

## ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

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### SCHOOL FINANCE MEMORANDUM 08-061

To: Charter School Operators, Charter School Sponsors, Charter Business Managers, Charter Principals & Administrators, and All Charter Schools

From: Philip Williams  
Deputy Associate Superintendent of School Finance

Date: April 15, 2008

Subject: Fiscal Year 2008-2009 LEA Calendar

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As mandated by A.R.S §15-1042, all Local Education Agencies (LEA's) are required to submit their LEA calendar electronically to the Arizona Department of Education. An LEA Calendar manual is available to guide users through this process:

[http://www.ade.az.gov/schoolfinance/SAISSupport/PEA\\_LEACalendar/Manual.pdf](http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/Manual.pdf)

The LEA Calendar application is available through Common Logon at:

<https://www.ade.az.gov/commonlogon>. Entity administrators or business managers can use the Request Login function in Common Logon to request additional accounts. Permissions to update the LEA Calendar for charters have already been set up for all charter holder administrators.

#### **IMPORTANT**

A school year must begin on or after July 1 and end on or before June 30. Please make sure that all session days fall within these parameters.

Additionally, it is important to note that the charter holder level LEA Calendar is the default calendar for all charter sites. It is not necessary that a charter site submit a separate LEA Calendar if all students are following the session days per the charter holder LEA Calendar. A separate site level or calendar track is required, however, *if* session days for a certain charter site or charter calendar track differ from the charter holder calendar.

Training and assistance with issues related to entering information in the LEA Calendar application is available from the System Training and Response Team. To request assistance, please use the "*Request for SAIS Training and Assistance*" link found at <http://www.ade.az.gov/schoolfinance/STaR/>.