

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 09-073**

**TO:** Charter School Administrators, Directors and Principals  
**FROM:** Yousef Awwad, Director of School Finance  
**DATE:** May 14, 2009  
**SUBJECT:** 05/15/2009 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The May 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 May 2009 payment, one or more of the following may apply:

- A reduction or missing actual 100<sup>th</sup> day counts and/or 100<sup>th</sup> day SPED data.
- Banking information not submitted to the Arizona State Treasurer's Office.

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](mailto: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](mailto:Cindy.Ensfield@azed.gov)

All charter schools that have met the 2008-2009 school year SAIS 100<sup>th</sup> Day reporting requirement of 100 session days, plus 13 ADE business days on or before 5:00 PM on April 17, 2009 have been funded strictly from the actual 100<sup>th</sup> Day data. It is the responsibility of each charter school to verify that the ADMS46-1 Report for 100<sup>th</sup> 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](mailto:Cindy.Ensfield@azed.gov).