

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 06-051

**TO: District Personnel Directors and
District Business Managers**

**FROM: Philip Williams
Deputy Associate Superintendent of School Finance**

DATE: January 26, 2006

SUBJECT: Signature Page for SDER (School District Employee Report)

Time is fast approaching when School Finance **must** run the TEI (Teacher Experience Index) calculations for all districts. Before we can do this, the enclosed signature page has to be returned to us. Please check your data submitted to us and make sure it is complete and accurate.

Just a reminder, this year we are asking for total salaries. This includes monies received through Classroom Site Fund (CSF including performance pay), Instructional Improvement Fund (IIF), Full Day Kindergarten (FDK), Career Ladder and Optional Performance Incentive Program (OPIP). Do not include extra duty pay for club sponsorship or coaching duties. If your salaries are not inclusive of the above, please correct and resubmit your data. If you have your own system and not using the ADE on-line system, please remember if you resubmit any data it must be the entire file again as a new file will replace all the data in the system.

The signature page needs to be returned to School Finance no later than February 10th. You may **fax the form to 602-542-3099**. If you have any questions please contact **Shirley at 602 542 5695**. Thank you so much for your cooperation.

THE TEI CANNOT BE PROCESSED UNTIL EVERY DISTRICT HAS SUBMITTED THEIR DATA AND RETURNED THE SIGNATURE PAGE.

**ARIZONA DEPARTMENT OF EDUCATION
1535 West Jefferson
Phoenix, AZ 85019**

TO: Shirley Willis
1535 West Jefferson
Phoenix, AZ 85007
Phone: 602-542-8245

Fax No. 602-542-3099

I have checked my SDER (School District Employee Report) report and certify that it is complete and accurate.

DISTRICT _____ **CTDS NUMBER** _____

NAME _____ **PHONE NUMBER** _____

DATE _____

DUE BACK TO SCHOOL FINANCE NO LATER THAN FEBRUARY 10th.