



**SCHOOL FINANCE MEMORANDUM 16-028**

**State of Arizona  
Department of Education**

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: December 15, 2015

SUBJECT: School Finance Updates

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**SAIS Updates**

**1) FY 2016 System of Record**

SAIS will be the system of record for FY 2016. All state funding will be based on the data in SAIS and reports available through Student Detail Data Interchange (SDDI) and Student Detail Reports (SDR), both accessible from [Common Logon](#). Please be aware that some of the reports have been retired in SDDI and are now available only in SDR.

The following reports have been implemented in SDR (Student Detail Reports), and therefore have been removed from SDDI (Student Detail Data Interchange) in Common Logon:

**District and School Level Reports**

- SDADMS75-1 – Adjusted Student ADM Limit Report
- SDELL75-1 – ELL Adjusted Membership Report by DOA
- SDSPED75-1 – Adjusted Membership Report by DOA

**District Level Only Report**

- SDELL75-3 – ELL Adjusted Membership Report by DOR

If you have any trouble locating the reports listed above, please contact your Account Analyst listed [here](#).

## 2) Important Reminder: Reconcile ADE Data to your SIS Data

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports after Aggregation : ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You may also contact your [Account Analyst](#) for additional guidance and support.

## 3) Dropout Recovery and Grand Canyon Diploma Data Reporting

Dropout Recovery (DRP) and Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2016 as used in FY 2015. The data required for these two programs is being added to AzEDS. Submission of GCD and DRP data will be possible in AzEDS during FY 2016 for testing purposes only. Data submitted into AzEDS will not be transferred to SAIS for FY2016. DRP student data submissions and state funding will remain the same for FY 2016 as it has in past fiscal years

## Payment Updates

### 4) K-3 Funding

The funding has been released to eligible districts and charters starting with the August 1st payment. (See your APOR55-1 or CHAR55-1). To be eligible: must be either letter A or B district/charter **and** the 3<sup>rd</sup> grade far below reading level is less than 10%. Districts/Charters approved at the December 21, 2015 State Board of Education meeting have been included in the December 1, 2015 apportionment.

### 5) FY2016 Additional State Aid

The FY2016 Additional State Aid amounts were updated for the November 2, 2015 apportionment. These amounts are provided by the Arizona Department of Revenue.

- 6) **SRP Voluntary Contributions:** SRP amounts were updated for FY16 figures; these FY 2016 Voluntary Contribution figures were received directly from SRP and were included in the December FY 2016 APOR payment.

## **Budgets Updates**

### **7) The January FY 2016 BUDG25 Reports will include FY 2015 Over Expenditures**

The January FY 2016 BUDG25 Reports anticipated to be published and posted by 01/08/2016, will — for the first time in FY2016 — include any FY 2015 over expenditures as reported on the FY 2015 BUDG75 report.

## **General Updates**

### **8) Email Distribution**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) or call Barb Axe @ 602-542-8248.

### **9) School Finance Hot Topics:**

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

### **10) Updating Your Contact Information**

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to [enterprise@azed.gov](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

### **11) External Guidelines**

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

## **Questions?**

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- 1) **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- 2) **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- 3) **Payment:** Email the School Finance payment team at [SFpaymentteam@azed.gov](mailto:SFpaymentteam@azed.gov)
- 4) **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov) .

**Other Areas within ADE:**

- **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
- **ESS, Maintenance of Effort, [ESSFunding@azed.gov](mailto:ESSFunding@azed.gov)**, 602-542-3851
- **ADE Support**, 602-542-7378 or 1-866-577-9636
- **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.