

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

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**SCHOOL FINANCE MEMORANDUM 07-047**

**TO: Superintendents, Business Managers, Principals and Attendance Officials**

**FROM: Philip Williams**

**DATE: February 13, 2007**

**SUBJECT: Absence Approval Request Form**

If your district/charter is placed on adjusted ADM (Average Daily Membership) you may apply to the Arizona Department of Education for the exclusion of certain absences (ARS §15-902 A&B). Your district/charter must reflect an adjusted ADM on the ADMS 46-1 and the ADMS 40-2 Report to apply for an exclusion of these absences.

If approved for removal, these absences will be excluded from your ADM calculation resulting in an increased adjusted ADM, but no more than your reported ADM on your ADMS 40-2 report. The approved absences will be reflected on the ADMS 40-2 report.

Only the following types of absences will be considered for approval:

- A)
1. Widespread Illness for a period of three consecutive days or more.
  2. Adverse Weather Conditions for a period of three consecutive days or more.
  3. Concerted Refusal to Attend Class for a period of three consecutive days or more.
  4. Threats of Violence against school property, school personnel or students for any period of one or more days.
- B)
- One or more consecutive days of absence for students who are served under a chronic Illness policy adopted by your districts/charters governing board in accordance with ARS §15-346.

It is not mandatory for a district /charter to submit a request for Absence Approvals, but if your district/charter is required to utilize an adjusted ADM it may be to your advantage to submit Absence Approval(s). **Return completed forms and governing board certification by April 16, 2007 to the Arizona Department of Education School Finance Unit, Bin 13, 1535 W. Jefferson, Phoenix, AZ 85007.**

**<http://www.ade.az.gov/schoolfinance/Memos>**

**All forms are available on the School Finance Web Page <http://www.ade.az.gov/schoolfinance/forms>**

**If you have any questions call Tina Shaw at (602) 542-5696 or email [tina.shaw@azed.gov](mailto:tina.shaw@azed.gov)**