



SCHOOL FINANCE MEMORANDUM 16-036

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: February 15, 2016

SUBJECT: School Finance Updates

SAIS Updates

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](#).

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](#).

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.

Dropout Recovery and Grand Canyon Diploma Data Reporting

Dropout Recovery Program (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

The FY2016 Feb BUDG25 Reports Have Been Posted (DAA Update)

The FY 2016 February BUDG25 reports are posted and the Adjusted DAA includes the final DAA reductions. Disregard the DAA adjustment and Total DAA Allocation on page 5 of the currently posted APOR 55-1 (run date 1/21/2016)

There was a quirk in the DAA calculations on the APOR 55-1. This will be corrected on the March 1st payment, as it was too late to correct the February payment. HOWEVER, preliminary March APOR 55-1 were ran but not posted in order that the Budget Capacity on the February BUDG25 accurately reflects the adjusted DAA for the district

To download and review a specific entity's budget reports, make the district name selection after clicking [here](#).

Please email the budget team (sfbudgetteam@azed.gov) with any questions

FY 2015 BUDG75 Expenditure Analysis Letters to be Posted the Week of 02/15/2016

The FY 2015 BUDG75 Expenditure Analysis Letters will be available on the district's School Finance reports website and will be available for download and review by the end of the week of 02/15/2016..

General Updates

Email Distribution

If you are not receiving updates via email and you would like to, 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 Stephanie Dunford @ 602-542-8248.

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/>.

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 Arizona State Board for Charter Schools.

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.

There are currently 30 school districts for which a Teacher Experience Index (TEI) is not being calculated. Please check your SDER96-1. If an SDER96-1 is not available for your school district, or if you have questions about your TEI, please see the guidance provided within the School Finance Updates Memo.

The SDER On-Line Application is accessible through Common Logon at <https://www.ade.az.gov/CommonLogon/logon.aspx>. The superintendent or business manager may request a logon for you by sending an email to 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 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 business 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
- 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
- 4) **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.