

Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity (A.R.S. § 15-915)

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This document can be found at <http://www.azed.gov/finance/knowledge-center/>.

A. 15-915 Overview

1. [A.R.S. § 15-915](#) provides the ability to modify data with impact state-aid and budget capacity data for the previous 3 years.
2. All necessary data changes must be identified within the 15-915 request letter.
3. Each request letter may encompass only 1 fiscal year.
4. An upward ADM adjustment is only allowed if the complete 15-915 request is submitted and approved for the previous fiscal year. ([A.R.S. § 15-915\(C\)](#))
5. A downward or neutral adjustment will be made if the complete 15-915 request is submitted and approved for any of the previous 3 fiscal years.

B. SAIS Student Data Corrections

Modifying student data can impact many business units within the Arizona Department of Education (ADE). **NOTE:** ADE stopped using SAIS for student data collection after Fiscal Year 2016.

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance.

B-1 Prior to 15-915 Request

B-1a Items to Review

1. A 15-915 must be completed by the LEA within 6 months from the original approval date. If additional data changes are identified after the 15-915 has reached the six-month time frame and is closed, a second 15-915 request letter must be submitted to the Account Analyst Team. The second request must identify the additional data amendments.
2. A window to modify data within the ADE systems will be opened for a maximum of 5 business days. If you require more time to complete your data revisions, you must email your request for an extension window to be opened by the Account Analyst Team.
3. If a response is not received from the LEA within 10 business days after a notice has been sent by ADE that a process is complete, the 15-915 will be queued for completion and passed to the Payments Team for final adjustments.

B-1b Items to Prepare

Before requesting a 15-915 data correction, all changes to your existing student data must be identified.

B-2 SAIS 15-915 Request Process

1. Write a letter on district or charter letterhead requesting a correction of student data pursuant to [A.R.S. § 15-915](#). The letter must include the following:
 - a. Date
 - b. LEA Name and CTDS Number
 - c. Contact name, title, telephone number (including extension, if applicable), and the email address of the individual responsible for the corrections
 - d. Fiscal year for which data is being modified
 - e. Reason why a data correction is necessary
 - f. Indicate how you will be making the student data changes: SAIS Online or File Upload
 - g. Details of the data to be corrected for each student. Provide School CTDS, SAIS ID, current data and corrected data for each requested change. See sample below:

School CTDS	SAIS ID	Existing Withdrawal Code	New Withdrawal Code
070299101	123456789	W4	W1

NOTE: Do not include student’s personally identifiable information (first name, last name and/or date of birth)

- h. The letter must be signed by the following individuals:
 - Superintendent or Charter Holder Representative, and
 - Business Manager
2. Scan and email the request letter and supporting documentation outlined above to SFAAnalystTeam@azed.gov.

C. AzEDS Student Data Corrections

Student data from Fiscal Year 2017 onwards is collected by ADE in AzEDS. Modifying student data can impact many business units within ADE.

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance.

C-1 Prior to 15-915 Request

C-1a Items to Review

1. A 15-915 must be completed by the LEA within 3 months from the original approval date. If additional data changes are identified after the 15-915 has reached the three-month time frame and is closed, a second 15-915 request letter must be submitted to the SFAnalystTeam@azed.gov.
2. A window to modify data within the ADE systems will be opened for a maximum of 5 business days.
3. If a response is not received from the LEA within 10 business days after a notice has been sent by ADE that a process is complete, the 15-915 will be queued for completion and passed to the Payments team for final adjustments.

C-1b Items to Prepare

Before requesting a 15-915 data correction, all necessary data changes must be identified in an External File. There are separate file specifications for different fiscal years' External Files.

The AzEDS API can have different structures for different fiscal years. [The AzEDS website](#) has detailed use case documents to explain the database structures, and has references to explain the 915 External File Format. Please refer to the AzEDS Technical Impact and File Specifications for more information:

FY2017 File Specification:

<https://cms.azed.gov/home/GetDocumentFile?id=5931f8953217e11b741ea8cc>

FY2018 File Specification:

<https://cms.azed.gov/home/GetDocumentFile?id=5b74657a1dcb250c70810bb6>

C-2 AzEDS 15-915 Request Process

1. Write a letter on district or charter letterhead requesting a correction of student data pursuant to [A.R.S. § 15-915](#). The letter must include the following:
 - a. Date
 - b. LEA Name and CTDS Number
 - c. Contact name, title, telephone number (including extension, if applicable), and the email address of the individual responsible for the corrections
 - d. Fiscal year for which data is being modified
 - e. Reason why a data correction is necessary
 - f. The External File following the correct year's file specifications
 - g. The letter must be signed by the following individuals:
 - Superintendent or Charter Holder Representative, and
 - Business Manager
2. Scan and email the request letter and supporting documentation outlined above to SFAlystTeam@azed.gov.

D. Budget Data Corrections

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance.

D-1 Prior to 15-915 Request

A 15-915 budget data correction is intended for annual finance reports (AFR) and budget files. If you have questions, please email SFBudgetTeam@azed.gov.

D-2 Budget 15-915 Request Process

1. Write a letter on district or charter letterhead requesting a correction of budget capacity pursuant to [A.R.S. § 15-915](#). The letter must include the following:
 - a. Date
 - b. LEA Name and CTDS Number
 - c. Contact name, title, telephone number (including extension if applicable) and the email address of the individual making corrections
 - d. The fiscal year the changes will affect
 - e. The Budget Form(s) that will be adjusted
 - f. List the specific changes being requested (e.g., specific expenditure, current amount, and the corrected amount) and why the changes need to be made. **NOTE:** additional documentation may be required after request is reviewed
 - g. The letter must be signed by the following individual: Business manager
2. Please scan and email the letter and all corresponding documentation to SFBudgetTeam@azed.gov.

E. Transportation Data Corrections

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance.

E-1 Prior to 15-915 Request

Before requesting a 15-915 transportation data correction, all changes to your existing transportation data must be identified.

E-2 Transportation 15-915 Request Process

1. Write a letter on district letterhead requesting a correction of transportation data pursuant to [A.R.S. § 15-915](#). The letter must include the following:
 - a. Date
 - b. LEA Name and CTDS Number
 - c. Contact name, title, telephone number (and extension if applicable), and the email address of the individual making corrections
 - d. The fiscal year the changes will affect
 - e. List the specific changes being requested (e.g., changes to the Vehicle Inventory Report or Daily Routes Reports) and why the changes need to be made. **NOTE:** additional documentation may be required after request is reviewed
 - f. The letter must be signed by the following individuals:
 - Business Manager, and
 - Transportation Director or higher authority
2. Please scan and email the letter and all corresponding documentation to SFAlystTeam@azed.gov.