



SCHOOL FINANCE MEMORANDUM 14-041

State of Arizona
Department of Education

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

FROM: Lyle Friesen, Director of School Finance

DATE: March 31, 2014

SUBJECT: School Finance Updates

SAIS Updates

1) **FY2014 Monthly Processing Schedule**

Monthly processing through the remainder of FY2014 can be found below. Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing. This information is also available on our website under Hot Topics at

<http://www.azed.gov/finance/2013/08/27/fy-2014-monthly-aggregation-processing-and-integrity-schedule/>

Data Submission Deadline	Monthly Processing Start Date	For Charter Payment
April 7, 2014 @ 5 pm	April 8, 2014	May 1, 2014
May 5, 2014 @ 5 pm	May 6, 2014	June 2, 2014
June 5, 2014 @ 5 pm	June 6, 2014	June 20, 2014

- 2) **Preschool FTE:** We need your assistance in ensuring your preschool students are submitted correctly to SAIS.

ACTION REQUESTED: When entering students into SAIS, please submit the preschool children with an FTE of 0.5 or zero (0). Please review all your preschool students in SAIS and ensure they have been entered to reflect the 0.5 or zero (0) FTE as appropriate.

As defined in ARS 15-901(A)(1)(a)(i), a preschool student enrolled in a program for preschool children with disabilities of at least 360 minutes each week is considered one-half of a full-time student, or a 0.5 FTE. Minutes less than 360 each week qualifies as a 0 (zero) FTE. SAIS's integrity rules will be updated later this year and all FTEs greater than 0.5 for preschool students will fail integrity and will not generate ADM until corrected.

The ADM generated currently, as has been in prior years, is derived in part by the FTE as submitted to SAIS. The 75 reports as well as *all* of the 40 series reports this year reflect this

ADM. What this means is that if a preschool student's FTE is 1.0 in SAIS, then the student will generate twice the amount of ADM (and therefore funding) than s/he should as seen on the 75 and 40 series reports. To avoid this and future integrity errors, please ensure all preschool students' FTE is no greater than 0.5 FTE in SAIS.

For further information, please refer to [HOT TOPICS](#) dated July 23, 2013.

- 3) **SDER:** Final TEI reports (SDER96-1) have been posted. If corrections are necessary, the school district must submit a letter explaining the need for the corrections to the Chairman of the Joint Legislative Budget Committee and to the Arizona Superintendent of Public Instruction prior to a window being opened for the submission of corrections. For instructions on how to submit a correction request, please see this Hot Topic: <http://www.azed.gov/finance/2014/03/12/sder-tei-reports-are-available/>. All corrections must be completed no later than April 10, 2014 so that the new TEI may be calculated by April 15 for those districts who have made changes after March 15th.

A.R.S. §15-941(D) "D. The superintendent of public instruction shall on or before March 15 notify each school district of its teacher experience index for the budget year. Between March 15 and April 15, a school district may submit corrections to data that it submitted pursuant to subsection C and the superintendent of public instruction on or before April 15 shall re-compute the teacher experience index for the district for the budget year using the corrected data..."

- 4) **200 Day Calendar:** FY 2015 Deadline for Operation approval of 200 Day Calendar is June 1. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to offer a 200-day calendar in FY2015, you must, at a minimum:
- a. Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2014.
 - b. Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
 - c. Charters requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.
 - d. Budget for a five percent increase in base level support.
 - e. Submit the "Optional 200 Day Instructional Calendar Compliance Form" <http://www.azed.gov/finance/forms/>
- 5) **DSCSs:** District Sponsored Chart School Set up and Reporting Guidelines can be found following this link:
- a. Guidance for new DSCS
 - i. <http://www.azed.gov/finance/files/2011/06/guidance-to-districts-sponsoring-charters-june-2013.pdf>
 - ii. For DSCS new for FY 2014-2015: Both the House and Senate versions of the K12 Budget Reconciliation bill currently contain language which would not allow for DSCS with a 1st operation year which begins after June 30, 2013.
 - iii. The House Engrossed version of SB1488, which passed the Senate, was amended in the House to allow impacted DSCS to operate through FY 2015 as DSCS. The House Engrossed version of SB1488 was transmitted back to the Senate for further consideration on March 28th.

b. DSCS reporting requirements

<http://www.azed.gov/Administrators/SF/BusRuleDocsAndPres/District%20Sponsored%20Charter%20School%20Setup%20and%20Reporting%20Guidance.pdf>

- 6) **Student Detail Reports (SDR):** Student level reports are steadily moving from SDDI to SDR within the Common Logon. The SDR reports pull up much faster than SDDI and have many available formats. In the CSV export, the data is exported and placed automatically in an Excel spreadsheet (as long as you have Excel on your computer). It's easy then to filter, sort, and sum data. Check out the new reports. Also, please review our Report Reconciliation presentation (pages 7-10)
http://www.azed.gov/Administrators/SF/BusRuleDocsAndPres/Reporting%20Requirements_Final.pdf for additional information on the Student Detail Reports application.

ACCESS NOTE: Everyone who has access to SDDI (Student Detail Data Interchange) has access to the new application and this new report. If you don't have permissions and need the access, then please have your business manager or higher authority contact our Support Center at enterprise@azed.gov with the request.

- 7) **Data Reports:** Remember to continuously reconcile SAIS data to lessen the likelihood of having to correct this year's data in a future year through a 15-915 prior year data correction request.
- 8) **FERPA Reminder:** When communicating with School Finance and referencing students, please use only the SAIS ID; do not include the student's name.

Transportation Routes and Vehicle Inventory

- 9) **Transportation Routes:** Open for 100th day submissions for districts. Data should be submitted 10 days after the 100th day. For those who operate on an approved 200th day school year, Transportation Routes has been updated to reflect that estimated route miles will be collected for days 101-200. For those LEAs operating on a typical 180 day equivalent school year, submissions have not changed and estimated route miles continue to be collected for days 101-180. Business rules can be found on our Business Rules and Presentations site.
<http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx>.
- 10) **Vehicle Inventory:** It's that time of year again when districts are required to submit final transportation data. This includes submitting the Vehicle Inventory data and generating the TRAN40-2 report as well as re-creating the TRAN55-1 report after both Vehicle Inventory and Transportation Routes data have been finalized. Generating the reports is the responsibility of the district and if they are not re-run to reflect the most recent data, it will cause unexpected results on the APOR55-1 and unexpected funding changes. Be sure to include all applicable vehicle miles through June 30. If they are not included, a negative impact to Transportation Support Level may be seen.

DEADLINES:

The Vehicle Inventory application will be available and open for submissions on Monday, May 12, 2014.

The deadline for reporting of final data and generation of new reports is July 14, 2014.

Payment Updates

11) Additional Assistance Reduction

1. District Additional Assistance Reduction: The district additional assistance reduction has been finalized and the report is available under HOT TOPICS.
2. Charter and District Sponsored Charter Additional Assistance Reduction: Preliminary amounts have been included in charter payments and the final recalculation will be performed once all the charters reach the 100th day.

12) Instructional Improvement Fund

1. **IIF payment:** The FY14 IIF payment one was released in January. The payment reports are posted under Hot Topics and under the County Apportionment Reports.

13) Capital Transportation Adjustment

Pursuant to A.R.S 15-963, The Capital (Small School) Transportation Adjustment has been included in the April APOR 55-1 report, page 5 (Soft Capital Allocation Adjustment). A list of awards can be found on Hot Topics: <http://www.azed.gov/finance/category/hot-topics/>

14) Certificates of Educational Convenience

We will begin to calculate the CEC payment in May. Please make sure all certificates the County has issued are in to ADE and the students are properly reported in SAIS. Only students' special enrollment coded as CEC in SAIS, and for which we have received a certificate, will be included in the calculations.

Budget Updates

15) Superintendent's Annual Financial Report: The FY 2012-2013 SAFR is available at <http://www.azed.gov/finance/reports/#SafrTop>

16) Impact Aid Report: School Finance no longer has access to a fax machine. Please email your Impact Aid reports to SFBudgetTeam@azed.gov

17) District Sponsored Charter Additional Assistance Reduction: For budget reporting, the preliminary amount for both state aid and budget capacity adjustments are posted under SF hot topic, it will be finalized once all the charters reach the 100th day.

General Updates

18) 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/> .

19) 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. Charters must ensure changes are first approved through the Charter Board.

20) Business Rules and Presentations

Business Rules and Presentations web address has changed. The new address is listed in HOT TOPICS and is linked here as well.
<http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx>

21) Fax Machine

School Finance no longer has access to a fax machine. Please scan in your document and email it to us at schoolfinance@azed.gov.

Questions?

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

- **General Updates:** Email schoolfinance@azed.gov
 - **SAIS/ADM, SDER, and Transportation Routes:** A listing of account analysts for each school district and charter school is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov
- **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov .
- **Other:**
 - ❖ **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist
Tel: (602) 542-7466
 - ❖ **ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
 - ❖ **ADE Support**, 602-542-7378 or 1-866-577-9636
 - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.