

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 08-065**

**TO: Superintendents, Business Managers, Charter Holders, and SAIS Technology Coordinators**

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

**DATE: April 28, 2008**

**SUBJECT: FY 2008 SAIS Closure – Year End Processing**

**June 15<sup>th</sup> and July 15<sup>th</sup> Payment**

The June 15<sup>th</sup> district and charter apportionment **and** the July 15<sup>th</sup> district apportionment will be based on the Membership, Special Education Service Participation and ELL Program Participation data that reside in the Student Accountability Information System (SAIS) at 4:00 PM on Friday, May 30, 2008.

**Suspension of Mid-month and Month-end Statewide Data Processing in June**

The Arizona Department of Education has established a deadline of **4:00 PM, Monday, June 30, 2008**, for FY 2008 data submissions to the SAIS. This deadline is necessary in order for the Department to meet its federal and state reporting requirements (i.e., State Aid, Adequate Yearly Progress (AYP), Annual Measurable Achievement Objectives (AMAOs), AZ LEARNS, etc.)

The Arizona Department of Education will not perform the June mid-month processing to allow more time for Local Educational Agencies to submit data to SAIS in preparation for the close of the fiscal year. The cancellation of the June month-end processing will provide a window for the processing of data submitted after May 30, 2008 but prior to 4:00 PM on June 30, 2008 for the purpose of calculating payment adjustments which are expected to be made by September 15, 2008.

Any corrections and/or changes to FY 2008 data to be submitted after June 30, 2008 will be subject to established procedures pursuant to A.R.S. § 15-915. Additionally, data submissions for the correction of FY 2007 State Aid and Budget Capacity will not be accepted after June 30, 2008.

Districts and charters operating TAPBI programs, pursuant to A.R.S. §15-808, will be allowed 2 days, July 7<sup>th</sup> and 8<sup>th</sup>, 2008, for the submission of final instructional time for FY 2008.