

Instructions for 2011-2012 SEI Fund Application

English Immersion (SEI) Budget Requests ***School, school district or charter holder and district roll-up submission***

1. The SEI Budget Request application will be open for submissions beginning Tuesday, November 30, 2010.
2. The SEI Budget Request application will on close Friday, December 17, 2010, at the close of business.
3. The Arizona Department of Education (ADE) will review the applications for accuracy and compliance and forward a budget request to the legislature for funding. The process is as follows:
 - a. Budget requests will be submitted through the Arizona Department of Education (ADE), Office of English Language Acquisition Services (OELAS),
 - b. These requests will be submitted online through a web based application in the Common Logon,
 - c. The forms used in this online application process are designed to save input information,
 - d. Detailed records of all submissions (and accompanying documents) must be retained by the school district or charter school and made available for review or audit upon request.

Part (A) MODEL REQUIRED INCREMENTAL COSTS

Per ARS § 15-756.03 A, if a school district or charter school qualifies to submit a budget request based on the form prescribed in section 15-756.01, Subsection I, the school district or charter school shall submit a structured English immersion budget request on a school by school basis. The budget request shall be for a specific amount of supplemental monies from the Arizona Structured English Immersion fund established by section 15-756.04.

The Part (A) form is utilized for 3 separate submissions:

1. School / Charter Level submission,
2. School District or Charter Holder's incremental costs submission, and
3. District or Charter Holder's total roll-up summary submission.

1.) School Incremental Budget

Procedure steps are outlined as follows:

- a. The "SCHOOL Incremental Budget" (SEI Budget Request Form, Part (A) Model Required Incremental Costs) must be completed for all schools within a district or charter holder. If incremental costs are not associated with the school, a zero value must be entered for each line.
- b. When completing Part A, lines 1 and 2 will be pre-populated with the dollar amounts from the agreed-upon customized Incremental Teacher Spreadsheet. This spreadsheet provided the incremental cost for teachers' salaries (corresponds with Part A, line 1) and teachers' benefits (corresponds with Part A, line 2). The spreadsheet was developed using school and district or charter holder submitted data for average class size and SAIS-reported AZELLA proficiency levels.
- c. The ELL counts by grade and AZELLA proficiency levels used for the grouping calculation are the numbers provided by SAIS as of September 2, 2010 ((from the ADE) SDELL-72) report for the previous year. These numbers cannot be changed.

- d. The current statewide average teacher salary is \$44,731.00.
- e. The “SCHOOL Incremental Budget” may be completed by the following: School district administration, school-site personnel, Charter Holder administration, or charter school personnel.
- f. The Explanation/Justification text boxes must be utilized to provide details of funding requests; this includes details of incremental materials being requested.
- g. Each school (or school district on behalf of the school), or charter holder (on behalf of a charter school) will complete a Part A form and submit it to the budget request application portal.

2.) District (or Charter Holder’s) Incremental Budget

- a. The “DISTRICT Incremental Budget” (*SEI Budget Request Form, Part (A) Model Required Incremental Costs*) for school districts and charter holders, must be completed for all school districts or charter holders.
- b. The “DISTRICT Incremental Budget” may be completed by the following: School district administration or Charter Holder administration.
- c. School districts or charter holders **may** have SEI model-required incremental costs that are not associated with any individual school (e.g., district -level administrative training costs).
- d. If incremental costs are not associated with the school district or charter holder, a zero value must be entered for each line.
- e. Each school district or charter holder will complete a *Part (A) Model-Required Incremental Costs* and submit it to the budget request application portal.

3.) DISTRICT (or Charter Holder) Rollup Budget

- a. The “DISTRICT Rollup Budget” (*SEI Budget Request Form, Parts A, B, C, D, and E*) must be completed and submitted for each school district or charter holder.
- b. The “DISTRICT Rollup Budget” will be accessible to School district administration or Charter Holder administration after the completion of all school incremental budgets and district or charter holder incremental budgets.
- c. The school district or charter holder has the responsibility for submitting a “DISTRICT Rollup Budget.” This form is inclusive of all the schools, PLUS the district or charter holder’s incremental costs. The “DISTRICT Rollup Budget” will automatically sum the totals of all required fields from the schools and district or charter holder’s incremental budget forms. Lines 1-31 are “read only” and cannot be edited.
- d. If an application revision is needed, changes must be made on the “SCHOOL Incremental Budget” or the “DISTRICT Incremental Budget.”
- e. The “submit” button on the bottom of Part (E) Attestation must be used to send the completed “DISTRICT Rollup Budget” to ADE.

Part (B) OFFSETS

Per ARS § 15-756.01, “Notwithstanding any other law, the maximum amount of the budget request shall be the incremental costs of the models selected offset by the following monies...”

- a. The school district or charter holder has the responsibility of submitting SEI Budget Request Form Part (B) Offsets.
- b. This information has been pre-populated for each school district or charter holder.

In order to populate the fields with consistent, reliable data, the Arizona Department of Education (ADE) is using the student count numbers and revenue figures from the previous fiscal year. The required ELL student counts are the numbers reported in the ELLS28-1 School Finance report for the previous fiscal year.

A school district or charter holder may request a modification to the “Total Funds,” “ELL population as a [percentage] % of the qualified population”, or the “Offset amount” on Part (B) by completing an Offset Variance Report, Part (D). The modification request must include an explanation/justification explaining the reason that the requested offset numbers differ from the pre-populated figures.

Part (C) BUDGET REQUEST

The “DISTRICT Rollup Budget” incremental cost total, Part (A), line 17, will be pre-populated on lines 26 and 29 of the (C) Budget Request form. The Budget Request, line 28 and the Alternate Budget Request, line 31, will be automatically calculated.

This form provides for two budget request calculations. Lines 26 - 28 calculate the budget request as stipulated in ARS § 15-756.01. Lines 29-31 calculate an alternate budget request that removes “Federal Funds” offsets. Pursuant to ARS 15-756.03 C, ADE will submit the budget requests to the Arizona State Legislature for funding.

Once the budget request has been submitted to the Arizona Department of Education, the application will be locked and will not be accessible for revisions.

Part (D) OFFSET VARIANCE REPORT (required for any changes on Part (B) Offsets)

For any offset item which a school district or charter holder deems to be different from the pre-populated number on Part (B) Offsets, a detailed explanation/justification must be provided on Part (D) Offset Variance Report. The line items from Part (B) Offsets correlate with the line items on Part (D) Offset Variance Report.

Part (E) Attestation

The attestation form must be completed for each school district or charter holder budget request.

The “submit” button on the bottom of Part (E) Attestation must be used to send the completed “DISTRICT Rollup Budget” to ADE.

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 serve more than one site, funding for mileage is an allowable expense based on state standards. Function Code: 2100/Object Code: 6580/Mileage reimbursement; 6626/Gasoline costs (for school vehicle)	\$
8	EXPLANATION/JUSTIFICATION: [Free Form Text]	
TRAINING EXPENSES		
9	Travel expenses for training administrators 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 provided by, or approved by the Arizona Department of Education (ADE) is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in-state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office. Function Code: 2500 Object Code: 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District/Charter vehicle)	\$
10	Travel expenses for training teachers 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 provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required for reimbursement and must be on file in the school district or charter holder office. Costs for in state travel are limited to authorized items and limits on individual expenses based on Arizona Department of Administration stated travel policies. Reimbursement claim forms must be on file in the school district or charter holder office. Function Code: 2200 Object Code: 6580/Meals, Hotel, Mileage; 6626/Gasoline costs (for District vehicle)	\$
11	Teacher stipend for non-school day, non-school year training A stipend paid to teachers that attend SEI model or DSI required training that occurs outside the regular school day or school year is an allowable expense. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require names and attendance dates. Proof of registration and attendance is required and must be on file in the school district or charter holder office. The stipend must be provided in a manner that is compliant with the "cost efficient" requirement of the SEI models as stated in 15-756.01 (D). Function Code: 2200 Object Code: 6110 & 6150	\$
12	Classroom Substitutes The cost to provide a substitute while a teacher is attending authorized training in the SEI models and the DSI is allowed. Only training provided by, or approved by, the Arizona Department of Education is eligible. ADE will require teacher names and attendance dates. Proof of registration and attendance at the training, and support documentation of the substitute is required, and must be on file in the school district or charter holder office. Function Code: 2200 Object Code: 6113 & 6153	\$
13	EXPLANATION/JUSTIFICATION: [Free Form Text]	
OTHER EXPENSES		
15	Other Expenses Other expenses that are required to implement the SEI models. Detailed itemization and justification regarding the necessity of the items are required for any costs listed as "other." All expenses must be for model-required incremental costs and must be compliant with the "cost efficient" requirement of the SEI models at stated in 15-756.01 (D).	\$
16	EXPLANATION/JUSTIFICATION: [Free Form Text]	
17	Total Incremental costs of the models (Enter here and on line 27)	\$

	School District or Charter Holder Name _____	CTDS # _____	
(B) OFFSETS			
<p>This form is submitted only at the School District or Charter Holder level. For the purpose of this Part B OFFSETS form, except for any noted exceptions, revenue amounts are based on the previous fiscal year. For the purpose of this Part B OFFSETS form the ELL student count required by this form is the count in SAIS (ELLS28-1 report) as of 9/1. The offsets are provided per 15-756.01, "Notwithstanding any other law, the maximum amount of the budget request shall be incremental costs of the models selected offset by the following monies."</p>			
Federal Funds			
	<i>NOTE: Any requested changes to the pre-populated numbers requires that a request for modification be submitted on the Offset Variance report Part (D).</i>		
	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 I, 2.)	\$xxxxxxxxx ² xx% ¹	\$xxxxxxxxxxx
19	Title II-A: The portion of TITLE II-A monies determined by the English Language Learner population as a percentage of the qualified population. (As per ARS § 15-756.01, sub section I, 2.)	\$xxxxxxxxx ² xx% ⁸	\$xxxxxxxxxxx
20	Title III: All Federal TITLE III monies and any other federal monies designated solely for the educational needs of English Language Learners. (As per ARS § 15-756.01, sub-section I, 1.)	\$xxxxxxxxx ² 100%	\$xxxxxxxxxxx
21	Impact Aid: The portion of impact aid monies determined by the English language learner population as a percentage of the qualified population. A school 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.)	\$xxxxxxxxxx xx% ³	\$xxxxxxxxxxx ⁴
22	Total Federal Fund Offsets (Add lines 18-21)		\$xxxxxxxxxxx
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. (As per ARS § 15-756.01, sub-section I, 4.)	\$xxxxxxxxxx xx% ⁵	\$xxxxxxxxxxx ⁶
24	ELL "Group B Weight": The ELL support level weight prescribed in ARS § 15-943. (As per ARS § 15-756.01, sub-section I, 5.)	\$xxxxxxxxxx ⁷ 100%	\$xxxxxxxxxxx
25	Total State and Local Funding Offsets (Add lines 23 & 24)		\$xxxxxxxxxxx
(C) BUDGET REQUEST			
<p>15-756.01 J. The difference calculated pursuant to subsection I of this section shall be the maximum amount of the Structured English Immersion budget request 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 ARS § 15-756.01, sub-section J.)</p>			
26	Total Incremental costs of the models (From line 17)		\$
27	Total Federal, State and Local Funding Offsets (Add lines 22 & 25)		\$xxxxxxxxxxx
28	Budget Request (Subtract line 27 from line 26)		\$
(C) ALTERNATE BUDGET REQUEST CALCULATION			
29	Total Incremental costs of the models (From line 17)		\$
30	Selected Federal, State and Local Funding Offsets (From line 25)		\$xxxxxxxxxxx
31	Alternate Budget Request Calculation (Subtract line 30 from line 29)		\$

(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 may provide a detailed explanation/justification on this form.

Federal Funds	
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 I, 2.)
	EXPLANATION/JUSTIFICATION: [Free Form Text]
19	Title II-A: The portion of TITLE II-A monies determined by the English Language Learner population as a percentage of the qualified population. (As per ARS § 15-756.01, sub section I, 2.)
	EXPLANATION/JUSTIFICATION: [Free Form Text]
20	Title III: All Federal TITLE III monies and any other federal monies designated solely for the educational needs of English Language Learners. (As per ARS § 15-756.01, sub-section I, 1.)
	EXPLANATION/JUSTIFICATION: [Free Form Text]
21	Impact Aid: The portion of impact aid monies determined by the English language learner population as a percentage of the qualified population. A school 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.)
	EXPLANATION/JUSTIFICATION: [Free Form Text]
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: [Free Form Text]
24	ELL “Group B Weight”: The ELL support level weight prescribed in ARS § 15-943.
	EXPLANATION/JUSTIFICATION: [Free Form Text]
¹ ADE percentage calculated by dividing the number of ELL students by the NCLB Title I eligible count as of 9/1 for the previous fiscal 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 day ADM for the previous year. ⁴ ADE offset calculated by multiplying qualified impact aid funds for the previous year by ELL population as a % of the qualified population. ⁵ ADE percentage calculated by dividing the number of ELL students by the 100 day ADM for the previous year. ⁶ ADE calculated by multiplying total district desegregation funding for the previous year by the ELL population as a % of the qualified population. ⁷ Funding is based on the number of ELL students utilizing funding multiplier provided by ADE School Finance. ⁸ ADE calculation is the number of ELL students divided by (.8(NCLB Title I eligible count as of 9/1 for the previous fiscal year) + .2(100 day ADM for the previous year))	

(E) ATTESTATION

School District or Charter Holder Name _____	CTDS # _____
Contact Name _____	Phone number _____
Email _____	

A.R.S. 15-756.03 B states that *“Each school district or charter school structured English Immersion Budget Request shall include the signature of the superintendent of the school district and the chief financial officer of the school district or the principal of the charter school and the chief financial officer of the charter school that certifies that the information in the budget request is true to the best of that person’s knowledge and has been calculated in accordance with the form prescribed in section 15-756.01, subsection I and that monies from the Arizona Structured English Immersion Fund established by section 15-756.04 will not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for English language learners that were budgeted for English language learners as of February 23, 2006.”*

Your signatures below certify that detailed records will be retained and made available for audit upon request.

I certify that:

- 1.) The information in the budget request is true to the best of my knowledge, and has been calculated in accordance with the form prescribed in section 15-756.01, subsection I and

- 2.) The monies from the Arizona Structured English Immersion fund established by section 15-756.04 will not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for English language Learners that were budgeted for English Language Learners as of February 23, 2006 and

- 3.) Instructional materials used for English language development of English Language Learners are aligned with the *Arizona English Language Proficiency Standards* and the *Discrete Skills Inventory*.

School District/Charter School

District/Charter CTDS Number

School District Superintendent/Charter School Principal (signature)

Date

School District/Charter School Chief Financial Officer (signature)

Date