

ADE School Finance

School Finance Friday

March 5, 2021

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Agenda

- **Where to Find Information**
- **Absences**
- **10-Day Unexcused Absence Rule**
- **Truancy**
- **Non-Fundable Intervals**
- **Announcements/Reminders**
- **Questions**



Our New Website

www.azed.gov/finance



ARIZONA DEPARTMENT OF EDUCATION

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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](#).

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COVID Attendance and Absences

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▼ 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

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▾ 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.



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 and family vacations can 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



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 must be maintained for **audit purposes**.



Unexcused Absences

If an absence occurs relating to any other term or condition that is not specifically designated in the guidance, the absence is unexcused.

If the absence doesn't meet the guideline requirements to be considered excused, even if a parent/guardian has called in to excuse the absence, it is considered unexcused.

This is the guidance Audit uses.



10-day Unexcused Absence Rule

Students absent for ten **consecutive school days**, except for excused absences identified within the guidance, shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to [A.R.S. § 15-901\(A\)](#).

These students are funded for the period of their membership.

This rule is in effect for all years including FY21.



10-day Unexcused Absence Rule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Absent	3 Absent	4 Absent	5 Absent	6 Absent	7
8	9 Absent	10 Absent	11 Absent	12 Absent	13 Attended ½ day	14
15	16 Absent	17 Absent	18 Absent	19 Absent	20 Absent	21
22	23 Absent	24 Absent	25 Holiday	26 Absent	27 Absent	28
29	30 Absent	31				

The student accumulates 10 consecutive absences from the 16th – 30th. The exit date is the 13th.



Truancy

Truancy is defined in [A.R.S. § 15-803](#) as an unexcused absence for at least one class period. Absences may be considered excessive when absent days exceed 10% of the number of required attendance days in the student's calendar.

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.



Non-fundable Intervals

Students who reach the 10% threshold for cumulative excused and unexcused absences and incur additional absences may generate non-fundable ADM intervals in AzEDS.

Prolonged absence periods, with or without a gap in membership and/or across reporting periods, **will be identified as non-fundable intervals** for any period of 10 or more **consecutive** absences regardless of reported excused/unexcused status.

This guidance is applicable for FY19 forward, excluding only FY21.



[Defining Excused Absences](#)

Non-fundable Intervals

Student A

- **180-day calendar**
- **Accumulates 18 absences within the first 100 days**
- **Parent/Guardian excuses the student for a 2 week family vacation within the first 100 days**

This student's family vacation, although excused by the parent/guardian and approved by the district, would be identified as a non-fundable interval because they have exceeded the 10% excessive absence threshold.



Non-fundable Intervals

Student B

- **144-day calendar**
- **Accumulates 15 absences within the first 100 days**
- **Student falls ill and is absent for an additional 12 consecutive days within the first 100 days but is not a documented Chronic Illness**

This student's illness, while excused based on ADE guidance, would be identified as a non-fundable interval because they have exceeded the 10% excessive absence threshold.



Announcements/Reminders

- SDER has closed (<http://www.ade.az.gov/sder/publicreports.asp>)
- Training surveys
- SendGrid
- Merges
- Help Desk
- Presentation page



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.

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