

ADE School Finance

ASCUS Meeting Update

February 4, 2021

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Superintendent of Public Instruction

Agenda

- **Announcements/Reminders**
- **Absences and Non-Fundable Intervals**
- **Integrity Error Caused by Other Districts**
- **Distance Learning Adjustments and Updates**



Announcements

- **SDER is now open for updates.**
 - The window will close for districts on March 1st.
 - Please be sure to check the box after making your changes to submit your SDER data.
 - Use Internet Explorer.
- **Transportation Routes opened January 15th.**
 - Must be submitted within 12 days of your 100th day.
 - The window will close on February 22nd.
 - Use Internet Explorer.



Reminders

- **Help Desk should be used for all School Finance requests (not the Contact Us form).**
 - **If you get an error when trying to access it, please send us an email with a screen shot so we can route it appropriately for resolution.**
 - **Please be sure to use the proper template for the request you are submitting and provide as much detail on issues as possible.**
 - **Each template includes the fields of information required to be submitted so we can quickly process your request.**
 - **Please respond in “Conversations” to ensure a new ticket is not created.**
 - **Please allow 5 business days for a response.**
 - **No thanks needed 😊**



COVID Attendance and Absences

Welcome to School Finance

School Finance processes state funded payments for Local Education Agencies (LEA's). We provide the highest level of customer service to ensure payments are dispersed timely and accurately by analyzing data, producing reports, managing budget capacity, interpreting education statutes, communicating procedural requirements, and managing deadlines for every LEA.

School Finance Guidance for COVID-19

To reach the guidance provided by School Finance regarding COVID-19, please click [here](#).

▼ Attendance and Absences

Updated 11/12/2020 6:00 pm

- A student should be counted as in attendance for any days on which the student participates in distance learning instruction in accordance with the submitted and approved Distance Learning Plan.
 - If a Distance Learning Plan allows students to participate in distance learning in this situation, the student should be marked present or absent based on the attendance criteria in the Distance Learning Plan.
 - Please keep in mind that Distance Learning Plans can be revised at any time during the year and that districts and charters must track the percentage of scheduled instructional time that is distance learning.
- A Distance Learning Plan that allows individual students to participate in distance learning on any given day will likely require calculating the percent of instruction that is distance learning for each individual student to determine the overall district/charter percentage of instruction that is distance learning.
- Please keep in mind that School Finance processes that generate non-fundable ADM intervals for students that accumulate excessive absences will not be enforced for FY21.



Absences

▼ Defining Excused Absences

This chapter provides guidelines and procedures regarding defining excused absences and the effect of excessive absences on funding.

[School Finance Manual \[G\] Defining Excused Absences \(formerly EX-1\)](#).

Please keep in mind that School Finance processes that generate non-fundable ADM intervals for students that accumulate excessive absences will not be enforced for FY21.

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Defining Excused Absences

G. Defining Excused Absences

G-1. Guideline

This revision will be effective 7/1/2018. If you have any questions or comments concerning the interpretation or clarification of these guidance statements, please contact School Finance: SFAnalystTeam@azed.gov or call 602-542-5695.

Pursuant to [A.R.S. § 15-901\(A\)\(1\)](#), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates the decision whether an absence due to family vacation is an excused absence to individual school districts and charter districts.

Pursuant to [A.R.S. § 15-803\(A\)\(2\)](#), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.



Excused Absences

ADE defines excused absences as an absence due to:

- Illness
- Doctor Appointment
- Bereavement
- Family Emergency
- Out of School Suspension

Absences due to religious reasons are to be defined as excused by each district.



Excused Absences

Students between the ages of 6-16 must attend a school per [A.R.S. § 15-802](#).

If a student is not in school, they must be (A.R.S. § 15-803):

- Excused per A.R.S. § 15-802
- Accompanied by a parent or authorized person
- Homeschooled, Private School, ESA



Truancy

Truancy is defined in [A.R.S. § 15-803](#) as a child who has excessive absences (absent days that exceed **10%** of the number of required attendance days).

Attendance officers can enforce the law relating to children being required to attend school.

If you do not have an attendance officer, contact your local police department for assistance.



Chronic Health Absences

Per [A.R.S. § 15-346](#), the governing board shall adopt policies and procedures concerning students with chronic health problems.

Defined as students who are not homebound, but are unable to attend regular classes for **intermittent periods** of one or more consecutive days due to illness, disease, or pregnancy complications **as certified by a licensed health professional or registered nurse** stating the medical condition that prevents the student from attending.

A student with a chronic illness must be submitted to AzEDS with a Chronic Illness Support Need and documentation of certification maintained for audit purposes.



Questions

- **What do we do if a parent calls a student out because they're "scared"?**
 - If a parent deemed the absence due to fear as emergent, then it could be considered a family emergency and therefore excused.
 - Does the parent have the option to move the student to distance learning?
- **What do we do if a student is not logging in or turning in work, but the parent says they're attending?**
 - How is attendance defined in your DLP? If the student is not meeting that requirement, then they are absent.
 - The rule regarding 10 consecutive unexcused absences is still in place and we'd recommend reviewing the truancy guidance if absences are being excused.



Integrity Errors by Other Districts

- **10200 – Students who have already graduated or received a high school diploma are not eligible to enroll in a public school.**
 - **We are working with IT and Accountability to enforce a rule that would fail the membership of students in grades Pre-K-8 who are submitted with a graduation code.**
 - **Previous LEA must submit a 915 to resolve.**
 - **Communicate with other LEA.**
 - **We are in preliminary discussions with Accountability regarding a process to correct this type of data without affecting ADM.**
 - **Training is key!**



Distance Learning Adjustment

- **Executive Orders authorizing distance learning required funding in the same way as Arizona Online Instruction (AOI)**
- **The reported % of scheduled instruction that is distance learning is used to adjust funding for non-AOI students**



Distance Learning Adjustment

The amount of the negative adjustment is equal to the sum of:

Full-time adjustment:

- (Total Weighted Non-AOI) x (% of ADM that is full-time) x (DL%) x 0.05 x (Base Level Amt) x (TEI or 1.0)

Part-time adjustment:

- (Total Weighted Non-AOI) x (% of ADM that is part-time) x (DL%) x 0.15 x (Base Level Amt) x (TEI or 1.0)

LEA Name	Total Weighted Non-AOI	Base Amount	TEI	DL%	% FT	%PT	FT Adjustment	PT Adjustment	DL Adjustment
A+ Charter Schools	249.898	4305.73	1.000	46.44%	100.00%	0.00%	24,984.56	0.00	24,984.56



Distance Learning Adjustment

- Initial distance learning adjustments were applied to the January payment
- (\$266M) total adjustments
 - [Calculation for each district and charter](#) posted on the School Finance website
- Currently based on reported % for the first 40 days of instruction
 - Adjustment amounts will be updated



Distance Learning Adjustment

- Distance Learning adjustment amounts will be updated based on the % of instruction that is DL for the entire school year
- The report and process will be the same as in November
- If there was a significant error in the previously-submitted data, it may be corrected sooner
 - Contact SFBudgetTeam@azed.gov



Distance Learning Adjustment

- **School Finance will archive all previously-submitted reports on 1/29**
 - However, we recommend waiting until closer to the end of the year to re-submit
- **The final DL report will be uploaded in the same way as the report in November**
- **LEAs must submit final DL reports by 5/14**
 - Adjustment amounts will be updated for 6/1 payment
- **Reports may be revised after 5/14 by contacting SFBudgetTeam@azed.gov**



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

