

**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

**SCHOOL FINANCE MEMORANDUM 09-055**

**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:** **Yousef Awwad, Director of School Finance**

**DATE:** February 26, 2009

**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 in the Student Accountability Information System (SAIS) 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 March 20, 2009 will be eligible for funding during FY 2009. Data received after March 20, 2009 will NOT be included in the district's excess costs or actual costs calculations.**

School Finance will make every effort to complete estimated calculations and submit them to the district in time to include the on page 7 line 5d of the May 15<sup>th</sup> budget revision. Monies received from CEC 976 payment may be included in the calculation of the FY 2009 General Budget Limit (GBL).

If you have questions or need assistance in completing these forms please contact Kim Lawrence (602) 542-8244 or e-mail: [kim.lawrence@azed.gov](mailto:kim.lawrence@azed.gov).