

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 09-038

TO: Charter School Administrators, Directors and Principals
FROM: Vicki Salazar, Associate Superintendent of Business and Finance
DATE: 01/13/2009
SUBJECT: 01/15/2009 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The January 2009 charter apportionment is complete. 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.

In the event that you did not receive a January 2009 payment, one or more of the following may apply:

- A reduction or missing actual 40th day counts and/or 40th day SPED data.
- Missing or late submission of M&O Deduct form.
- 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 you have any concerns regarding your equalization calculation or payments, please contact Alane Wilcox (602) 542-8253 or by email at Alane.Wilcox@azed.gov. If you have any questions about your student counts or other required information please contact Cindy Ensfield at (602) 542-7885 or by email at Cindy.Ensfield@azed.gov

All charter schools that have met the 2008-2009 school year SAIS 40th Day reporting requirement of 40 session days, plus 13 ADE business days on or before 5:00 PM on December 24, 2008 will be funded strictly from the actual 40th Day data. If the charter did not meet this deadline, then all eligible charter schools were paid based on the estimated counts submitted by 5:00 pm on September 28th, 2008. It is the responsibility of each charter school to verify that the ADMS46-1Report 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 2008-2009 SAIS-related data is current and accurate.

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 Cindy Ensfield at (602) 542-7885 or by e-mail at Cindy.Ensfield@azed.gov.