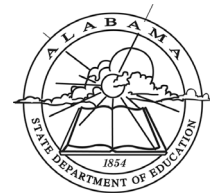




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

October 31, 2025

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: 2025 Neglected or Delinquent Children Survey

Enclosed is information related to the 2025 Annual Survey of Children in Local Institutions for Neglected or Delinquent Children. The information includes the following items:

- 2025 Annual Survey Form
- Instructions for completing the Annual Survey

The purpose of the annual survey is to provide the Alabama State Department of Education (ALSDE) with data required by Title I, Parts A and D, of the *Elementary and Secondary Education Act* (ESEA), as amended by the *Every Student Succeeds Act* (ESSA).

The data is used to compute grants to local education agencies (LEAs) responsible for providing free public education for children in institutions or community day programs for neglected or delinquent children.

No sampling or estimating is to be used to prepare the report. Since the data will generate federal funds, it is subject to audit and must be supported by documented records. Reporting a count of children in a local institution does not obligate the district to serve neglected or delinquent children; however, the count does determine eligibility for Title I, Part D, funds.

Please duplicate the survey form as needed and distribute it to any institution within the attendance zone of your LEA. Completed forms must be signed by the appropriate officials and returned to the Federal Programs Section by Monday, December 1, 2025. Reports must be returned by this date so that the state compilation can be completed and submitted on time to the U.S. Department of Education.

The ALSDE will notify any LEA eligible to receive Title I, Part D, Subpart 2, funds. Please email all completed forms to Ms. Jennifer R. Adams at jennifer.adams@alsde.edu.

If you have any questions or need additional information about the 2025 survey, please contact Ms. Adams at (334) 694-4516.

EGM/JRA/NSM

Enclosures

cc: City and County Neglected or Delinquent Contact Persons

FY26-2000

Alabama
State Board
of Education

Governor Kay Ivey
President

Jackie Zeigler
District I

Tracie West
District II

Kelly Mooney
District III
President Pro Tem

Yvette M. Richardson, Ed.D.
District IV

Tonya S. Chestnut, Ed.D.
District V

Marie Manning
District VI
Vice President

Allen Long, M.D.
District VII

Wayne Reynolds, Ed.D.
District VIII

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

**2025 ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTIONS
FOR NEGLECTED OR DELINQUENT CHILDREN**

This survey provides the U. S. Department of Education with data required by Title I, Parts A and D, of the *Elementary and Secondary Education Act* (ESEA), as amended by *Every Student Succeeds Act* (ESSA), for use in the computation of grants for local educational agencies (LEAs) responsible for providing free public education for children in N or D institutions.

Part I.

Does your local educational agency have a facility within its attendance zone where neglected or delinquent children reside?
() YES () NO

If yes, continue to Part II. If no, complete the certification section at the bottom of Part II and return the form to the ALSDE.

Duplicate form as needed for each institution

Part II

This section should be completed and certified by the local facility where neglected or delinquent children reside.

1. Name and address of N or D institution:

2. Type of institution (check one):

- _____ **Institution for Neglected Children**
A public or private residential facility, other than a foster home that operates for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable state law due to abandonment, neglect, or death of their parents or guardians.
- _____ **Institution for Delinquent Children and Youth**
A public or private residential facility for the care of children who have been adjudicated to being delinquent or in need of supervision.
- _____ **Adult Correctional Institution**
A facility in which persons are confined as a result of a conviction for a criminal offense, including persons under 21 years of age.

3. Legal or administrative basis for operation of the institution. (List only one unless the facility's legal purpose is for both neglected and delinquent children.)

Purpose/type of facility: _____ Year licensed: _____ Issued by: _____

Purpose/type of facility: _____ Year chartered: _____ Established by: _____

Submit the most current copy of the facility's charter and/or license along with the survey form.

Total Number of Neglected Students _____

Total Number of Delinquent Students _____

4. October 2025 Caseload (Children must reside in the facility at least one day during the 30-day count period in which one day is during the month of October. See instructions attached): _____

5. Reason(s) for significant increase/decrease in 2025 count from the 2024 count for Neglected or Delinquent Children.

6. **Certification by the chief administrator of the institution named in Part 2:**

I certify that information on this form is, to the best of my knowledge, complete and accurate.

Signature Name and Title (Print or Type) Telephone Date

7. **Certification of services by LEA superintendent:**

I have verified and certify that the information in this document is accurate.

Signature of LEA Superintendent LEA Date

Directions for Completing the Annual Survey to Identify Eligible Institutions and Count

The purpose of this annual survey is to provide the Alabama State Department of Education (ALSDE) and the U.S. Department of Education with data required by the *Every Student Succeeds Act* (ESSA), Title I, Part D, Subpart 2, *Elementary and Secondary Education Act* (ESEA). This data will include the location and number of children **living in** institutions for neglected or delinquent children **for at least one day during the month of October**. The caseload data must be for 30 consecutive days, at least one day of which is in October. The data will be used in the formula for computing allocations of ESSA, Title I, funds to local educational agencies (LEAs) for services to neglected or delinquent children for the 2026-2027 school year. **Since the data will generate federal funds, it is subject to audit and must be accurate and supported by documented records. Reporting a count of children in a local institution does not obligate the district to serve neglected or delinquent children; however, the count does determine eligibility for Title I, Part D, funds.**

Follow the directions below when completing this document:

Note:

LEAs where there are no children living in institutions for neglected or delinquent children must complete the information in Part I. (Mark X in the parenthesis; continue to Part II, Number 7; and provide the superintendent's signature, name of district, and date.)

Participating LEAs should submit a separate count of children for each institution.

1. List the name and address of the neglected or delinquent institution.
2. Select the type of institution.
Please note that the category of an institution should not change from year to year unless there has been an official change in the purpose for which the institution operates. For example, if an institution is operated for the care of neglected children, but the majority of the children residing in the institution during October are children adjudicated to be delinquent, the institution should still be reported as an institution for neglected children until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent children. Consistency in reporting from year to year is necessary because changing the category of an institution each year based on the category of the majority of children served affects the hold-harmless allocations and eligibility under Title I, Part A, formulas.
3. List the legal purpose of operation for the institution, year licensed/chartered, and issuing organization.
4. Report on the October 2025 caseload data for children in eligible institutions. Count only children who:
 - a. Are ages 5 through 17.
 - b. **Live** in a locally operated facility that meets the definition for neglected or delinquent children.
 - c. **Lived** in the institution for at least one day during a 30-day period with one day during the month of October.
5. Note, if applicable, reasons for increase/decrease between the 2024 and 2025 October caseload counts.
6. Provide the authorizing information of the chief administrator of the institution.
7. Provide the authorizing information of the LEA's superintendent.

Remember to:

Verify the accuracy of the data to be submitted. Compare the October 2025 data to the data that were submitted last year. If there is a significant increase or decrease in a count, identify the reasons. For example, did a new institution begin operation? Did an institution close? Do new institutions meet eligibility requirements? Were prior October caseload data reported correctly? Were only children ages 5 through 17 reported in the count? The LEA should be prepared to respond if questions arise when the U.S. Department of Education verifies the counts.

November 30, 2025, will be the closing date for getting a complete count; that is, it will be the 30th day for any child who entered as late as the last day in October and was still there on November 30th. The survey form is due no later than Monday, December 1, 2025.

Email the completed form(s) to Jennifer R. Adams at jennifer.adams@alsde.edu

STATE AGENCY ANNUAL COUNT WORKSHEET

INSTRUCTIONS

PART I - INSTITUTION AND STATE AGENCY

Enter the names of the institution and State agency. A separate form must be completed for each institution.

PART II - BASIS FOR ELIGIBILITY

Respond “yes” or “no” to each of the three questions. If the answer is no to any one of these questions, the institution or community day program does not qualify.

- In question 1 a “**regular program of instruction**” means an education program (not beyond Grade 12) in an institution or a community day program for neglected or delinquent children that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non-Federal funds. Neither the manufacture of goods within the institution nor activities related to institutional maintenance are considered classroom instruction.
- In question 2 a “**State agency**” means an agency of State government responsible for providing free public education for children in institutions for neglected or delinquent children, community day programs for neglected or delinquent children, and adult correctional institutions.
- In question 3, which applies only to institutions for neglected children and institutions for delinquent children, an “**average length of stay**” is calculated by determining the length of time each child entering the institution stays and dividing that number by the total number of children passing through that institution during a given year. The average length of stay for all children in the institution must equal at least 30 days. An individual child in an institution, however, would not necessarily have to stay for 30 days.

PART III - TYPE OF INSTITUTION AND ENROLLMENT

Category

Check the category that fits the definition of the institution. Do not report institutions that do not meet any of the four definitions.

Enrollment

For the category of institution checked, furnish the number of children under 21, through age 20, enrolled in a state-funded regular program of instruction on a date in the calendar year 2025 specified by the State agency. The date specified by the State agency must be consistent for all institutions or community day programs operated by the State agency, and the date must represent a school day within the calendar year 2025.

To be counted as enrolled, a child must be enrolled in a state-funded regular program of instruction for at least:

- 20 hours per week if in an institution for neglected or delinquent children or a community day program for neglected or delinquent children; or
- 15 hours per week if in an adult correctional institution.

PART IV - ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE STATE AGENCY'S ANNUAL PROGRAM

Multiply the enrollment determined in Part III by the number of days in the year that the educational program operates. Divide that number by 180 to determine the adjusted enrollment.

PART V - CERTIFICATION

The appropriate institution and State agency official should sign certifying that the information provided meets the requirements of Title I, Part D, Subpart 1, and is complete and accurate. (Note, because these data will generate Federal funds, they are subject to audit and must be supportable from documented records.)

STATE AGENCY WORKSHEET

ANNUAL REPORT OF CHILDREN IN STATE-OPERATED INSTITUTIONS FOR NEGLECTED OR DELINQUENT CHILDREN, COMMUNITY DAY PROGRAMS FOR NEGLECTED OR DELINQUENT CHILDREN, OR ADULT CORRECTIONAL INSTITUTIONS
--

PART 1- INSTITUTION AND STATE AGENCY

1. Name and address of neglected or delinquent institution, community day program, or adult correctional institution	2. Name and address of State agency
--	-------------------------------------

PART II – BASIS FOR ELIGIBILITY (CHECK YES OR NO)

1. Is a regular program of instruction provided for the children in the neglected or delinquent institution, community day program, or adult correctional institution?
☐ Yes
☐ No
2. Is the State agency responsible for providing free public education in the neglected or delinquent institution, community day program, or adult correctional institution?
☐ Yes
☐ No
3. In the case of a neglected or delinquent institution, is the average length of stay at least 30 days? (Please note that this question does not apply to community day programs or adult correctional facilities.)
☐ Yes
☐ No

FOR A NEGLECTED OR DELINQUENT INSTITUTION, IF THE ANSWER TO THE THREE QUESTIONS IS YES, GO TO PART III.

FOR A COMMUNITY DAY PROGRAM OR ADULT CORRECTIONAL INSTITUTION, IF THE ANSWER TO THE FIRST TWO QUESTIONS IS YES, GO TO PART III.

PART III – TYPE OF INSTITUTION AND ENROLLMENT

		Number of children under 21 years of age enrolled in a regular program of instruction supported by State funds for at least:	
(Check one)	Type of Institution	20 hours per week	15 hours per week
	<i>Institution for neglected children:</i> a public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians.		
	<i>Institution for delinquent children:</i> a public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.		
	<i>Community day program:</i> a regular program of instruction provided by a State agency at a community day school operated specifically for neglected or delinquent children and youth.		
	<i>Adult correctional institution:</i> facility in which persons (including persons under 21 years of age) are confined as a result of a conviction for a criminal offense.		

**PART IV – ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE
STATE AGENCY’S ANNUAL PROGRAM**

Enrollment (from Part III):

Multiplied by the number of days per year that program operates:

Divided by:

Equals the adjustment enrollment:

PART V – CERTIFICATION

I certify that the State agency has implemented a system of internal controls and taken the steps necessary to ensure that the data provided meet the requirements of Title I, Part D, Subpart 1 of the ESEA and are, to the best of my knowledge, valid and reliable. I understand that any knowingly and willingly submitted false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

Official Name of Institution

Superintendent Signature and Date