



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 21-044

TO: Charter School Operators, Charter School Sponsors, Charter Business Managers, Charter Principals, Charter Administrators, and All Charter Schools

FROM: Charlie Martin, Deputy Associate Superintendent of School Finance

DATE: May 1, 2021

SUBJECT: Charter School Estimated Student Enrollment List Collection for FY 2022

FY 2022 Payment 1 for Charters

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 Charter Estimated Counts application will open for data submission on 6/14/2021. Additionally, AzEDS will be available for FY 2022 (July 1, 2021 - June 30, 2022) instructional calendars and student data transactions beginning on 6/1/2021.

Whether planning to submit AzEDS data or Charter Estimated Counts, charters should begin preparing now to submit AzEDS calendar(s) and student data for FY 2022.

For Charters, the first payment of Fiscal Year 2022 will be based on projected 100th day Average Daily Membership (ADM) unless Charter Estimated Counts are submitted. Please check the ADM20, SPED20, and ELL20 on 7/1/2021 to determine whether Charter Estimated Counts are needed. If a charter has both projected ADM and Charter Estimated Counts, School Finance will use Charter Estimated Counts as the basis for the 8/1/2021 payment. Charter Estimated Counts will not be used after the 9/1/2021 payment and all remaining payments will be based on AzEDS data/projected ADM.

The deadline to submit Charter Estimated Counts is 7/9/2021. Please visit the School Finance website for the most current information regarding submission deadlines.

For Payment Date	Estimated Counts Submission START DATE	Estimated Counts Submission DEADLINE
8/1/2021	6/14/2021	7/9/2021 4:30 p.m.

This year, there is a new user interface for the submission of Charter Estimated Counts and School Finance has created a corresponding user guide with step-by-step instructions. Please refer to the Charter Estimated Counts user guide found on our Knowledge Center page for details on how to submit Charter Estimated Counts to the new system.

For clarification and assistance related to Charter Estimated Counts, please submit a request via Help Desk or call 602-542-5695.

NOTE: The Federal & State Maintenance and Operations Declaration Form (See ADE 21-043) is due July 2, 2021 at 4:30 p.m. for charter holders who have monies to report and must be received no later than 60 days past the deadline to prevent the charter from being non-compliant.