ASCUS

School Finance

May, 2021

Presented by

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Agenda

- New Payment System Update

- New Website Pages

- New Membership Rules

- EOY Data Reconciliation & FY22 Updates

- New Absence/Attendance Descriptors

- Distance Learning Reports, Changes, Updates

- Summer 2020 AOI ADM

New Payment System Updates

New Payment System Updates

- **Charter Estimated Counts**

- **Transportation**

- **SDER**

- **Overall Payment System**

New Website Pages

Charter Estimated Counts Manual

https://www.azed.gov/finance/knowledge-center

Instruction Guides

Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity (ARS § 15-915)

LEA Calendar Application User Manual - FY18

Charter Estimated Counts Manual

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Arizona Department of Education

Charter Estimated Counts

A. Charter Estimated Counts

Pursuant to A.R.S. § 15-185(B)(2), the student count of a charter school shall be determined initially by using an "estimated count" based on actual registration of pupils before the beginning of the school year. The purpose of this document is to provide instruction for the user interface where this data will be entered.

A-1. Terms and Definitions

- *Estimated count* means the **projected ADM** for the current fiscal year, NOT the "head count" of the pupils enrolled.

- The charter school sponsors (Arizona State Board for Charter Schools (ASBCS), Arizona State University, etc.) may require charter schools to have specific student and parent information on file for any student who is recorded on the estimated list. The required information for the ASBCS sponsored schools can be found on their website at: https://asbcs.az.gov/estimated-enrollment-policy. For all other sponsored schools, please contact the sponsor directly for their requirements.

Presentations

https://www.azed.gov/finance/school-finance-presentations

Presentations

School Finance Presentations

Presentations

School Finance presents to various groups across the state in an effort to provide information and training. Below are presentations by group and organized by date. Accompanying handouts are provided where applicable.

▶ **All FY20-21 Presentations**

▶ **Arizona Association of School Business Officials (AASBO)**

▶ **Arizona Charter Schools Association (ACSA)**

▶ **Arizona School Computer Users' Support (ASCUS)**

▶ **Greater Phoenix Educational Management Council (GPEMC)**

HelpDesk Manual

https://www.azed.gov/finance/

Contact

School Finance Main Line

(602) 542-5695

SchoolFinance@azed.gov

HelpDesk Ticket ①

HelpDesk Quick Guide ②

Subscribe to Our Emails

HelpDesk Quick Guide

The HelpDesk ticketing system was deployed to allow greater external visibility into the status and ongoing communications related to requests submitted to particular ADE departments. This system allows School Finance to better track and monitor your requests which results in faster processing. The purpose of this page is to provide a resource to assist with successfully completing a HelpDesk request. Below you will find step-by-step instructions on completing a request template, a list of all available templates with their subcategories/items, and a video tutorial will be added soon. Completing the proper template and subcategory with all required fields will ensure your request is received with the information needed for processing.

▶ **Step-by-Step Instructions**

▶ **School Finance Templates, Categories, Subcategories, and Items**

▶ **What if I don't have a HelpDesk account?**

▶ **Video Tutorial**

https://www.azed.gov/finance/helpdesk-quick-guide

New Membership Rules

Rule -10134

Description: If a student reported with ASDB enrollment does not have a SPED program, then report the discrepancy as an error.

Message: Students attending ASDB must be reported with a SPED Least Restrictive Environment (LRE).

This rule was promoted to production on 4/27.

Rule -10135

Description: If the student from grade PS - 8 is submitted with a grad code, then report the discrepancy as an error.

Message: An elementary school student may not be graduated. Please review the exit code for the membership and submit a grade appropriate exit code.

This rule will be pushed to production by end of May.

Rule -10136

Description: If a student has overlapping enrollments submitted at the same school within a given year, then report the discrepancy as an error.

Message: An individual student may not have overlapping enrollments submitted at the same school within a given year.

This will be pushed to production by end of May.

EOY & FY22 Updates

EOY Reconciliation

FY21 API will close on 7/15/21 @ 5pm

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Training Sessions

School Finance Fridays

Wednesday Workshops

Training Videos

Training Videos

For live training sessions, please see our Wednesday Workshops page.

Some training videos have accompanying resources. These videos can be watched multiple times. If you need help with the topics presented, please submit a Help Desk ticket.

▶ **Introduction to Student Data Collection**

▶ **Introduction to Data Verification Reports**

▶ **Introduction to Data Verification Reports 2**

▶ **Introduction to Integrity**

▶ **End of Year Checklist and 915 Guidance**

▶ **AzEDS Submission to ADM Reports**

Reconciling Integrity

- Generate the **INTEG15** in CSV

- Sort by student or **I**ntegrity type

- Read the error and validate that the student data is correct in AzEDS per Integrity type:
  - Some of these reports may help you reconcile Integrity errors by type:

Membership	ELL	SPED	Accountability
• STUD10 • STUD72	• EL10 • EL72	• SPED10 • SPED72	• STUD72

EOY Reminders

- Review and correct all INTEG15 errors

- API for FY21 will close on 7/15

- FY18 915 request deadline will be 6/16

  - Data push for corrected data must be complete by EOB 6/30

- Validate year end status codes (Achieve)

FY22 Updates

- API for FY22 will open on 6/1/21

- New Charter Estimated Counts application will open on 6/14/21, due date is 7/9/21

- FY22 data capture dates are posted on our home page

- Instructional calendar window open for submissions 6/1 - 8/31

  - Changes/additions after 8/31 will need to be sent via HelpDesk

  - Calendars must be submitted, certified, and passing Integrity or student data will fail

Monthly ADM Analysis

- ## Post data capture analysis
  - ### Fiscal year start vs. ongoing

- ## Analyst communications
  - ### Quality vs. Quantity

- ## Correction period/re-selection

Entity ID	Entity Name	Current Execution ID 24059			Prior Execution ID 23515			% Change in ADM			Analyst	6-May	7-May	10-May
		Regular ADM	SPED ADM	ELL ADM	Regular ADM	SPED ADM	ELL ADM	Regular ADM	SPED ADM	ELL ADM				
		1207.281	122.4343	16.44	1240.119	127.4658	19.14	-2.6%	-3.9%	-14.1%	Claudia			
		180.2806	17.86	39.935	180.2806	20.86	39.935	0.0%	-14.4%	0.0%	Claudia			
		50.123	7.79	1	50.1232	8.42	1	0.0%	-7.5%	0.0%	Claudia			
		1529.858	249.1395	15.79	1771.394	283.3595	24.79	-13.6%	-12.1%	-36.3%	Claudia			
		44.7407	10.9452	0	45.5007	11.7052	0	-1.7%	-6.5%	NA	Barb			
		285.0025	27.5097	15.43	297.3262	24.0537	18.43	-4.1%	14.4%	-16.3%	Barb			
		170.2547	19.15	0	170.3382	20.15	0	0.0%	-5.0%	NA	Barb			
		432.9838	66.27	13.79	474.3694	74.015	16.28	-8.7%	-10.5%	-15.3%	Barb			
		55.8892	11.53	0	55.8884	12.37	0	0.0%	-6.8%	NA	Roxanne			
		327.5335	32.681	0	330.2676	35.4164	0	-0.8%	-7.7%	NA	Roxanne			
		3635.84	0	0	4292.263	0	0	-15.3%	NA	NA	Roxanne			
		498.3207	49.6045	3.3027	498.3269	49.6045	73.1477	0.0%	0.0%	-95.5%	Roxanne			
		365.6376	19.3357	105.685	365.6413	27.9457	105.685	0.0%	-30.8%	0.0%	Kayla			
		774.2916	12.0706	7.34	774.1801	11.76	8.34	0.0%	2.6%	-12.0%	Kayla			
		182.184	7.67	81.37	182.194	9.925	81.37	0.0%	-22.7%	0.0%	Kayla			
		554.0756	17.7434	15.4834	554.0656	18.7434	15.4834	0.0%	-5.3%	0.0%	Kayla			

New Absence & Attendance Descriptors

New Descriptors

- Descriptors:
    - In Attendance – DL
    - Absence – DL
- Purpose:
    - To avoid the manual tracking of DL time for districts who offer DL (different than AOI)
- Vendors will implement in their systems and need to train users on how this component has been implemented

Distance Learning Updates

Distance Learning

- 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 amounts were updated for the 5/1 payment for reports submitted by 4/16

- Adjustment amounts will be updated before the 6/1 payment for reports submitted by 5/14

- If necessary, reports may be revised after 5/14 by contacting SFBudgetTeam@azed.gov

Distance Learning Updates

- Distance Learning Update Hot Topic:

  - https://www.azed.gov/finance/fy2021-distance-learning-updates

- Distance Learning Adjustment Amounts (as of 5/1/2021):

  - https://www.azed.gov/finance/updated-fy2021-distance-learning-adjustments-base-support-level

June/July 2020 AOI ADM Update

Summer AOI

- Laws 2020, Chapter 47 provided funding for up to 0.25 additional ADM for students that participated in AOI over the summer

  "For fiscal year 2020-21, a public-school student who takes an online course during June or July 2020 may generate up to a total of 1.25 Average Daily Membership."

- Students funded up to 1.00 ADM in FY 2020 and FY 2021 through normal processes

- Payment to be made for the additional up to 0.25 ADM for AOI in June 2020 (next month) and July 2020 (July 2021)

Summer AOI

Example: If a student generated 1.00 ADM through in-person instruction and then 0.25 ADM through June AOI instruction:

- The student generated 1.25 ADM before limiting, but only 1.00 ADM was funded through normal School Finance processes (80% of the total ADM generated).

- The LEA that provided in-person instruction has been paid for 0.80 ADM (80% of the 1.00 ADM generated) and is owed 0.20 ADM.

- The LEA that provided AOI instruction in June has been paid for 0.2 ADM (80% of the 0.25 ADM generated) and is still owed 0.05 ADM.

Summer AOI

- **The additional ADM for each student for June 2020 is calculated not to exceed:**
  - ADM in excess of 1.00 before limiting in FY 2020 (but less than 1.25)
  - ADM generated by June 2020 AOI minutes
  - 0.25 ADM maximum

- **The additional ADM for July 2020 will consider limiting in FY 2021 and July 2020 AOI minutes**

Summer AOI

- **School Finance will publish the total ADM and payment calculation for each district and charter**

- **LMTADM25 - shows students that were subject to limiting and an AOI membership in June 2020**

- **ABSATT10 – AOI minutes reported**

Questions and Contact Info

School Finance
- (602) 542-5695
- SchoolFinance@azed.gov
- http://www.azed.gov/finance/

SF Account Analysts Phone Option 3
- http://helpdeskexternal.azed.gov
  - Student Data
  - School District Employee Report
  - Instructional Calendars
  - Transportation Reporting
  - 915s

SF Payments Team Phone Option 1
- SFPaymentTeam@azed.gov
  - APOR
  - CHAR
  - CSF
  - IIF

SF Budget Team Phone Option 2
- SFBudgetTeam@azed.gov
  - Expenditure Budgets
  - Annual Financial Reports
  - BUDG25, BUDG75, BUDGAGD