

# ARIZONA DEPARTMENT OF EDUCATION

Tom Horne  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602) 542-5695  
(602) 542-3099 fax

STATE OF ARIZONA

---

## SCHOOL FINANCE MEMORANDUM 09-072

Revised – Memo Number Change Only

**To:** Charter School Operators, Charter School Sponsors, Charter Business Managers, Charter Principals & Administrators, and All Charter Schools

**From:** Yousef Awwad, Director of School Finance

**Date:** May 26, 2009

**Subject:** Charter School Estimated Student Enrollment List Collection for FY 2010

---

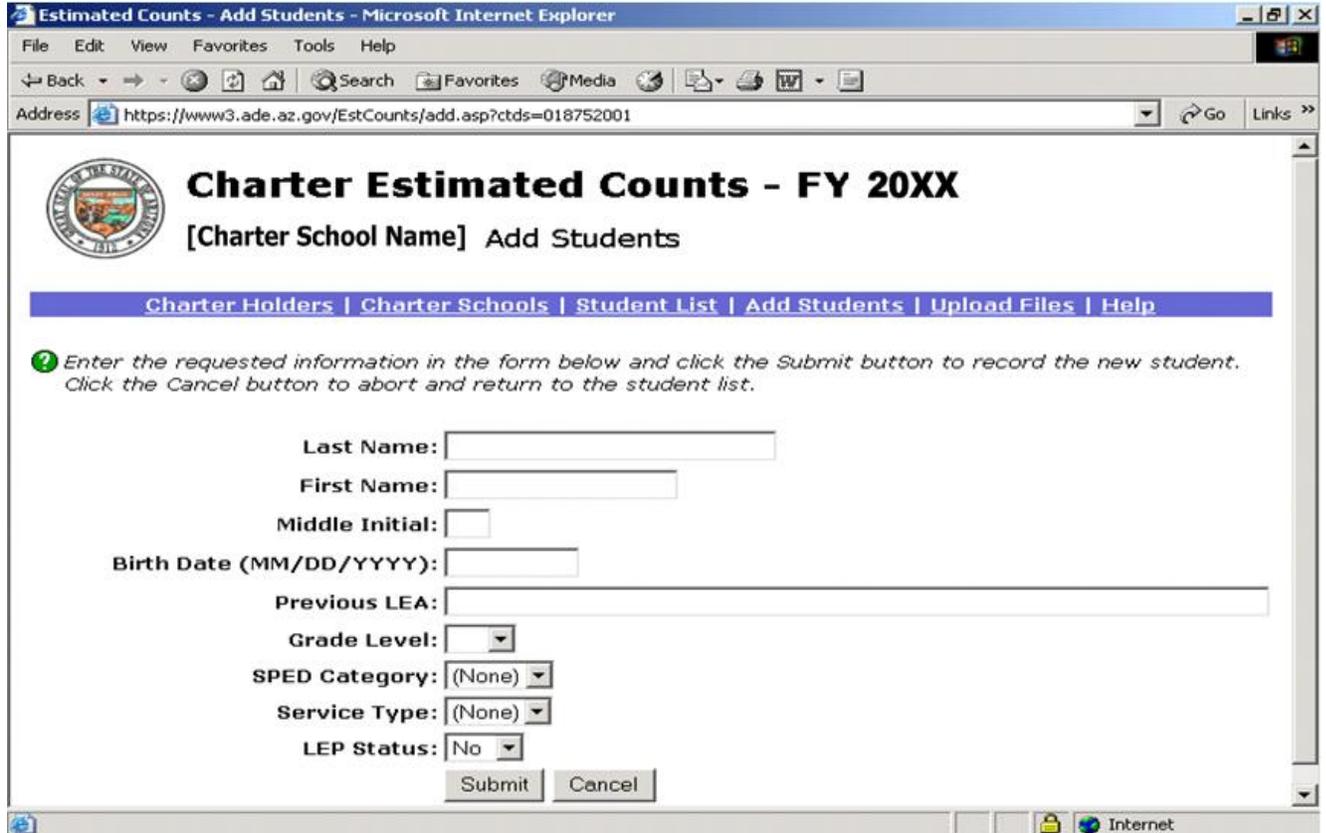
### REQUIREMENTS

- Per [A.R.S. 15-185.B.2](#) the student count of a charter school shall be determined initially by using an estimated count based on actual registration of pupils before the beginning of the school year.
- The Charter Board requires charter schools to have specific student and parent information on file for any student that is recorded on the estimated list. The required information can be located at: <http://www.asbcs.state.az.us/pdf/Board%20Policies/EstEnrollmentDataRequirement.pdf>
- The initial estimated student count list must not exceed actual registration of pupils.
- After school begins, but before each of the listed due dates, the name of any student who has not participated in instruction must be removed from the list. Failure to remove students that are not receiving instruction can cause over-funding and will be appropriately adjusted for and could result in a reduced or non-payment status once the payment is based off of the actual data submitted to SAIS.
- Students whose names were not on the initial estimated count list may be added at any time the application is available until the last due date.
- Charter school operators are not obligated to list every student.
- All charter school operators, including operators of district sponsored charter schools, must submit a student list to ADE using the Charter Estimated Counts on-line application, for each charter site.
- Per [A.R.S. 15-185.A.3](#) District Sponsored Charter Schools may not report charter school pupils for funding during the first year of the charter school's operation who were previously enrolled in the school district.
- ADE will NOT pre-populate the Charter Estimated Counts application with student information from the previous school year.
- The initial release of state aid will be delayed if the deadlines specified on page 8 for the charter estimated counts list and the LEA calendar have not been met.

## PROCESS AND PROCEDURES

Charter school student lists are submitted to ADE via the Charter Estimated Counts on-line application. This application is accessible through the Common Logon web page at [www.ade.az.gov/commonlogon](http://www.ade.az.gov/commonlogon), and provides two options for submitting the data:

1. Manual entry of each student using the form fields provided within the application; or



The screenshot shows a web browser window titled "Estimated Counts - Add Students - Microsoft Internet Explorer". The address bar shows the URL: <https://www3.ade.az.gov/EstCounts/add.asp?ctds=018752001>. The page content includes the Arizona State Seal, the title "Charter Estimated Counts - FY 20XX", and a sub-header "[Charter School Name] Add Students". A navigation bar contains links: "Charter Holders | Charter Schools | Student List | Add Students | Upload Files | Help". A green information icon is followed by the text: "Enter the requested information in the form below and click the Submit button to record the new student. Click the Cancel button to abort and return to the student list." The form fields are: "Last Name:" (text box), "First Name:" (text box), "Middle Initial:" (text box), "Birth Date (MM/DD/YYYY):" (text box), "Previous LEA:" (text box), "Grade Level:" (dropdown menu), "SPED Category:" (dropdown menu with "(None)" selected), "Service Type:" (dropdown menu with "(None)" selected), and "LEP Status:" (dropdown menu with "No" selected). At the bottom of the form are "Submit" and "Cancel" buttons.

2. Upload of a properly formatted data file (comma-delimited text file).

Please refer to page 3 for the Data Submission Requirements.

Note: Student names can only be deleted from the Charter Estimated Count through use of the feature designed for this purpose in the on-line application.

Until Average Daily Membership can be calculated from SAIS, payments generated on the 15<sup>th</sup> of each month are based on the estimated count list. **Please remember to continually and carefully review the charter student list for duplicates or erroneous entries that will require correction before the application is locked to capture the data for payment.** The estimated student list is due before 4:30 PM on the due dates listed previously in this document. After 4:30pm, the estimated counts application will be administratively locked for up to five ADE business days after the due date. A summary report of the charter's submission will be posted to the charter school's home page on the ADE School Finance website: <http://www.ade.az.gov/Districts/EntitySelection.asp> within the five business days after each due date. It is the responsibility of each charter school to verify that the information posted on the summary report correctly reflects the sum of the student level data that was submitted by one of the two data submission processes.

**Student level data on the Charter Estimated Count List will be used as the basis for calculating State Aid:**

Charter School List Due in estimated counts application by 4:30 PM	Payment Date:	Estimated Counts Application Scheduled Re-Open Date
June 26 <sup>th</sup> , 2009	July 15 <sup>th</sup> , 2009	July 7 <sup>th</sup> , 2009
July 29 <sup>th</sup> , 2009	August 15 <sup>th</sup> , 2009	August 5 <sup>th</sup> , 2009
August 28 <sup>th</sup> , 2009	September 15 <sup>th</sup> , 2009	September 8 <sup>th</sup> , 2009
September 28 <sup>th</sup> , 2009	October 15 <sup>th</sup> , 2009	Final submission period

## DATA SUBMISSION REQUIREMENTS

The following definitions and descriptions of the student level data apply to both the on-line manual entry into the application and the comma-delimited text file.

1. Data must be submitted at the site level, (the CTDS number ending in 000 represents the holder level not the site level). One data file must be submitted for each charter school site. So, if the charter holder is represented by two charter school sites, then two separate files must be completed and submitted for each. When saving the file(s), please use the charter school site level number in the name of the file. The site level number is equal to the last three digits of the charter school CTDS number. For example, Bright Blue Charter School has two charter schools. The charter school site CTDS numbers end in 101 and 102, respectively. Therefore, school site 101 will submit a data file as BrightBlue101.txt and school site 102 will submit a separate data file as BrightBlue102.txt.
2. Data must be submitted electronically using the Charter Estimated Counts on-line application. ADE will not accept any student level data not submitted via the on-line application.

Specifications For Using Comma-Delimited Text Files			
For those using the text file upload option, the first row must contain data header fields, and all subsequent rows must contain student data. All values must be surrounded by double quotes and separated by commas. Each row of the text file must end with carriage return and line feed characters. Check the example below for an illustration of these requirements.			
Data Header Definition			
Data Field	Definition	Data Format	
CTDS Number	County-Type-District-Site (No dashes example: 018701101)	Text	
Charter Name	Name of Charter Holder	Text	
Charter Site Name	Name of Site	Text	
Contact Name	Name of contact to address questions to.	Text	
Contact Telephone	Phone number of contact.	Text	
Contact e-mail	E-mail address of contact.	Text	
<b>Note:</b> Address and contact information listed on this form does not change the official information approved in your contract. The charter school must follow the sponsors' policy to change chartered contract information.			
Student List Definition			
Data Field	Definition	Data Format	Maximum Field Length
First Name	First Name	Text	Up to 20 characters
MI	Middle Initial	Text	Blank or 1 character
Last Name	Last Name	Text	Up to 30 characters
Birth Date	Birth Date	Numeric (MMDDYY)	6 Digits
* Previous LEA	List the name of the district or charter school the student attended in the previous school year OR the ISEP/Non-ISEP data if applicable. (Please refer to asterisk on page 4).	Text	Up to 80 characters
Grade Level	The student's grade for the upcoming school year.	Text: KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	2 characters
** SPED Category	Please refer to the expanded category definition on page 4. (Please refer to asterisks on page 5).	Text: A, ED, EDP, HI, MD, MDSSI, MIMR, MOMR, OHI, OI, SLD, SLI, SMR, TBI, VI	Blank or up to 5 characters
Service Type	Please refer to the expanded service type definitions on	Text: A, B, C, D, E, F, G, H, I, J, S, V	Blank or 1 character

	pages 5 and 6.		
ELL Status	Will ELL services be provided?	Text: Y = Yes; N = No or Blank = No	Blank or 1 character
<b>Example of Text File Format</b>			
"018756001","Sample CharterHolder","Sample CharterSite","Joe Smith","(602) 555-5555","joesmith@email.com"			
"Joe","","Jones","010185","Previous Charter 1","01","","","Y"			
"Susie","H","Smith","020288","Previous Charter 2","03","A","A","N"			

\* Charter schools receiving Indian School Equalization Program (ISEP) funds must report data used in the calculation of state aid separately for the ISEP students and Non-ISEP students. This allows the Arizona Department of Education to accurately apply A.R.S. §15-185 (D) only to the state aid generated by the ISEP funded students. Those students that are Non-ISEP will generate monthly state aid for the charter because these students are not funded by the federal Indian School Equalization Program.

For reporting purposes, all students must be identified as either ISEP or Non-ISEP in the **Previous LEA field** of the Charter Estimated Counts application. Once reporting commences with SAIS, all Non-ISEP students must be accurately identified by Register ID 7777.

**Special Education Eligibility Requirements:**

Special Education students can be claimed on the estimated student list if all eligibility requirements are in place when registering for the upcoming school year. The charter is strongly encouraged to be conservative in the submission of the estimates. It is important to note that once actual SPED counts are calculated from data submitted to SAIS, an overestimated SPED count may result in a non-payment status for one or more months for the charter.

The IEP team determines the category under which a student is eligible to receive services once a student has been evaluated. It is possible for a student to be eligible to receive special education services in more than one category. If this is the case, **only submit the highest weighted (primary) category for the student. No student should be submitted more than once to the estimated counts application.** Please refer to the Budget Worksheets for the special education weights. The budget worksheets with the updated weights for fiscal year 2010 will be available by the end of June, 2009. **If there is any uncertainty regarding the student’s category and/or service type or if an IEP is not on file then the charter is encouraged to contact their ESS specialist.** All funding for any eligible special education student not claimed during the estimated counts period will be retroactive to the beginning of the fiscal year once payment commences from the actual SPED data resident in SAIS. Funding from the charter’s actual SPED data resident in SAIS typically begins December 15<sup>th</sup>.

**SPED Need Codes (Disability Categories)**

Code	Description	Code	Description
<b>A</b>	Autism	<b>OI</b>	Orthopedic Impairment
<b>ED</b>	Emotional Disability	<b>SLD</b>	Specific Learning Disability
<b>EDP</b>	Emotional Disability (Separate Facility, Private School)	<b>SLI</b>	Speech/Language Impairment
<b>HI</b>	Hearing Impairment	<b>SMR</b>	Severe Mental Retardation
<b>MD</b>	Multiple Disabilities	<b>TBI</b>	Traumatic Brain Injury
<b>MDSSI</b>	Multiple Disabilities Severe Sensory Impairment	<b>VI</b>	Visual Impairment

**\*\* If a Special Education category is listed for a student then a service type must also be listed. Special Education funding will not be distributed if both the category and service type are not provided.**

## SPED School Age Service Codes

Grade	Service Code	Description	Eligible for state aid	Eligible for federal funding	Self Contained or Resource
K-12	A	<b>Inside Regular Class 80% or more of the day.</b> (These are children who received special education and related services outside the regular class for less than 21% of the school day.) This may include children placed in: regular class with special education/ related services provided within regular classes; regular class with special education/ related services provided outside the regular classes; or regular class with special education services provided in resource rooms.	Yes	Yes	R
K-12	B	<b>Inside Regular Class for no more than 79% of day and no less than 40% of the day.</b> (These are children who received special education and related services outside the regular classroom for at least 21% but no more than 60% of the school day.) This may include children placed in: resource rooms with special education/related services provided within the resource room; or resource rooms with part-time instruction in a regular class.	Yes	Yes	R
K-12	C	<b>Inside Regular Class less than 40% of the day.</b> (These are children who received special education and related services outside the regular classroom for more than 60% of the school day.) This may include children placed in: self-contained special classrooms with part-time instruction in a regular class; or self-contained special classrooms with full-time special education instruction on a regular school campus.	Yes	Yes	SC
K-12	D	<b>Public or Private Separate Day School for greater than 50% of the school day.</b> This may include children placed in: public and private day schools for students with disabilities; public and private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day; or public and private residential facilities if the student does NOT LIVE at the facility.	Yes	Yes	SC
K-12	E	<b>Public or Private Residential Facility for greater than 50% of the school day.</b> Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes <sup>1</sup>	Yes	SC

## SPED School Age Service Codes (continued)

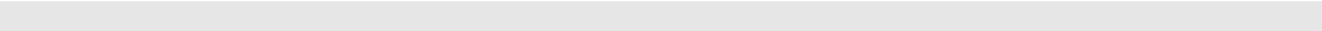
Grade	Service Code	Description	Eligible for state aid	Eligible for federal funding	Self Contained or Resource
K-12	EA	<b>Public or Private Residential Facility for greater than 50% of the school day – placed by another state agency (not an IEP team decision) with code A.</b> Placed in public or private residential facility receiving services inside regular class 80% or more of the day. Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes <sup>1</sup>	Yes	R
K-12	EB	<b>Public or Private Residential Facility for greater than 50% of the school day – placed by another state agency (not an IEP team decision) with code B.</b> Placed in public or private residential facility receiving services inside regular class 40-79% of the day. Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes <sup>1</sup>	Yes	R
K-12	EC	<b>Public or Private Residential Facility for greater than 50% of the school day – placed by another state agency (not an IEP team decision) with code C.</b> Placed in public or private residential facility receiving services inside regular class less than 40% of the day. Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes <sup>1</sup>	Yes	SC
K-12	FA	<b>Correctional Facilities with code A.</b> Receives special education inside regular class 80% or more of the day in: short-term detention facilities (community-based or residential); or correctional facilities	Yes	Yes	R
K-12	FB	<b>Correctional Facilities with code B.</b> Receives special education inside regular class 40-79% of the day in: short-term detention facilities (community-based or residential); or correctional facilities.	Yes	Yes	R

## SPED School Age Service Codes (continued)

Grade	Service Code	Description	Eligible for state aid	Eligible for federal funding	Self Contained or Resource
K-12	FC	<b>Correctional Facilities with code C.</b> Receives special education inside regular class less than 40% of the day in: short-term detention facilities (community-based or residential); or correctional facilities.	Yes	Yes	SC
K-12	H	<b>Homebased/homebound/hospital program.</b> Receives education programs in homebased/homebound/hospital environment that includes children with disabilities placed in and receiving special education and related services in: hospital programs; homebound or homebased programs.	Yes	Yes	R
K-12	I	<b>Services provided in a regular classroom.</b> The only disability categories that can be reported here are MD, A, SMR, and OI.	Yes	Yes	SC
K-12	J	<b>Private School placement, enrolled by parent(s).</b> Students enrolled by parents or guardians in regular parochial or other private schools who receive special education and related services under a service plan. There is no entitlement to special education and related services. However, the PEA must expend proportionate amount of federal funding on students in this type of private placement. This also includes children that are homeschooled.	No	Yes	R

Please contact the Exceptional Student Services (ESS) Unit here at the ADE with any questions regarding the categories or service types for Special Education. The ESS main phone number is (602) 542-4013.

## Charter School State Aid Requirements Checklist for Release of Fiscal Year 2010 State Aid



To be eligible for funding for Fiscal Year 2010 (school year 2009-2010), all charter schools, regardless of sponsorship, must verify that all materials have been submitted per the requirements within the specified timelines. It is the responsibility of each charter school to verify that the deadlines for the Charter School Estimated Student Enrollment List and the Local Education Agency Calendar have been met prior to the distribution of funds.

<b>To ADE School Finance Unit</b>		
<b>The following items must be received by ADE School Finance on or before 4:30pm of the specified deadline for the initial release of any Fiscal Year 2010 state aid.</b>		<b>Deadline</b>
Charter School Estimated Student Enrollment List Collection <ul style="list-style-type: none"> <li>▪ Enter via the Charter Estimated Counts on-line application through Common Logon.</li> <li>▪ Update each month; see page 3 of ADE School Finance Memorandum 09-069 for due dates</li> </ul>	<input type="checkbox"/>	June 26, 2009
Local Education Agency (LEA) Calendar <ul style="list-style-type: none"> <li>▪ Enter using the LEA Calendar application through Common Logon.</li> <li>▪ See ADE School Finance Memorandum 09-071</li> <li>▪ New charters can enter their calendar at any time but cannot activate it until July 2<sup>nd</sup>.</li> </ul>	<input type="checkbox"/>	July 7, 2009

The Federal & State Maintenance and Operations Declaration Form (see ADE School Finance Memorandum 09-070) is due June 26<sup>th</sup>, 2009 at 4:30 PM and must be received no later than 60 days past the deadline to prevent the charter from being noncompliant.

If assistance is required to submit estimated counts please contact the S.T.a.R. (System Training and Response Team) through the following link: <http://www.ade.az.gov/schoolfinance/STaR/TrainingAndAssistRequest/RequestForm.aspx> or contact Cindy Ensfield at [Cindy.Ensfield@azed.gov](mailto:Cindy.Ensfield@azed.gov) , or (602)542-7885.

