with data required by Title I, Parts A and D, of the Elementary and Secondary Education Act, for use in the computation of grants to local educational agencies (LEAs) and State agencies responsible for providing free public education for children in institutions or community day programs for children who are neglected or delinquent. Each year, the Indiana Department of Education collects information on the number and location of children living in institutions for children who are neglected or delinquent. The U.S. Department of Education uses our State's summary information to determine the total amount of Title I funds allocated to the State of Indiana for children living in these institutions for the following fiscal year.

- It is the LEA's responsibility to report this data on behalf of eligible children and youth in neglected or delinquent institutions.
- All data must be confirmed by an LEA representative via enrollment/intake records and is subject to further audit by IDOE.
- **If there are no locally operated neglected or delinquent institutions**, the JotForm must still be submitted with Section 1 (items #1 and #2) and Section 3 (signatures) completed.

We have changed the submission process this year from PDF/email only to a [JotForm](#) submission, in an effort to streamline processes. **If you have N or D institutions to report, please still obtain wet signatures on the PDF form and attach this to your JotForm submission in the provided space.**

Accuracy is especially important. The form must be completed and signed by a Chief Administrative Official of the institution and an LEA Representative. **This report is due by December 4, 2024.**

Resources:

- [JotForm Link](#)
- [PDF of Annual Count Survey](#)
- [Annual Count Survey guide](#)

Submissions by any other means may not guarantee receipt of your data. Hard copies of the completed form should be retained by both the LEA and institution and should not be mailed to our office.



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If there are any questions about completing the form or if you need additional information, please contact:

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