

Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity (ARS§15-915)

Modifying student data can impact many business units within the Arizona Department of Education (ADE). To help ADE better manage these data corrections, we have updated the 15-915 guidelines and our prior year data correction process.

Separate guidelines are now provided for each type of data correction allowed.

Prior to submitting a prior year data correction request, please review these items:

1. [A.R.S. § 15-915](#) provides the ability to modify state-aid impacted and budget capacity data for the prior three years
 2. All necessary data changes must be identified within the 15-915 request letter
 3. The request letter may encompass only one fiscal year per request letter
 4. Student Data Corrections:
 - A 15-915 must be completed by the LEA within six (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 your Account Analyst. The second request must identify the additional data amendments
 - A window to modify data within the ADE systems will be opened for a maximum of five (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 your assigned Account Analyst
 - If a response is not received by the LEA within ten (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
 5. Allowable adjustments to ADM for Student Data and Transportation 15-915's:
 - An upward ADM adjustment is allowed only if the complete 15-915 request is submitted and approved for the immediate prior fiscal year. Once an LEA crosses into the second subsequent year, the LEA will no longer be eligible for upward corrections for ADM, SPED, and ELL.
 - A downward or neutral adjustment will be made if the complete 15-915 request is submitted and approved for any of the three immediate prior fiscal years
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Student Data Corrections Guideline

PREREQUISITES: Before requesting a 15-915 data correction, the following steps must be taken:

- All changes to your existing student data must be identified

1. **REQUEST LETTER:** 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,
 - Business Manager

2. Scan and email the request letter and supporting documentation outlined above to your LEA Account Analyst, who can be found here: [LEA Account Analyst](#).

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance. To learn more about the 15-915 process, you may view the workflow [here](#).

Budget Data Corrections Guideline

PREREQUISITES: Before requesting a 15-915 budget correction, the following steps must be taken:

- Please verify that these are NOT student or transportation data changes. These types of corrections need to begin with your LEA Account Analyst. Please see the Student Data or Transportation data correction guideline for instructions.
1. **REQUEST LETTER:** 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 effect
 - 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

To expedite the processing of your 915, please adhere to all deadlines provided by School Finance. To learn more about the 915 process, you may view the workflow [here](#).

Transportation Data Corrections Guideline

PREREQUISITES: Before requesting a 15-915 transportation data correction, the following steps must be taken: **All** changes to your existing transportation data must be identified.

1. **REQUEST LETTER:** 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 effect
 - 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: a Business Manager and Transportation Director or higher authority

2. Please scan and email the letter and all corresponding documentation to your account analyst, who can be found by clicking here: [LEA Account Analyst](#)

To expedite the processing of your 915, please adhere to all deadlines provided by School Finance. To learn more about the 915 process, you may view the workflow [here](#).