

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 07-059**

**TO:** Bonita Elementary District, Florence Unified District, Fort Thomas Unified District, Safford Unified District, Solomon Elementary District, Willcox Unified District, Graham County Superintendent, Pinal County Superintendent, and Cochise County Superintendent

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

**DATE:** **March 1, 2007**

**SUBJECT:** Assistance to Schools (A.R.S. 15-976)

All required worksheets to claim funding for students whose parents or legal guardians are employed by and reside at state institutions or stations as specified in A.R.S. 15-976 are available on the Department's web site in Excel format at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The worksheets are to be completed by the district of attendance. All students reported on these worksheets must be reported on the Membership and Absence Report (ADM) and if applicable, the special education students on the Special Education Census (SPED) using the appropriate district of resident (type 76 CTD number). All students should be reported on the four page worksheet entitled "Assistance to Schools Funding Formula Worksheets". For Special Education students the district can choose to claim the Excess Cost (by including these students on the "Assistance to Schools Funding Formula Worksheets"), or if the costs are higher than the calculated Excess Cost, the district may choose to submit the required documentation for the Actual Cost (complete worksheets entitled "Assistance to Schools Actual Cost Funding Formula for Special Education Students"). If you need assistance with the student detail file submission process, please fill out the STaR Request for Training Form located at: <http://www.ade.az.gov/schoolfinance/STar/TrainingAndAssistRequest/RequestForm.aspx>.

**All required student detail data successfully submitted and processed by April 16, 2007 will be eligible for funding during fiscal year 2006-2007. Data received after April 16, 2007 will NOT be included in the district's excess costs or actual costs calculations.**

If you have questions or need assistance in completing these forms please contact Alane Wilcox (602) 542-8253 or e-mail: [alane.wilcox@azed.gov](mailto:alane.wilcox@azed.gov).

cc: County School Superintendents