



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 12-048

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: April 5, 2012

SUBJECT: School Finance Updates

General Updates

1) School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

2) Updating Your Contact Information

Please make sure that your contact information is up to date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to enterprise@azed.gov.

3) Teacher Experience Index (TEI)

The Teacher Experience Index (TEI) was calculated and made available to all districts on March 15. If you haven't checked your TEI report (SDER 96) for accuracy, there is still time to do so. You may view your TEI report in the SDER (School District Employee Report) application in Common Logon or by going to the public [SDER Reports page](#). We have uploaded files from ESI and SmartSchoolsPlus to identify your purchased services personnel (PSP) and excluded them from the TEI calculation.

You may request that a window be opened to allow you to make corrections to your SDER data until April 11. Revised TEI reports will be available for all districts on April 13. To open a window, please contact your [LEA Account Analyst](#).

4) Absence Approval Request Deadline

The absence approval request deadline is approaching. Requests must be received by May 11, 2012. Please use the [Absence Approval Request](#) form which can be found on the School Finance home page. Your ADMS46-1 report identifies whether or not your ADM has been adjusted due to absences. Updated ADMS46-1 reports are expected to be available by mid April. If your ADM has been adjusted, you must submit your absence adjustment request by May 11. Please keep in mind that submitting the absence adjustment through School Finance will only modify your funding and does not have an impact on your AYP classification or any other absence data that may be used by other units within ADE.

5) 200-Day Calendar

A.R.S. §15-902-04 gives Districts and Charters the option of offering 200 days of instruction. If you intend to offer a 200-day calendar in FY2013, you must, at a minimum:

- Submit a letter to Lyle Friesen, Deputy Associate Superintendent, School Finance, ADE, requesting approval of the 200-day calendar prior to June 1, 2012 (Approval by ADE prior to July 1 is required pursuant to A.R.S §15-902.04).
- Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 per cent increase in annual instructional hours.
- Budget for a five per cent increase in base level support.

6) Deadlines/Timetable for 2012 Test Results, A-F Letter Grades, AMOs and AMAOs

ADE's Research and Evaluation Division has established the timetable for the release of all state and federal deliverables as well as other important dates for the Fiscal Year 2012 accountability season. The timetable and deadlines are contained in a memo which can be viewed at:

<http://www.azed.gov/research-evaluation/important-information/>

SAIS Updates

7) FY2012 Monthly Processing Schedule

Monthly processing through the remainder of FY2012 has been scheduled. The schedule below reflects the Integrity and Aggregation processing used to generate the updated versions of the SdADMS75-1 reports and the ADMS 40 series reports.

Monthly Processing Begin Date

May 4, 2012

June 1, 2012

Data Submission Deadline

May 3 @ 5:00 p.m.

May 31 @ 5:00 p.m.

The **Statewide Recalculation** will begin on July 19, 2012. SAIS will be closed for FY2012 to all entities except for AOI schools after June 30. AOIs will have until 5:00 p.m. on July 18 to submit their data.

Please check our [Hot Topics](#) for updates to this schedule. Please note that this schedule does not include additional Integrity processing that is scheduled to run throughout each month. The Integrity schedule can be found on the calendar located on the [IT Bulletin Board](#). Updates are also posted to this board as Integrity is processed.

8) FY09 915s

Please note that all data submissions for FY2009 related to ADM must be completed by June 30, 2012. SAIS cannot handle data submissions for FY09 data past this date.

Payment Updates

9) FY2012 State Aid Reduction

- 1) **Additional Assistance Reduction:** The A.R.S. §15-185, Subsection B, Paragraph 4, Additional Assistance reduction has been calculated based on total Additional Assistance generated by estimated ADM submitted by the schools. The final adjustment will be calculated in the May payment based on the actual 100th day ADM which submitted by 5:00 p.m. on April 1, 2012. The final adjustment can be found on the last page of the CHAR64-1 report.

10) CEC Payment

- 2) **CEC Payment:** CEC-A, CEC-B, CEC-Out of State and CEC-976 memo is available in the School Finance website at <http://www.azed.gov/finance/certificates-of-educational-convenience/>. The payment will be released around the middle of the May.

11) FY 12 Remaining Payment Schedule

The following table applies only to school districts. Charter schools are not subject to rollover payments.

Payment Number	Date	District	Charter
10	May 1, 2012	Partial payment to be paid (partial rollover)	Full payment to be paid
11	June 1, 2012	Full payment to be paid	Full payment to be paid
12	June 29, 2012	Full payment to be paid	Full payment to be paid

12) AOI FY 2012 Recalculation Data Submission

To avoid any possible AOI data issues with the FY2012 Statewide Recalculation, please validate and submit corrections by 5:00 p.m. on July 18. This will assist in the accurate processing of your AOI data for the FY2012 recalculation, which has a payment target date of October 1.

Budget Updates

13) Fiscal Year BUDG25 Reports

The FY 012 BUDG25 reports have been published. The reports are based on the current APOR 55-1; the District's most recently processed FY2012 Expenditure Budget, and include the final CORL and Soft Capital budget reductions.

14) FY2012 Growth

FY2012 growth amount is available on the APOR55-2 report. **Please note, the APOR55-2 currently is based on the 40th day ADM. The actual 100th day ADM will be picked up by May 1 APOR55-2.** The 100th day ADM is available on ADMS46-1 report and 100th day SPED ADM is available on SPED28 report. Districts can use the growth worksheet to calculate the growth based on the 100th day ADM. The growth worksheet is available at:

<http://www.azed.gov/finance/growth-forms/>

15) Final Budget Revision

Please use the most recent FY2012 BUDG25 report, final legislative reduction numbers, and emails from the budget team in completing the district final FY2012 expenditure budget revision.

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **SAIS/ADM:** Your assigned LEA Account Analyst. A listing of account analysts can be found on the School Finance web site at <http://www.azed.gov/finance/> within the “Contact Us” menu.
- **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov
- **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov .