



State of Arizona
Department of Education

Date: January 29, 2015
To: Superintendents, Business Managers, and ELL Coordinators
From: Lin Murnane, Director of Professional Development
Office of English Language Acquisition Services
Subject: Phase III - SEI Fund Application Open and Close Dates

SEI Fund Application Open and Close Dates

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).

All districts and charters are eligible to receive an allocation from the SEI fund if they had ELLs participating in SEI programs in FY2015. The process for applying for the fund is done in phases.

- **Phase I** is the Average Class Size Survey. The data from the Average Class Size Surveys contribute to the Incremental Teacher Spreadsheet.
- **Phase II** is the Incremental Teacher Spreadsheet. These spreadsheets, pursuant to A.R.S. §15-756.01(I), are used to calculate the incremental cost of implementing the models. They contain a mathematical calculation that determines the amount a district or charter would be eligible to receive (before the calculation of offsets) for teacher salaries and benefits from the SEI fund.
- **Phase III** is the Budget Application. Approved salaries/benefits, requests for trainings, and incremental materials are documented in the application for review by ADE.

Phase III Procedure: Please ensure you have access to the SEI Budget application in Common Logon. Once you have accessed the application, select the tab for “Budgeting” and complete the required forms. Incremental teacher salaries and benefits that were determined using the Incremental Teacher Spreadsheet will roll into the SEI Fund Application. Incremental teacher salaries and benefits, as well as funding offsets, are pre-populated data and cannot be altered.

Please refer to our power point and FAQs located [here](#) for additional support.

The SEI Fund Application will be available through the ADE Common Logon as follows:

- ✓ **OPEN: Tuesday, February 3, 2015**
- ✓ **CLOSE: Friday, February 20, 2015**

For your convenience, a live webinar to review this process will be offered on Tuesday, February 3, 2015 at 3:30 pm. To register, please visit <https://attendee.gototraining.com/r/3500518832014353666>.

If you have any questions, please email the SEI Budget Inbox at SEIBudget@azed.gov.

