



## **SCHOOL FINANCE MEMORANDUM 15-045**

### **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 15, 2015

SUBJECT: School Finance Updates

#### **SAIS Updates**

##### **1) Final TEI Reports Available**

Teacher Experience Index (TEI) for Fiscal Year 2015 has been recalculated for all school districts. TEI reports (SDER 96) are available for each district through this link <http://www.ade.az.gov/sder/publicreports.asp>. The TEI reports were created from SDER data submitted through March 2, 2015. Pursuant to A.R.S §15-941(D), the teacher experience index for the budget year shall not be recalculated after March 15 unless the superintendent of public instruction determines that the school district has submitted data resulting in an overstatement of the teacher experience index for the budget year.

Please see these links for previous communication regarding this year's schedule for SDER data submissions and TEI reports:

SDER Memo 15-016 <http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-016.pdf>

SF Updates Memo 15-040  
<http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-040.pdf>

##### **2) SAIS Limiting Issues**

The ADE has discovered new issues with SAIS that may be causing school districts and charter schools to receive incorrect funding. In certain circumstances, SAIS has not been properly limiting ADM within single Local Education Agencies (LEA) to 1,000, but rather has allowed it to be calculated at greater than 1,000 ADM. For complete details of these circumstances and steps to determine if your LEA is impacted, please see the School Finance Memo which can be found at <http://www.azed.gov/Administrators/SF/NumberedMemos/FY2015/15-044%20SAIS%20Limiting.pdf>.

ADE is in the process of completing a preliminary analysis to determine the impact and magnitude of the SAIS Limiting inconsistencies. All impacted LEAs will be notified of the analysis findings.

Please submit questions on this subject to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov). A FAQ will be made available online and updated, as questions are answered.

3) **200 Day Calendar Operation Approval Deadline**

FY 2016 deadline for approval of 200 Day Calendar is June 1, 2015. 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 operate on a 200-day calendar in FY2016, 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, 2015.
- 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 (ASBCS sponsored schools) 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/> to your Account Analyst.

4) **FY 2015 Monthly Processing Schedule**

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.

The remainder of the FY 2015 processing schedule, as posted to [HOT TOPICS](#) earlier this year, can be found below.

<u>Data Submission Deadline</u>	<u>Monthly Processing Start Date</u>	<u>For Charter Payment:</u>
April 2, 2015 @ 5 pm	April 3, 2015	May 1, 2015
May 4, 2015 @ 5 pm	May 5, 2015	June 1, 2015
June 1, 2015 @ 5 pm	June 2, 2015	June 30, 2015

5) **FY 2015 Statewide Recalculation Schedule**

At the end of the fiscal year, ADE recalculates ADM for all students in SAIS. This process is very similar to the monthly processing in that integrity and aggregation are run. The main difference is that during the statewide recalculation, integrity is run for every student, whereas during monthly processing integrity is run only for students who are newly entered into SAIS or whose data has been modified since the last integrity processing.

<u>Data Submission Deadline</u>	<u>Recalculation Start Date</u>
<b>Brick and mortar schools:</b> June 30, 2015 @ 5 pm	July 16, 2015
<b>AOI (online) schools only:</b> July 15, 2015 @ 5 pm	

6) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports: ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You can also contact your [Account Analyst](#) for additional guidance and support.

#### 7) **Transportation Route Reports Due**

The window to submit Transportation Route information is open for districts! In accordance with A.R.S. §15-922, Transportation Route data must be submitted to ADE **within 12 days after the 100th day**. Transportation Route information is to be submitted via the “Transportation Routes” application within Common Logon on the ADE website. The transportation presentation from the webinar held last month has been posted on our Business Rules and Presentations site [here](#).

Have you seen our Transportation Guideline? Do you want to know how to calculate eligible students? Check out our guideline found at <http://www.azed.gov/finance/school-finance-external-guidelines/>

Your School Finance Account Analyst can assist you with any questions that you may have. Click here to find your [Account Analyst](#).

#### 8) **Transportation: Summer School vs ESY Route Report Clarifications:**

When submitting Extended School Year (ESY) and/or Summer school transportation miles, please follow these guidelines: ESY mileage should include only the mileage for the transportation of eligible students for an ESY service in accordance with A.R.S. § 15-881 and A.R.S. § 15-945 (C). Eligible students are students whose IEP specifically states they have a need for ESY. The transportation mileage for these students should be recorded on the Actual Miles screen, lines 11 and 12. Summer school students and students, who do not have an IEP with an ESY need, are not eligible for funding. Summer school transportation miles should be recorded on the Other Route Information screen, line 3 in the bottom section.

### **Payment Updates**

#### 9) **K-3 Reading Funding**

In a recent update, the Arizona State Board of Education (SBE) indicated that 418 or 93% of LEAs have submitted MOWR Literacy Plans.

Since it is the SBE that notifies School Finance monthly as to any LEA plans that have been reviewed and approved for K-3 Reading base support funds, any questions should be emailed directly to the Move on When Reading program area at [moveonwhenreading@azed.gov](mailto:moveonwhenreading@azed.gov).

**10) District Additional Assistance and Incremental Funding Limitation (DSCS) Recalculation**

The recalculated (final) DAA reduction and the incremental funding limitation for DSCS which began operation in FY2014 will be included on April 1, 2015 apportionment calculations.

**11) Charter Additional Assistance Recalculation**

The recalculated (final) CAA reduction will be included on April 1, 2015 apportionment calculations. The final CAA reduction will be calculated based on 100<sup>th</sup> day ADM.

**12) Capital Transportation Adjustment – Coming Soon**

Pursuant to A.R.S. 15-963, the Capital (Small School) Transportation Adjustment will be included on the May 1, 2015 apportionment.

**Budget Updates**

**13) FY 2015 Budget 25 Report**

The School Finance will perform the recalculation for District Additional Assistance reduction and incremental funding limitation for DSCS. The updated FY2015 Budget 25 report will be available by beginning of April 2015.

**General Updates**

**14) Email Distribution**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto: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](mailto:schoolfinance@azed.gov) or call Barb Axe @ 602-542-8248.

**15) 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/>.

**16) 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](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

**17) 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](mailto: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](mailto:SFpaymentteam@azed.gov)
- **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov) .
- **Other Areas within ADE:**
  - ❖ **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
  - ❖ **ESS, Maintenance of Effort, [ESSFunding@azed.gov](mailto: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](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.