



State of Arizona  
Department of Education

SCHOOL FINANCE MEMORANDUM 11-056

TO: Superintendents, District Managers,  
FROM: Yousef Awwad, Director of School Finance  
DATE: April 12, 2011  
SUBJECT: School Finance Updates

**1) FY11 Aggregation**

The aggregation schedule for the remainder of the fiscal year is as follows:

| <b>Aggregation Begin Date</b> | <b>Data Used For Charter Payment</b> |
|-------------------------------|--------------------------------------|
| April 1                       | May 1                                |
| May 6                         | June 1                               |
| June 3                        | June 30                              |

This information has been posted to the [IT Bulletin Board](#) and posted to School Finance's [Student Details Calendar](#) found on the School Finance website. In the event that these dates change, updates will be posted to the Student Details Calendar and the IT Bulletin Board.

Monthly Processing/Aggregation Overview:

ADE processes aggregation on a monthly basis. For each aggregation there is a cutoff time in which data must be completely processed in order to be included within that aggregation run. Typically, the cutoff time is 4pm on the first Friday of the month. Any data that has completed processing (the file can have processed successfully or with errors) by the cutoff time will be included in the monthly processing. During processing, the data will be run through integrity, aggregation and the limiting module. Once this has completed, the IT Bulletin Board is updated with a note stating aggregation has been completed. At this time the Student Details funding reports (the 75 reports) are available. The Student Counts' reports (ADMS 40 series and ADMS540-1) are typically available within a week of the completion of aggregation.

We are looking into modifying which data will be included in the monthly processing and returning to how it had been done in the past (including all files that are submitted prior to the cutoff date regardless if they have processed or not); but that will be a future project. We will share more information on this as it becomes available.

**2) April 1, 2011 Aggregation UPDATE**

Files that completed processing (either completed successfully or with errors), prior to March 31, 2011 at 5:00 pm, were included in this round of aggregation. Integrity and



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aggregation processing began on April 1 at 4:00 pm and completed on April 5 at 9:00 am. At this time the Student Details funding reports (SdADMS75-1, SdADMS75-3, SdSPED75-1, SdSPED75-3, SdELL75-1 and SdSPED75-3) are available and include aggregated data. The Student Counts reports (ADMS 40 series and ADMS540-1) will be available by April 15.

There are a few known issues (and resolutions) with the data generated from this aggregation run. They are:

| Item # | Known Issue  | Outcome   |
|--------|--|---|
| 1      | <p><b>Seventeen Schools did not Complete Integrity Due to System Issues</b></p> <p>This resulted in incomplete integrity and no aggregation data for the affected schools as of 4/5/11. They are: Bicentennial South School, Blenman Elementary School, Bonnie Brennan School, FBC-Preschool, Florence Virtual Academy, Franklin Police and Fire High School, Gateway Pointe Elementary, Mesquite Elementary School, Metro Tech High School, Peach Springs School, Phoenix CHIC, Ponderosa High School, Porfirio H. Gonzales Elementary School, Washington School, William C Jack School, Window Rock Elementary School and Winslow High School.</p> | <p>The issue has been resolved. As of 4/11, these schools have been run through integrity and aggregation. Student Details reports are available.</p>   |
| 2      | <p><b>Inaccurate Limited ADM for JTED Satellite Concurrencies</b></p> <p>Member district enrollments concurrent with a JTED Satellite enrollment are being limited to 1.0 instead of 1.25.</p>   | <p>As of 4/11, the limited ADM is correct for JTED Satellite concurrencies.</p> <p>Please rerun SdADMS75-1, 75-2, 75-3 (and the SPED and ELL equivalents) reports and notify your account analyst if discrepancies are noted.</p> |
| 3      | <p><b>SdADMS75-1 Simple Text Report</b></p> <p>Membership Days and Limited Membership Days within the simple text version of the SdADMS75-1 report are not populating.</p>   | <p>This is being worked on and should be fixed by 4/15.</p>   |
| 4      | <p><b>Student Integrity Status Report Timeouts</b></p> <p>FY11 Student Integrity Status Report times out when pulled at the LEA level.</p>   | <p>This is being worked on and should be fixed by 4/15.</p>   |

**3) Accurate LEA and School Information**

We are striving to have accurate LEA and school information on file and need your help. Please review your district/charter contract holder and school data (name, entity



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information, grades, contact information, etc.) found on our website via the [Public School Search](#) and if you find any discrepancies, please contact your [account analyst](#) who will be happy to walk you through the steps required to update your data.

**4) FY 2010 915 Processing**

We can now begin processing your FY 2010 915s. Your account analyst will be notifying you once we begin integrity and then aggregation processing. Thanks for your patience this year as system modifications were being made.

**5) New ADM Changes**

The new ADM changes, passed in the 49<sup>th</sup> Legislature 2<sup>nd</sup> regular session 2010, are scheduled for FY2011-2012. However, the legislature is contemplating to postpone implementation until FY2012-2013. We will keep you updated once we have new information.

**6) May Charter Payments**

It is anticipated that actual counts will be used beginning with the May payment for all charters.

**7) Teacher Experience Index**

The Teacher Experience Index (TEI) was calculated and made available to all districts by March 15. If you haven't checked your TEI report (found within SDER in Common Logon) for accuracy, there is still time to do so. If you find that your SDER data does not reflect your employees on October 1, 2010, then your [account analyst](#) will be happy to open a window for you to correct your data. We will close all windows at 4pm on April 13 and then recalculate the TEI for those districts who have modified their data since March 15. The revised TEI reports will be available on April 15.

**8) FY 2012 Calendars**

You may now submit your FY 2012 calendars via the LEA Calendar application within Common Logon. We are making a few changes to the calendar application that will be ready before the first integrity run of FY 2012. The changes will be outlined in the Calendar Memo that will be published and distributed by the end of April.

**9) Absence Adjustment Request**

If needed, please be sure to use the most recent form and provide the required supporting documentation outlined within the Absence Approval Requests link within the Forms box on the [School Finance home page](#). The ADMS46-1 report, which identifies whether or not your ADM has been adjusted due to absences, will be available by April 15. If your ADM has been adjusted, you may submit your absence adjustment request by May 14. Please keep in mind that submitting the absence adjustment through School Finance will only modify



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your funding and does not have an impact on your AYP classification or any other absence data that may be used by other units within ADE.

**10) Payment schedule**

May 1 payment will be the first time to run the FY2011 growth.

| FY2011 Supplemental- Remaining Payments |           |                                   |                 |
|---|-----------|-----------------------------------|-----------------|
| Pmt #                                   | Date      | Districts and non-profit Charters | Profit Charters |
| 10                                      | 5/2/2011  | Full Payment                      | Full Payment    |
| 11                                      | 6/1/2011  | Full Payment                      | Full Payment    |
| 12                                      | 6/30/2011 | Partial Payment*                  | Full Payment    |

\* The amount of the budget cut for FY2011 will be based on the final state shortfall report.

**11) Budget Reminder:**

You may revise the FY2011 Expenditure Budget for any increase/decrease to Type 03 tuition based on final billing received from charging Districts.

Budget25 report will be available online by 4/12/2011 to reflect the most updated APOR55-1 report.

**12) Website Changes**

If you haven't already, take a moment to view the Arizona Department of Education's new website. Click on this link <http://www.ade.az.gov>, and enjoy the new look and features that have been made to the ADE's home page.

One of the changes you'll notice is the menu choices on the left-side navigation have been consolidated. School Finance is now located under Finance/IT/Business Services. Hovering over Finance / IT/Business Services will give you a drop down which will take you to the School Finance site. For the time being, once you get to that page, everything is the same.

In the future, we will be updating the look and design of the School Finance web page. Our goal is to create a user-friendly and efficient website.

Please let us know what you think as you navigate through the site. We want your feedback so please, use the email application to drop us a comment.