



ENGLISH LANGUAGE LEARNERS

2013-2014

SEI Fund Application

Incremental Teacher Spreadsheet

Overview

- A.R.S. §15-756.01, §15.756.03, and §15.756.04, establish procedures and provide a mechanism for determining and funding the incremental costs for educating English Language Learner (ELL) students who are participating in Structured English Immersion (SEI) programs approved by the Arizona ELL Task Force.
- Districts or charter schools have an opportunity to apply for funding through the SEI Fund Application request through §15-756.03(A).

Calculated Amounts

- “All schools, school districts, and charter holders must retain for auditing purposes any and all documents that substantiate the calculated amounts, including a clear indication of how the amounts were calculated so amounts can be recalculated; and documentation to support the reported class size policy.”

—Arizona Department of the Auditor

General, July 2008



Incremental Costs

- ▶ "Incremental costs" means costs that are associated with a structured English immersion program pursuant to section 15-752 or a program pursuant to section 15-753 and that are in addition to the normal costs of conducting programs for English proficient students. Incremental costs do not include costs that replace the same types of services provided to English proficient students or compensatory instruction. (A.R.S. §15-756.01(L)(2))

Class Size Survey

- The Class Size have already been determined for this year's calculations.

Incremental Teacher Determination Process

- In collaboration with the Office of the Auditor General, ADE developed a formula and process designed to assist school districts and charters in determining the number of incremental teachers required to implement the SEI Models.
- The number of teachers determined by the Incremental Teacher Spreadsheet (ITS) process will be included in the SEI Fund Application.

Incremental Teacher Spreadsheet Accept and Appeal Process

Accept and Appeal Window:
February 25- March 15, 2013

Available through Common Logon
SEI Budget

Common Logon

- A Common Logon account is required to complete the SEI Fund application
- All permissions are requested through the local district Superintendent
- Common Logon questions:
 - ADE Support Center
 - (602) 542-7378 Phoenix area
 - (866) 577-9636 outside the Phoenix area
 - E-mail enterprise@ade.az.gov



Common Logon

▶ School level entity

- Access to the SCHOOL Incremental Budget

▶ District level entity

- Access to the SCHOOL Incremental Budget
- Access to the DISTRICT Incremental Budget
- Access to the DISTRICT ROLLUP Budget
- Access to Model Adoption Forms

Common Logon

- The following titles have been designated as **SEI Budget Request Application 2.0** users for Common Logon.
 - Superintendent
 - Assistant Superintendent
 - Chief Financial Officer
 - Business Manager
 - ELL Coordinator
 - Principal

Common Logon

- Accessing Common Logon via the Arizona Department of Education's home page
- www.azed.gov



Common Logon

The screenshot shows the 'COMMON LOGON' page of the Arizona Department of Education. The page header includes the department name and the slogan 'The gateway to secure data transactions and information'. The login form has two input fields: 'Username:' with the value '4712' and 'Password:' with masked characters. A 'Continue >>' button is visible. A red box labeled 'Click Here' points to the button. A green callout bubble contains instructions: 'Enter your 3) **username** and 4) **password** in the provided spaces. Click 5) **CONTINUE**'. Below the form is a list of bullet points. A red-bordered box highlights the contact information for the ADE Support Center.

ARIZONA DEPARTMENT OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

3 Username: 4712

4 Password: ●●●●●●

5 **Click Here**

Continue >>

If you experience problems with logging in, please refer to the links that will assist you.

- Please note that our web pages have new functionality which will log you out if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Common Logon

ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Common Logon Application Menu

- ◆ ALEAT
- ◆ Certification Search
- ◆ Grants Management
- ◆ Highly Qualified Teacher Application
- ◆ LEA Profile
- ◆ OELAS
- ◆ SEI Budget
- ◆ Student Detail Data Interchange
- ◆ Student Detail Transaction History



To View Incremental Teacher Spreadsheet

- Select the Incremental Teacher Spreadsheet tab at the top of the SEI Budget Application Home page.

The screenshot shows the Arizona Department of Education website interface. At the top, the text "Arizona Department of Education" is displayed in a serif font. To the right is the "AZ.GOV" logo with the tagline "Arizona's Official Web Site" and a "FOR TEST USE ONLY" watermark. Below this is a navigation menu with several tabs: "Home", "Contact Information", "Average Class Size Survey", "Incremental Teacher Spreadsheet" (circled in red), "SEI Budget Application", and "Completion Report". A secondary row of tabs includes "Carryover Process" and "Common Logon". The main content area has a breadcrumb trail "Home" and a title "SEI Budget Application" with a user profile icon. Below the breadcrumb is a large "Home" heading and a "Welcome to SEI Budget." message.

Review ITS

The screenshot shows the Arizona Department of Education website. The header includes the text "Arizona Department of Education" and the "AZ.GOV" logo with the tagline "FOR TEST USE ONLY" and "Arizona's Official Web Site". A navigation menu contains links for Home, Contact Information, Average Class Size Survey, Incremental Teacher Spreadsheet, SEI Budget Application, Completion Report, Carryover Process, and Common Logon. The main content area is titled "Incremental Teacher Spreadsheet" and "SEI Budget Application". It features a "Funded Fiscal Year" dropdown menu set to "2014". Below this, there is a section titled "View an Incremental Teacher Spreadsheet for Laveen Elementary District" with two bullet points: "View Incremental Teacher Spreadsheet for Elementary Schools (Self Contained) to Accept or Appeal" and "View Incremental Teacher Spreadsheet for Middle/High Schools (Departmentalized) to Accept or Appeal".

- Select one of the links to view either an Elementary Schools (Self Contained) spreadsheet or a Middle/High Schools (Departmentalized) spreadsheet.

Review ITS

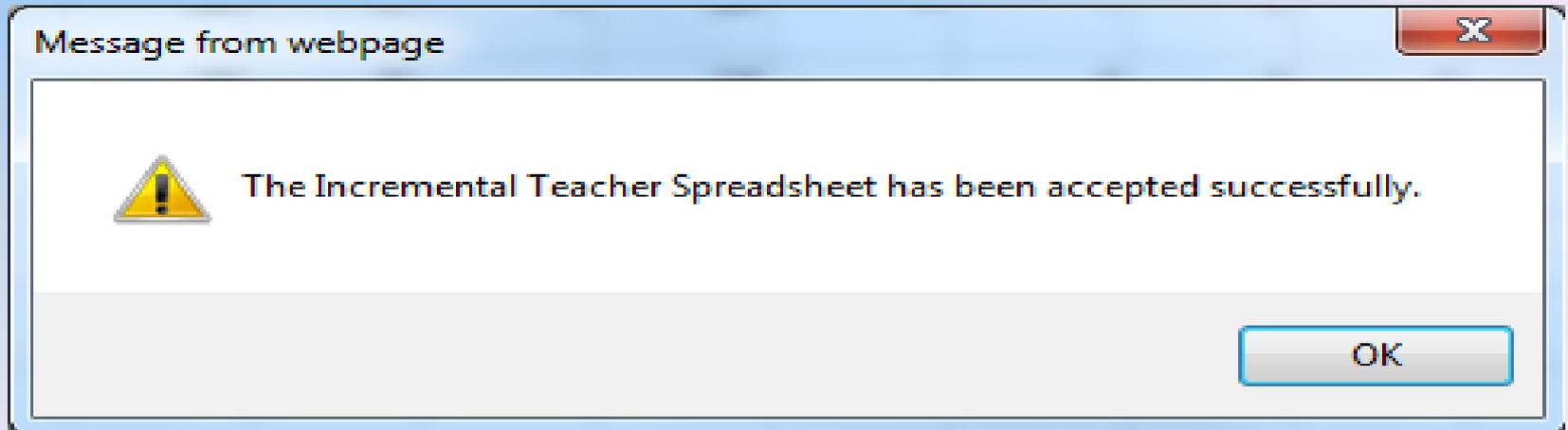
NOTE: All pages of the spreadsheet **MUST** be viewed in order to Accept or Appeal the calculated determination.

ITS Actions: Accept/Appeal buttons will be enabled upon review of all pages

- The selected spreadsheet will be displayed in a new window or tab.

Accepting ITS

- If the district is in agreement with the calculated Incremental Teachers for each school on the spreadsheet, select the **Accept** button at the bottom of the screen.



Appealing ITS

- If the district is not in agreement with the calculated Incremental Teachers for each school on the spreadsheet, select the **Appeal** button at the bottom of the screen.

https://testweb10.ade.az.gov/?budgetYear=2014&entityId=4276&isDepartmentalized=0 - SEI Budget A - Arizona Department of Educati

1 of 3 100% Find | Next

Structured English Immersion Elementary School Level Incremental Teacher Spreadsheet for FFY 2014

ARIZONA DEPARTMENT OF EDUCATION, OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | |
|----------------------------|----------------------------|----------------------------|-------------------|---|---|---|--|---|-------------------------------|--|--|---|--|--|--|---|--|--|
| General School Information | | | | Total Student Population Calculations | | Non-ELL Student Population Calculations | | ELL Student Population | ELD "Stair-Step" Process | | | | | | Incremental Costs | | | |
| OA CTDS | DOA Name | School Name | Grade Level Bands | TOTAL Student Population (students enrolled through 100th day)* | Average class size (self-reported by LEA) | Full-Time Classroom Teachers for Total Student Population (column E divided column F) | Non-ELL Student Population (column E minus column J) | Non-ELD Full-Time Classroom Teacher Population (column H divided F) | Total ELL Student Population* | Pre Emergent Students (23 Students Per Section)* | Emergent Students (23 Students Per Section)* | Basic Students (26 Students Per Section)* | Intermediate Students (26 Students Per Section)* | Required ELD Full-Time Classroom Teacher Population (stair-step) | Total Teachers Needed (column I plus column O) | Incremental Staff (column P minus column G) | Incremental Salaries (column Q multiplied by the Arizona state average salary \$44,372.00) | Incr Sta Ben (col mul 25 p the ave sala \$11 |
| 70459000 | Laveen Elementary District | Cheatham Elementary School | KG | 107 | 26 | | 107 | | 0 | 0 | 0 | 0 | 0 | | | | | |
| 70459000 | Laveen Elementary District | Cheatham Elementary School | Band: KG | 107 | 26 | 4 | 107 | 4 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.0 | ILLP | | 0 |
| 70459000 | Laveen Elementary District | Cheatham Elementary School | 1 | 123 | 27 | | 123 | | 0 | 0 | 0 | 0 | 0 | | | | | |
| 70459000 | Laveen Elementary District | Cheatham Elementary School | | 123 | 27 | | 123 | | 0 | 0 | 0 | 0 | 0 | | | | | |

ITS Actions: Accept/Appeal buttons will be enabled upon review of all pages

Appealing ITS

1. Select the name of the school
2. Select gradeband to appeal
3. Select the Add to Appeal List button.

A separate row must be added for each school and gradeband requiring an appeal.

NOTE: If the correct gradeband does not appear in the dropdown list, please contact the OELAS SEI Budget Team for assistance.

3. Enter the number of teachers requested in the column titled "Request for Additional Teachers"
4. You must enter a justification for each request for additional teachers.
5. You must "Save" your request before adding an appeal for another school/grade band.
6. You may remove an appeal by clicking on the Remove Appeal button.
7. You must click on "Submit" before your saved appeals will be reviewed by OELAS for consideration. Once the list of appeals has been submitted, no changes or updates may be made until the list has been approved or rejected by OELAS staff.

Add another appeal:

Select School:

Select Gradeband:

There are no appeals.

Appealing ITS

1. Enter the requested number of additional teachers
2. Provide justification for every appeal
3. Select **Save**

NOTE: Remember to save all entries before leaving the Appeals page.

Select School: Select Gradeband:

| CTDS | Entity ID | District | School Name | Grade Band | Required ELD Full-Time Classroom Teacher Population | Requested Number of Additional Teachers | Justification for Additional Teachers | Remove Appeal |
|-----------|-----------|---------------------------------|------------------------------|------------|---|---|---------------------------------------|----------------------------------|
| 070298000 | 5167 | Fountain Hills Unified District | Fountain Hills High School | Band: 9-12 | 0 | <input type="text"/> | <input type="text"/> | <input type="button" value="✖"/> |
| 070298000 | 5166 | Fountain Hills Unified District | Fountain Hills Middle School | Band: 6-8 | 0 | <input type="text"/> | <input type="text"/> | <input type="button" value="✖"/> |

I agree that this information is correct.
E-signature: Date:

Appealing ITS

After all appeals and justifications have been entered and saved, select the “I agree...” checkbox to indicate confirmation that the information is correct. The E-Signature and Date will be populated automatically.

Select **Submit** to enter the completed appeal for consideration. A pop up message will be displayed.

| | ID | name | | |
|-----------|------|---------------------------------|------------------------------|------------|
| 070298000 | 5167 | Fountain Hills Unified District | Fountain Hills High School | Band: 9-12 |
| 070298000 | 5166 | Fountain Hills Unified District | Fountain Hills Middle School | Band: 6-8 |

I agree that this information is correct.
E-signature: Date:

Message from webpage

 After Appeals information has been submitted, it may not be edited. Continue?

Printing ITS

NOTE: It is *highly recommended* that all LEA users save a printed copy of the original spreadsheet and the submitted appeal.

Questions

- If you have any questions or concerns regarding the SEI Budget Application Process, please contact the Office of English Language Acquisition Services.
- OELAS (602) 542-0753
- www.ade.az.gov/oelas/

CONTACT US

SEIBudget@azed.gov



Office of English Language Acquisition Services