State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 16-049

**TO:** District Superintendents, County Superintendents, Business Managers and Head Teachers

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

**DATE:** April 20, 2016

**SUBJECT:** Assistance to Schools (A.R.S. § 15-976)

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All required worksheets to claim funding for students whose parents or legal guardians are employed by and reside at state institutions or stations as specified in A.R.S. § 15-976 are available on the Department's web site in Excel format at http://www.azed.gov/finance/certificates-of-educational-convenience/

The worksheets are to be completed by the district of attendance. All students reported on these worksheets must be reported in the Student Accountability Information System (SAIS) and if applicable, the special education students on the Special Education Census (SPED) using the appropriate district of resident (type 76 CTDS number). All students should be reported on the four page worksheet entitled "Assistance to Schools Funding Formula Worksheets".

For Special Education students the district may choose to claim the Actual Cost if the costs are higher than the calculated Excess Cost, by submitting the required documentation for the Actual Cost (complete worksheets entitled "Assistance to Schools Actual Cost Funding Formula for Special Education Students"). Please have all supporting invoices/worksheets for tuition/services for Actual Costs in by July 1, 2016 if you are going to claim these services.

**All required student detail data successfully submitted and processed by May 13, 2016 @ 5pm will be eligible for funding during FY 2016.**

If you have questions or need assistance in completing these forms please contact the payment team at (602) 542-5695 or email: sfpaymentteam@azed.gov