

ARIZONA DEPARTMENT OF EDUCATION

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 08-071**

**TO:** Charter School Administrators, Directors and Principals  
**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance  
**DATE:** 6/15/2008  
**SUBJECT:** 6/15/2008 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The June 2008 charter apportionment is complete. 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.

In the event that you did not receive a June 2008 payment, one or more of the following may apply:

- A reduction or missing actual 100<sup>th</sup> day counts and/or 100<sup>th</sup> day SPED or ELL data.
- Missing or late submission of M&O Deduct form.
- 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 you have any concerns regarding your equalization calculation or payments, please contact Karla Dunn (602) 542-8246 or by email at [Karla.Dunn@azed.gov](mailto:Karla.Dunn@azed.gov). If you have any questions about your student counts or other required information concerning you data please contact Cindy Ensfield at (602) 542-7885 or by email at [Cindy.Ensfield@azed.gov](mailto:Cindy.Ensfield@azed.gov).

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All charter schools that have met the 2007-2008 school year SAIS 100th Day reporting requirement of 100 session days, plus 13 ADE business days on or before 4:00 PM on May 27, 2008 will be funded strictly from the actual 100th Day data for ADM and SPED. It is the responsibility of each charter school to verify that the ADMS46-1 Report for 40<sup>th</sup> day and 100<sup>th</sup> day if applicable 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 2007-2008 SAIS-related data is current and accurate.

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 Cindy Ensfield at (602) 542-7885 or by e-mail at [Cindy.Ensfield@azed.gov](mailto:Cindy.Ensfield@azed.gov).

Please check the submission status of your proposed and adopted budgets, budget worksheets and budget revisions. Per A.R.S. 15-905 (E), budgets must be submitted electronically to the Arizona Department of Education by July 18, 2007. Instructions for checking the submission status can be located at <http://www.ade.az.gov/schoolfinance/FAQs/Default.asp>. If you have questions related to budget submission, please contact the budget team at: [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).