



## **SCHOOL FINANCE MEMORANDUM 16-032**

### **State of Arizona Department of Education**

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

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: January 15, 2016

SUBJECT: School Finance Updates

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#### **SAIS Updates**

##### **1) FY 2016 System of Record**

SAIS will be the system of record for FY 2016. All state funding will be based on the data in SAIS and reports available through Student Detail Data Interchange (SDDI) and Student Detail Reports (SDR), both accessible from [Common Logon](#). Please be aware that some of the reports have been retired in SDDI and are now available only in SDR.

The following reports have been implemented in SDR (Student Detail Reports), and therefore have been removed from SDDI (Student Detail Data Interchange) in Common Logon:

##### **District and School Level Reports**

- SDADMS75-1 – Adjusted Student ADM Limit Report
- SDELL75-1 – ELL Adjusted Membership Report by DOA
- SDSPED75-1 – Adjusted Membership Report by DOA

##### **District Level Only Report**

- SDELL75-3 – ELL Adjusted Membership Report by DOR

If you have any trouble locating the reports listed above, please contact your Account Analyst listed [here](#).

##### **2) 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, SPED71, ELL71
- Funding reports after Aggregation : 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 may also contact your [Account Analyst](#) for additional guidance and support.

### **3) Dropout Recovery and Grand Canyon Diploma Data Reporting**

Dropout Recovery (DRP) and Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2016 as used in FY 2015. The data required for these two programs is being added to AzEDS. Submission of GCD and DRP data will be possible in AzEDS during FY 2016 for testing purposes only. Data submitted into AzEDS will not be transferred to SAIS for FY2016. DRP student data submissions and state funding will remain the same for FY 2016 as it has in past fiscal years

## **Payment Updates**

### **District Additional Assistance:**

- **The DAA lump sum reduction has been recalculated to reflect the FY2016 SRP value and exclude the DAA growth amount for all DSCS districts which converted back to the district schools.**

## **Budgets Updates**

### **4) The January FY 2016 BUDG25 Reports will include FY 2015 Over Expenditures**

The January FY 2016 BUDG25 Reports anticipated to be published and posted by 01/08/2016 will, for the first time in FY2016, include any FY 2015 over expenditures as reported on the FY 2015 BUDG75 report.

## **General Updates**

### **5) 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 Stephanie Dunford @ 602-542-8248.

### **6) 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/>.

### **7) 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.

### **8) 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/>

## **School District Employee Report (SDER)**

The Teacher Experience Index (TEI) reports are available for FY16 at <http://www.ade.az.gov/sder/PublicReports.asp>. The source of these district reports is the employee roster submitted through School District Employee Report (SDER) earlier in the school year. The TEI value will be used as a part of the equalization assistance formula for FY17 and will be found in FY17's APOR55-1.

If you feel that your district's TEI is not accurate due to incomplete/inaccurate certified employee data in SDER, you will have the opportunity to revise your SDER data.

The window to make final SDER revisions will be open until, Monday, February 29, 2015 at 4:30 pm. All revisions must be completed by Monday, February 29, 2015 at 4:30 pm. Final TEI reports will be generated no later than March 15, 2016.

The SDER On-Line Application is accessible through Common Logon at <https://www.ade.az.gov/CommonLogon/logon.aspx>. If you do not have Common Logon access, please check with your entity administrator. The superintendent or business manager may request a logon for you by sending an email to [support@azed.gov](mailto:support@azed.gov). If you have technical problems accessing or uploading your SDER file or if you have forgotten your password, please contact the ADE Support Center at 602-542-7378 or 1-866-577-9636. If you have any questions or concerns regarding your FY 2015-2016 submission, please contact your assigned Account Analyst. A listing of Account Analysts and their respective LEAs can be found at: <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.

## **Transportation Routes is Open for Data Submission**

It's that time of year again for districts to submit their transportation routes data to ADE. In accordance with A.R.S. §15-922, transportation routes data must be submitted to ADE within 12 days of the district's 100th day.

Transportation Routes data must be submitted via Common Logon on the ADE web site. Your School Finance Account Analyst can assist you with any questions that you may have. Click [here](#) to find your Account Analyst.

*Please note that only districts must submit this data. Charters do not submit transportation data.*

## **Questions?**

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

- 1) **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- 2) **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>
- 3) **Payment:** Email the School Finance payment team at [SFpaymentteam@azed.gov](mailto:SFpaymentteam@azed.gov)
- 4) **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.