

ASCUS Presentation: Reporting Reconciliation and 915 Processing



School Finance
Arizona Department of Education

Presentation Contents



- New Changes For FY 2014
- Report Reconciliation for Student Detail and Student Counts Reports
- 915 Processing
- Questions??



New Changes For FY 2014



● Student Data

- Aggregation: Aggregation no longer waits 13 days past an LEA's 40th and 100th day in order to calculate the 40th and 100th day ADM. The LEA is eligible for aggregation processing and the calculation of ADM on the date in which **ALL** schools within the LEA have reached 40th or 100th day.
- SPED Terminology: Rosa's Law removes the terms "mental retardation" and "mentally retarded" from federal health, education, and labor policy. "Intellectual disability" or "individual with an intellectual disability" are being inserted in place of these outdated terms.
- Preschool FTE: Integrity will allow only a .5 or 0 FTE (full-time equivalency) for preschool students. *To alleviate future data issues, please submit your preschool students with an FTE of .5 or 0, effective immediately.* As a result of this change, the preschool ADM displaying on the 75 reports (ADMS 75-1, ADMS75-3, SPED75-1, SPED75-3) will be a maximum of .5 ADM, as defined in [A.R.S. § 15-901\(A\)\(1\)\(a\)\(i\)](#). No longer will the ADM be displayed on the 75 reports as 1.0 and then reduced by half on the ADMS46-1 report. (NOTE: The FTE validation was originally planned to be a transaction validation, but will be changed to an integrity rule instead. Business rules will be updated and posted upon completion.)
- Grand Canyon Diploma: A.R.S. § 15-792.03 allows high school students to pursue a grand canyon diploma at a school that offers internationally benchmarked instructional programs of study through a board examination system. Diplomas can be earned as early as the end of 10th grade. Business rules are posted, but are currently being revised.

New Changes For FY 2014



● Budget

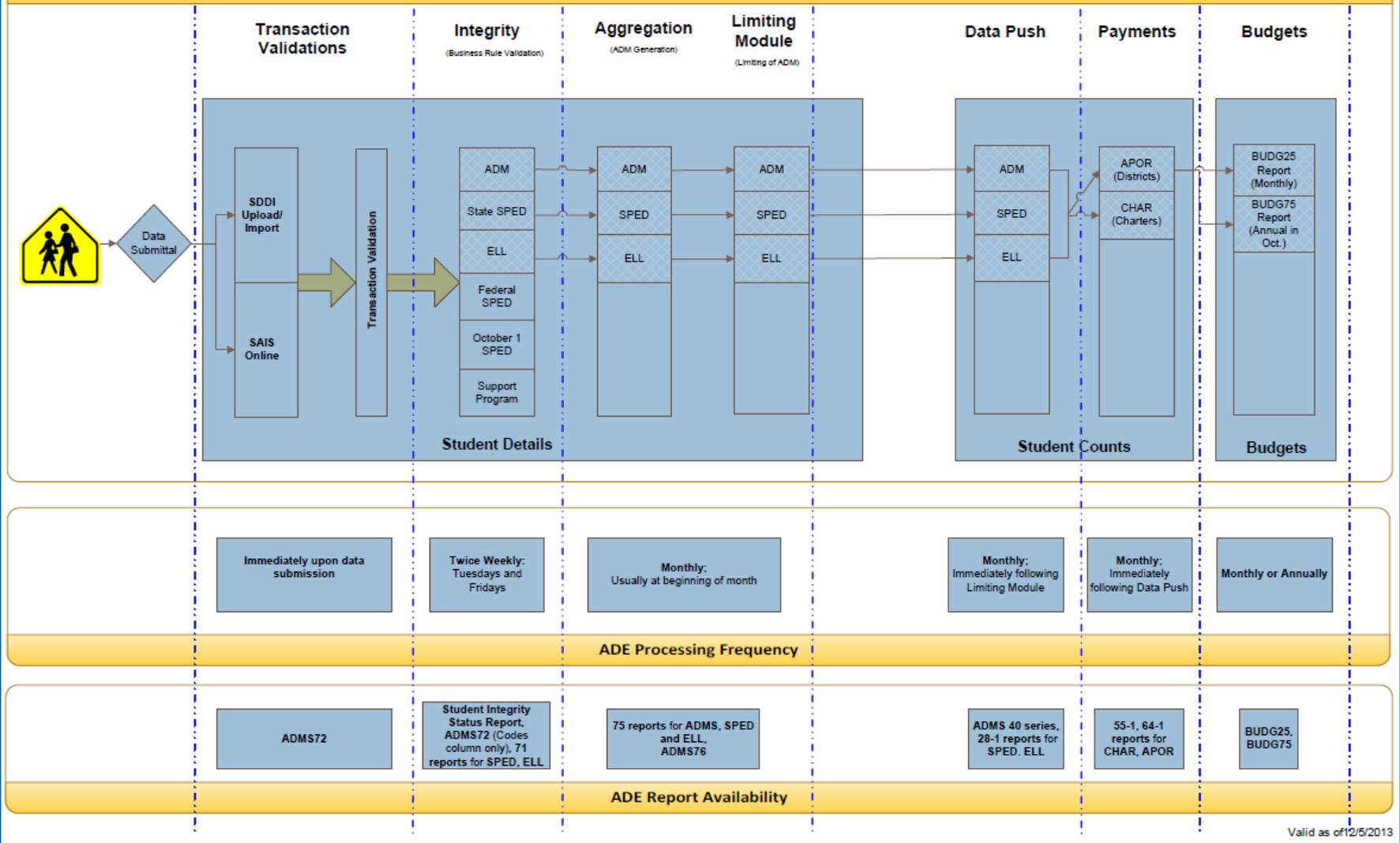
Changes to the BUDG25 report include updates based on recent legislation; most notably:

- Capital Outlay Revenue Limit (CORL) was updated to District Additional Assistance (DAA)
- Unless Budgeted into Maintenance and Operations the following will be transferred to Unrestricted Capital:
 - Any Unexpended or Over-Expended Balance in Soft Capital as calculated on the FY2013 BUDG75
 - Interest Earned in Soft Capital in FY2013

Please direct all budget related questions to SFBudgetTeam@azed.gov.

Understanding the Student Data Process Flow

Student Data Processes from a School Finance Perspective



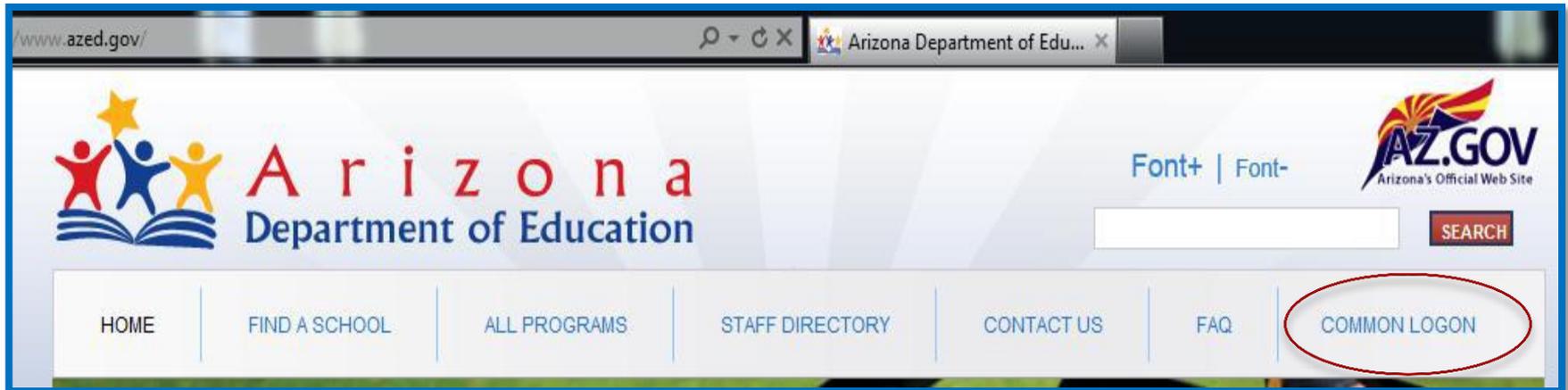


Student Detail Report Reconciliation

Report Reconciliation

Access to Reports

- Student level reports are available through Common Logon at www.azed.gov



Important Note: Common Logon access will need to be requested by your Business Manager via an email to Enterprise@azed.gov.

The request needs to include the applicable school or LEA's CTDS number, first/last name, title, telephone number, email address, and requested permissions.

Report Reconciliation

Student Detail Reports

- The Student Detail reports are currently available through Common Logon within one of two applications: “Student Detail Data Interchange” (SDDI) or “Student Detail Reports” (SDR).



Important Note: We are currently going through the process of converting the SDDI reports to newer technology and placing them in a new application called “Student Detail Reports”. As reports are rolled out within the “Student Detail Reports” application, more information will be provided on the following web pages: [IT Bulletin Board](#), [School Finance Hot Topics](#), [OELAS Hot Topics](#), and [ESS Data Management](#).

Report Reconciliation

Student Detail Reports

- Reports currently available through Student Detail Reports:

Arizona Department of Education

AZ.GOV
Arizona's Official Web Site

Home Common Logon

Student Detail Reports

Fiscal Year: 2014

Welcome Wendi Trudell

Home

District: Chandler Unified District #80 (07-02-80-000)

School: Bogle Junior High School (07-02-80-120)

Pull District Level Reports Pull School Level Reports

Coming soon...
ADMS75-1 and 75-3

Please select a report.

▼ Reports

- SDELL70 - AZELLA Student Test History Report
- SDELL71 - ELL Program Participation Report
- SDELL74 - AZELLA Form AZ-2 Corrections Error Report
- SDDRP70 Dropout Recovery Program Report
- SDSPED71-1 SPED Report by DOA
- SDSPED71-2 SPED Report by DOR

Please select a report.

▼ Reports

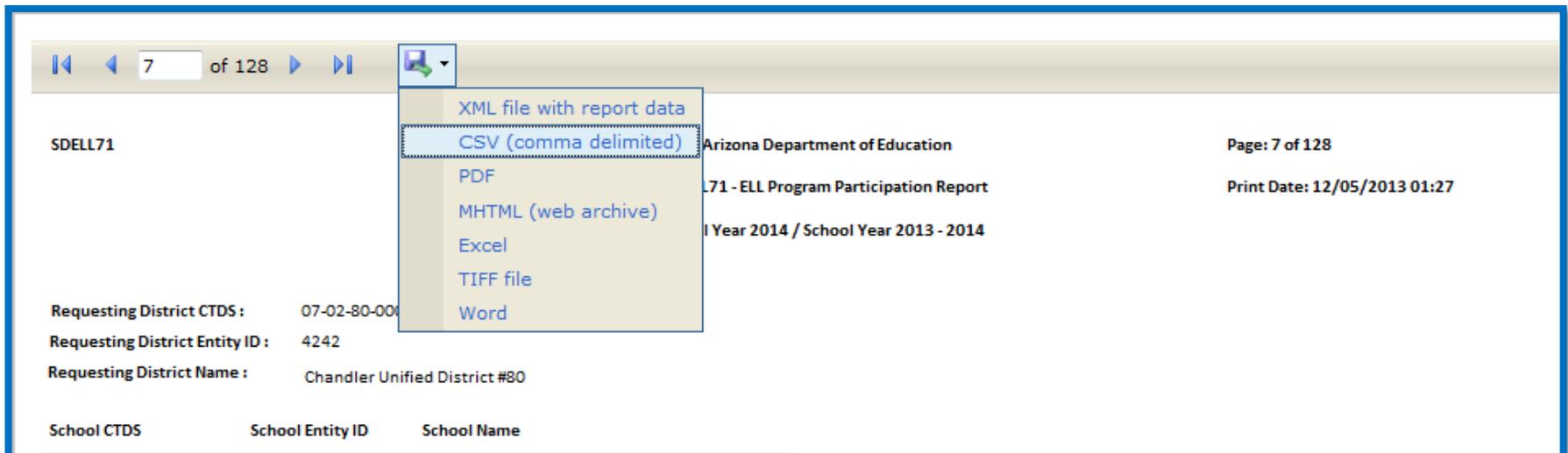
- SDELL70 - AZELLA Student Test History Report
- SDELL71 - ELL Program Participation Report
- SDELL74 - AZELLA Form AZ-2 Corrections Error Report
- SDSPED71-1 SPED Report by DOA

Report Reconciliation

Student Detail Reports Example

Reports are:

- Much quicker to pull than SDDI!
- Available in many formats
- Easily exportable in the formats below



The screenshot displays a web-based report reconciliation interface. At the top, there is a navigation bar with a back arrow, a page number '7' out of '128', and a forward arrow. Below this, a dropdown menu is open, listing several export formats: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. The 'CSV (comma delimited)' option is highlighted. The main content area shows the report title 'SDCELL71' and 'Arizona Department of Education'. Below the title, there is a table with columns for 'School CTDS', 'School Entity ID', and 'School Name'. The table is currently empty. On the right side, there is a page number 'Page: 7 of 128' and a print date 'Print Date: 12/05/2013 01:27'. The interface also includes a search bar and a 'Requesting District Name' field with the value 'Chandler Unified District #80'.

Helpful Tip: Exporting the data to a “CSV” file places the data in a spreadsheet, which can be easily used to filter, sort and sum data.

Report Reconciliation

File Upload Status Page

- To verify that your file uploaded successfully
 - Click on “Status Area” link
 - Confirm fiscal year and activity type of “import”

ARIZONA DEPARTMENT OF EDUCATION

Student Detail Data Interchange

Chandler Unified District #80

Fiscal Year: 2014

Select the school:

* Chandler Unified District #80 - 070280000

* District / Charter

[Upload Area](#) [Status Area](#) [Download Area](#)

ARIZONA DEPARTMENT OF EDUCATION

Student Detail Status

Chandler Unified District #80

Use this page to check status on system activities

Upload Status Download Archive Maintenance Home Help

Provide either the sequence number (or range) or the date (or range) as a filter. Then hit Go. Filter information is optional.

Fiscal Year : 2014

Activity Type: Import

From: []

To: []

Sequence Number [Range] :

From: []

To: []

OR Date [Range] :

To: []

OR Reference Number : [] Only show the latest Reference Number

OR Reporting Unit : []

Go

Report Reconciliation

File Upload Status Page, Continued

- On this screen, the uploaded file will show as having processed successfully, with errors, or failed. The errors can be viewed by clicking on “**Transactions**” in the Results column. If the file has errors or failed, the data or file will need to be corrected and a new file will need to be uploaded.

Import Activities						
Sequence #	Submission Date	Activity Status	Results	File-level Errors	Reference #	System Errors
	11/13/2013 2:36:29 PM	File processed successfully	Transactions		12301552	
	11/6/2013 7:58:15 AM	File rejected due to validation errors		File Errors	12292388	
	11/6/2013 7:57:18 AM	File processed with errors	Transactions		12292387	System Errors
	10/30/2013 3:01:43 PM	File processed with errors	Transactions		12290244	
	10/23/2013 4:43:25 PM	File processed successfully	Transactions		12288098	
	10/16/2013 3:06:04 PM	File processed successfully	Transactions		12285659	
	10/7/2013 3:28:12 PM	File processed successfully	Transactions		12282970	
	10/3/2013 8:44:51 AM	File processed successfully	Transactions		12274580	
	9/25/2013 4:52:31 PM	File processed with errors	Transactions		12271512	
	9/18/2013 4:58:13 PM	File processed with errors	Transactions		12268832	
	9/11/2013 4:04:58 PM	File processed successfully	Transactions		12266656	
	9/4/2013 3:52:31 PM	File processed successfully	Transactions		12264000	
	9/4/2013 11:15:53 AM	File processed with errors	Transactions		12263761	
	8/21/2013 7:43:44 AM	File processed with errors	Transactions		12260022	
	8/15/2013 8:24:57 AM	File processed with errors	Transactions		12259224	
	8/9/2013 3:23:22 PM	File processed with errors	Transactions		12258624	System Errors

Important Note: If data has not completed processing, ADM/SPED/ELL numbers will not reflect properly on the student detail reports. It is **VERY** important that this screen is verified every time a file is uploaded. If you need assistance with the errors, please contact your [account analyst](#) or ADESupport@azed.gov.

Report Reconciliation

SDADMS72 Facts

- This report contains the raw membership data that is currently in SAIS. This is a real-time report and is only available at the school level. This is updated when an LEA submits student data and reflects the most recent changes. An important column on this report is the “Codes” column. This column indicates if the student has been run through integrity or if there is a concurrency with another school.



SAIS ID	School Student ID	Last Name	First Name	Nick Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Tuition Payer	Special Enroll	HB	Reported Absence	Reported Attendance	Codes
---------	-------------------	-----------	------------	-----------	-------------------------	------------------------	-----------	-----	---------------	----------------	----	------------------	---------------------	-------

- There is a legend on the last page that will list the various “Codes” in this column. For example, if the report indicates the ‘4abc’ combination, you will need to review the integrity status report and possibly fix data errors. If the report indicates the ‘5abc’ combination, you need to wait for integrity to process. If the code reflects ‘N/A’, this typically means the data processed.
- When SAIS was first built, the “Register ID” column allowed districts to group the students into separate categories. Many districts do not use the register IDs and they will allow their student information system to assign the numbers. For example, PowerSchool defaults the Register ID to 001. When the new student data collection system is implemented, ADE will consider retiring this field.

SdADMS72 Arizona Department Of Education Page: 1
Unadjusted Membership Calculations Report Print Date: 11/15/2013 16:29:48

Requesting District ID:
Requesting District Name:
School Name:
School CTDS:
Grade:

DOR CTDS DOR Name

Grad Register ID
10 0001

Report Reconciliation

SDADMS72 Example



SdADMS72

Arizona Department Of Education
Unadjusted Membership Calculations Report

Page: 2
Print Date: 11/15/2013 16:29:48

Requesting District ID:
Requesting District Name:
School Name:
School CTDS:
Grade:

SAIS ID	School Student ID	Last Name	First Name	Nick Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Tuition Payer	Special Enroll	HB	Reported Absence	Reported Attendance	Codes
Student Data							1	1.00	1	N/A	No	2.00	N/A	3
							1	1.00	1	N/A	No	N/A	N/A	N/A
							1	1.00	1	N/A	No	7.75	N/A	3
							1	1.00	1	N/A	No	1.00	N/A	5abc
							1	1.00	1	N/A	No	3.50	N/A	3 5abc
							1	1.00	1	N/A	No	3.50	N/A	3 5abc
							1	1.00	1	N/A	No	5.50	N/A	N/A
							1	1.00	1	N/A	No	N/A	N/A	5abc
							1	1.00	1	N/A	No	6.25	N/A	N/A
							1	1.00	1	N/A	No	N/A	N/A	N/A
							1	1.00	1	N/A	No	6.00	N/A	N/A
							1	1.00	1	N/A	No	3.75	N/A	N/A
							1	1.00	1	N/A	No	5.50	N/A	N/A
							1	1.00	1	N/A	No	1.00	N/A	3
							1	1.00	1	N/A	No	1.50	N/A	3
							1	1.00	1	N/A	No	.25	N/A	N/A
1	1.00	1	N/A	No	N/A	N/A	N/A							
1	1.00	1	N/A	No	6.00	N/A	5abc							
1	1.00	1	N/A	No	1.25	N/A	3							
1	1.00	1	N/A	No	1.75	N/A	5abc							

Report Reconciliation

Student Integrity Status Report Facts

- Student Integrity Status Report is updated after the student data has run through the integrity processes that begin on **Tuesdays** and **Fridays**.
- This report is pulled for the LEA or school through the “**Download Area**” within SDDI. If pulled for the LEA, the report will show all integrity results at all the schools. If pulled for a school, it will only show the results for that particular school.
- The report can be filtered to see results for all integrity types or for a specific integrity type such as ADM, SPED (State, Federal SPED, Oct 1 SPED) or ELL. The user may then select an option to view only integrity failures or to see all integrity results.
- The file can be imported into Excel after selecting XML format or downloaded into a simple text format.
- The integrity status report will provide the LEA name, school the student is attending, student’s SAIS ID, student’s Last/First name, the type of integrity error (ADM/SPED/ ELL, etc.), the 5-digit error code number, a description of the error, and the date that integrity generated the error.
- A detailed description of the integrity rules and messages can be found in a document called [Integrity Checking Process](#), beginning on p. 39.
- If you need additional assistance with fixing the errors, please contact your [Account Analyst](#) or ADESupport@azed.gov.

Important Note: If students are on this report, the LEA will not receive funding until the integrity errors are corrected by modifying student data through a file upload or SAIS Online.

Report Reconciliation

Integrity Status Report Access





Student Detail Download

Use this page to download data

Upload Status Download Archive Maintenance Home Help

Select one of the links below and enter the required data.

Fiscal Year:

- Student ID
 - ◊ [Get SAIS IDs](#)
 - ◊ [Get SAIS IDs With CTDS](#)
- System Status
 - ◊ [Get the Status on submitted Import files](#)
- Reports
 - ◊ [Student Integrity Status Report](#)

Please select the appropriate format if downloading:

XML Simple text

Integrity Type:

Retrieve Failures Only:

Go

Report Reconciliation

Integrity Status Example-XML Format (Viewed in Excel)

M	R	S	T	U
IntegrityType	ErrorCode	ErrorDescription	Severity	ErrorDtm
Integrity Check For ADM Aggregation				
Integrity Check For ADM Aggregation	-43203	Submitted readmission activity code does not match the previous withdrawal activity code.	3	2013-11-06T03:41:49.500
Integrity Check For ADM Aggregation	-43203	Submitted readmission activity code does not match the previous withdrawal activity code.	3	2013-11-06T03:41:49.500
Integrity Check For ADM Aggregation	-43202	Only one "E" code is allowed for a student/school/grade/track in a single school year.	3	2013-11-06T03:41:49.483
Integrity Check For ADM Aggregation	-43202	Only one "E" code is allowed for a student/school/grade/track in a single school year.	3	2013-11-06T03:41:49.483
Integrity Check For ADM Aggregation	-43201	First enrollment of the school year must be an "E" code.	3	2013-11-06T03:41:49.463
Integrity Check For ADM Aggregation	-43201	First enrollment of the school year must be an "E" code.	3	2013-11-06T03:41:49.463
Integrity Check For October Aggregation	-43203	Submitted readmission activity code does not match the previous withdrawal activity code.	3	2013-11-06T03:41:49.193
Integrity Check For October Aggregation	-43202	Only one "E" code is allowed for a student/school/grade/track in a single school year.	3	2013-11-06T03:41:49.180
Integrity Check For October Aggregation	-43201	First enrollment of the school year must be an "E" code.	3	2013-11-06T03:41:49.167
Integrity Check For Year-End Aggregation	-43203	Submitted readmission activity code does not match the previous withdrawal activity code.	3	2013-11-06T03:41:48.753
Integrity Check For Year-End Aggregation	-43202	Only one "E" code is allowed for a student/school/grade/track in a single school year.	3	2013-11-06T03:41:48.723
Integrity Check For Year-End Aggregation	-43201	First enrollment of the school year must be an "E" code.	3	2013-11-06T03:41:48.707
Integrity Check For SPED Aggregation	-44392	Student's SPED Exit Reason 5 is not allowed with the regular membership's year end or withdrawa	3	2013-10-22T17:50:48.610
Integrity Check For Fed SPED Aggregation	-44392	Student's SPED Exit Reason 5 is not allowed with the regular membership's year end or withdrawa	3	2013-10-22T17:50:50.087

Report Reconciliation

Integrity Status Example-Simple Text

```
EntityRow|
EntityRow|
StudentRow|
IntegrityStatus|9|Integrity Check For October Aggregation|N/A|N/A|Invalid|753435274
FailureRow|-43201|First enrollment of the school year must be an "E" code.|3|2013-11-06T03:41:49.167|753435274
FailureRow|-43202|Only one "E" code is allowed for a student/school/grade/track in a single school year.|3|2013-11-06T03:41:49.180|753435274
FailureRow|-43203|Submitted readmission activity code does not match the previous withdrawal activity code.|3|2013-11-06T03:41:49.193|753435274
IntegrityStatus|10|Integrity Check For Year-End Aggregation|N/A|N/A|Invalid|753435550
FailureRow|-43201|First enrollment of the school year must be an "E" code.|3|2013-11-06T03:41:48.707|753435550
FailureRow|-43202|Only one "E" code is allowed for a student/school/grade/track in a single school year.|3|2013-11-06T03:41:48.723|753435550
FailureRow|-43203|Submitted readmission activity code does not match the previous withdrawal activity code.|3|2013-11-06T03:41:48.753|753435550
IntegrityStatus|2|Integrity Check For ADM Aggregation|Standard|N/A|Invalid|763799242
IntegrityStatus|2|Integrity Check For ADM Aggregation|Standard|N/A|Invalid|763799242
FailureRow|-43201|First enrollment of the school year must be an "E" code.|3|2013-11-22T12:04:19.750|763799242
FailureRow|-43201|First enrollment of the school year must be an "E" code.|3|2013-11-22T12:04:19.750|763799242
FailureRow|-43202|Only one "E" code is allowed for a student/school/grade/track in a single school year.|3|2013-11-22T12:04:19.763|763799242
FailureRow|-43202|Only one "E" code is allowed for a student/school/grade/track in a single school year.|3|2013-11-22T12:04:19.763|763799242
FailureRow|-43203|Submitted readmission activity code does not match the previous withdrawal activity code.|3|2013-11-22T12:04:19.793|763799242
FailureRow|-43203|Submitted readmission activity code does not match the previous withdrawal activity code.|3|2013-11-22T12:04:19.793|763799242
```



Report Reconciliation

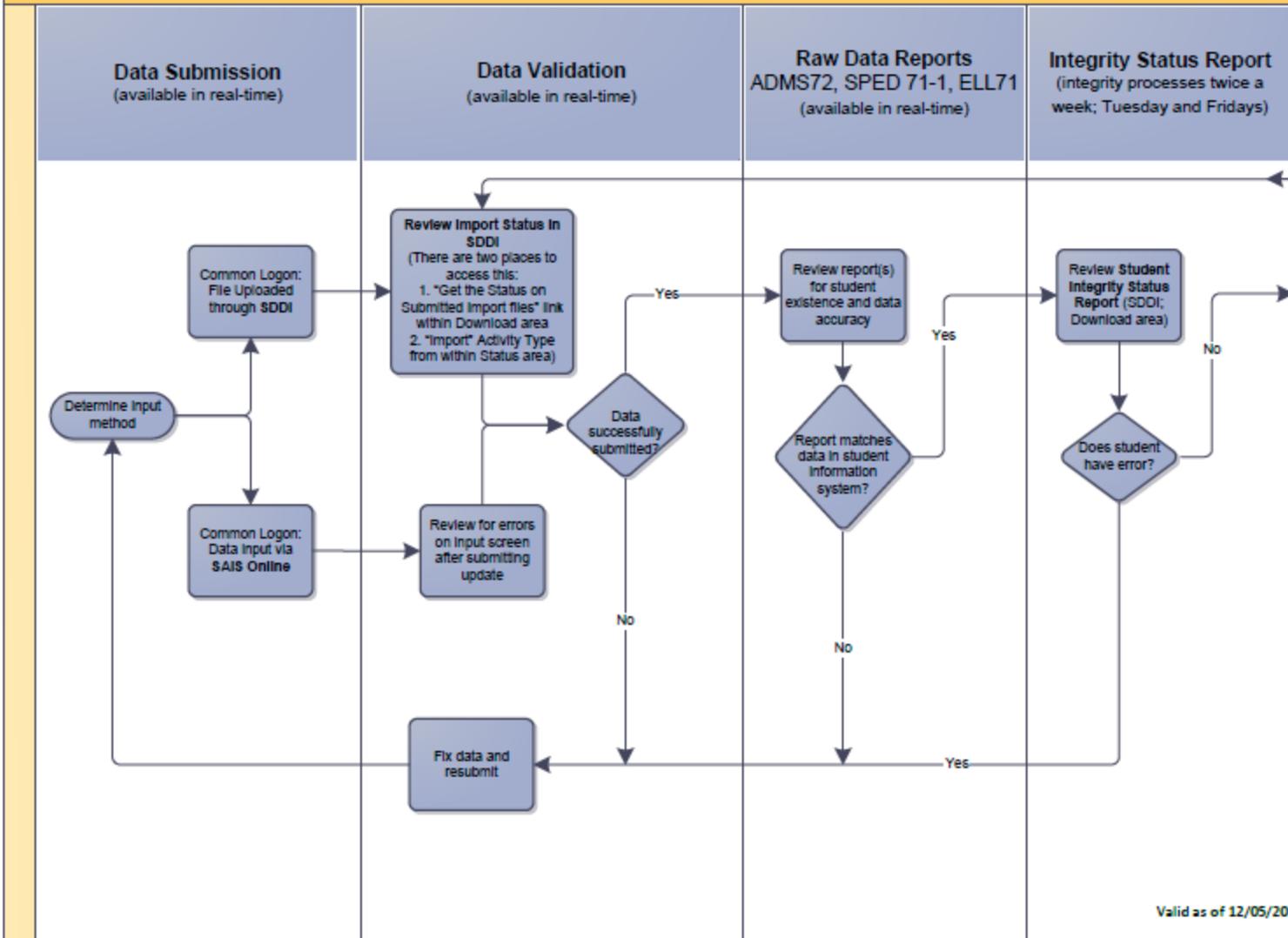
SDADMS/SDSPED/SDELL75-1 Report Facts

- These reports display the most recent aggregation results for ADM, SPED, and ELL.
- They are updated after the monthly aggregation processing has completed.
- The MEM (membership) days (40th and 100th) are reconcilable to your SMS system.
- The LIM MEM (limited membership) days are your LEA's portion of the total membership days generated statewide for the student and are proportionally limited to the statutorily allowed total annual fundable MEM days.
 - For Example:
 - If a student enrolls with Vail USD on their first day of school on 07/02/2013 and withdraws on the 20th day of school,
 - Then enrolls with other Arizona district on their first day of school on 08/05/2013 (100 days),
 - Vail will receive 16.6 days of limited membership days and the other district will receive 83.33 days
 - $(\text{Max MEM days}) / \text{total actual MEM days} = 100 / 120 = .8333$ (Limiting Factor)
 - $(\text{Limiting Factor} \times \text{Vail's MEM days}) = .8333 \times 20 = 16.66$ LIM MEM days
 - $(\text{Limiting Factor} \times \text{other district's MEM days}) = .8333 \times 100 = 83.33$ LIM MEM days
- The LIM MEM days will be pushed over to the student counts ADMS 40 series reports.
- If the ADM, SPED, ELL data for a student is missing from this report, please follow the steps on the following two screens.

Report Reconciliation

Student Missing from 75 Report

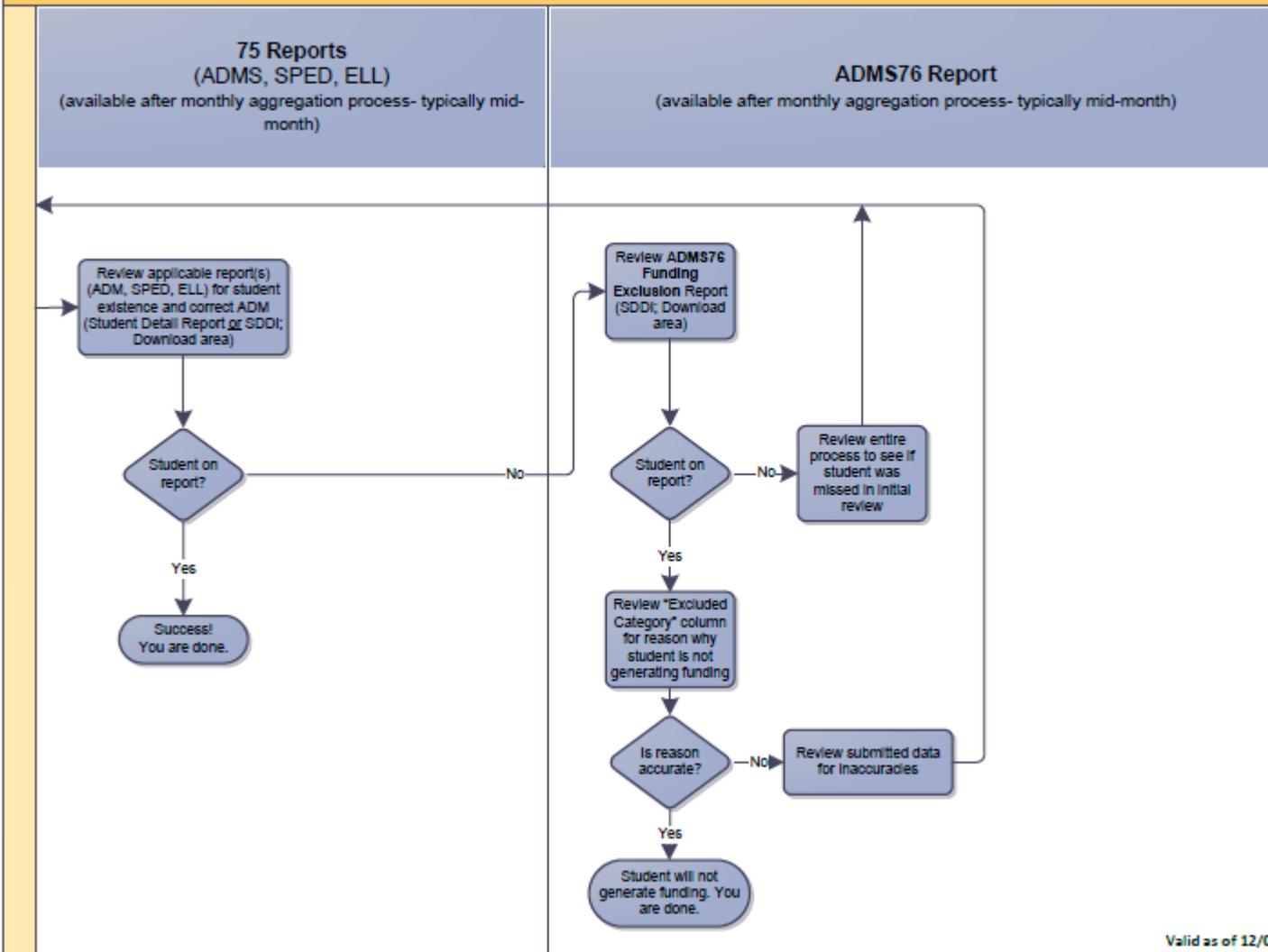
Why Is My Student Not On A 75 Report And Generating State Funding?



Report Reconciliation

Student Missing from 75 Report, cont.

Why Is My Student Not On A 75 Report And Generating State Funding? Continued...



Report Reconciliation

SDADMS75-1 Report Example



SdADMS75-1

Arizona Department Of Education
Adjusted Membership Calculations Report (ADM Limit)

Page: 1

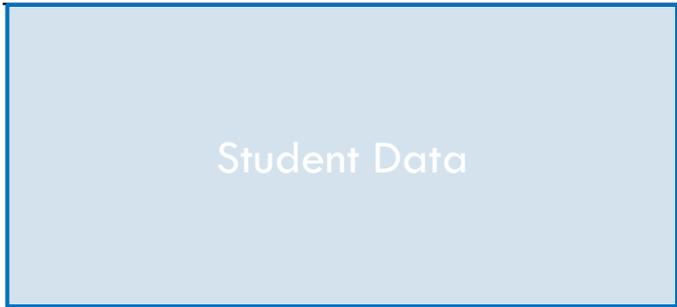
Print Date: 11/25/2013 14:45:32

Requesting District ID:
Requesting District Name:
Fiscal Year:

Run Date	Generate Date	School CTDS	School Name	DOR CTDS	DOR Name
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Grade	Register ID	Period	Aggregation Start Date	Aggregation End Date	FTF Status
KG	0001	40th	11/08/2013	11/08/2013	Non-AOI

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Trk	FTE	TP	Spc Enr	HB	Mem Days	Abs Days	ADM	ADA	LIM Mem Days	LIM Abs Days	LIM ADM	LIM ADA	Code
						1	.50	1	N/A	No	20.00	1.50	.50	.46	20.00	1.50	.50	.46	N/A
						1	.50	1	N/A	No	15.50	6.00	.39	.24	15.50	6.00	.39	.24	N/A
						1	.50	1	N/A	No	20.00	.00	.50	.50	20.00	.00	.50	.50	N/A
						1	.50	1	N/A	No	20.00	.00	.50	.50	20.00	.00	.50	.50	N/A
						1	.50	1	N/A	No	20.00	.00	.50	.50	20.00	.00	.50	.50	N/A
						1	.50	1	N/A	No	20.00	.50	.50	.49	20.00	.50	.50	.49	N/A
						1	.50	1	N/A	No	17.00	1.00	.43	.40	17.00	1.00	.43	.40	N/A
						1	.50	1	N/A	No	17.00	1.00	.43	.40	17.00	1.00	.43	.40	N/A
						1	.50	1	N/A	No	20.00	1.50	.50	.46	20.00	1.50	.50	.46	N/A
						1	.50	1	N/A	No	20.00	.50	.50	.49	20.00	.50	.50	.49	N/A
						1	.50	1	N/A	No	20.00	3.50	.50	.41	20.00	3.50	.50	.41	N/A
						1	.50	1	N/A	No	20.00	.50	.50	.49	20.00	.50	.50	.49	N/A
						1	.50	1	N/A	No	20.00	1.00	.50	.48	20.00	1.00	.50	.48	N/A



The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.
CONFIDENTIAL

Report Reconciliation

SDADMS75-3 Facts

- The report is known as the Adjusted Membership Calculations Report (Limited ADM) by District of Residence and will display the most recent aggregation results for ADM, LIM Mem Days, and LIM ADM.
- This report is used to identify students who reside in your LEA, but attend another LEA (Tuition-Out).
 - For example, if a student resides in ABC district, but attends a school within XYZ district, then the student will be located on this report.
- The LIM MEM Days Data will push over to the ADMS 46-1 report.



Important Note: Currently, this report is being redeveloped and will be moving over to Student Detail Reports by January 2014.

Report Reconciliation

SDADMS75-3 Report Example



SdADMS75-3

Arizona Department Of Education
Adjusted Membership Calculations Report (ADM Limit)
By District of Residence

Page: 7
Print Date: 11/26/2013 10:56:31

Requesting District ID:
Requesting District Name:
Fiscal Year:

Grade	Period	School CTDS	School Name	DOA CTDS	DOA Name
-------	--------	-------------	-------------	----------	----------

Aggregation Start Date	Aggregation End Date	Run Date	FTF Status
11/08/2013	11/08/2013	11/07/2013 01:46:00	Non-AOI

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Trk	FTE	TP	Spc Enr	HB	Mem Days	Abs Days	ADM	ADA	LIM Mem Days	LIM Abs Days	LIM ADM	LIM ADA	Code
---------	-------------------	-----------	------------	-------------------------	------------------------	-----	-----	----	---------	----	----------	----------	-----	-----	--------------	--------------	---------	---------	------

Student Data						1	1.00	1	N/A	No	39.00	10.00	.98	.98	39.00	10.00	.98	.73	N/A
						Totals:					39.00	10.00	0.98	0.98	39.00	10.00	0.98	0.73	

The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.
CONFIDENTIAL

Report Reconciliation

SDADMS 76 Report Facts



- This report is known as the funding exclusion report. This report lists students whose records have passed integrity processing, but are ineligible for state funding.
- Typically this includes students with a tuition payer code of 2, 3, 4, or 6, preschool students without a Group B SPED need, or students who have reached their 22nd birthday and do not receive SPED services, or 9th grade JTED students.

Report Reconciliation

SADMS76 Report Example



SdADMS76

Arizona Department Of Education
ADM Non Funded Students Report

Page: 67
Print Date: 11/25/2013 15:18:41

Requesting District ID:
Requesting District Name:

SAIS ID	Last Name	First Name	DOB	Gender	Grade	Period	First Day of Membership	Last Day of Membership	Aggregation Start Date	Aggregation End Date	Excluded Category	FTE
Student Data			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	09/03/2013	09/10/2013	11/08/2013	11/08/2013	Under Age	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/22/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Under Age	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Under Age	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Under Age	0.50			
			40th	09/10/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Under Age	0.50			
			40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Private paid or no tuition charged	0.50			
40th	07/15/2013	09/10/2013	11/08/2013	11/08/2013	Preschool without Disabilities	0.50						

*NOTE: Membership intervals that have FTE of 0 are excluded from funding.

Report Reconciliation

Establishing a Routine for Report Reconciliation

- Report Reconciliation is **VERY** important for an LEA to receive proper ADM/SPED/ELL funding and to avoid the 15-915 process.
- School Finance recommends the following for establishing a reconciliation routine:
 - First, try to submit data at least once a week.
 - If a file is uploaded, check the status page on SDDI to ensure the file processed successful. If it didn't, then make the necessary changes through another upload as soon as possible.
 - Check the SDADMS72, ELL71, and SDSPED71 reports to verify that all student data is waiting for the integrity process.
 - Integrity runs twice a week (Tuesday and Friday). School Finance recommends checking the SDADMS72, the 71 reports and the student integrity status report to confirm all the data has run through the process. If there are errors, correct the errors as soon as possible through an upload or via SAIS Online. Repeat the process to make sure the changes were successful.
 - After monthly processing completes, verify through the ADMS/SPED/ELL 75-1 and 75-3 reports as well as the SDADMS76 reports that all students passed through the aggregation process. Save a current copy of each report for future comparison. During monthly processing, the previous month's 75 and 76 reports are replaced with new data.



Student Counts Report Reconciliation

Report Reconciliation

ADMS 40-2 Report Facts (Only for FY 2012 and Prior)

- This report is only used for Fiscal Years up through and including 2012 and is updated after the data push has completed. It is currently only updated for 915s.
- The report is designed to notify the districts/charters of impacts to their ADM due to excessive unexcused absences.
 - For example, the system will look at the unexcused absences on the SDADMS75-1, 75-3 reports, and limit the ADM accordingly.

Important Note: Effective FY 2013, districts/charters will not be limited on their ADM for excessive unexcused absences. This notice can be found in School Finance [Memo 13-011](#).

Report Reconciliation

ADMS 40-2 Example



SAIS ADMS40-2

ARIZONA DEPARTMENT OF EDUCATION
RESIDENT AVERAGE DAY MEMBERSHIP RECAP
DAY 1 THROUGH 100
FISCAL YEAR 2011-2012
NON-AOI

Page : 1
Report Date : 02/04/2013

District of Residence :

Grade	Reported ADM	Reported ADA	Approved Absence Days	Approved ADA	Adjusted ADM
			Illness		
			Refusal		
			Weather		
			Chronic		
PSH *****	62.108	60.190		60.190	
			Illness		
			Refusal		
			Weather		
			Chronic		
KDG ***	277.422	261.962		261.962	
			Illness		
			Refusal		
			Weather		
			Chronic		
01 - 08 ***	5486.080	5232.023		5232.023	
Elementary	5825.610	5554.175		5554.175	5825.610
			Illness		
			Refusal		
			Weather		
			Chronic		
Secondary *****	2922.183	2767.085		2767.085	2922.183
Subtotals	8747.793	8321.260		8321.260	8747.793
Privately Paid / Over 21 ADM		990.970			
* PSH ADM @ 1/2 (Full PSH ADM =		124.215			
** PSH Absence Approvals @ 1/2 (Full PSH		Illness =	Refusal =	Weather =	Chronic =)

*** Regular & Self-Contained Special Education Students Included.

Adjustment Factor:

LEA's Total Adjusted ADM = Sum of the Adjusted ADM Subtotals of all pages of report.

Report Reconciliation

ADMS 45-1 Facts

- This report is generated during the data push process and the report is a District of Attendance report.
- The report is organized by District of Attendance, grade and reporting period (Period 1 is 40th day (days 1-40), Period 2 is 100th day (days 41-100), and YTD is the sum of Period 1 and Period 2).
- The tuition-in students will be located on this report; however, the District of Attendance will not receive the funding and the student will show of the District of Residence's ADMS 46-1 report.
- The Membership, Absence Days, Reported ADM and Reported ADA columns come from the LIM MEM Days, LIM Abs Days, LIM ADM and LIM ADA column from SDADMS 75-1 report.
- How to Reconcile:
 - Step 1: Get the LIM data for a specific grade (for example, grade 12) from the SDADMS75-1 report.
 - Step 2: Locate the district's ADMS 45-1 report under the [Student Counts Report Website](#).
 - Step 3: Once the report is opened, add Regular sub-column and the sub-column Self-Contained for either Period 1, 2, or YTD.
 - Step 4: The calculation and the LIM numbers will match.
 - Step 5: Repeat steps for the Absence Column.

Important Note: ADE is currently working on changing the se column headers in the report:

Self-Contained will be changed to Special Education

Membership Days will be change to LIM Membership Days

Absence Days will be changed to LIM Absence Days

Reported ADM will be changed to LIM Reported ADM

Reported ADA will be changed to LIM Reported ADA

These changes will assist the districts/charters with proper reconciliation to the SDADMS75-1.

Report Reconciliation

ADMS 45-1 Example (pulling data from the 75-1)

SdADMS75-1

Arizona Department Of Education
Adjusted Membership Calculations Report (ADM Limit)

Page: 182

Print Date: 12/03/2013 10:56:36

Requesting District ID:

Requesting District Name:

Fiscal Year:

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Trk	FTE	TP	Spc Enr	HB	Mem Days	Abs Days	ADM	ADA	LIM Mem Days	LIM Abs Days	LIM ADM	LIM ADA	Code	
				01/14/2013		1	1.00	1	N/A	No	60.00	5.25	1.00	.91	60.00	5.25	1.00	.91	N/A	
				01/14/2013		1	1.00	1	N/A	No	60.00	4.75	1.00	.92	60.00	4.75	1.00	.92	N/A	
				01/14/2013		1	1.00	1	N/A	No	60.00	2.25	1.00	.96	60.00	2.25	1.00	.96	N/A	
				01/14/2013		1	1.00	1	N/A	No	60.00	1.00	1.00	.98	60.00	1.00	1.00	.98	3	
				01/14/2013		1	1.00	1	3	No	60.00	4.75	1.00	.92	60.00	4.75	1.00	.92	3	
				01/14/2013		1	1.00	1	N/A	No	60.00	4.50	1.00	.93	60.00	4.50	1.00	.93	3	
				01/14/2013		1	1.00	1	N/A	No	60.00	4.00	1.00	.93	60.00	4.00	1.00	.93	N/A	
				01/14/2013		1	1.00	1	N/A	No	60.00	4.75	1.00	.92	60.00	4.75	1.00	.92	N/A	
				12/19/2012		1	1.00	1	3	No	54.00	3.00	.90	.85	54.00	3.00	.90	.85	3	
				01/14/2013		1	1.00	1	N/A	No	60.00	14.75	1.00	.75	60.00	14.75	1.00	.75	3	
				01/14/2013		1	1.00	1	N/A	No	60.00	.50	1.00	.99	60.00	.50	1.00	.99	3	
				01/14/2013		1	1.00	1	N/A	No	60.00	.75	1.00	.99	60.00	.75	1.00	.99	3	
				01/14/2013		1	1.00	1	N/A	No	60.00	3.00	1.00	.95	60.00	3.00	1.00	.95	N/A	
				01/14/2013		1	1.00	1	N/A	No	60.00	2.00	1.00	.97	60.00	2.00	1.00	.97	N/A	
				01/14/2013		1	1.00	1	N/A	No	60.00	1.50	1.00	.98	60.00	1.50	1.00	.98	N/A	
				01/14/2013		1	1.00	1	N/A	No	60.00	.00	1.00	1.00	60.00	.00	1.00	1.00	N/A	
				12/19/2012		1	1.00	1	N/A	No	54.00	9.75	.90	.74	54.00	9.75	.90	.74	N/A	
											Totals:	25883.0	1664.25	431.39	403.72	25853.57	1661.43	430.89	403.28	

Student Data

Report Reconciliation

ADMS 45-1 Example



SAIS ADMS45-1

ARIZONA DEPARTMENT OF EDUCATION
MEMBERSHIP AND ABSENCE REPORT
SCHOOL YEAR 2012 - 2013
NON-AOI

Page : 69

Attending Detail Page

Print Date : 07/31/2013

District Of Attendance :
District Of Residence :

School Of Attendance :

Grade	Cluster ID	Register Number	Report Period	Membership Days	Absence Days	Absence Rate	Reported ADM	Reported ADA	Pvt Paid/Over 21 Membership Days
Regular									
9	01	0001	1	17007.25	527.25	3.1%	425.1812	412.0000	
			2	25390.00	991.75	3.9%	423.1667	406.6375	
			Y T D	42397.25	1519.00	3.6%	423.9725	408.7825	
10	01	0001	1	17976.50	752.00	4.2%	449.4125	430.6125	40.00
			2	26437.00	1291.50	4.9%	440.6167	419.0917	60.00
			Y T D	44413.50	2043.50	4.6%	444.1350	423.7000	100.00
11	01	0001	1	16973.75	720.50	4.2%	424.3438	406.3312	
			2	24663.25	1225.00	5.0%	411.0542	390.6375	
			Y T D	41637.00	1945.50	4.7%	416.3700	396.9150	
12	01	0001	1	15403.50	756.50	4.9%	385.0875	366.1750	
			2	22429.50	1360.00	6.1%	373.8250	351.1583	
			Y T D	37833.00	2116.50	5.6%	378.3300	357.1650	
S-C Sp/Ed									
9	02	0001	1	1352.50	66.25	4.9%	33.8125	32.1562	
			2	2168.00	99.00	4.6%	36.1333	34.4833	
			Y T D	3520.50	165.25				
10	02	0001	1	1863.00	83.00				
			2	2756.50	175.50	6.4%	45.9417	43.0167	
			Y T D	4619.50	258.50	5.6%	46.1950	43.6100	
11	02	0001	1	1469.75	89.50	6.1%	36.7438	34.5062	
			2	2115.50	147.50	7.0%	35.2583	32.8000	
			Y T D	3585.25	237.00	6.6%	35.8525	33.4825	
12	02	0001	1	2379.00	183.25	7.7%	59.4750	54.8938	
			2	3424.00	301.25	8.8%	57.0667	52.0458	

$$22429.50 + 3424.00 = 25853.50$$

Report Reconciliation

ADMS 45-2 Facts

- This report is generated during the data push process and is an Attending Summary report.
- This report is used to balance to the ADMS45-1 for smaller districts/charters without exceptions.
- To Reconcile this report:
 - Pull the ADMS45-1 report and locate the District Summary Page.
 - Obtain the DISTRICT-ALL GRADES YTD total, then divide by 40 or 100 depending on the reporting period.
 - Pull the ADMS45-2 report and the total from the ADMS45-1 should be the same.



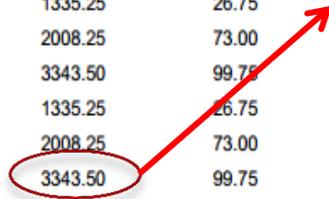
Report Reconciliation

ADMS 45-2 Example



SAIS ADMS45-1		ARIZONA DEPARTMENT OF EDUCATION					Page : 8	
District Summary Page		MEMBERSHIP AND ABSENCE REPORT					Print Date : 07/31/2013	
		SCHOOL YEAR 2012 - 2013						
		NON-AOI						
District Of Attendance								
Grade	Report Period	Membership Days	Absence Days	Absence Rate	Reported ADM	Reported ADA	Pvt Paid/Over 21 Membership Days	
TOTAL 9	1	285.00			7.1250	7.1250		
	2	539.75	14.75	2.7%	8.9958	8.7500		
	YTD	824.75	14.75	1.8%	8.2475	8.1000		
TOTAL 10	1	257.25	1.75	.7%	6.4312	6.3875		
	2	433.50	9.00	2.1%	7.2250	7.0750		
	YTD	690.75	10.75	1.6%	6.9075	6.8000		
TOTAL 11	1	549.00	15.00	2.7%	13.7250	13.3500		
	2	748.00	34.25	4.6%	12.4667	11.8958		
	YTD	1297.00	49.25	3.8%	12.9700	12.4775		
TOTAL 12	1	244.00	10.00	4.1%	6.1000	5.8500		
	2	287.00	15.00	5.2%	4.7000	4.5000		
	YTD	531.00	25.00	4.7%	5.4000	5.1750		
DISTRICT TOTAL H/S	1	1335.25	26.75	2.0%	33.3812	32.7125		
	2	2008.25	73.00	3.6%	33.4708	32.2541		
	YTD	3343.50	99.75	3.0%	33.4350	32.4375		
DISTRICT - ALL GRADES	1	1335.25	26.75	2.0%	33.3812	32.7125		
	2	2008.25	73.00	3.6%	33.4708	32.2541		
	YTD	3343.50	99.75	3.0%	33.4350	32.4375		

$3343.50/100 = 33.435$



Report Reconciliation

ADMS 45-2 Example



SAIS ADMS45-2

ARIZONA DEPARTMENT OF EDUCATION
AVERAGE DAILY MEMBERSHIP
ATTENDING SUMMARY
NON-AOI

Page : 1

Print Date : 07/31/2013

District Of Attendance : 10-87-05 VISION CHARTER SCHOOL, INC.

2011-2012 Attending ADM

2012-2013 Attending ADM

PS - 8 **** *****	9 - 12	PS - 12	PS - 8 **** *****	9 - 12	PS - 12
Resident *	33.090	33.090	Resident *	33.435	33.435
Non-Resident **			Non-Resident **		
Total	33.090	33.090	Total	33.435	33.435

* Resident Students Reported And Students From Unorganized Territories That Attend District's Schools.

** Students Tuitioned-In From Other Districts, CEC-B's, And Privately Paid.

**** PreSchool ADM Is Included At One Half Count (Full Count : SY 2011- 2012=.000 / SY 2012- 2013 = .000)

***** For SY2006-2007 and later Kindergarten ADM is Included at Reduced Count

This Report Does Not Include Resident Students Tuitioned To Schools Out Of Your District.

ADE 4430

Report Reconciliation

ADMS 46-1 Facts

- This report is generated during the data push process and is a District of Residence report.
- Bottom line about this report is the fundable ADM includes all students with the district as the District of Residence (DOR). State funding (state aid) is calculated using the ADM found on this report.
- The ADM numbers are generated from the ADMS75-1 and 75-3 reports and will include tuition out students that reside in your district, but attending another district.
- Please note 100th day equals 1-100 days.
- How to Reconcile:
 - Step 1: Run the ADMS75-1 and ADMS75-3 from SDDI or SDR. Import into Excel.
 - Step 2: Filter for students whose DOR is your LEA. Add up the LIM MEM Days for all grades with the appropriate FTF status (Non-AOI, FT AOI or PT AOI), then divide by the applicable period (40th or 100th day)
 - Total LIM MEM days/40 or 100
 - Step 3: Repeat step 2 for all applicable FTF statuses.
 - Step 4: Run the ADMS46-1 for the [Student Counts Website](#).
 - Step 5: Verify the LIM MEM Days calculations from the SDADMS75-1 to the calculations on the ADMS46-1.
 - The numbers could be slightly off due to rounding.

Report Reconciliation

ADMS 46-1 Example (Showing Data from ADMS75-1 report)

Mem_Days	Abs_Days	ADM	ADA	LIM_Mem_Days	LIM_Abs_Days	LIM_ADM	LIM_ADA	Codes	
20	0.5	0.5	0.49	20	0.5	0.5	0.49		
11	1.5	0.28	0.24	11	1.5	0.28	0.24		
10	0	0.25	0.25	10	0	0.25	0.25		
40	1	1	0.98	40	1	1	0.98		
23	2	0.58	0.53	23	2	0.58	0.53		
40	1	1	0.98	40	1	1	0.98		
40	5	1	0.88	40	5	1	0.88		
13	10	0.33	0.08	13	10	0.33	0.08	4a	
40	1	1	0.98	40	1	1	0.98		
40	0	1	1	40	0	1	1		
40	1	1	0.98	40	1	1	0.98		
13	10	0.33	0.08	13	10	0.33	0.08	4a	
40	1	1	0.98	40	1	1	0.98		
23	2	0.58	0.53	23	2	0.58	0.53		
40	1	1	0.98	40	1	1	0.98		
40	5	1	0.88	40	5	1	0.88		
40	0	1	1	40	0	1	1		
31	2	0.78	0.73	31	2	0.78	0.73		
32	0	0.8	0.8	32	0	0.8	0.8		
19	1	0.48	0.45	19	1	0.48	0.45		
40	4	1	0.9	40	4	1	0.9		
40	0	1	1	40	0	1	1		
40	0	1	1	40	0	1	1		
40	6	1	0.85	40	6	1	0.85		
40	1	1	0.98	40	1	1	0.98		
40	12	1	0.7	40	12	1	0.7		
40	0	1	1	40	0	1	1		
40	1	1	0.98	40	1	1	0.98		
40	1	1	0.98	40	1	1	0.98		
40	1	1	0.98	40	1	1	0.98		
40	6	1	0.85	40	6	1	0.85		
6	0	0.15	0.15	6	0	0.15	0.15		
				1041	Sum up the LIM MEM Days				
				1041/40	Divide 40 or 100 (Depending on reporting period)				
				26.025	40th Day ADM				

Report Reconciliation

ADMS 46-1 Example

SAIS ADMS46-1

ARIZONA DEPARTMENT OF EDUCATION
STATE AID AVERAGE DAILY MEMBERSHIP (ADM)
Fiscal Year 2014 (School Year 2013 - 2014)

Page: 1 of 1
Report Date: 11/13/2013

District of Residence:

40th ADM

Non AOI		AOI FT		AOI PT		Non AOI		AOI FT		AOI PT	
Grade	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative	Grade	ADM	Cumulative	ADM	Cumulative
*PS	0.000	0.000	0.000	0.000	0.000	0.000	9	0.000	0.000	0.000	0.000
KG	0.775	0.775	0.000	0.000	0.000	0.000	10	0.000	0.000	0.000	0.000
1	1.825	2.600	0.000	0.000	0.000	0.000	11	0.000	0.000	0.000	0.000
2	4.325	6.925	0.000	0.000	0.000	0.000	****12	0.000	0.000	0.000	0.000
**3	2.900	9.825	0.000	0.000	0.000	0.000	Name	Total	Non-AOI		
4	5.050	14.875	0.000	0.000	0.000	0.000	*Total PreSchool with Disabilities	0.000	0.000		
5	4.000	18.875	0.000	0.000	0.000	0.000	** Total K-3 Group B Add-On	9.825	9.825		
6	3.000	21.875	0.000	0.000	0.000	0.000	***Total K-UE	26.025	26.025		
7	4.000	25.875	0.000	0.000	0.000	0.000	****Total 9-12	0.000	0.000		
8	0.150	26.025	0.000	0.000	0.000	0.000	Total All Grades	26.025	26.025		
***UE	0.000	26.025	0.000	0.000	0.000	0.000					

The total matches the SDADMS75-1 calculation.

FTF status totals will also match the SDADMS75-1 calculations.

100th ADM

Non AOI		AOI FT		AOI PT		Non AOI		AOI FT		AOI PT	
Grade	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative	Grade	ADM	Cumulative	ADM	Cumulative
*PS	0.000	0.000	0.000	0.000	0.000	0.000	9	0.000	0.000	0.000	0.000
KG	0.000	0.000	0.000	0.000	0.000	0.000	10	0.000	0.000	0.000	0.000
1	0.000	0.000	0.000	0.000	0.000	0.000	11	0.000	0.000	0.000	0.000
2	0.000	0.000	0.000	0.000	0.000	0.000	****12	0.000	0.000	0.000	0.000
3	0.000	0.000	0.000	0.000	0.000	0.000	Name	Total	Non-AOI		
4	0.000	0.000	0.000	0.000	0.000	0.000	*Total PreSchool with Disabilities	0.000	0.000		
5	0.000	0.000	0.000	0.000	0.000	0.000	***Total K-UE	0.000	0.000		
6	0.000	0.000	0.000	0.000	0.000	0.000	****Total 9-12	0.000	0.000		
7	0.000	0.000	0.000	0.000	0.000	0.000	Total All Grades	0.000	0.000		
8	0.000	0.000	0.000	0.000	0.000	0.000					
***UE	0.000	0.000	0.000	0.000	0.000	0.000					

** Also used for K-3 Reading Program Add-On

Report Reconciliation

ADMS 540-1 Facts

- This report is generated during the data push processing and is a District of Residence report. The data populates from the ADMS46-1 report.
- The report is an ADM/ADA Summary for current and prior Fiscal Year.
- The report will separate CEC and Tuition ADM/ADA from the resident reporting. Typically, the CEC and Tuition data will be on the first pages of the report. The report will list the AOI figures on separate subsequent pages.
- How to reconcile the report for current fiscal year:
 - YTD: Days 1 through 100 - If an LEA has not reached their 100th day, then report is calculated to stretch over the 100 days.
 - For Example: If the 40th day number is 481.25, multiply by 40, then divide 100
 - $481.25 \times 40 = 19250 / 100 = 192.50$
 - 40th: Days 1 - 40
 - 100th: Days 41 – 100 = equals 60 days
- How to reconcile the report for prior fiscal year:
 - $((40^{\text{th}} \text{ day ADM} \times 40 \text{ days}) + (100^{\text{th}} \text{ day ADM} \times 60)) / 100$

Report Reconciliation

ADMS 540-1 Example



SAIS ADMS46-1

ARIZONA DEPARTMENT OF EDUCATION
STATE AID AVERAGE DAILY MEMBERSHIP (ADM)
Fiscal Year 2014 (School Year 2013 - 2014)

Page: 1 of 1
Report Date: 11/14/2013

District of Residence:

Populates over to the ADMS540-1 report.

40th ADM

Grade	Non AOI		AOI FT		AOI PT	
	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative
*PS	51.850	51.850	0.000	0.000	0.000	0.000
KG	227.913	227.913	0.000	0.000	0.000	0.000
1	481.250	709.163	0.000	0.000	0.000	0.000
2	496.200	1,205.363	0.000	0.000	0.000	0.000
**3	460.925	1,666.288	0.063	0.063	0.000	0.000
4	481.885	2,148.173	0.000	0.063	0.000	0.000
5	525.837	2,674.010	0.051	0.114	0.000	0.000
6	396.467	3,070.477	22.937	23.051	0.000	0.000
7	388.284	3,458.761	28.299	51.350	0.000	0.000
8	443.725	3,902.486	31.927	83.277	0.000	0.000
***UE	0.000	3,902.486	0.000	83.277	0.000	0.000

Grade	Non AOI		AOI FT		AOI PT	
	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative
9	896.314	896.314	5.722	5.722	0.000	0.000
10	860.763	1,757.077	7.025	12.747	0.000	0.000
11	793.183	2,550.260	7.547	20.294	0.000	0.000
****12	823.839	3,374.099	7.883	28.178	0.001	0.001
Name			Total	Non-AOI	AOI Full Time	AOI Part Time
*Total PreSchool with Disabilities			51.850	51.850	0.000	0.000
** Total K-3 Group B Add-On			1,666.351	1,666.288	0.063	0.000
***Total K-UE			3,985.763	3,902.486	83.277	0.000
****Total 9-12			3,402.277	3,374.099	28.178	0.001
Total All Grades			7,439.890	7,328.435	111.455	0.001

100th ADM

Grade	Non AOI		AOI FT		AOI PT	
	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative
***UE	0.000	0.000	0.000	0.000	0.000	0.000

Grade	Non AOI		AOI FT		AOI PT	
	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative
Name			Total	Non-AOI		
***Total K-UE			0.000	0.000		
Total All Grades			0.000	0.000		

Report Reconciliation

ADMS 540-1 Example

ADMS540-1

ARIZONA DEPARTMENT OF EDUCATION
RESIDENT ADM AND ADA

Page: 3 of 5
Report Date: 11/14/2013

Fiscal Year 2014 (School Year 2013 - 2014)

District of Residence:

Non-AOI

Attending ADM / ADA Summary

Grade	Current Year 2014			Prior Year 2013				YTD Abs %	Prior Year 2013			YTD Abs %
	Average Daily Membership			Average Daily Attendance					Average Daily Membership			
	YTD	40th Day	100th Day	YTD	40th Day	100th Day		YTD	40th Day	100th Day		
PS	20.740	51.850	0.000	20.300	50.750	0.000	2.1%	124.460	109.225	134.617	3.3%	
KG	91.165	227.913	0.000	87.665	219.163	0.000	3.8%	283.553	281.356	285.017	5.5%	
1	192.500	481.250	0.000	185.150	462.875	0.000	3.8%	616.078	606.669	622.350	5.0%	
2	198.480	496.200	0.000	191.760	479.400	0.000	3.4%	583.768	580.744	585.783	4.2%	
3	184.370	460.925	0.000	179.240	448.100	0.000	2.8%	623.928	620.750	626.046	4.2%	
Total K - 3	666.515	1,666.288	0.000	643.815	1,609.538	0.000	3.4%	2,107.325	2,089.519	2,119.196	4.6%	
4	192.354	480.885	0.000	186.269	465.673	0.000	3.2%	677.395	669.769	682.479	4.1%	
5	209.975	524.937	0.000	202.767	506.917	0.000	3.4%	616.900	609.981	621.513	4.6%	
6	158.567	396.417	0.000	153.498	383.745	0.000	3.2%	859.953	856.806	862.050	4.5%	
7	155.314	388.284	0.000	147.871	369.677	0.000	4.8%	863.890	862.775	864.633	5.0%	
8	177.490	443.725	0.000	169.655	424.138	0.000	4.4%	834.250	832.769	835.238	5.2%	
Total Elementary	1,580.954	3,952.386	0.000	1,524.174	3,810.436	0.000	3.6%	6,084.173	6,030.844	6,119.725	4.6%	
9	357.346	893.364	0.000	344.978	862.444	0.000	3.5%	862.463	862.188	862.646	3.9%	
10	344.305	860.763	0.000	328.335	820.838	0.000	4.6%	803.300	807.394	800.571	4.9%	
11	317.273	793.183	0.000	299.273	748.183	0.000	5.7%	801.465	807.513	797.433	5.1%	
12	329.536	823.839	0.000	305.126	762.814	0.000	7.4%	697.980	708.556	690.929	7.0%	
Total High School	1,348.460	3,371.149	0.000	1,277.712	3,194.279	0.000	5.2%	3,165.208	3,185.650	3,151.579	5.1%	
Total District	2,929.414	7,323.535	0.000	2,801.886	7,004.714	0.000	4.4%	9,249.380	9,216.494	9,271.304	4.8%	

* Preschool Handicapped at Full Count

** Kindergarten at Full Count for FY 2006 and prior; Kindergarten at Reduced Count for FY 2007 and later

*** Certificates of Educational Convenience

Report Reconciliation

SPED 28-1 Facts

- This report is generated during the data push process and is a District of Residence Report.
- The SPED 28 numbers are generated from the SDSPED75-1 and 75-3 reports' LIM MEM data and are the SPED Add-On counts that appear on the APOR/CHAR55-1 report. They are used to calculate state funding (state aid).
- The report is organized by 40th and 100th day data for each SPED category.
- How to reconcile the report:
 - Step 1: Run the SDSPED75-1 and 75-3 reports from SDDI. Import into Excel. Filter by SPED category.
 - Step 2: Filter for students whose DOR is your LEA. Add up the LIM MEM Days by separate SPED category and appropriate FTF status (Non-AOI, FT AOI or PT AOI), then divide by the applicable period (40th or 100th day).
 - SPED Category/40 or 100
 - For categories labeled as resourced and self-contained, further filter SPED need by service code, which identifies the classroom environment in which the student is receiving services.
 - Step 3: Repeat step 2 for all applicable FTF statuses.
 - Step 4: Pull the SPED28-1 from [the Student Counts Website](#).
 - Step 5: Verify the LIM MEM by category calculation from the SDSPED75-1 and 75-3 matches the SPED 28-1.
 - The numbers could be slightly off due to rounding.

Report Reconciliation

SPED 28-1 Example (Showing Data from the SPED75-1 report)

Need	Service_Code	SPED_Memb_Days	LIM_SPED_Mem_Days
ED	B	10	10
SLI	B	10	10
ED	B	15	15
SLI	B	15	15
OHI	A	20	20
SLI	A	20	20
OHI	A	30	30
SLI	A	30	30
SLD	A	40	40
SLD	A	60	60
OHI	B	20	20
SLI	B	20	20
OHI	B	20	20
SLI	B	20	20
SLI	A	40	39.6
OHI	B	30	30
SLI	B	30	30
OHI	B	30	30
SLI	B	30	30
ED	C	10	10
SLI	C	10	10
SLI	A	60	59.41
A	C	28	28
A	C	60	60
SLD	A	40	38.83
SLD	B	6.5	6.5
SLI	B	6.5	6.5
SLD	A	26	25.24
ED	C	10	10
SLI	C	10	10
	A	88	100=.88
	SLI/SLD	474	
	ED	45	
	OHI	150	
		666.08	100=6.661

Populates over to the SPED28-1.

Report Reconciliation

SPED 28-1 Example



SAIS SPED28-1

ARIZONA DEPARTMENT OF EDUCATION
STUDENT COUNTS FOR USE IN BUDGET PREPARATION
SPED Group B Add-Ons
Fiscal Year 2012 - 2013

Page : 1
Report Date : 08/09/2013

District of Residence:

Non-AOI Student Counts	40th Day*		100th Day**	
	SPED Memberships Days	SPED Group B Count	SPED Memberships Days	SPED Group B Count
Hearing Impairment	0.000	0.000	0.000	0.000
MD-Resourced, A-Resourced, SMR-Resourced	0.000	0.000	0.000	0.000
MD-SelfContained, A-SelfContained AND SMR-SelfContained	28.000	0.700	88.000	0.880
Multiple Disabilities Severe Sensory Impairment	0.000	0.000	0.000	0.000
Orthopedic Impairment-Resourced	0.000	0.000	0.000	0.000
Orthopedic Impairment-SelfContained	0.000	0.000	0.000	0.000
PreSchool-Severe Delayed	0.000	0.000	0.000	0.000
DD***, ED, MIMR, SLD, SLI*** And OHI	258.440	6.461	666.090	6.661
Emotionally Disabled-Private	0.000	0.000	0.000	0.000
Moderate Mental Retardation	0.000	0.000	0.000	0.000
Visual Impairment	0.000	0.000	0.000	0.000

* Consists of Days 1 - 40
 ** Consists of Days 1 - 100
 *** School-aged students only

Report Reconciliation

ELLS 28-1 Report Facts

- This report is generated during the data push processing and is a District of Residence report.
- The ELLS 28-1 numbers are generated from the SDELL75-1 and 75-3 reports' LIM MEM data and are the ELL Add-On counts that appear on the APOR/CHAR55-1 report. They are used to calculate state funding (state aid).
- How to reconcile the report:
 - Step 1: Run the SDELL75-1 and 75-3 from SDDI. Import into Excel. You may filter by program, if you want to reconcile to the program level.
 - Step 2: Filter for students whose DOR is your LEA. Add up the LIM MEM Days for the program (if reconciling to this level) and appropriate FTF status (Non-AOI, FT AOI or PT AOI), then divide by the applicable period (40 for 40th day or 100 for 100th day).
 - Program's total LIM MEM/40 or 100
 - Step 3: Repeat step 2 for all applicable program/FTF status combinations.
 - Step 4: Pull the ELLS28-1 from [the Student Counts Website](#).
 - Step 5: Verify that the total LIM MEM calculations from the SDELL75-1 and 75-3 match those on the ELLS28-1.
 - The numbers could be slightly off due to rounding.

Report Reconciliation

ELLS 28-1 Report Example



SAIS ELLS28-1

ARIZONA DEPARTMENT OF EDUCATION
STUDENT COUNTS FOR USE IN BUDGET PREPARATION
ELL Group B Add-On Student Count by District of Residence
Fiscal Year 2012 - 2013

Page : 1
Report Date : 07/31/13

District of Residence: _____

Individual Language Learner Plan (ILLP)
- NON-AOI

	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day	18.000	120.000	240.000	40.000	80.000	80.000	0.000	80.000	40.000	0.000	0.000	0.000	0.000	40.000	738.000	18.450
100th Day	48.000	300.000	600.000	100.000	200.000	200.000	0.000	200.000	100.000	0.000	0.000	0.000	0.000	100.000	1848.000	18.480
TOTAL OF ALL PROGRAMS																
	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day*	18.000	120.000	240.000	40.000	80.000	80.000	0.000	80.000	40.000	0.000	0.000	0.000	0.000	40.000	738.000	40th Day* 18.450
100th Day**	48.000	300.000	600.000	100.000	200.000	200.000	0.000	200.000	100.000	0.000	0.000	0.000	0.000	100.000	1848.000	100th Day** 18.480

ADE

* 40th Day includes days 1 - 40

** 100th Day includes days 1 - 100

Report Reconciliation

APOR55-1, CHAR55-1 Report Facts

- These reports are generated during payment processing and calculate state funding (state aid).
- Districts are paid on the prior year's regular ADM and SPED/ELL ADM.
- Charters are paid on current year's regular ADM and SPED/ELL ADM.
- The data for the reports will populate from the ADMS46-1, SPED28-1, and ELLS28-1.



Important Note: If you have additional questions regarding these reports, please contact the payment team at SFPaymentTeam@azed.gov.

Report Reconciliation

CHAR55-1 Report Example

SAIS CHAR55-1

Arizona Department Of Education
Basic Calculations For Equalization Assistance
For Charter Schools
FY 2013-14

Apportionment Date: 12/02/2013

Run Date: 11/20/2013

Page: 1 of 4

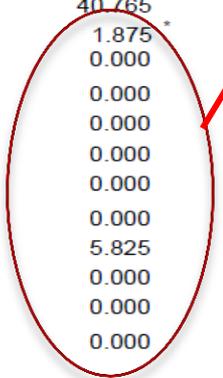
Non-AOI Student Counts	K-8	9-12	Total
FY 2012-13 Average Daily Membership (100th Day)	126.555	0.000	126.555
FY 2013-14 Estimated Student Count	98.500	0.000	98.500
* 40th Day Actual	102.865	0.000	102.865
100th Day Actual	0.000	0.000	0.000
Enrollment Cap			300

* Student count used to calculate equalization assistance

Weighted Student Counts	Student Count	Support Level Weight	Weighted Student Count
K-8	102.865	1.397	143.702
9-12	0.000	0.000	0.000
SubTotal	102.865		143.702

Add-Ons	Estimated 40th Day FY 2013-14 ADM	* 40th Day FY 2013-14 ADM	*100th Day FY 2013-14 ADM	Support Level Weight	Estimated Student Count	40th Day Student Count	100th Day Student Count	Total Student Count Add-On
K-3 Reading	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
K-3	40.500	40.765	0.000	0.000	2.430	2.446	0.000	2.446
ELL	11.000	1.875	0.000	0.125	1.265	0.216	0.000	0.216
HI	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
MD-R,A-R,SMR-R	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
MD-SC,A-SC,SMR-SC	0.000	0.000	0.000	5.833	0.000	0.000	0.000	0.000
MDSSI	0.000	0.000	0.000	7.947	0.000	0.000	0.000	0.000
OI R	0.000	0.000	0.000	3.158	0.000	0.000	0.000	0.000
OI SC	0.000	0.000	0.000	6.773	0.000	0.000	0.000	0.000
DD,ED,MIMR,SLD,SLI,OHI	6.000	5.825	0.000	0.003	0.018	0.017	0.000	0.017
EDP	0.000	0.000	0.000	4.822	0.000	0.000	0.000	0.000
MOMR	0.000	0.000	0.000	4.421	0.000	0.000	0.000	0.000
VI	0.000	0.000	0.000	4.806	0.000	0.000	0.000	0.000
Total Weighted Add-On Count								2.679

Populates from the SPED28-1 and the ELLS28-1



Report Reconciliation

APOR55-1 Report Example

SAIS APOR55-1

Arizona Department Of Education Basic Calculations For Equalization Assistance FY 2013-14

Apportionment Date: 12/02/2013

Run Date: 11/19/2013

District Page: 1 of 6

Non-AOI Student Counts					FY 2011-12 ADM				
Student Count	PSD	K-8	9-12	Total	PSD	K-8	9-12	Total	
(FY 2012-13 ADM)	11.825	803.462	308.952	1,124.239	22.294	809.158	294.232	1,125.684	
Charter FY 2013-14 ADM				District FY 2013-14 ADM					
		K-8	9-12	Total		PSD	K-8	9-12	Total
Estimated		0.000	0.000	0.000	40th Day	0.000	761.913	314.602	1,076.514
40th Day		0.000	0.000	0.000	100th Day	0.000	0.000	0.000	0.000
100th Day		0.000	0.000	0.000					
Weighted Student Counts		Student Count		Support Level Weight		Weighted Student Count			
FY 2012-13 ADM: District PSD		11.825	X	1.450	=	17.146			
District K-8		803.462	X	1.158	=	930.409			
District 9-12		308.952	X	1.474	=	455.395			
FY 2013-14 ADM: Charter K-8		0.000	X	0.000	=	0.000			
Charter 9-12		0.000	X	0.000	=	0.000			
SubTotal		1,124.239				1,402.950			
Add-Ons		District 40th Day	District 100th Day	District Student Count	DSCS Student Count	Total Student Count	Support Level Weight	Total Student Count Add-On	
		FY 2013-14 ADM	FY 2013-14 ADM	(FY 2012-13 ADM)	(FY 2012-13 ADM)				
K-3 Reading		0.000	0.000	0.000	+	0.000	x	0.040	
K-3		297.913	0.000	306.928	+	306.928	x	0.060	
ELL		13.000	0.000	18.480	+	18.480	x	0.115	
HI		0.000	0.000	0.000	+	0.000	x	4.771	
MD-R,A-R,SMR-R		3.000	0.000	4.030	+	4.030	x	6.024	
MD-SC,A-SC,SMR-SC		3.000	0.000	2.000	+	0.000	x	5.833	
MD-SSI		0.000	0.000	0.000	+	0.000	x	7.947	
OI-R		1.000	0.000	0.000	+	0.000	x	3.158	
OI-SC		0.000	0.000	0.610	+	0.000	x	6.773	
P-SD		0.000	0.000	1.305	+	0.000	x	3.595	
DD*,ED,MIMR,SLD,SLI*,OHI		121.425	0.000	132.445	+	132.445	x	0.003	
ED-P		0.000	0.000	0.000	+	0.000	x	4.822	
MOMR		0.350	0.000	1.000	+	1.000	x	4.421	
VI		0.000	0.000	0.000	+	0.000	x	4.806	
Total Weighted Student Count Add-Ons								70.125	

Populates from the SPED28-1 and the ELLS28-1

* School aged students only

Report Reconciliation

BUDG25 Report Facts

- This report is known as the Current Expenditure Report and is generated monthly after payment processing.
- **Important Note:** The BUDG25 reports can be located by accessing [the Student Count Reports](#) and switching to Budget Reports or by simply going to [this link](#).



- This report is **ONLY** for Districts.
- The report is used to compare budgeted expenditures in the current year to budget capacity and determines whether or not the district budget complies with legislation.
- The report numbers are generated from the following sources:
 - Districts values are based on the district's adopted and most recent budget revision;
 - Pages 7 and 8,
 - Total budgeted on pages 1 (M&O) & 4 (URC)
 - ADE Calculated Values are based on statutorily requirements and "pulls" from
 - Districts values are based on the district's adopted and most recent budget revision;
 - Pages 7 and 8,
 - Total budgeted on pages 1 (M&O) & 4 (URC)
 - APOR 55-1
 - Manual Inputs
 - District provided documents (e.g., election results)
 - Prior Year's BUDG75
 - District Desegregation Budget
 - District Budget Worksheets

If you have additional questions, please contact the Budget Team:
SFBudgetTeam@azed.gov

Report Reconciliation

BUDG25 Report Example



SAIS APOR55-1

**Arizona Department Of Education
Basic Calculations For Equalization Assistance
FY 2013-14**

Apportionment Date: 12/02/2013

Run Date: 11/25/2013

District Page: 4 of 6

Base Support Level

Total Weighted Student Count	15,370.524
Base Level Amount	<u>\$3,368.12</u>
	\$51,769,769.29
Teacher Experience Index (TEI)	<u>1.0000</u>
	\$51,769,769.29
Base Support Level Adjustments Total	<u>\$13,000.00</u>

Base Support Level/Base Revenue Control Limit **\$51,782,771.32**

Base Support Level Adjustments

Audit Service Expense	\$13,000.00
-----------------------	-------------

Base Support Level Adjustments Total \$13,000.00

Calculation For TSL

Approved Daily Route Miles	
Total Approved Daily Route Miles	8,044
Eligible Students Transported	3,641
Unadjusted Route Miles Per Eligible Student	2.2093
State Support Level Per Route Mile	\$2.46
8,044.000 Miles x 180 Days	<u>1,447,920.00</u>
To and From School Support Level	\$3,561,883.20
Activity Trip Level Factor	<u>0.18</u>
Activity Trip Support Level	\$641,138.98
Handicapped Extended School Year Mileage	<u>1,252</u>
Handicapped Extended School Year Support Level	\$3,079.92
Annual Expenditures For: Bus Passes Bus Tokens	
Districts \$0.00 \$0.00	\$0.00
2013-14 Transportation Support Level (TSL)	\$4,206,102.10

Calculation For TRCL

2012-13 Transportation Revenue Control Limit (TRCL)	\$4,167,885.95
Change: 2013-14 TSL \$4,206,102.10	
2012-13 TSL \$3,514,993.86	
Difference: <u> \$691,108.24</u>	
Preliminary FY2013-14 TSL	\$4,858,994.19
120% of FY2013-14 TSL \$5,047,322.52	
Adjusted FY2013-14 TRCL	<u>\$4,858,994.19</u>
2013-14 Transportation Revenue Control Limit	\$4,858,994.19

Calculation For DSL

2013-14 Base Support Level (BSL)/BRCL	\$51,782,771.32
2013-14 Consolidation	\$0.00
Tuition Out For High School Students (Type 03)	\$0.00
2013-14 Transportation Support Level (TSL)	<u>\$4,206,102.10</u>
2013-14 District Support Level (DSL)	\$55,988,873.42

Calculation For RCL

2013-14 Base Support Level (BSL)/BRCL	\$51,782,771.32
2013-14 Consolidation	\$0.00
Tuition Out For High School Students (Type 03)	\$0.00
2013-14 Trans. Revenue Control Limit (TRCL)	<u>\$4,858,994.19</u>
2013-14 Revenue Control Limit (RCL)	\$56,641,765.51

2013-14 DSL	\$55,988,873.42
2013-14 RCL	\$56,641,765.51
Growth	\$0.00
2013-14 Adjusted District Support Level (DSL)	\$55,988,873.42
2013-14 Adjusted District Limit (RCL)	\$56,641,765.51

Student Counts	Weighted Student	Weighted Add-On	Total
Non-AOI	13,507.540	+ 1,738.413	= 15,245.953
AOI-FT (111.255	+ 18.581) X 0.95 =	123.344
AOI-PT (1.444	+ 0.000) X 0.85 =	1.227
			<u>15,370.524</u>

Report Reconciliation

BUDG25 Report Example



BUDGET LIMIT CALCULATIONS

General Budget Limit

Base Support Level:	51,782,771	51,779,415		
Transportation Revenue Control Limit	4,858,994	4,858,994		
Type 03 Tuition	0	0		
Revenue Control Limit (RCL):	56,641,766	56,638,409	56,638,409	3,357
Applied Capacity for RCL equals the lesser of the ADE value or the District's value as reported on page 7.				
Growth	0	0	0	0
Type 03 Tuition Adjustment	*N/A	0		*N/A
Adjusted RCL	56,641,766	56,638,409	56,638,409	3,357
Adjusted RCL in Maintenance and Operations (M&O)	56,638,409	56,638,409	56,638,409	0
Adjusted RCL in Unrestricted Capital (UNR)	3,357	0	0	3,357

Any amount listed as Adjusted RCL in UNR must be budgeted to M&O or UNR on page 7 by May 15th to capture capacity.

District Additional Assistance (DAA)	8,461,275	8,314,652		146,623
DAA - Legislative Budget Reduction	(2,937,573)	(2,690,705)		(246,868)
DAA Adjusted Total	5,523,703	5,623,947		(100,244)
DAA (M&O)	3,323,947	3,323,947	3,323,947	0
DAA (UNR)	2,199,756	2,300,000		(100,244)

Maintenance and Operations Override	5,663,841	5,663,841	5,663,841	0
Capital Outlay Override	0	0		0
Special Program\K-3 Override (M&O)	0	0	0	0
Special Program\K-3 Override (UNR)	0	0		0



15-915 Processing

What is a 915?

- A 915 allows state-aid impacted data and budget capacity changes for the prior three years, pursuant to ARS§ 15-915. We are currently accepting FY 2011, FY 2012, and FY 2013 915 requests. Due to system limitations, FY 2011 915s must be completed by June 30, 2014.



915 Guidelines



- **Please Note:** Before requesting a 15-915 data correction, you must have your corrections ready to be uploaded.
- The 915 letter **MUST** have the following:
 - Date
 - LEA Name and CTDS Number
 - Contact name, title, telephone number and extension and an email address of the individual making corrections
 - Fiscal year and reason for the request
 - Details of data to corrected. Documentation for the data correction(s) must be provided
 - For student data: Please provide the School CTDS, SAIS ID, current data, and corrected data for requested change: For example:

School CTDS	SAIS ID	Existing Withdrawal Code	New Withdrawal Code
070299101	123456789	W4	W1

- For Budget Data: Please list the specific changes being requested (e.g., specific expenditure, current amount, and the corrected amount) and why the changes need to be made
- NOTE: additional documentation may be required after request is reviewed
- Provide how you will be making the data changes: SAIS Online and File Upload
- The letter must be signed by the business manager or higher authority
- Please scan and email the letter and all corresponding documentation to:
 - **For Student Data corrections:** your account analyst, who can be found by clicking here: [LEA Account Analyst](#)
 - **For Budget corrections:** the Budget team at sfbudgetteam@azed.gov
- These guidelines may be found at the School Finance homepage or directly through this link: <http://www.azed.gov/finance/files/2011/06/15-915-guidelines.pdf>

Understanding the 915 Process Flow for Student Data Corrections

- **Prepare file/data for submission**
- **Request a 915 on District/Charter letterhead and include details of all planned changes**
- Open 915 Window with email notification to LEA point-of-contact and 915 requester (e.g., Business Manager)
- **Make data corrections and notify Account Analyst of completion**
- Close window, run integrity/aggregation and notify point-of-contact of completion
- **Verify and analyze the integrity/aggregation reports (Common Logon → SDDI/SDR)**
 - **Student Integrity Status Report**
 - **SdADMS72 report**
 - **SdADMS75-1, SdSPED75-1 and SdELL75-1 Reports**

Blue represents the LEA's responsibilities

Black represents ADE's responsibilities

Understanding the 915 Process Flow, Continued

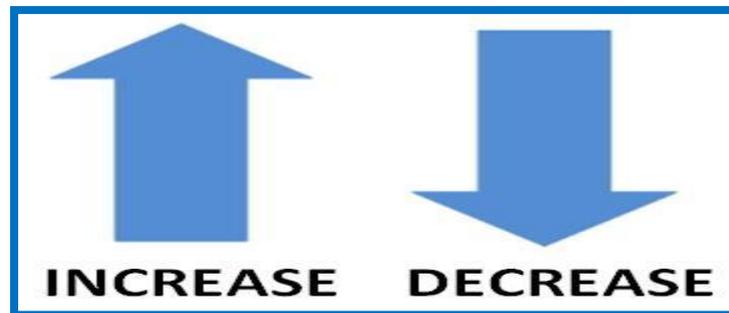
- **Request for Data Push (Student Counts)**
- Process data push and notify point-of-contact and 915 requester of the results
- 915 is forwarded to the payment analyst and an email is sent to the point-of-contact and 915 requester. Email includes the pre- and post- 915 ADM figures
- Payment adjustment is calculated and appears on future APOR/CHAR64-1. Email notification sent to 915 requester
- 915 is closed (Charter) or forwarded to the budget analysts (District)
- Budget capacity modifications calculated and applied to 915 Fiscal Year and subsequent year(s). Email notification is sent to 915 requester
- 915 is closed (District)

Important Note: School Finance has created a more detailed 915 process flow diagram and that document can be found here:

<http://publicportal.ade.az.gov/sites/SF/BusinessInformation/Business%20Rule%20Documents%20and%20Presentations/Process%20Map%20-%20As-Is%20-%20Simplified.pdf>

Increase or Decrease in Funding??

- Will opening a 915 increase or decrease my funding?
 - That is dependent on your LEA's unique situation.
- Examples of reasons for potential increases or decreases are below. This list is **NOT** comprehensive.
 - An increase may be seen if:
 - Additional students are submitted to SAIS and the data corrections processed successfully through the 915 process, and
 - Proper report reconciliation is conducted by the LEA during the integrity/aggregation phase.
 - A decrease may be seen if:
 - Summer Withdrawals are submitted.
 - A child attended multiple schools in the school year and shares the ADM. If at least one other LEA opens a 915 for the same prior year and updates that student's data, the ADM at all LEAs will be adjusted for the student.
 - An LEA is adjusted for excessive absences for FY 2011 or 2012. This is determined after the data push is completed and the ADMS40-2 report is published.
 - Integrity and aggregation bugs are corrected and the fixes are retroactively applied to include prior years.



Questions??



Student Data

- Contact your [Account Analyst](#)

- **Payments**

sfpaymentteam@azed.gov

- **Budgets**

sfbudgetteam@azed.gov

