

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 06-047**

**TO:** Charter School Administrators, Directors and Principals

**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance

**DATE:** January 13, 2006

**SUBJECT:** January 15, 2006 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The January 2006 charter apportionment is complete. All eligible charter schools were paid based on the 40<sup>th</sup> day Average Daily Membership (ADM) successfully submitted by 5:00 pm on December 30, 2005. The equalization assistance reports (CHAR55-1 and CHAR64-1) for your charter school are posted on your charter school's home page on the ADE School Finance web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact the Arizona Department of Education, Support Center at (602) 542-7378 or toll free at (866) 577-9636.

All charter schools, regardless of sponsorship, must have submitted 40<sup>th</sup> day ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a January payment. It is the responsibility of each charter school to verify that the ADMS46-1 Report for 40<sup>th</sup> day and the SPED28-1 Report for Special Education census data posted on their web page (<http://www.ade.az.gov/districts>) accurately reflects the data submitted. LEAs are required to submit student level data to SAIS at least once every 20 school days per A.R.S. §15-1042(G). Please take the time to confirm that the charter is SAIS-reporting compliant and that all 2005-2006 SAIS-related data is current and accurate.

Future payments will be based on the 40<sup>th</sup> and 100<sup>th</sup> day SAIS information submitted by your Charter. If you have questions about student counts or other required information please call Karla Dunn at (602) 542-8240 or by email at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov).

If you have any concerns regarding your equalization calculation or payments please contact Lori Damanti at (602) 542-3303 or by email at [ldamant@ade.az.gov](mailto:ldamant@ade.az.gov).

In the event that you did not receive a January 2005 payment, this may be due to:

- Missing or late submission or a reduction of ADM (see the charters ADMS46-1 report).
- Missing or late submission or a reduction of Special Education data (see the charters SPED28-1 report).
- Banking information not submitted to the Arizona State Treasurer's Office.
- Missing or late data submitted to the Arizona State Board for Charter Schools.

If the charter requires SAIS technical assistance, please complete the request form on the System Training and Response (STaR) Team webpage at <http://www.ade.az.gov/schoolfinance/STaR/>. If, however, the charter requires non-technical SAIS assistance questions, please contact Karla Dunn at (602) 542-8240 or by e-mail at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov).