

The background features a large, faint, light blue watermark of the Arizona Department of Education seal. The seal is circular and contains the text "ARIZONA DEPARTMENT OF EDUCATION" around the top and "1909" at the bottom. In the center of the seal is a scale of justice, with a balance beam and two pans. The top pan is higher and contains a book, while the bottom pan is lower and contains a scale. The entire seal is rendered in a light blue, semi-transparent style.

# **A.R.S. 15-915 Process**

Arizona Department of Education

AASBO Winter Conference

March 2, 2011

# **\$CHOOL FINANCE**

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# Definition

15-915. Correction of state aid or budget limit errors  
(L09, Ch. 95, sec. 32. Eff. until 7/1/11)

**For FY11 and years prior, an upward revision of data can be made for one prior year. When requesting a downward adjustment, data can be corrected for three prior years. In the instance that corrections will span across more than one fiscal year, the Superintendent of Public Instruction can grant a multi-fiscal year 915.**

**Starting in FY12, you will only be able to request an upward or downward revision for one prior year.**



# Definition – Student Counts 915

**Errors in the calculation of state aid shall be corrected by increasing or decreasing the state aid to the school district or charter school in the year or years in which the correction is made.**



# Definition – Budget 915

**A process by which a District or Charter may be allowed to submit a revised expenditure budget, set of budget worksheets, and/or Annual Financial Reports (AFR) for one prior year, in compliance with A.R.S. § 15-915 and its subsections, as may be modified by law. Budget/AFR revisions require:**

- **District or Charter governing board approval, which may include a public hearing.**
- **Approval by ADE School Finance or other ADE units such as OELAS or ESS.**

# Send a Request

- The Local Education Agency (LEA) must write a letter on district or charter letterhead requesting a correction of state aid or budget capacity pursuant to A.R.S. § 15-915.
- Budget revisions not due to student\transportation data corrections should be sent to the Budget Team for processing.

**The letter must be signed by a person of authority, such as the business manager or Superintendent** and must include the following:

- Date
- LEA Information
  - Name
  - CTDS
  - Schools (each one)
- Contact Information
  - Name
  - Title
  - Telephone number (extension if applicable)
  - E-Mail address
- Fiscal Year requested
- Reason for request
  - **Details** of issue- SAIS id numbers etc...
  - Supporting documentation (if applicable)
  - Provide specifics of all changes being requested and the reason for those changes.

**The letter should be scanned and attached to the request that is emailed to their respective LEA account analyst.**

# *The 915 Process Flow*



# First Things First

If the 915 has been approved, the account analyst will notify the LEA via email that a two-week window has been opened for uploading data.

The LEA needs to notify their account analyst once the data has been submitted completely and request integrity to be run.

## *Sample Open Window Email Notification*

### **To whom it may concern:**

This email will serve as notice that an upload window into SAIS is now opened through Date for Name of District & CTDS# to submit corrective student data to SAIS, per the district/charter request. Please note that normal monthly statewide processing will affect access to SAIS. Please check the Student Detail Activity Calendar posted to our website for more details.

**When uploading Data to student counts, keep in mind that changes can be made to ADM, ELL and SPED if it is an upward revision for one prior fiscal year.**

**Changes for downward revisions of ADM can be made as far back as three fiscal years until FY12.**



# Transportation 915 Process



- A transportation 915 requires a scanned request letter submitted by the Superintendent, or business manager via email to your account analyst.
- Once the request has been approved, your account analyst will open a two week window for you to complete your corrections.
- Once your corrections have been completed please notify your analyst. The process will then be complete & your analyst will notify the payments team.

# Data Upload-Student Counts

- The LEA uploads data to SAIS.
- If the LEA's student management system is unable to upload a file for prior year data, the LEA can request SAIS Online access for the fiscal year of the 915 request using the form at this link.  
<https://www.ade.az.gov/schoolfinance/Forms/updating.asp>
- Please email this form using the button provided on the link to your SF account analyst.

Once the information for SAIS Online Access is received, the Account Analyst will set up the end user with access.

The LEA will be e-mailed once access has been granted.

**There is a two week deadline for uploading data on all new 915 requests.**



# Integrity

- Once the submission of corrected data is completed, **request integrity** to be run.
- If there are problems with the uploaded data, an extension may be requested through the account analyst handling the 915 request.

**Some SMS systems have a refresh option, the 75-1 reports may not show properly. Please contact your account analyst for assistance.**

Once integrity has been completed, the analyst will notify the LEA via email that their integrity report needs to be checked and all errors corrected **within two weeks.**

Once all errors have been corrected, the LEA needs to notify their account analyst that they are ready for Integrity to be re-run and re-checked prior to the data being aggregated.



# Aggregation



The account analyst will queue aggregation for the LEA and notify the LEA via email once the process has been completed.

Aggregated data information needs to be checked by viewing the LEA's SdADMS75-1 & 76-1 report, and then by approving or disapproving the data in writing (via e-mail) **within two weeks** of the report's availability.

If the LEA indicates that data is not reflected correctly or that additional data needs to be submitted, then the submission window may be extended and re-opened upon request. This will result in the LEA repeating the 915 process from the beginning.

# Final Data Push

If the SdADMS75-1 has been approved, the account analyst will do the data push and generate the ADMS 40 series, ELL (ELLS28-1) and SPED (SPED 28-1) reports. Once the reports are posted, the LEA will be emailed to let them know the reports have been generated and the 915 file will be transferred to the payment team.

Any 915 resulting in a payment adjustment, will be routed to the payments team, and a confirmation email will be sent to the LEA.



# Payments

Payments Team will coordinate the 915 results with the Budget Team, if applicable, to complete the 915 process.

The Payments Team will apply any adjustments from 915 calculations (positive or negative) to the current fiscal year APOR/CHAR64-1 reports unless the LEA requested a two years hardship then it would be spread over the current year and the following year. These adjustments will be equalized throughout the fiscal year and will not be received in one lump sum.



# Budget

The Budget Team runs calculations for the impacted years to capture growth corrections and updates the budget reports, any applicable manual budget adjustments are applied in the Fiscal Year that corresponds to the payment adjustment.



# Any Questions?



**Data correction questions can be sent to:**

**[schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)**

**Budget questions can be sent to :**

**[sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov)**