



SCHOOL FINANCE MEMORANDUM 15-023

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: October 15, 2014

SUBJECT: School Finance Updates

SAIS Updates

1) SAIS Submissions for FY 2015

REMINDER: SAIS is open and ready to accept your FY 2015 data.

Per A.R.S. §15-1042, schools must submit their student data to SAIS within the first 20 days of school, and must update their student data no less often than every 20 days of school. The exception to this is student absence data, which according to A.R.S. §15-901 must be reported at least once every 60 school days.

2) LEA Calendar Submission

If you have not submitted and activated your FY 2015 calendar, the deadline has passed in order for you to enter it online via the LEA Calendar application within Common Logon. You will need to fill out a Calendar Change Request Form for each CTDS number and calendar track that needs updating. Follow these steps:

- Select your LEA Account Analyst in the dropdown
- Click the "E-MAIL FORM" button
- The request will be emailed to your analyst upon completion of the form.
- Find your Account Analyst here.
<http://www.azed.gov/finance/files/2011/11/calendarchangerequest2.pdf>

Calendars must be submitted and activated prior to charter schools receiving equalization payments. Active calendars are also required in order for students to pass integrity within SAIS, and therefore to generate 40th or 100th day ADM.

Memorandum (14-054) provides deadlines and instructions for submitting a FY 2015 calendar for your LEA, as well as any applicable varying school calendars. The memo is posted on our FY 2014

Memos webpage at
<http://www.azed.gov/administrators/SF/NumberedMemos/FY2014/Forms/PublicView.aspx>.

3) **Reminder: Preschool FTE Must Be 0.0 or 0.5**

The preschool FTE integrity rule implemented at the end of last school year continues to be in place for FY 2015. It requires that preschool students be reported with an FTE (full-time equivalency) of either 0.0 or 0.5. For more detailed information, please see this HOT TOPIC:

<http://www.azed.gov/finance/2014/06/26/preschool-fte-integrity-check-is-here/>.

4) **FERPA Reminder**

In communication with School Finance, when referencing student, please use only the SAIS ID; do not include the student's name as name and SAIS ID together is considered personal information and that should not be shared via un-secure email. A student can be easily searched using just the SAIS ID by your Account Analyst.

5) **New Transportation Guideline**

Please review the new transportation guideline posted [here](#). This guideline will assist the districts in completing the Transportation Route Report and Vehicle Inventory Report. It will also help the school districts in determining the type of transportation miles that are eligible for funding.

Payment Updates

6) **FY 2015 District Additional Assistance (DAA) Reduction**

Pursuant to [Laws 2014, 2nd Regular Session, Chapter 17, Sections 12 & 13](#), the Arizona Department of Education shall reduce the basic state aid by \$238,985,500, in district additional assistance (DAA), that otherwise would be apportioned to school districts statewide for fiscal year 2014-2015. The final FY15 DAA reduction amount for both state aid and budget capacity is available in [School Finance Hot Topic](#) and was included on the September 1 payment, on the APOR55-1.

7) **FY 2015 Rollover**

Pursuant to [Laws 2014, 2nd Regular Session, Chapter 18, Sections 141](#), the Arizona State Board of Education shall defer, until July 1, 2015 but no later than July 12, 2015, \$930,727,700 of the basic state aid and additional state aid payment that otherwise would be apportioned to school districts during fiscal year 2014-2015. The final FY15 rollover amount is available on [School Finance Hot Topic](#) and was included in the September 1 payment, on the APOR64-1.

8) **District Cash Advance Request**

The memo for FY15 Cash Advance Requests and relevant forms are available on our site at the following link: <http://www.azed.gov/finance/district-cash-advance/>. Please note, the last month we are able to distribute a cash advance is in the March 1 apportionment, so all requests must be received by February 1, 2015.

9) **K-3 Reading Funding**

The K-3 reading funding was released on the September 1 payment for all eligible LEAs. To be eligible, districts and charters must have been assigned a Letter Grade of either A or B AND 3rd

grade students reading far below must be less than 10%. Inclusion of K-3 reading funding for other districts and charters will begin after SBE approval of their K-3 Reading Plan.

10) Additional State-Aid (Secure Payment):

Updated Additional State Aid figures for FY2015 from the Department of Revenue will be included in the November equalization calculation.

11) Student Success Funding:

The Fiscal Year 2014-2015 Student Success Funding (SSF) calculations have been made. A list by school, with subtotals by LEA, is available for viewing at the School Finance Hot Topics page <http://www.azed.gov/finance/2014/10/15/fy2014-2015-student-success-funding-ssf/>. Please email any questions regarding this worksheet or calculations to SchoolFinance@azed.gov. Questions will be responded to in order received.

Be sure to submit SSF questions as soon as possible, as SSF payments will be distributed in Mid-November. A separate e-mail will be sent to each school district and charter school receiving SSF. If this is not received by October 17th, please e-mail the School Finance Inbox using the address above.

12) Charter Additional Assistance (CAA) Reduction

Pursuant to [Laws 2014, 2nd Regular Session, Chapter 17, Section 14](#), the Arizona Department of Education shall reduce by \$15,656,000 the amount of charter additional assistance (CAA) funding that otherwise would be apportioned to charter schools statewide for fiscal year 2014-2015. The preliminary CAA reduction amounts are available [here](#) and were included in the September 1 payment, last page of the CHAR64-1 report. Reductions for District-Sponsored Charter Schools (DSCS) can be found on page 4 of the sponsoring district's APOR64-1 report.

**Please note: The CAA reduction numbers are preliminary; the final reduction amount(s) will be recalculated once the 100th day ADM is available for all schools.

Budget Updates

13) FY 2015 BUDG25 Verification Letters:

The FY 2015 BUDG25 verification letters were posted on October 3rd. To download and review a specific district from the ADE School Finance website, please click [here](#). Please email the budget team at SFBudgetTeam@azed.gov with any questions.

14) FY 2014 BUDG75 Reports and Letters

The FY 2014 BUDG75 reports should be available by the end of next week. And, the FY 2014 BUDG75 letters should be published by the end of October. Please email the budget team at SFBudgetTeam@azed.gov with any questions.

General Updates

15) Email Distribution

Effective September 1, 2014, the School Finance Yahoo group for email distribution from School Finance no longer exists. If you would like to continue receiving emails from School Finance, please email schoolfinance@azed.gov with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above.

If you have any questions, please email schoolfinance@azed.gov or call Barb Axe @ 602-542-8248.

16) 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/>.

17) 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.

18) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

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:** A listing of account analysts for each school district and charter holder 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 Areas within ADE:**
 - ❖ **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.