

School Finance
December 2011

Absence Adjustment Request

When do I submit a request?

- Usually done at the end of the school year
 - The end of the school year starts in the middle of April
 - This allows you to account for all absences across the year instead of submitting multiple times.
- Cannot be a pre-emptive request
 - The only exception to this rule is if the school is closed for safety reasons, however the adjustment will not be applied until the end of the fiscal year.

What qualifies for a request?

- 1) Widespread Illness (at least 10% absent per site for three consecutive days or more*)
- 2) Adverse weather (three consecutive days or more*)
- 3) Concerted refusal to attend classes (three consecutive days or more*)
- 4) Threats of violence against school personnel, property or students for any period of time
- 5) School closure due to dangerous situations (fire, flooding, earthquake, hazardous material, or other causes approved by ADE)
- 6) Chronic Health problems as described in A.R.S. § 15-346 if the school is providing services to the pupils during their absence from school
 - Must have a letter/note from an accredited doctor and must state the student has a "Chronic Illness". Stating the Chronic Illness may be a HIPPA violation.

* Consecutive days can span across weekends. Friday, Monday and Tuesday are consecutive days.

Who can submit requests?

- Request must come from a business manager or higher
- Requests are done at a district level
- Individual schools will not be considered

I qualify to put in a request, how do I submit one?

- Form is on our website at <http://www.azed.gov/finance/absence-approval-requests/>
- From the School Finance web page:
 - click on Forms
 - click on the Absence Approval Request
 - click on the Absence Adjustment Request Form

How should my spreadsheet look?

Absence Adjustment Request

District/Charter Name Puff Education School, Inc. District/Charter CTDS Number 123456000
 Date Request Submitted 5/24/2012
 School Name Mrs. Puff's Driving School School CTDS Number 123456001

Absence Reasons

- (1) Widespread illness for any period of three consecutive days or more. The percentage of students who were absent must be at least 10% of the total student population in any given school site.
- (2) Adverse weather conditions for any period of three consecutive days or more.
- (3) Concerted refusal by students to attend classes for any period of three consecutive days or more.
- (4) Threats of violence against school property, school personnel or students for any period of one day or more.
- (5) School closure due to situations affecting the safety of persons or property resulting from fire, flooding or floodwater, an earthquake, a hazardous material event or other causes if approved by the department of education.
- (6) Chronic health problems as defined in Arizona Revised Statutes section § 15-346 if the school district is providing services to the pupils during their absence from school.

Dates of Absences	Days of the Week	Number of Absences	Grades			Reason for Absence(s) ₁	Notes ₂
			KG	EL	HS		
9/20/2011	Tuesday	27			27	5	Spongebob drove boat into school
9/21/2011	Wednesday	27			27	5	Spongebob drove boat into school
9/22/2011	Thursday	27			27	5	Spongebob drove boat into school
9/23/2011	Friday	27			27	5	Spongebob drove boat into school
See Attach		15			15	6	Spongebob Squarepants - Suds

Footnote 1 Please enter the number that represents the absence reason . For example: if the absences were caused by widespread illness, reason for absence should be 1.

Footnote 2 Please provide additional details on the reasons for absences. For example: if absences were caused by widespread illness, specify what the widespread illness was. For absences due to chronic illness, please provide student name here.

Prepared by Mrs. Puff Title Teacher Email: MPuff@puffed.org
 Telephone 123-555-2424

Approved by Mr. Krabs Date 5/21/2010
 Superintendent

Letter of Care from a Doctor (Example)

Treedome Medicine

October 25, 2011

RE: Spongebob Squarepants

To Whom It May Concern:

Spongebob has been a patient of mine for the past few weeks. He has had a CHRONIC ILLNESS. If you have any further questions or concerns regarding Spongebob or his care, please do not hesitate to contact us.

Sincerely,

Sandy Cheeks

Sandy Cheeks, M.D.

General Practitioner

Attachment for Multiple Students (Example)

- This is an example of an attachment for multiple students being affected by a school closure.
- Please include the name and SAIS IDs for verification purposes.

Students affected by boating accident (Sep 20-22, 2011):	
Name	SAIS ID
Larry Lobster	12345678
Spongebob Squarepants	23456789
Patrick Star	34567890
Plankton	45678901
Bubble Bass	56789012
Mermaid Man	67890123
Barnacle Boy	78901234
Pearl Krabs	89012345
Flying Dutchman	90123456

I have the form filled out, now what?

- After filling in the form:
 - The Superintendent needs to sign the form
- Email to your Account Analyst
 - To find your Account Analyst go here:
<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>