

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 06-058

TO: Charter School Administrators, Directors and Principals

FROM: Philip Williams, Deputy Associate Superintendent of School Finance

DATE: February 14, 2006

SUBJECT: February 15, 2006 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The February 2006 charter apportionment is complete. All eligible charter schools were paid based on the 40th day or 100th day if applicable Average Daily Membership (ADM) successfully submitted by 5:00 pm on January 31, 2005. The equalization assistance reports (CHAR55-1 and CHAR64-1) for your charter school are posted on your charter school's home page on the ADE School Finance web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact the Arizona Department of Education, Support Center at (602) 542-7378 or toll free at (866) 577-9636.

All charter schools, regardless of sponsorship, must have submitted 40th day or 100th day if applicable ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a February payment. It is the responsibility of each charter school to verify that the ADMS46-1 Report for 40th day and 100th day if applicable and the SPED28-1 Report for Special Education census data posted on their web page (<http://www.ade.az.gov/districts>) accurately reflects the data submitted. LEAs are required to submit student level data to SAIS at least once every 20 school days per A.R.S. §15-1042(G). Please take the time to confirm that the charter is SAIS-reporting compliant and that all 2005-2006 SAIS-related data is current and accurate.

All future payments will be based on the charters 100th day ADM, 100th day SPED, and actual ELL data submitted to SAIS.

If you have any concerns regarding your equalization calculation or payments please contact Alane Wilcox at (602) 542-8253 or by email at awilcox@ade.az.gov.

In the event that you did not receive a March 2005 payment, this may be due to:

- Missing or late submission or a reduction of ADM (see the charters ADMS46-1 report).
- Missing or late submission or a reduction of Special Education data (see the charters SPED28-1 report).
- Banking information not submitted to the Arizona State Treasurer's Office.
- Missing or late data submitted to the Arizona State Board for Charter Schools.

If the charter requires SAIS technical assistance, please complete the request form on the System Training and Response (STaR) Team webpage at <http://www.ade.az.gov/schoolfinance/STaR/>. If, however, the charter requires non-technical SAIS assistance questions, please contact Karla Dunn at (602) 542-8240 or by e-mail at kdunn@ade.az.gov.