

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 09-071

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

From: Yousef Awaad
Director of School Finance

Date: May 26, 2009

Subject: Fiscal Year 2010 (school year 2009-2010) LEA Calendar

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

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. Another parameter when setting up the calendar is for the winter break due to A.R.S. §15-801B, "A school's winter break shall not exceed two school weeks." As a result the system will return an error if you exceed two school weeks when entering days for the winter break. The calendar must observe the four defined holidays (A.R.S. § 15-801(B)): July 4th, Thanksgiving Day, Veterans' Day, & December 25th.

The days of instruction required must at a minimum meet the days established in the approved contract with the Arizona State Charter Board. Additional instructional days may be scheduled in the calendar application to accommodate for snow days or other emergency closure situations when instruction cannot be provided for students.

The 40th and 100th Session Day of each Local Education Agency (LEA) and school calendar is used for the purposes of calculating ADM. Each charter is required to establish an LEA calendar by July 7th of the school year. The calendar must be approved and activated before any student detail information can be submitted to ADE.

All new charters for fiscal year 2010 can create a calendar but will not be able to activate the calendar until July 1st, 2009. Charters may access their calendars to make changes until August 31st of the school year. Following this date, all change requests must be sent to School Finance for approval and implementation. The approval process and instructions for submitting calendars are published in the SAIS LEA Calendar Application User Manual at this link:

http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/Manual.pdf

For additional information regarding the calendar, please consult the School Finance Procedures Manual at this link: <http://www.ade.az.gov/guidelines/SchoolFinance/EX-18.pdf>

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>.