

## **SEI Budget Frequently Asked Questions**

### Average Class Size Survey (ACSS)

- **What is the purpose of the ACSS?**  
The ACSS results are used to determine the number of incremental teachers needed in the Incremental Teacher Spreadsheet. The number of students is divided by the appropriate class size to determine the number of teachers required.
- **What is the difference between departmentalized and self-contained classes?**  
In a self-contained class structure, students generally stay in one group with one teacher throughout the day. This is common at the elementary level. Departmentalized classes rotate students in and out of different classrooms based on subject. This is typical of a high school.
- **Should I complete this form based on district/charter policy or actual recent class sizes?**  
The ACSS should reflect district/charter policy.
- **What should I do if our class sizes vary across schools?**  
If class size policy varies by school, please use an average value. If the variation leads to an inaccurate Incremental Teacher Spreadsheet, please submit an appeal during the Incremental Teacher Spreadsheet review window.
- **Why do you ask if Kindergarten is half-day or full-day?**  
This information is significant in determining the number of required incremental teachers. If a school offers only half-day Kindergarten, they may not require a full time equivalent (FTE) to run an SEI classroom for Kindergarten.
- **I represent an online school. Are our classes departmentalized or self-contained classes?**  
In most situations, online schools should select “Departmentalized” on the ACSS. While online schools’ class structure is not identical to a traditional departmentalized school, the number of teachers necessary is similar.

### Incremental Teacher Spreadsheet (ITS)

- **Why are there two different spreadsheets?**  
One spreadsheet calculates the number of incremental teachers needed for self-contained classes and one does this for departmentalized classes. The calculations for determining the number of teachers required varies; typically, departmentalized programs offer more flexibility in staffing.
- **Do I need to verify all of the data in the spreadsheets?**  
No. While errors may occur, the data are presumed to be accurate. As this information is taken from the SAIS system, any disparity between the numbers in the ITS and reality needs to be addressed in SAIS directly. Please work with the SAIS team to rectify any such situations. Keep in mind that the data in the ITS come from the prior year; a significant change in student counts may be grounds for an appeal.
- **What should I consider when reviewing my LEA’s ITS?**  
When reviewing the ITS and determining if an appeal is necessary, focus on necessities for the maintenance of the four hour model. Student/teacher ratio, students on ILLPs, and the use of one teacher in multiple schools should be considered.
- **Why would I need to appeal the spreadsheets?**  
There are many possible reasons to appeal the ITS. A significant change in the number of ELL students in a school or the opening/closing of a school are common grounds for appeal. With an increased number of students on ILLPs, schools may want to use itinerant teachers for additional support for ELLs in mainstream classes. However, all appeals must describe, in detail, how and where incremental teachers will be used as part of the four hours of ELD

instruction. All appeals should explain how requested teachers will fill current program needs.

- **Why does the spreadsheet consist of last year's data for next year's budget?**  
The ITS are intended to calculate the number of incremental teachers necessary for the next academic year. However, the ITS rely on the previous academic year's data. Those data are the most recent, complete information source. Current academic year data are not finalized until the end of the school year and are unsuitable to use in these calculations.
- **Is an increase in the number of ELLs in a school a suitable basis for appealing the ITS?**  
As the SEI Budget relies on two year old data, OELAS realizes that there may be changes to student counts. If a significant change occurred for the current school year, this may be grounds for an appeal. However, projections of enrollment numbers or speculation on reclassification rates for the upcoming school year are not valid reasons for appeal.
- **Where does the data in the spreadsheets come from?**  
The ITS rely on three primary sources of data. These are the 100<sup>th</sup> Day enrollment counts, the SDELL 72 report, and the Average Class Size Survey.
- **For one (or both) of my spreadsheets, there is no active link. Why is this?**  
A non-active link indicates that no ELLs were enrolled at those grade levels in the previous academic year. If you feel that this is erroneous, please contact the SEI Budget Inbox ([SEIBudget@azed.gov](mailto:SEIBudget@azed.gov)).
- **How much information do I need to include in an appeal?**  
Please include as much information as possible. Requests for additional staffing should explain how that staff will be used with as much precision as possible.

#### SEI Budget Application

- **What are the model adoption forms? Are these required?**  
The model adoption forms serve as documentation of an LEA's use of a model approved by the Arizona English Language Learner Task Force. These need to be submitted annually as mandated by state law (A.R.S. §15-756.02).
- **It seems like there are two district budgets. Is that true?**  
While there are two budget forms relevant at the district level, they are unique. The first is a district-level incremental cost budget. This is where LEAs may budget costs that are unique to the district-level and not included at any individual school. This may include professional development for district personnel, transportation, etc. Do not use the district incremental budget to duplicate costs entered into school-level budgets. The district roll-up budget is the final budget request for an LEA. This budget will populate automatically with the costs documented in the school and district incremental budgets.
- **Can I change the pre-populated numbers in the teacher salaries and benefits?**  
The pre-populated numbers in the salary and benefit line items are taken directly from the ITS. The ITS appeal window is the only time to request changes to the number of teachers funded through the SEI Budget. Making changes to the pre-populated numbers will delay the review process and cannot be approved typically. However, adjustments can be made if necessary for technical reasons.
- **What expenses are typically allowable?**  
Allowable expenses are any that are necessary for implementing or maintaining the SEI model. These **incremental costs** must be additional to the normal expense of educating any student. Typically allowable expenses are incremental staff salary and benefits, basic professional development for SEI teachers and administrators specific to the implementation of the SEI Models, and ELD resources unique to the needs of ELL students.
- **What do the offsets have to do with our SEI Budget?**

The SEI Budget is intended to provide incremental funding for the implementation and maintaining of the SEI models. The costs described should be required for the effective running of an SEI model beyond what is necessary for the education of mainstream students. However, certain money, in particular ELL support level weight and desegregation monies, is already intended for this purpose. As a result, the final budget request is the total cost of an SEI program that is not paid for elsewhere.

- **Which budget request calculation is final? How much money will I receive?**  
Line 31 (“Alternate Budget Request Calculation”) is the final request. If an LEA’s budget is approved, this is the amount of funds that will be distributed and you will receive notification in a letter from our office.
- **After offsets are applied, our overall budget total is decreased. How does this affect individual budget items?**  
The way in which a budget is reduced once offsets are applied is at the discretion of the LEA. Some LEAs may remove entire line items from their internal SEI Budget; others may reduce the expenses in each line item proportionally.

#### Completion Report, Payments, and Return of Funds

- **How do I file a completion report?**  
Completion reports should be submitted for the previous fiscal year in September. This can be done on the Grants Management application on Common Logon.
- **When will we receive payments?**  
Monthly payments will begin in September. No request forms are required.
- **Can we file an amendment to revise our budget?**  
There is no official amendment process for the SEI Budget. Some deviation from the original budget is allowed due to the offsets. If you need to make a significant change, please contact the OELAS office.

#### Carryover

- **Some of our money was not spent this year. Can we keep the leftover amount?**  
Carryover is allowed for **one year** beyond the fiscal year in which it was awarded. For example, the FY 2014 SEI Budget should be spent during the 2013-2014 school year. Any remaining funds may be used (pending approval of a plan for its use) in the 2014-2015 school year. FY 2014 SEI Budget monies remaining after that must be returned to the Arizona Department of Education (ADE). Any funds distributed prior to FY 2014 must be used, in accordance to an approved carryover plan, by the end of FY 2014.
- **What is the process for using carryover funds?**  
When an LEA’s completion report is approved, the LEA will be notified as to how to apply to use carryover funds. The application must be submitted and approved before carryover funds can be used.
- **Is there a minimum or maximum on carryover funds?**  
There is no maximum amount that can be carried over into the following fiscal year. However, only LEAs with at least \$100 in remaining funds may apply for carryover. If the amount remaining at the end of the fiscal year is less than \$100, that amount must be returned to ADE.
- **What can carryover be used for?**  
Carryover should be used to support NEW staff to your program with training or incremental resources. This includes new SEI/ILLP teachers and administrators.
- **Is SEI Budget carryover similar to Title III carryover?**  
SEI funds are state funds; not federal funds. All costs related to SEI Budget must be incremental and support the 4 hour model set forth by the ELL Task Force.

## Technical

- **How do I view multiple sheets of the ITS?**  
At the top left corner of the ITS window, there are arrows that can be used to advance pages. All pages must be viewed before an action of accepting or appealing can be taken.
- **What do I do if I do not have SEI Budget on Common Logon?**  
Please contact the ADE Support Center at 602-542-7378 (local) or 866-577-9636 for assistance. They are also available via email at [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov).
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- **How do I make more than one appeal to the ITS? I need to appeal multiple grade bands or multiple schools?**  
After you enter an appeal, please select Save (not Submit). At the top of the appeal page, you may select a different school or grade band and click “Add to Appeal List”. Do not click the Submit button until all appeals are entered. Once an appeal is submitted, you will not have access to make further appeals.
- **I made a mistake in my ACSS, ITS, or SEI Budget application. Or, I accidentally hit Submit, and I wasn’t done. What can I do?**  
Please contact the SEI Budget Inbox ([SEIBudget@azed.gov](mailto:SEIBudget@azed.gov)). An SEI Budget team member will be able to make whatever adjustments are necessary or will decline your ITS/application so that you may revise it.
- **What is the difference between the Save and Submit buttons?**  
Most pages in the SEI Budget system on Common Logon offer both a Save button and a Submit button. The Save button is a useful tool to save your work if you cannot complete the page in one sitting. It is also a good insurance policy to make sure any changes you have entered are saved. However, OELAS can only review and make decisions on pages that have been submitted using the Submit button. In other words, the Save button is a useful tool, but the Submit button is required to complete any ACSS, ITS appeal, or budget application.

## General

- **No one at my LEA has received OELAS’ notification emails. Or, the wrong people are receiving notification emails. What should we do?**  
Please email the SEI Budget Inbox ([SEIBudget@azed.gov](mailto:SEIBudget@azed.gov)) with the appropriate contact information including LEA name, contact person name, contact person position, and email address.
- **We have no ELLs in our school. Should we participate in this process?**  
While you are welcome to complete the ACSS and SEI Budget application as documentation of your program, no money can be awarded to schools without ELL students.
- **Last year, our LEA had no ELLs. Because of this, the system did not generate an ITS for us. This year, we have many ELL students. What can we do?**  
Please contact the SEI Budget Inbox and an SEI Budget team member will contact you promptly. While an ITS cannot be generated, this may be addressed in other ways.
- **Each year we submit a budget and receive no money because of our large offsets. Should we still submit a budget this year?**  
Yes. In addition to serving as a request for funds, the SEI Budget application serves as a documentation of a LEA’s program for serving ELL students. The SEI Budget application, including the model adoption forms, is required annually of all LEAs.
- **If we missed the ACSS or ITS deadline, can we still complete an SEI Budget application?**

Yes. If the ACSS deadline is missed, the average class size across the state will be used as a default value for any LEA without a submitted ACSS. If the ITS deadline is missed, the budget application may be completed, but no adjustments to incremental staffing will be permitted. If any stage of the SEI Budget is missed, changes cannot be made retrospectively.

- **My LEA lost track of last year's approved budget request. How can I find out what we budgeted for?**

This information can be obtained within the Common Logon SEI Budget application. Under the Budgeting tab, select a previous year from the dropdown menu. If you need further assistance, please contact the SEI Budget Inbox ([SEIBudget@azed.gov](mailto:SEIBudget@azed.gov)).