

ADE School Finance

ASCUS Meeting Update

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Agenda

- **Help Desk**
- **Distance Learning Report**
- **Frequently Asked Questions**





Help Desk

Create a Service Request

To submit a new request, click on “Request a service” then select School Finance:

The screenshot displays the Arizona Department of Education helpdesk interface. The top navigation bar includes 'Requests', 'Solutions', and 'My Details'. A 'New Request' button is visible in the top right. The main content area features a search bar and a 'Request a service' button with a plus icon, highlighted by a red arrow. Below this, a modal window titled 'Create a service request - Choose category' is shown. It contains a 'Search Catalog' input field and a grid of category icons: 'IT Applications Support', 'Information Technology', 'Empowerment Scholarship Account', 'Grants Management', and 'School Finance'. A red arrow points to the 'School Finance' icon.

<https://helpdesk.azed.gov/>



Help Desk Templates

Templates:

- **A.R.S. § 15-901 Request**
- **Account Analyst Support Request**
 - **Calendar Access**
 - **Entity Profile**
 - **General How To Request**
 - **Other**
 - **Report Assistance**
 - **Split/Merge**
- **Common Logon Access Request Form – SF**
- **Tuition-Out Request**

- **Be sure to include up to date contact information, Entity ID, and a description of the issue**
- **Tickets are responded to within 5 business days**





Distance Learning

Distance Learning Report

- The Distance Learning % report file is available on the School Finance website
 - <https://www.azed.gov/finance/fy2021-distance-learning-submission>
- The completed report for the first 40 days **must be uploaded by 11/13** following the same process as for budgets and AFRs
 - Select file type “Distance Learning Report - Actual”



How to Submit

- **Where do we go to submit our percentage of distance learning time?**
- **I need to change my Distance Learning report. How do I resubmit?**
- **Who should we contact for assistance uploading the completed report?**



General Questions

- Is this first submission for the first 40 days only, not all 180 days?
- If all 40 days were distance learning, would the percentage be 100%?
- What AzEDS data will you need? Which data capture date?
- What documentation is needed to track the % of instruction that is distance learning?
- Should districts and charters include all days in distance learning, even those days that districts and charters were not allowed to open based on the Governor's Executive Order?
- If students had the option to come back to in-person learning, but chose not to come back, are they still counted as distance learning?
- Do students who were on-site for on-site support services count as in-person or distance learning if instruction with their teacher was online?
- Does paper packet work count as distance learning for this report?

Should AOI students be included?



General Questions

- How do you determine the student number?
- If using the Option 1 box, do districts and charters still need to input K-8 and 9-12 non-weighted student count?
- Does this affect a 200-day calendar year or 144-day calendar for calculation?
- Are we to use the most recent student count reports (ADMS46-1, SPED28, etc.) to complete the distance learning worksheet?



Example Calculation

- We have students on campus on a hybrid schedule and have students who have decided to stay in distance learning. How do we calculate distance learning %?

Distance Learning - Optional Weighted Average Calculator				
			Distance Learning %	70.00%
Cohort	Students	DL Days/Hours	Total Days/Hours	% Distance Learning
Hybrid beginning 8/17	80	25	40	62.50%
Remain in distance learning	20	40	40	100.00%
Cohort 2				

Example Calculation

- How do we calculate distance learning %? We have students that:
 - Started on campus on a hybrid schedule on 9/14 and then in-person full-time on 10/12
 - Students that started and remained in distance learning until 10/12 and are now in-person full-time
 - Students that remain in distance learning.

Distance Learning - Optional Weighted Average Calculator				
				Distance Learning %
				70.74%
Cohort	Students	DL Days/Hours	Total Days/Hours	% Distance Learning
Hybrid beginning 9/14, in-person	1,100	26	40	65.00%
Distance until 10/12, then in person	100	36	40	90.00%
100% distance learning	150	40	40	100.00%



Example Calculation

- How does a district or charter enter info for multiple schools that opened at different times?

Distance Learning - Optional Weighted Average Calculator				
			Distance Learning %	75.54%
Cohort	Students	DL Days/Hours	Total Days/Hours	% Distance Learning
School 1	500	20	40	50.00%
School 2	250	25	40	62.50%
School 3	400	40	40	100.00%
School 4	600	30	40	75.00%
School 5	550	35	40	87.50%

Example Calculation

- **How does a district or charter report option 2?**
 - For each individual Group A/B category, an overall distance learning percentage should be calculated for all students in the category using the same process as in the examples above.
 - The percentage calculated for each Group A/B category should then be input in the corresponding box on tab 1.
 - Tab 4 is an optional tab that is not collected and may be used multiple times to calculate the distance learning percentage for various Group A/B categories.



Questions?

Operations Support Team

Account Analysts
(602) 542-5695

Finance Operations Team

Budgets
SFBudgetTeam@azed.gov

Payments
SFPaymentTeam@azed.gov

[Submit a Help Desk Ticket:](#)

Analysts respond to all Help Desk tickets within 5 business days.

www.azed.gov/finance

