



State of Arizona
Department of Education

Date: February 26, 2013

To: Superintendents, Business Managers, and ELL Coordinators

From: Tammara Ragsdale, Director of Program Effectiveness
Office of English Language Acquisition Services

Subject: Distribution of the Incremental Teacher Spreadsheets

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A.R.S. §15-756.01, §15-756.03, and §15.756.04, establish procedures and provide a mechanism for determining and funding the incremental costs for educating English Language Learner (ELL) students who are participating in Structured English Immersion (SEI) programs approved by the Arizona ELL Task Force. Districts and charter schools have an opportunity to apply for funding through the SEI Fund Application request through §15-756.03(A).

Incremental Teacher Spreadsheets

Each year, the Incremental Teacher Spreadsheets are sent to all districts and charters eligible to receive an allocation from the SEI Fund. These spreadsheets were developed pursuant to A.R.S. §15-756.01(I) and are used to calculate the incremental costs of implementing the models. They contain a mathematical calculation that estimates the amount a district or charter may be eligible to receive (before the calculation of offsets) for teacher salaries and benefits from the SEI Fund.

The Incremental Teacher Spreadsheets for the Fiscal Year 2014 SEI Fund budget cycle use three sources of data:

- 1) The total number of students enrolled in an LEA through the 100th day for Fiscal Year 2012;
- 2) The total number of students identified as ELLs from the SDELL72 Report for Fiscal Year 2012; and,
- 3) The LEA self-reported data from the Average Class Size Survey. (If an LEA failed to submit the Average Class Size Survey, the data source for the Average Class Size will be the average of each grade level for all surveys submitted by the deadline).

Schools with twenty (20) or fewer ELL students within a three (3) grade span (including Kindergarten), may provide instruction through the development of Individual Language Learner Plans (ILLPs). However, for the purposes of calculating incremental teacher salaries and benefits, the grade spans are as follows: Kindergarten, 1-2, 3-5, 6-8, and 9-12. The default calculation for grade levels with students on ILLPs results in zero incremental teachers for that grade level band. If an LEA has between 11-20 students in a grade level band and would like to



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request additional incremental funding for an itinerant teacher or SEI classroom for those students, the LEA must contact ADE to propose a revision to the incremental teacher spreadsheet.

Based on the data sources listed above, the Incremental Teacher Spreadsheets for your LEA are available in Common Logon <https://www.azed.gov/CommonLogon/logon.aspx>. Please use the Common Logon SEI Budget application to accept or appeal the spreadsheets based on the requirements listed above. *The deadline for accepting or appealing the spreadsheets is Friday, March, 15, 2013.*

Common Logon

The Incremental Teacher Spreadsheets are available in Common Logon in the SEI Budget application. If you do not have access to the SEI Budget application, or Common Logon in general, please contact ADE Support (ADESupport@azed.gov or 602-542-7378).

Guidance Documents for the Incremental Teacher Spreadsheets

Two documents are attached to this memo to provide guidance on the process for accepting or appealing the Incremental Teacher Spreadsheets. They are also available on the OELAS website at <http://www.azed.gov/english-language-learners/>. If you have additional questions or need assistance, please contact the SEI Budget inbox (SEIBudget@azed.gov) or call the OELAS office at 602-542-0753.

SEI Budget Application Opening

The next step in the SEI Fund Application process for Fiscal Year 2014 is the opening of the SEI Budget Application in Common Logon. Once the Incremental Teacher Spreadsheet review window has closed and all changes are finalized, LEAs will be notified of the opening date for the SEI Budget Application.

Thank you.

