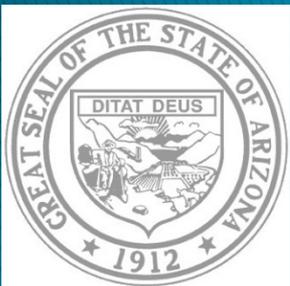


# 2011–2012 SEI Fund Application

For Entering, Submitting, Saving, Viewing,  
and Printing SEI Fund Applications

School Level and District Level



Arizona Department of Education  
Office of English Language Acquisition Services  
November 2010

# Overview

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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 or charter schools have an opportunity to apply for funding through the SEI Fund Application request through §15-756.03(A).

# Incremental Teacher Determination Process

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- ▶ In collaboration with the Office of the Auditor General, ADE developed a formula and process designed to assist school districts and charters in determining the number of incremental teachers required to implement the SEI Models.
- ▶ The number of teachers determined by the Incremental Teacher Spreadsheet process will be included in the SEI Fund Application.

# **Incremental Teacher Determination Process**

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**Spreadsheets Sent Out:  
Friday, October 29, 2010**

**Responses Required By:  
Wednesday, November 10, 2010**

# Incremental Costs

- ▶ "Incremental costs" means costs that are associated with a structured English immersion program pursuant to section 15-752 or a program pursuant to section 15-753 and that are in addition to the normal costs of conducting programs for English proficient students. Incremental costs do not include costs that replace the same types of services provided to English proficient students or compensatory instruction. (A.R.S. §15-756.01(L)(2))

# Calculated Amounts

- ▶ “All schools, school districts, and charter holders must retain for auditing purposes any and all documents that substantiate the calculated amounts, including a clear indication of how the amounts were calculated so amounts can be recalculated; and documentation to support the reported class size policy.”  
-Arizona Department of the Auditor General, July 2008

# SEI Fund Application

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**Opens: Tuesday,  
November 30, 2010**

**Closes: Friday,  
December 17, 2010**

# The SEI Fund Application

# Common Logon

- ▶ A Common Logon account is required to complete the SEI Fund application
- ▶ All permissions are requested through the local district Superintendent
- ▶ Common Logon questions:
  - ADE Support Center
    - (602) 542-7378 Phoenix area
    - (866) 577-9636 outside the Phoenix area
    - E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov)

# Common Logon

- ▶ **School level entity**
  - Access to the SCHOOL Incremental Budget
  
- ▶ **District level entity**
  - Access to the SCHOOL Incremental Budget
  - Access to the DISTRICT Incremental Budget
  - Access to the DISTRICT ROLLUP Budget
  - Access to Model Adoption Forms

# Common Logon

- ▶ The following titles have been designated as SEI Budget Request Application 2.0 users for Common Logon.
  - Superintendent
  - Assistant Superintendent
  - Chief Financial Officer
  - Business Manager
  - ELL Coordinator
  - Principal

# Common Logon

- ▶ Accessing Common Logon via the Arizona Department of Education's home page
- ▶ <http://www.ade.az.gov>

The screenshot shows a web browser window with the URL <http://www.ade.az.gov/>. A red callout box labeled '1' points to the address bar and contains the text: "Enter the Arizona Department of Education's homepage in your web address bar [www.ade.az.gov](http://www.ade.az.gov)".

The website header features a large banner with the text "ARIZONA DEPARTMENT OF EDUCATION" and a photo of Superintendent Tom Horne. Below the banner, there is a navigation menu with a "Common Logon" link circled in red. A yellow callout box labeled '2' points to this link and contains the text: "Select **Common Logon** from the Arizona Department of Education's home page located on the dashboard's right side." A red callout box labeled "Click Here" with an arrow points to the "Common Logon" link.

The website content includes a "HOT TOPICS" section with links for "2007 AYP School Determinations" and "Government Information Technology Agency (GITA) Policies, Standards, and Procedures". There is also a "NEWS & EVENTS" section with a link for "06-23-2008: Horne Refiles Lawsuit Against Federal Government Filed Complaint".

# Common Logon

The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. The page header includes the ADE logo and the title 'COMMON LOGON'. A yellow banner below the header reads 'The gateway to secure data transactions and information'. The login form consists of two input fields: 'Username:' with the value '4712' and 'Password:' with masked characters. A 'Continue >>' button is located below the password field. A red box labeled 'Click Here' points to the button. A green callout bubble above the form instructs the user to enter their username and password and to click 'CONTINUE'. Below the form, a list of bullet points provides additional information and links. A red callout bubble highlights the contact information for the ADE Support Center.

**ARIZONA DEPARTMENT OF EDUCATION**

**COMMON LOGON**

The gateway to secure data transactions and information

3 Username: 4712

4 Password: ●●●●●●

5 Click Here

Continue >>

Enter your 3) **username** and 4) **password** in the provided spaces.

Click 5) **CONTINUE**

If you experience problems with logging in, please refer to the links that will assist you.

- Please note that our web pages have new functionality which will log you out if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

# Common Logon

The gateway to secure data transactions and information

### Common Logon Application Menu

- ◆ Academic Achievement Reports
- ◆ ALEAT
- ◆ Grants Management
- ◆ Highly Qualified Teacher Application
- ◆ LEA Profile
- ◆ OELAS
- ◆ ~~Online Registration - internal Web~~
- ◆ SEI Budget Request Application 2.0
- ◆ Student Data Interchange
- ◆ Title I School Status

6

Change Profile

Logout

Select the  
**SEI Budget Request Application 2.0**  
by clicking on the hyperlink to access:

- \* **SEI Budget Application**
  - to apply for next fiscal year
  - to print previous year's application

- \* **SEI Program Model Selections**
  - to submit
  - to modify

# SEI Budget

- ▶ There are 3 parts to the SEI Budget:
  - 1. SCHOOL incremental budget
  - 2. DISTRICT incremental budget
  - 3. DISTRICT rollup budget

# SEI Budget

- ▶ All SCHOOL and DISTRICT incremental budgets necessary to implement the SEI models **MUST** be completed and submitted prior to accessing the DISTRICT ROLLUP BUDGET.
- ▶ The DISTRICT ROLLUP BUDGET will be reviewed and evaluated for accuracy and compliance by the Office of English Language Acquisition Services.

# SCHOOL Level Home Page

- ▶ At the SCHOOL Home page, the user is able to access from the dashboard:
  - SCHOOL Incremental Budget
  - Help/Instructions
  - Exit



**School Home**

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# SCHOOL Level Home Page

**ARIZONA DEPARTMENT OF EDUCATION**

SCHOOL Home SCHOOL Incremental Budget Help/Instructions Exit

Logon User: District Name: Unified District

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**School Home**

Name: Elementary School

CTDS: 01

Entity ID: 4

**Status**

School Incremental Budget:  **Not Started**

Budget Last Saved:

**School Print Options**

School Status Page:  [Print](#)

School Incremental Budget:  Print



The user will be automatically logged out after **20 minutes** of inactivity.

The **SCHOOL Home** page information is updated after a user has accessed it.

After a school user has submitted a SEI Budget Request, be sure to return to the **SCHOOL Home** page to ensure that the **Status** shows "School Submitted"

The School Print Options: Click on the **Print** icon to save this school budget as a PDF file and to print a copy.

# DISTRICT Level Home Page

- ▶ At the DISTRICT Home page, the user is able to access from the dashboard:

The screenshot shows the Arizona Department of Education District Home page. The header includes the logo and navigation links: DISTRICT Home, Model Adoption Forms, SCHOOL Incremental Budget, DISTRICT Incremental Budget, DISTRICT Rollup Budget, Help/Instructions, and Exit. Below the header, there are fields for Logon User, District Name, and Unified District. The main content area is titled "District Home" and contains five callout boxes with instructions:

- Model Adoption Forms:** Click here for the Model Adoption Forms for each school. Model Adoption Forms are only available on the District Home Page. They can be accessed at any time (during and after the budget process).
- SCHOOL Incremental Budget:** Click here to access and complete the individual SCHOOL incremental budgets. A school budget may be completed at the district level. All school budgets **MUST** be completed before the DISTRICT ROLLUP BUDGET can be completed.
- DISTRICT Incremental Budget:** Click here for the DISTRICT incremental budget. This **MUST** be completed before the DISTRICT ROLLUP BUDGET can be completed.
- DISTRICT Rollup Budget:** Click here for the DISTRICT ROLLUP BUDGET **AFTER** all of the school and district incremental budgets have been completed.
- Help/Instructions:** Click here for written instructions for completing the budgets.

A red callout box at the top right points to the Exit link, stating: "Click here to exit the Home Page and return to your Common Logon menu."

- Model Adoption Forms
- SCHOOL Incremental Budget
- DISTRICT Incremental Budget
- DISTRICT Rollup Budget
- Help/Instructions
- Exit

# DISTRICT Level Home Page

**ARIZONA DEPARTMENT OF EDUCATION**

[DISTRICT Home](#) [Model Adoption Forms](#) [SCHOOL Incremental Budget](#) [DISTRICT Incremental Budget](#) [DISTRICT Rollup Budget](#) [Help/Instructions](#) [Exit](#)

Logon User: 4154 District Name: [REDACTED] Unified District

### District Home

Name: [REDACTED] Unified District  
CTDS: [REDACTED]  
Entity ID: [REDACTED]

#### Status

District Rollup Budget Status: **Not Submitted** ←  
Rollup Last Saved: 8/20/2008 10:05:41 AM  
Rollup Submitted On:  
ADE Response:  
Previous FY Rollup Budget: 2009 [View](#)

#### Other Forms

School Model Adoption Forms: [1 of 9 completed](#) ←  
School Incremental Budgets: [9 of 9 completed](#) ←  
District Incremental Budget: **Not Submitted** ←  
Budget Last Saved: 8/19/2008 12:42:39 PM ←  
Previous FY District Incremental Budget: 2009 [View](#)

#### District Print Options

District Status Page: [Print](#) ←  
District Rollup Budget: [Print](#) ←  
District Incremental Budget: [Print](#) ←  
School Incremental Budgets: [Print All](#) ←  
School Model Adoption Forms: [Print All](#) ←

#### Status

The **DISTRICT Home** page Status information is updated after a user has accessed it and after a school has submitted their Form A budget.

#### Other Forms

shows how many school model adoption forms have been completed  
shows how many school budgets (Form A) have been completed  
shows if the district incremental budget has been completed or not  
shows the date that district incremental budget was last saved

#### District Print Options

Using the Print icon, you can save the district status page, roll-up budget, and the district incremental budget as a PDF file and print it.

Using the Print ALL icon, you can save the school budgets and model adoption forms as PDF files and print them.

# DISTRICT accessing SCHOOL Level Budget

- ▶ When a DISTRICT level user accesses a SCHOOL budget, the following screen will appear.

**Search School Incremental Budget**  
Fiscal Year

You can search and sort by SCHOOL Entity ID, CTDS, Name, and Status by clicking on the funnel icon.

ID	CTDS	Name	Status
<input type="text"/>	<input type="text" value="Y"/>	<input type="text"/>	<input type="text" value="Y"/>
<a href="#">Edit</a> 4 [redacted]	01 [redacted]	[redacted] Elementary School	School Submitted
<a href="#">Edit</a> 4 [redacted]	01 [redacted]	[redacted] Center	District Submitted
<a href="#">Edit</a> 4 [redacted]	01 [redacted]	[redacted] Center	District Submitted
<a href="#">Edit</a> 4 [redacted]	[redacted]	[redacted] Middle School	District Submitted
<a href="#">Edit</a> 4 [redacted]	[redacted]	[redacted] School	District Submitted
<a href="#">Edit</a> 4 [redacted]	[redacted]	[redacted]	District Submitted
<a href="#">Edit</a> 8 [redacted]	[redacted]	[redacted] Elementary School	District Submitted
<a href="#">Edit</a> 8 [redacted]	[redacted]	[redacted] Elementary School	District Submitted
<a href="#">Edit</a> 8 [redacted]	01 [redacted]	[redacted] School)	District Submitted

Click on the hyperlink word, **EDIT**, to access - complete - view - modify the SCHOOL level budget.

# Form A: School Incremental Budget

- ▶ Form A
  - SCHOOL Incremental Budget
  - DISTRICT Incremental Budget
- ▶ Form A must be completed and submitted by every school.
- ▶ If a school does not have any incremental costs required for the implementation of the SEI models, the default value of \$0.00 (enter \$0.00) must be submitted for all lines of Form A.
- ▶ All of the school budgets will rollup into the DISTRICT ROLLUP BUDGET.

# Form A: District Incremental Budget

- ▶ Form A
  - SCHOOL Incremental Budget
  - DISTRICT Incremental Budget
- ▶ Must be completed for all school districts or charter holders.
- ▶ School districts or charter holders *may* have incremental costs required for the implementation of the SEI models that are not associated with any individual school (e.g., district-level administrative training costs).
- ▶ If a district or charter holder does not have any incremental costs, the default value of \$0.00 (enter \$0.00) must be submitted for all lines of Form A.

# Form A: SCHOOL and DISTRICT Incremental Budget

- ▶ Enter the contact information in the provided boxes.

## Structured English Immersion (SEI) BUDGET Request Form A

A lawsuit involving the funding of the education of English language Learners, Miriam Flores et al., is presently on appeal. Depending on the outcome of that case, the amount of monies available from the State for teaching English Language Learners (ELL) may change.

For the purpose of this **(A) MODEL REQUIRED INCREMENTAL COSTS** form, the "all students counts are based on the 100th Day Attending ADM Count for the prior school year. For the purpose of this **(A) MODEL REQUIRED INCREMENTAL COSTS** the English Language Learner counts are based on the previous year data from the SdELL-72 report compiled by the Arizona Department of Education on August 15. There are no exceptions to these data points.

Entity:

Contact Name:

Email:

Phone:

CTDS:

1

2

3

1. Enter your **contact name** in the provided space.
2. Enter your contact **email address** in the provided space.
3. Enter your contact **phone number with area code** in the provided space.

# Form A: Instruction Costs

- ▶ Lines 1 and 2 will be pre-populated with the teacher salaries and benefits that were calculated on the incremental teacher spreadsheet.
- ▶ Lines 3–15 will be defaulted to zero (\$0.00).
- ▶ If a charter holder needs to use line 3 versus lines 1 and 2, you will need to add lines 1 and 2 together, put that total amount in line 3, and zero out lines 1 and 2.

# Form A: Instruction

## INSTRUCTION

Incremental Cost

<p>1 - Incremental Teacher Salaries: Incremental teachers are required to meet the English Language Learner (ELL) criteria. Use TOTAL number of incremental teachers (from SEI Incremental Worksheet) multiplied by the current statewide average teacher salary from the current contract, the expenses associated with that teacher should be listed on this line.</p> <p><b>Function Code:</b>/Instruction, <b>Object Code:</b> 6100 &amp; 6150/Salaries</p>	<p>\$114,000.00</p>
<p>2 - Incremental Teacher Benefits: Benefits for the incremental teachers may include Retirement, Social Security, Health Insurance, Life Insurance, Compensation and health care coverage. Use TOTAL number of incremental teachers (from SEI Incremental Worksheet) multiplied by 25% of the current statewide average teacher salary (from school/district/charter holder calculation) multiplied by 25% of the current contract, the expenses associated with that teacher should be listed on this line.</p> <p><b>Function Code:</b>/Instruction, <b>Object Code:</b> 6210, 6220, 6230, 6240, 6250, 6260 &amp; 6270/Benefits</p>	<p>\$28,500.00</p>
<p>3 - Teacher Professional Services: For Charter School and contract teachers in lieu of lines 1: and 2: Incremental teaching staff that provides instructional services in lieu of lines 1 and 2. If lines #1 and #2 are not pre-populated and this line applies to your school, enter the incremental cost for line #3 in the yellow box.</p> <p><b>Function Code:</b> Object Code: 6300</p>	<p>\$0.00</p>
<p>4 - EXPLANATION/JUSTIFICATION: (1000 character max)</p> <p>(example) 2.5 teachers (2 SEI classroom teachers + half-time itinerant)</p> <p>Provide a narrative explanation/justification for the incremental costs associated with line #1 or line #3. <b>Include the number of incremental teachers</b> in this narrative explanation/justification.</p>	

# Form A: Curriculum

- ▶ Enter the **REQUIRED** incremental cost for the implementation of the SEI models associated with textbooks, instructional aids, and assessments in line 5.
- ▶ Enter a complete and explicit narrative explanation or justification in line 6 for the incremental costs associated with curriculum.

CURRICULUM	
<p>5 - Textbooks, Instructional Aids &amp; Assessments: Costs prohibited from being included as incremental costs of implementing the SEI models include capital expenses, facilities costs, and computers. Costs permitted to be included are incremental costs of materials, supplies, and materials used in actual classroom instruction and are:</p> <ol style="list-style-type: none"><li>1.) Required for cost efficient implementation of models and;</li><li>2.) In addition to the normal costs of providing textbooks, instructional aids, and assessments;</li><li>3.) Aligned to K-12 English Proficiency Standards and the DS1.</li></ol> <p>Classroom assessments are defined as English language proficiency formative assessments, which are to be administered for the purpose of monitoring learning, focusing instruction and providing immediate feedback to the teacher and student during the learning process. Costs for the AZELLA may not be included.</p> <p><b>Function Code:</b>/Instruction, <b>Object Code:</b> 6642/Text Books; 6643/Instructional aids</p>	<p>Enter the incremental cost for Textbooks, Instructional Aids and Assessments in line #5.</p> <p>\$0.00</p>
<p>6 - EXPLANATION/JUSTIFICATION: (1000 character max)</p> <p>Enter a <b>complete and explicit narrative</b> explanation/justification for the incremental costs associated with line #5.</p>	

# Form A: Transportation

- ▶ Enter the **REQUIRED** incremental cost for the implementation of the SEI models associated with transportation for itinerant staff between school sites for SEI/ELD in line 7.
- ▶ Enter an explanation including the math calculation.
  - [# of days] x [# of miles] x [average state mileage reimbursement rate of \$0.445 per mile]

TRANSPORTATION	
7 - Transportation for Staff Between Classroom Sites for the SEI/ELD Program If the model adopted requires the use of an itinerant teacher to service students, the expense based on these standards.	<input type="text" value="50.00"/>
Function Code: 2500 , Object Code: 6580/Meals, Hotel, Mileage; 6626/Gas	
8 - EXPLANATION/JUSTIFICATION: (1000 character max)	
<input type="text"/>	

Enter the incremental cost for **Transportation** for Staff Between Classroom (school) Sites for the SEI/ELD Program in line #7.

Enter a **complete and explicit narrative** explanation/justification for the incremental costs associated with line #7.

# Form A: Training Expenses

- ▶ Training expenses applies to new administrators and teachers who were **NOT** accounted for in previous SEI Budget application processes.

<b>TRAINING EXPENSES</b>	
<p><b>9 - Travel expenses for training administrators:</b> Administrators may be required to travel to attend training in the SEI Models or the DSI. Standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training expenses based on file in the school district or charter holder office. Expenses based on Arizona Department of Administration (ADE) are not allowable. Proof of registration and attendance dates must be on file in the school district or charter holder office.</p> <p><b>Function Code:</b> 2500 <b>Object Code:</b> 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)</p>	<p>Enter the incremental cost for <b>Travel Expenses for training administrators</b> in the SEI Models or the DSI in line #9.</p> <p>\$0.00</p>
<p><b>10 - Travel expenses for training teachers:</b> Teachers may be required to travel to attend training in the SEI Models or the DSI. Standard state mileage, lodging, meals and incidental expenses are allowable expenses. Only training expenses based on file in the school district or charter holder office. Expenses based on Arizona Department of Administration (ADE) are not allowable. Proof of registration and attendance dates must be on file in the school district or charter holder office.</p> <p><b>Function Code:</b> 2200 , <b>Object Code:</b> 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District vehicle)</p>	<p>Enter the incremental cost for <b>Travel Expenses for training teachers</b> in the SEI Models or the DSI in line #10.</p> <p>\$0.00</p>
<p><b>11 - Teacher stipend for non-school day, non-school year training:</b> A stipend paid to teachers that attend SEI Models or the DSI during non-school days or non-school years is an allowable expense. Only training expenses based on file in the school district or charter holder office. The stipend must be provided in the school district or charter holder office. Proof of registration and attendance dates must be on file in the school district or charter holder office. Proof of registration and attendance dates must be on file in the school district or charter holder office.</p> <p><b>Function Code:</b> 2200 , <b>Object Code:</b> 6110 &amp; 6150</p>	<p>Enter the incremental cost for <b>Teacher stipend for non-school day or non-school year training</b> in the SEI Models or the DSI in line #11. Teachers who are included in line #11 cannot be reflected in line #12.</p> <p>\$0.00</p>
<p><b>12 - Classroom Substitutes:</b> The cost to provide a substitute while a teacher is attending authorized training in the SEI Models or the DSI is an allowable expense. Only training expenses based on file in the school district or charter holder office. Proof of registration and attendance dates must be on file in the school district or charter holder office.</p> <p><b>Function Code:</b> 2200 , <b>Object Code:</b> 6113 &amp; 6153</p>	<p>Enter the incremental cost for <b>Classroom substitutes</b> while a teacher is attending authorized training in the SEI Models or the DSI in line #12. Teachers who are included in line #12 cannot be reflected in line #11.</p> <p>\$0.00</p>
<p><b>13 - EXPLANATION/JUSTIFICATION: (1000 character max)</b></p> <p>Enter a <b>complete and explicit narrative</b> explanation/justification for the incremental costs associated with lines #9-12. Where applicable, include the district daily stipend allotment for lines #11; and include the school board approved substitute rate for line #12.</p>	

# Form A: Training Expenses

- ▶ Enter the **REQUIRED** incremental cost for the implementation of the SEI models associated with training expenses in lines 9–13.
  
- ▶ **Line 9:** Travel expenses for administrators.
  - *Use the state lodging rates (\$60.00 per night average), state per diem rate (\$34.00 per day average), and average state mileage (\$0.445 per mile) when calculating these incremental costs <http://www.gao.state.az.us/travel/>*
  
- ▶ **Line 10:** Travel expenses for teachers.
  - *Use the state lodging rates (\$60.00 per night average), state per diem rate (\$34.00 per day average), and average state mileage (\$0.445 per mile) when calculating these incremental costs <http://www.gao.state.az.us/travel/>*

# Form A: Training Expenses

- ▶ **Line 11:** Teacher stipend for non-school day or non-school year training in the SEI Models.
  - Use governing board approved rate
- ▶ **Line 12:** Classroom substitutes while a teacher is attending authorized training in the SEI Models.
  - Use governing board approved rate
- ▶ **The expenses for teachers that are associated with line 11 (teacher stipend) cannot be included as expenses for line 12 (classroom substitute) and vice versa.**

# Form A: Training Expenses

- ▶ **Line 13:** A complete and explicit narrative explanation or justification associated with training expenses.
- ▶ In the explanation, please include the math calculations for travel expenses for lines 9 and 10, the governing board daily stipend allotment for line 11, and the governing board approved substitute rate for line 12.

# Form A: Other Expenses

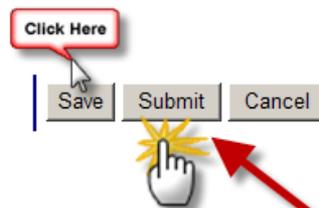
- ▶ Enter the **REQUIRED** incremental cost for the implementation of the SEI models associated with other expenses in line 14/15.
- ▶ Enter a complete and explicit narrative explanation or justification for the incremental cost associated with other expenses.

<p>14/15 - Other Expenses: Other expenses that are required to implement the SEI model items are required for any costs listed as "other". All expenses with the "cost efficient" requirement of the SEI models as stated in the SEI model.</p> <p>Function Code: 2200 Object Code: 6113 &amp; 6153</p>	<p>Amount</p> <p>00.00</p>
<p>16 - EXPLANATION/JUSTIFICATION: (1000 character max)</p> <p>Enter a <b>complete and explicit narrative</b> explanation/justification for the incremental costs associated with line #14/15.</p>	

# Form A: Save and Submit

## School and District Incremental Budget

- ▶ The total incremental budget for the school and district is shown at the bottom of Form A on line 17.
- ▶ To **SAVE** the budget and return later, click on the **SAVE** button located at the bottom of Form A on the far left side of the screen.
- ▶ To **SUBMIT** the budget to the *DISTRICT ROLLUP* budget, click on the **SUBMIT** button located at the bottom of Form A on the left side of the screen. The budget will automatically be saved when submitted.



The total incremental budget for the school is shown at the bottom of Form A.

To save this budget, click on the **SAVE** button located at the bottom of Form A on the far left side.

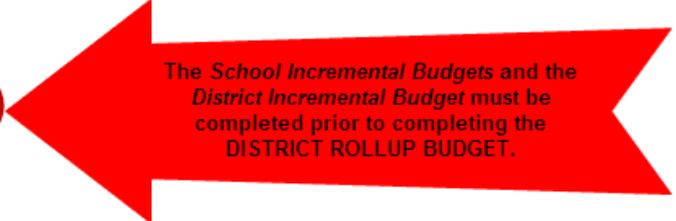
To **SUBMIT** this budget to the *District Roll-up* budget, click on the **SUBMIT** button located at the bottom of Form A on the left side.

Total \$142,500.00

# DISTRICT ROLLUP BUDGET

- ▶ ALL school and district incremental budgets ***MUST*** be submitted prior to completing and submitting the DISTRICT ROLLUP BUDGET.

<u>Other Forms</u>	
School Model Adoption Forms:	<a href="#">0 of 9 completed</a>
School Incremental Budgets:	<a href="#">9 of 9 completed</a>
District Incremental Budget:	<a href="#">Completed</a>
Budget Last Saved:	9/5/2008 2:55:44 PM
Previous FY District Incremental Budget:	2009 <a href="#">View</a>



The *School Incremental Budgets* and the *District Incremental Budget* must be completed prior to completing the DISTRICT ROLLUP BUDGET.



ARIZONA DEPARTMENT of EDUCATION

[DISTRICT Home](#) [Model Adoption Forms](#) [SCHOOL Incremental Budget](#) [DISTRICT Incremental Budget](#) [DISTRICT Rollup Budget](#) [Help/Instructions](#) [Exit](#)

Logon User: [redacted] District Name: [redacted] Unified District

District Home

Click Here

To access the **DISTRICT ROLLUP BUDGET**, click on the hyperlink in the dashboard on the District home page.

# DISTRICT ROLLUP BUDGET: Federal Offsets

- ▶ Line 18 = Title I
- ▶ Line 19 = Title II-A
- ▶ Line 20 = Title III
- ▶ Line 21 = Impact Aid

## FEDERAL FUNDS

NOTE: Any requested changes to the form's pre-populated numbers require a request for modification be submitted on the Offset Variance report (Part D).

	Total Funds	ELL population as a % of qualified population	Offset Amount
18 - Title I: The portion of TITLE I monies determined by the English Language Learner population as a percentage of the qualified population. (As per ARS 15-756.01, sub-section 1, 2.)	\$877,065.21 See Footnote #2	17.28 % See Footnote #1	\$151,517.23
19 - Title II-A: The portion of Title II-A monies determined by the ELL population as a percentage of the qualified population. (As per ARS 15-756.01, sub-section 1, 2.)	\$234,891.91 See Footnote #2	16.63 % See Footnote #8	\$39,066.45
20 - Title III: All Federal monies for other federal monies for educational needs of students. (As per ARS-756.01, sub-section 1, 2.)	\$24,322.01 See Footnote #2	100.00 %	\$24,322.01
21 - Impact Aid: The portion of Impact Aid monies determined by the ELL population as a percentage of the qualified population. A senior district or charter holder shall only apply unexpended impact aid monies to English Language Learner programs after it has applied its impact aid monies for other allowable uses as permitted by state law. (As per ARS 15-756.01, sub-section I, 3.)	\$2,723,396.00	14.06 % See Footnote #3	\$382,812.25 See Footnote #4
22	Total Federal Fund Offsets:		\$597,717.94

The Federal Funds offsets are pre-populated. If you feel there is an error, please indicate and explain on the Offset Variance Report.

# DISTRICT ROLLUP BUDGET: State and Local Offsets

- ▶ Line 23 = Desegregation Funding
- ▶ Line 24 = ELL “Group B Weight”

## State and Local Funds

23 - Desegregation Funding: The portion of desegregation monies levied determined by the English population as a percentage (As per ARS 15-756.01, s	<input type="text" value="\$632,088.00"/>	<input type="text" value="14.06 %"/> See Footnote #5	<input type="text" value="\$88,849.01"/> See Footnote #6
24 - ELL "Group B Weight" weight prescribed in ARS 756.01, sub-section I,5.)	<input type="text" value="\$68,080.66"/> See Footnote #7	<input type="text" value="100.00 %"/>	<input type="text" value="\$68,080.66"/>
25	<b>Total State and Local Funding Offsets (Add lines 23 &amp; 24) :</b>		<input type="text" value="\$156,929.67"/>

The State and Local Funds offsets are pre-populated. If you feel there is an error, please indicate and explain on the Offset Variance Report.

# DISTRICT ROLLUP BUDGET: Budget Request

- ▶ Lines 26, 27, and 28 calculate all of the federal, state, and local offsets.

## (C) BUDGET REQUEST

15-756.01 J. The difference calculated pursuant to section 15-756.03 for monies from the Arizona structured English Immersion fund established by section 15-756.04. Beginning July 15, 2008, school districts and charter schools shall not include the incremental costs of any pupil who is classified as an English Language learner after July 1 2007 and who has been classified as an English Language Learner for more than two years in the calculation of the school district's or charter school's Structured English Immersion budget request. (As per ARAS 15-756.01, sub-section J).

26		Total Incremental Costs of the models (from line 17):	\$3,278.00
27	Budget request with <b>ALL</b> federal, state, and local offsets.	Total Federal, State and Local Funding Offsets (Add lines 22 & 25):	\$247,632.17
28		Budget Request (Subtract line 27 from line 26):	\$0.00

# DISTRICT ROLLUP BUDGET: Alternate Budget Request

- ▶ Lines 29, 30, and 31 calculate all of the state and local offsets.

## (C) ALTERNATE BUDGET REQUEST CALCULATION

29 <b>Total from <u>Line 17</u></b>	Total Incremental Costs of the models (from line 17):	\$1,132,811.99
30 <b><u>Desegregation</u> and <u>ELL "Group B Weight" offsets</u></b>	Selected Federal, State, and Local Funding Offsets (Line 25):	\$156,929.67
31 <b><u>Total allocation ~ Line 31</u></b>	Alternate Budget Request Calculation (Subtract line 30 from line 29):	\$975,882.32

- 1 ADE percentage calculated by dividing the number of ELL students by the NCLE year.
- 2 Funding is based on the allocation from the previous fiscal year.
- 3 ADE percentage calculated by dividing the number of ELL students by the 100
- 4 ADE offset calculated by multiplying qualified impact aid funds for the previous population.
- 5 ADE percentage calculated by dividing the number of ELL students by the 100
- 6 ADE calculated by multiplying total district desegregation funding for the previous

The **Alternate Budget Request** only includes the **Desegregation Funding** and **ELL Group B Weight offsets** (state and local offsets).

Click on the **NEXT** button to continue to the Offset Variance Report.  
Clicking "next" will automatically save the application.

Click on **SAVE** if you do not want to continue at this time, but will return later to complete.

Previous Next Cancel

Save

# DISTRICT ROLLUP BUDGET: Offset Variance Report

## District Rollup Budget



### (D) OFFSET VARIANCE REPORT

In the event that a School District or Charter Holder disagrees with the pre-populated amounts listed on lines 18-24 of the Part (B) Offsets form, the School district or Charter Holder must provide a detailed explanation/justification on this form.

#### FEDERAL FUNDS

18 - Title I: The portion of TITLE I monies determined by the population. (As per ARS 15-756.01, sub section 1, 2.)

EXPLANATION/JUSTIFICATION: (1000 character max)

If you disagree with the offset amounts that were pre-populated, you may give an explanation as to why you believe the amount is incorrect and state the amount that you believe it should be in the provided explanation/justification boxes for each of the offset categories.

If you agree with the pre-populated figures, you do not need to enter any information in Form D - Offset Variance Report.

#### State and Local Funds

23 - Desegregation Funding: The portion of desegregation monies levied pursuant to ARS 15-910 determined by the English Language Learner population as a percentage of the qualified population.

EXPLANATION/JUSTIFICATION: (1000 character max)

Click on the **NEXT** button to continue to the Attestation page. Clicking "next" will automatically save the application.

Click **SAVE** if you do not want to continue at this time, but will return later to complete.

Previous Next Cancel



Save

# DISTRICT ROLLUP BUDGET: Attestation Form

- ▶ The **ATTESTATION** form with signatures and dates is required for submission.

The screenshot shows a web-based attestation form. At the top, there is a green header for the 'School District Superintendent/Charter School Principal (e-signature)'. Below this is a yellow text input field and a date field set to '9/5/2008'. A red dashed line with a checkmark icon and an arrow points to a checkbox on the left. The text next to the checkbox reads: 'By checking this box, I hereby attest that to the best of my knowledge this budget request complies with A.R.S. 15-756.03 B.' A red callout box on the right contains the text: 'This tiny box on the far left of the page **MUST** be checked for submission.' Below the first section is a similar section for the 'School District/Charter School Chief Financial Officer (e-signature)', also with a date field set to '9/5/2008'. At the bottom, a large red arrow points from a text box on the left to a 'Submit' button. The text box contains: 'Click on the **SUBMIT** button to submit the DISTRICT ROLLUP BUDGET to ADE. Clicking "submit" will automatically save the application. Click on **SAVE** if you do not want to submit at this time, but will return later to complete.' The 'Submit' button is highlighted with a red callout box that says 'Click Here'. Other buttons visible are 'Previous', 'Cancel', and 'Save'.

# Budget Status, Printing and Exit

## School and District Levels

- ▶ The *status* of the incremental budgets is located on the SCHOOL and DISTRICT Home Pages respectively.
- ▶ Use the *PRINT* icon on the home pages to print budgets. This allows a budget to be saved as a PDF file and printed. The *file* option for printing is unadvisable as it may print a distorted copy.
- ▶ *Exit* will take you back to the Common Logon menu.

# Individual School Budgets: Status and Printing

**ARIZONA DEPARTMENT OF EDUCATION**

SCHOOL Home   SCHOOL Incremental Budget   Help/Instructions   Exit

Logon User: 2   District Name: Unified District

Click on **EXIT** to leave the SCHOOL Home page for the SEI Incremental Budget application.

## School Home

Name: Elementary School  
CTDS: 010  
Entity ID: .2

### Status

School Incremental Budget:  [School Submitted](#)  
Budget Last Saved: 8/12/2008 8:18:21 AM

### School Print Options

School Status Page:  [Print](#)  
School Incremental Budget:  [Print](#)

Verify the status on the SCHOOL Home page. Click the hyperlink or magnifying glass to **view** Form A.

**Print** a PDF copy of the SCHOOL Status Page by clicking the print icon

**Print** a PDF copy of the SCHOOL Incremental Budget by clicking the print icon.

# District Budget Status and Printing

**ARIZONA DEPARTMENT OF EDUCATION**

[DISTRICT Home](#) [Model Adoption Forms](#) [SCHOOL Incremental Budget](#) [DISTRICT Incremental Budget](#) [DISTRICT Rollup Budget](#) [Help/Instructions](#) [Exit](#)

Logon User: [redacted] District Name: [redacted] Unified District

### District Home

Name: [redacted] Unified District  
CTDS: [redacted]  
Entity ID: [redacted]

**Status**

District Rollup Budget Status: **District Submitted**  
Rollup Last Saved: 9/5/2008 3:41:51 PM  
Rollup Submitted On: 9/5/2008 3:41:51 PM  
ADE Response:  
Previous FY Rollup Budget: 2009 [View](#)

**Other Forms**

School Model Adoption Forms: [0 of 9 completed](#)  
School Incremental Budgets: [9 of 9 completed](#)  
District Incremental Budget: **Completed**  
Budget Last Saved: 9/5/2008 2:55:44 PM  
Previous FY District Incremental Budget: 2009 [View](#)

**District Print Options**

District Status Page: [Print](#)  
District Rollup Budget: [Print](#)  
District Incremental Budget: [Print](#)  
School Incremental Budgets: [Print All](#)  
School Model Adoption Forms: [Print All](#)

The **EXIT** hyperlink will take you to the Common Logon Application Menu.

Click on the **PRINT** icons to view, save, and print budgets as PDF files.

# ADE Review

- ▶ ADE will review submitted DISTRICT ROLLUP budgets for accuracy and compliance.
- ▶ Refer to the DISTRICT Home page Status for ADE's response:
  - ACCEPTED, or
  - DECLINED

# ADE Review: Accepted

## Status

District Rollup  
Budget Status:

🔍 ADE Accepted

Status will show as ADE Accepted with a response for you to read.

Rollup Last Saved: 8/21/2008 7:42:07 AM

Rollup Submitted On: 8/20/2008 10:58:38 AM

ADE Response:

Your budget has been approved at this time. There will be a further review of this budget to insure accuracy and compliance. You will be informed of any discrepancies that may alter the existing approved budget.

- ▶ **DISTRICT Rollup** budget was accepted: there is nothing more for you to do at this time. You may view and print a PDF copy of your accepted budget.
- ▶ Based on the Arizona ELL Task Force and legislative changes, there may be further review of the budget to insure accuracy and compliance. (e.g. ILLPs)

# ADE Review: Declined

## Status

District Rollup Budget Status:

 **ADE Declined**

Rollup Last Saved:

8/21/2008 7:35:25 AM

Rollup Submitted On:

8/20/2008 10:58:38 AM

ADE Response:

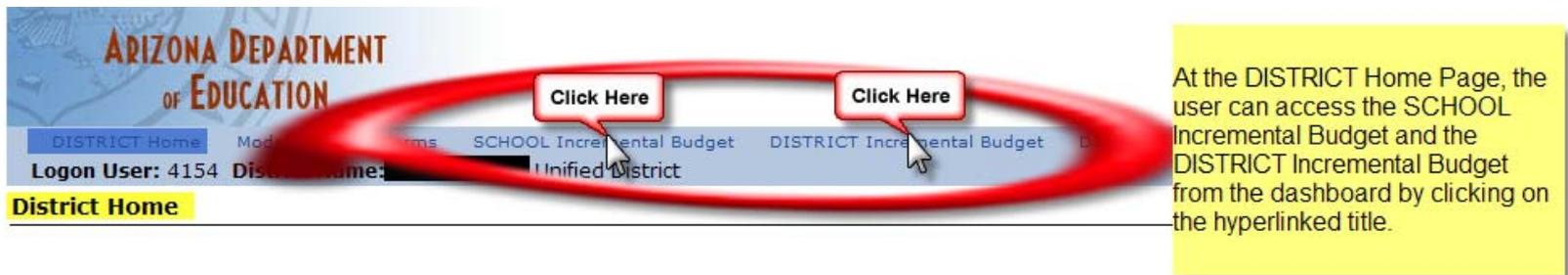
Your SEI Budget application has been declined. You will receive an e-mail explanation within 24 hours.

Status will show as **ADE Declined** with a response for you to read.

- ▶ If the DISTRICT Rollup budget was declined, modifications will need to occur at the **SCHOOL** or **DISTRICT Incremental** budget level.
- ▶ You will receive an email from ADE with an explanation of the decline.

# Resubmission of DISTRICT ROLLUP BUDGET

- ▶ If modifications were made at the SCHOOL or DISTRICT Incremental level, follow the same instructions for completing and submitting the DISTRICT ROLLUP budget.
- ▶ ADE will review the budget.
- ▶ ADE will accept or decline the budget.



The screenshot shows the Arizona Department of Education (ADE) website dashboard. At the top, it says "ARIZONA DEPARTMENT OF EDUCATION". Below that, there are several navigation links: "DISTRICT Home", "Mod...", "rms", "SCHOOL Incremental Budget", and "DISTRICT Incremental Budget". A red oval highlights the "SCHOOL Incremental Budget" and "DISTRICT Incremental Budget" links, with two callout boxes pointing to them, each containing the text "Click Here". Below the navigation links, there is a "Logon User: 4154" and "District Name: Unified District". A yellow box on the right side of the screenshot contains the text: "At the DISTRICT Home Page, the user can access the SCHOOL Incremental Budget and the DISTRICT Incremental Budget from the dashboard by clicking on the hyperlinked title." A "District Home" button is visible at the bottom left of the dashboard area.

# Questions

- ▶ If you have any questions or concerns regarding the SEI Budget Application Process, please contact the Office of English Language Acquisition Services.
- ▶ OELAS (602) 542-0753
- ▶ <http://www.ade.az.gov/oelas/>