



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 13-028**

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

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

**DATE:** January 2, 2013

**SUBJECT:** 1/02/13 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 January 2, 2013 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.

For the January 2nd payment, the charters that have reached their 40<sup>th</sup> day of instruction plus 13 business days by November 29<sup>th</sup>, funding will be based on 40<sup>th</sup> day ADM, and for the charters who have not reached the 40<sup>th</sup> day will continue on estimated ADM. 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>

For any questions regarding the January 2, 2013 charter equalization calculation please call or email Barbara Axe, 602-542-8248, [Barbara.Axe@azed.gov](mailto:Barbara.Axe@azed.gov). Please contact your Account Analyst if you have any questions about your 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>.