

ARIZONA DEPARTMENT OF EDUCATION

**Tom Horne**  
Superintendent of  
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STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 09-048**

**TO:** Charter School Administrators, Directors and Principals  
**FROM:** Yousef Awwad, Director of School Finance  
**DATE:** February 13, 2009  
**SUBJECT:** 02/15/2009 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The February 2009 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.

**SB 1006 Adjustments:** As discussed in [SF Memo # 09-044](#), the Additional Assistance adjustments are included in the February 15 CHAR64-1 reports. This adjustment is an annual adjustment, 8/12ths (or 66.67%) of the annual adjustment will be included in the February payment, the balance will be apportioned out for the remainder of the fiscal year. Please review the above referenced memo for more information.

In the event that you did not receive a February 2009 payment, one or more of the following may apply:

- A reduction or missing actual 40<sup>th</sup> day counts and/or 40<sup>th</sup> day SPED data.
- Banking information not submitted to the Arizona State Treasurer's Office.

If you have any concerns regarding your equalization calculation or payments, please contact Alane Wilcox (602) 542-8253 or by email at [Alane.Wilcox@azed.gov](mailto:Alane.Wilcox@azed.gov). If you have any questions about your student counts or other required information please contact Cindy Ensfield at (602) 542-7885 or by email at [Cindy.Ensfield@azed.gov](mailto:Cindy.Ensfield@azed.gov)

All charter schools that have met the 2008-2009 school year SAIS 40<sup>th</sup> Day or 100<sup>th</sup> Day reporting requirement of 40 or 100 session days, plus 13 ADE business days on or before 5:00 PM on January 16, 2009 have been funded strictly from the actual 40<sup>th</sup> Day data. 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 2008-2009 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).