



District Sponsored Charter School Setup and Reporting Guidance

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Table of Contents

Documentation Submission to Arizona Department of Education and State Board of Education	3
Set-up Requirements	3
FAQs	4
LEA Calendar Submission	5
General Guidelines	5
FAQs	5
Estimated Counts Submission	6
General Guidelines	6
FAQs	6
SAIS Reporting	8
General Guidelines	8
FAQs	8
Transportation Routes Reporting	9
General Guidelines	9

Documentation Submission to Arizona Department of Education and State Board of Education

Set-up Requirements

1. Review and follow the [Guidelines \(http://www.azed.gov/finance/files/2011/06/guidance-to-districts-sponsoring-charters-june-2013.pdf\)](http://www.azed.gov/finance/files/2011/06/guidance-to-districts-sponsoring-charters-june-2013.pdf) provided by the State Board of Education (SBE) and Arizona Department of Education (ADE) describing the statutory requirements of districts sponsoring a charter school.
2. Prior to the beginning of the Fiscal Year in which a District Sponsored Charter School (DSCS) school will open:
 - a. Review the following statutes pertaining to DSCSs:
 - i. A.R.S. §15-181
 - ii. A.R.S. §15-183
 - b. Submit to the State Board of Education the following documentation, as included in the guidelines and defined in statute:
 - i. Education plan
 - ii. Business plan
 - iii. Operational plan
 - iv. Information about the applicant including fingerprint clearance cards and criminal background checks.
 - c. Submit to your ADE School Finance account analyst the following in order to establish your DSCS in our system. These documents must be submitted for *each* new/converted school:
 - i. [Entity Profile Form](#) requesting the new CTDS number
 - ii. Supporting Documentation
 1. Governing Board minutes approving the sponsorship of the charter school
 2. Charter Application/Charter Contract
 3. Signed Charter Sponsorship Acceptance Resolution

Once the documentation has been received by the account analyst, s/he will verify with the SBE that they also have received all required documentation before establishing the CTDS number in our system.

3. Common Logon access for the DSCS charter holder/school is separate from the district access. The district's business manager or higher authority will need to request separate Common Logon user accounts for all individuals needing to access the charter data in any of the Common Logon applications. For this access, email enterprise@azed.gov and request that new user account(s) be created under the DSCS charter holder (not the district) and be provided access to the necessary charter school applications.

FAQs

1. Does the DSCS have to be approved by the State Board of Education before issuing a CTDS number?

Answer: No, but the SBE must receive and notify the district that all required documentation, as defined in the guidelines in step 1 above, has been received. The school CTDS number will be activated by the account analyst after these two steps have been completed:

- 1) Received notification from the SBE that all documentation was received, and
- 2) Received and obtained approval of the Entity Profile Form and supporting documentation.

At this time, the account analyst will notify the district of the new CTDS number(s). **If you have been notified by the State Board of Education and/or your account analyst regarding missing documentation, please follow-up as soon as possible to expedite the processing of your DSCS request.**

2. When can School Finance officially convert the school to a DSCS within our systems?

Answer: Upon completion of the FY 2013 statewide recalculation, which starts on July 18, 2013. We expect that it will be completed the beginning of August. Estimated Counts can be submitted for the students new to the district at this time, upon notification from your account analyst. Your account analyst will notify you of the completion of the conversion to a DSCS.

LEA Calendar Submission

General Guidelines

1. A calendar must be submitted for the DSCS charter holder. Unless one or more charter school calendars are submitted, all DSCS schools will follow the DSCS charter holder calendar.
2. The calendar will need to be established within the LEA Calendar Application through Common Logon.

FAQs

1. **Will the DSCS school automatically use the submitted district's calendar?**

Answer: No. If a school calendar does not exist, SAIS uses the calendar from the DSCS charter holder.

2. **Will I need to create a calendar under the school?**

Answer: The only time a school calendar must be submitted is if the school's calendar is different than the charter holder's calendar.

Estimated Counts Submission

General Guidelines

1. First year of operation: Only those students who are new to the district may be included in the Estimated Counts submissions.
2. Subsequent years of operation: All charter school students may be included in the Estimated Counts submissions.

FAQs

1. What is charter estimated counts?

Answer: “Estimated counts” is an estimate of the ADM the charter school students will generate for the school year (per [ARS§15-185](#)). These counts are used by ADE to determine the state aid disbursement occurring prior to the LEA’s 40th day, at which time, the ADM is calculated based on actual SAIS data. During the first year of operation, charter estimated counts are only submitted for new students entering your district.

These counts are submitted by entering student information into a separate application in Common Logon called “Charter Estimated Counts”. Please keep in mind that the submission is not a head count, but is an estimate of the ADM these students will generate. A guideline for submitting the student data is providing only enough names to equal your estimated ADM.

Please see [Memo 13-046](#) for instructions on how to submit this data for the 2013/2014 school year.

A district sponsoring a charter school may elect to not submit estimated counts and to wait for DSCS 40th day ADM to be available, at which time the DSCS ADM will be included in the state aid apportionment calculations.

NOTE: The Estimated Counts application and SAIS do not interact and there is no link between them. Please be sure to submit the estimates through the “Charter Estimated Counts” application within Common Logon. If you do not have access to this application, please have your business manager request access by emailing enterprise@azed.gov.

2. When do the charter estimated counts need to be submitted?

Answer: There are separate deadlines for each of the state aid monthly payment disbursements prior to calculation of 40th day ADM. These deadlines can be found in [Memo 13-046](#) and are also documented below for easy reference:

For Payment Date:	Estimated Counts Submission START DATE	Estimated Counts Submission DEADLINE (by 4:30 p.m.)
August 1, 2013	June 7, 2013	July 12, 2013
September 2, 2013	August 5, 2013	August 15, 2013
October 1, 2013	September 5, 2013	September 12, 2013
November 1, 2013 *	Paid on SAIS 40th day ADM, unless Charter Holder has not reached the 40th day of school.	See your Account Analyst

* **Note:** If payments are based on estimated counts beyond the dates scheduled above, it is the charter school's responsibility to request that a window be opened for a particular month to make changes to estimated counts. **A window will only be opened by request.** The charter holder/charter school name and CTDS number(s) should be submitted via e-mail to the LEA Account Analyst and a window will be opened in the appropriate time frame (generally early in the month before the next payment is calculated).

3. What if a district misses the deadline?

Answer: The district will have another opportunity to update the numbers the following month. Please see [Memo 13-046](#) for deadlines.

SAIS Reporting

General Guidelines

1. First year of operation: All charter school students must be reported in SAIS. Some will be reported as fundable, whereas others will be reported as non-fundable.
 - a) Fundable students: The students who were not previously enrolled in the district the prior year are considered fundable and should be reported to SAIS with a Tuition Payer Code of '1'.
 - b) Non-fundable students: The students who attended a district school in the year prior are considered non-fundable in the first year of operation of the charter school. These students should be reported to SAIS with a Tuition Payer Code of '2'.
2. Subsequent years of operation: All charter school students can be included in SAIS as fundable, as long as they meet the requirements of a fundable student.

FAQs

1. **Do I receive funding in the first year of operation for all students attending the charter school?**

Answer: It depends. If the student did not attend one of your district schools last year and is new to the district this year, then yes, the student will generate fundable ADM. If the student attended your district last year and will be attending your new charter school this year, then no, the student will not generate fundable ADM. It is the district's responsibility to flag these students as non-fundable within SAIS and to not include them in the estimated counts.

Please see ARS§15-185(3)(A) , "A school district that sponsors a charter school may increase its student count as provided in subsection B, paragraph 2 of this section during the first year of the charter school's operation to include those charter school pupils **who were not** previously enrolled in the school district." [Emphasis added.]

Note: The districts are paid based on prior year ADM. For example: If a student attended Kindergarten at a district school in FY 2013, and attends First grade in the charter school in FY 2014, the district will receive funding for the student, which will be included in the Kindergarten student count, in FY 2014. The district will start to receive funding for the charter school student in FY 2015.

2. **Since a district is unable to receive current year funding for the returning student, how should a district report the student for the first year?**

Answer: It is the district's responsibility to report the student with a tuition payer code of '2' in SAIS. This code will allow students to be reported; however, the students will not generate ADM funding on the ADMS 75-1 reports. Please remember, all students attending your district must be reported in SAIS.

Transportation Routes Reporting

General Guidelines

- 1) Transportation funding for charter schools is included in the formula for Additional Assistance, therefore charter students should not be included in the count of eligible students in Transportation Routes reporting. Also, miles driven to exclusively transport DSCS students should not be included in the actual or estimated route mileage and should be included instead in the “other miles” category.
- 2) Miles driven for DSCS students are not to be included as daily route miles.
- 3) DSCS students are not “eligible students” and therefore shall not be included in the count of “eligible students”.