



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 13-048**

TO: District Superintendent, District Business Managers, Charter Business Managers, Charter School Principals and Administrators, and All Charter Schools

FROM: Lyle Friesen, Director of School Finance

DATE: June 7, 2013

SUBJECT: Fiscal Year 2014 (School Year 2013-2014) LEA Calendar

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As mandated by A.R.S §15-1042, all Local Education Agencies (LEAs) are required to submit their data electronically in order to receive funding for their cost of educating students. As part of the data submission process, an LEA must create and activate an LEA calendar. The FY 2014 LEA Calendar application is now available for submission. It can be accessed through Common Logon at <https://www.ade.az.gov/CommonLogon/logon.aspx>. Each LEA is required to establish and activate an LEA calendar by July 6th of the school year. The calendar must be approved and activated before any student detail information (SAIS data) can be submitted to ADE. In you are a new Charter Holder and experiencing any delays in your activated status that is contributing to the delay in your calendar activation, please contact your account analyst immediately.

**Note:** Arizona Online Instruction (AOI) schools are not required to, and should not, submit a calendar.

The SAIS LEA Calendar Application User Manual is available to guide users through this process. The manual can be found at: <http://www.azed.gov/finance/files/2012/08/sais-calendar-manual.pdf>

**IMPORTANT**

When setting up a calendar, please follow these instructions:

1. A school year must begin on or after July 1 and end on or before June 30. Please make sure that all session days fall within these dates. Summer school is not considered a part of the school year and should not be included in the calendar.
2. Winter break cannot exceed two school weeks according to A.R.S. §15-801(B), "Governing boards of school districts may declare a recess during the Christmas holiday season of not to exceed two school weeks . . ." The LEA Calendar application will return an error if winter break exceeds two school weeks.



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- The calendar must observe four defined holidays (A.R.S. §15-801(B.)): July 4, Veterans' Day, Thanksgiving Day and December 25. **These specific holidays may only be observed on their actual holiday dates in the calendar application. If you wish to observe these holidays on another date, in addition to the required date, please use the "School Not In Session" option.**
- The calendar has been modified to accept any number of days as school in session. However, the LEA must verify that its calendar meets the minimum instructional time requirements as defined in A.R.S. §15-901 which is summarized below:

Grade	Minutes/Week	Hours/Year
Preschool	360	N/A
Kindergarten	N/A	356
1 – 3	N/A	712
4 – 6	N/A	890
7 – 8	N/A	1,000
9 – 12	N/A	720

When activating each calendar, a confirmation box must be checked prior to activating the calendar verifying that the minimum instructional time has been scheduled.

- Additional instructional days may be scheduled in the calendar application to accommodate for snow days or other emergency closure situations when instruction cannot be provided.
- It is important to note that the district/charter holder level calendar is the default calendar for all school sites. It is not necessary for a school site to submit a separate calendar if all students are following the session days of the district/charter holder calendar. However, a separate site level or calendar track is required *if* session days for a certain school site or a calendar track differ from the district/charter holder calendar.



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**Deadlines**

All **new** charters for fiscal year 2014 (school year 2013-2014) can create a calendar but will not be able to activate the calendar until July 5, 2013. LEAs may access their calendars to make changes and activate their calendar through August 31 of the school year. After this date, all change requests must be sent to School Finance for approval and implementation. The approval process and instructions for submitting calendars are published in the SAIS LEA Calendar Application User Manual at this link:

<http://www.azed.gov/finance/files/2012/08/sais-calendar-manual.pdf>

All calendars must be submitted and activated prior to the initial integrity run for the fiscal year as it is dependent upon an activated calendar.

The initial release of state aid will be delayed if the deadlines specified for the LEA calendar has not been met.

**Questions**

Assistance with issues related to entering information in the LEA Calendar application is available from your School Finance Account Analyst. A list of LEAs and their assigned Account Analyst can be found on the School Finance website at:

<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

**Useful Resources**

**School Finance Procedures Manual**

<http://www.azed.gov/hr-payroll/external-guidelines/school-finance/>

**GE-20 Absence Reporting Requirement**

<http://www.azed.gov/hr-payroll/external-guidelines/school-finance/>