



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 12-028**

**TO:** Charter School Administrators, Directors, and Principals

**FROM:** Lyle Friesen, Director of School Finance

**DATE:** December 1, 2011

**SUBJECT:** 12/01/11 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

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Please be advised that the December 1, 2011 charter apportionment is complete. The CHAR55-1 and the CHAR64-1 equalization assistance reports for charters are posted on each charter school's home page of the Arizona Department of Education (ADE) School Finance website at <http://www.ade.az.gov/districts>. If assistance is required for finding or viewing these reports, please contact the ADE IT Technology Support team at (602) 542-7378 or toll free at (866) 577-9636.

All eligible charters were paid based on the estimated student counts data submitted by the cutoff time of 5:00 p.m. on November 17, 2011. The student enrollment summary reports related to this payment cycle are available for download and review from the School Finance website. If the charter has any concerns or questions regarding the estimated enrollment data or report, please contact the assigned account analyst for the charter. The school-by-school list of account analysts is located at: <https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Important Adjustments to be aware of in the December payment:

Charter Statewide Recalculation: The FY2011 statewide recalculation payment is included in the December 1<sup>st</sup> payment. Positive adjustments will be included as the current month adjustment (full payment on December 1) and negative adjustments will be included as an above the line adjustment. (For negative adjustments, 5/12ths of the adjustment will be taken back on the December payment and the balance of 7/12 will be taken back equally from January to June 30<sup>th</sup> payments.)

For any questions regarding the December 1, 2011 charter equalization calculation please contact Barbara Axe at (602) 542-8248 or by email at [Barbara.Axe@azed.gov](mailto:Barbara.Axe@azed.gov). Please contact your Account



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Analyst if you have any questions about your estimated student count data or other required student information. You can find your Account Analyst at

<https://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>.