



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 13-015

TO: Superintendents, Contract Signers, Business Managers, Administrators, and Directors
FROM: Lyle Friesen, Director of School Finance
DATE: September 20, 2012
SUBJECT: K-3 Reading Budget Forms and Instructions

In accordance with A.R.S. §15-943, as amended by Laws 2012, Ch. 300, §6, a K-3 Reading support level weight was added to the FY2013 funding formula.

A.R.S. §15-211, as added by Laws 2012, Ch. 300, §2, requires school districts and charters to submit a plan for improving the reading proficiency of its pupils in Kindergarten programs and grades one, two, and three to the State Board of Education by October 1 each year beginning in October 2012. Additional information regarding the plan is available at <http://www.azed.gov/mowr/k3literacyplans/>. This plan is required to include a budget for the use of the monies generated by the K-3 and K-3 Reading Group B support level weights. Additionally, **school districts and charters are required to use the monies generated by the K-3 Reading support level weight ONLY on reading programs for pupils in Kindergarten programs and grades one, two, and three** with particular emphasis on pupils in Kindergarten programs and grades one and two.

To facilitate budgeting for the monies generated by the K-3 and K-3 Reading Group B support level weights, information was added to the FY2013 School District Annual Expenditure Budget Work Sheet C below line XVII and to the FY 2013 Charter School Annual Budget Work Sheet C, footnote 3 to calculate the portion of the district's/charter's base support level that is generated by the K-3 and K-3 Reading Group B support level weights. The amounts shown on Work Sheet C should be budgeted separately in the areas provided on the K-3 Reading Program budget form for "Funding Generated by the K-3 Support Level Weight" and "550 K-3 Reading Program."

Budget Submission

School districts and charters are required to submit their K-3 Reading budget to the Superintendent of Public Instruction by October 1, 2012 as described below. ADE will only accept FY 2013 K3 Reading Budget forms submitted electronically using either the Excel forms with the 9/12 revision date or software that produces an electronic file in a format approved by ADE. Note to Excel 2007 and 2010 users: Excel files should be saved in "Excel 97-2003 Worksheets (*.xls)" format. Districts



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may download a copy of the Excel forms from ADE's Web site at www.azed.gov/finance/budgets/.

School districts and charters must upload the completed forms via the Common Logon, on ADE's Web site at www.ade.az.gov/CommonLogon/. After uploading the files; districts and charters should verify the file has processed by checking their file submission page at www.ade.az.gov/Budget/EntitySelection.asp. If the files did not process, districts/charters should click on the error message link. If unable to correct the error, districts/charters should then contact ADE's budget team by emailing SFBudgetTeam@azed.gov for assistance. For password information or help, districts/charters should contact the ADE Support Center at (602) 542-7378 [outside the Phoenix area call (866) 577-9636] or e-mail enterprise@ade.az.gov.