

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.
- The initial Estimated Count list must not exceed the actual registration of pupils.
- Charter school operators are not obligated to list every student.
- All charter school operators must submit a student list to ADE for each charter site using the Charter Estimated Counts on-line application.
- ADE will NOT pre-populate the Charter Estimated Counts application with student information from the previous school year.
- The Charter Estimated Counts template allows a charter to identify if a student is AOI full-time or AOI part-time in the FTF column (Full Time Funding). If the charter is identified as an AOI school, the application will display a checkbox showing “Full-time AOI” and “Part-time AOI.”
- Please make sure to check your Estimated Counts and your AzEDS data for accuracy. Your successful submission of this data will result in an accurate and expected state aid payment. Failure to verify your Estimated Counts, AzEDS data, and student detail reports may result in students not generating ADM and therefore, a less-than-expected payment or a non-payment. Deadlines and Payments dates are listed on the [School Finance home page](#).

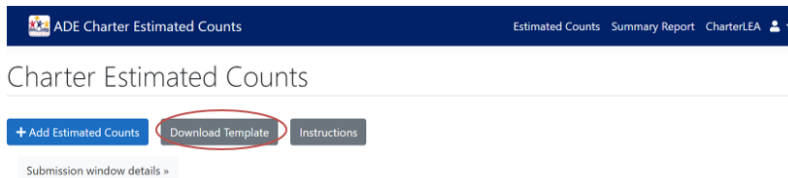
B. Process and Procedures

The Charter Estimated Counts application is accessible through ADEConnect at <https://home.azed.gov/Portal/>. The user must download the template provided within the application to record and upload the estimated count data.

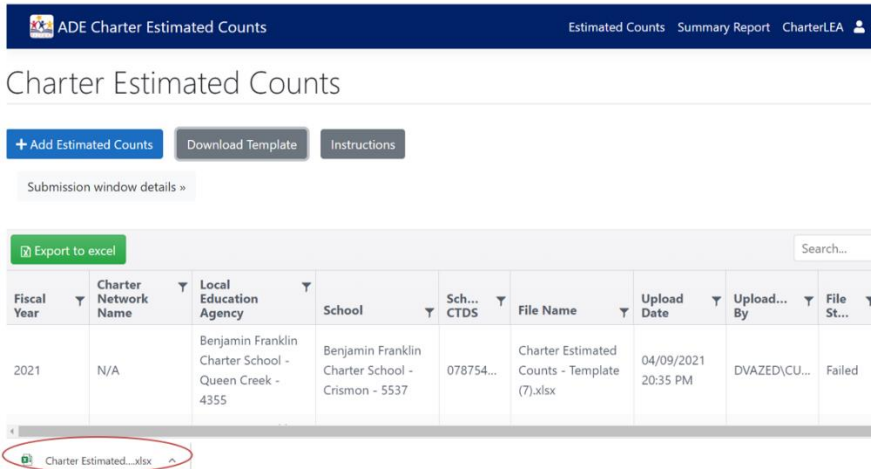
B-1. LEA - Estimated Counts Submission

The Charter Estimated Counts application is available in the AzEDS Portal for staff that are assigned this role. The following steps will guide you through the submission portion of this process.

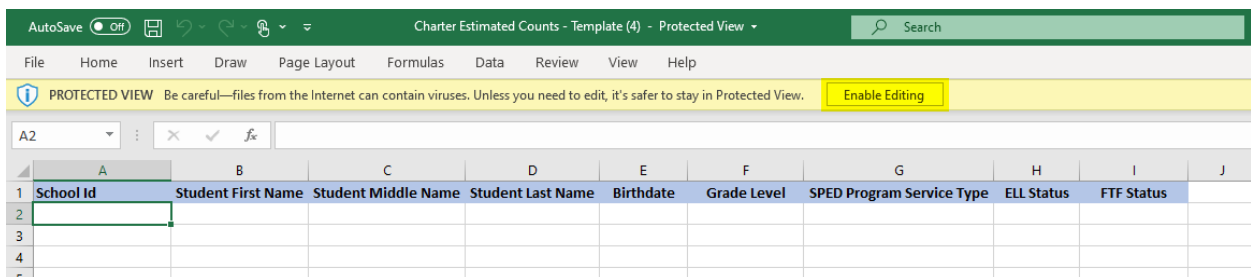
Log in through ADEConnect and click on Download Template.



The template will appear at the bottom of your screen. Open the template and save to your computer.



The template is in Excel format. Select the box to Enable Editing.



B-2. Charter Estimated Count Template

Fill in the required student details in the downloaded template file. Duplicate students will be rejected.

Data Header Definitions		
Data Field	Definition	Data Format
School ID	Entity ID for the site	Numeric
Student List Definitions and Formats		
Data Field	Definition	Data Format
Student First Name	First Name as listed on the student birth certificate	Text
Student Middle Name	Middle Initial can be reported	Text
Student Last Name	Last Name as listed on the student birth certificate	Text
Birthdate	Student Birthdate	Numeric (MM/DD/YYYY)
Grade Level	The student's grade for the upcoming school year.	Select from drop down: PSD, KG, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
SPED Program Service Type	Please refer to the expanded category definition on page 1 of the AzEDS Codes Applicable to Special Education (SPED) document.	Select from drop down: HI MD-R, A-R, SID-R MD-SC, A-SC, SID-SC MD-SSI OI-R OI-SC P-SD DD, ED, MIID, SLD, SLI, OHI ED-P MOID VI
ELL Status	Indicate if ELL services will be provided	Select from drop down: Yes or No
FTF Status	Indicate if student is non-AOI, AOI Full-Time, or AOI Part-Time	Select from drop down: Non AOI; AOI Full-Time; AOI Part-Time

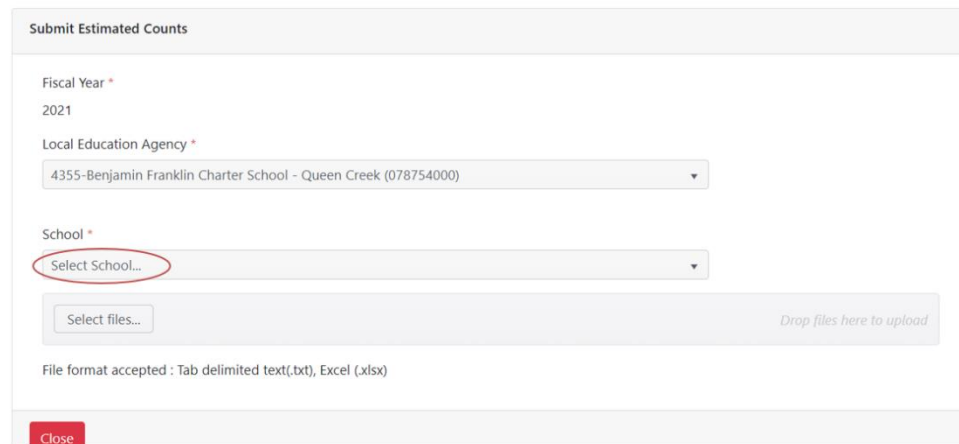
Note: If you upload a new file to the Charter Estimated Counts window, it will replace all existing student data.

B-3. Submitting the File

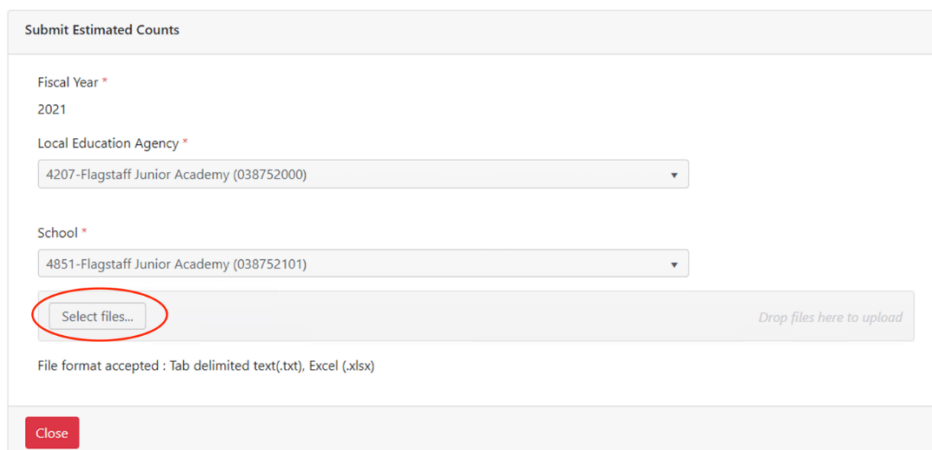
Once you have filled out the template, save it to your Desktop and click on “Add Estimated Counts” in the application.



The Local Education Agency field will auto populate based on the user login. Click on Select School to choose the location you are uploading Charter Estimated Counts for.



Click on Select files then navigate to the completed file template you saved on your computer.



Once you've selected the appropriate file, click on the blue Upload button.


Submit Estimated Counts

Fiscal Year *
2021

Local Education Agency *
4207 - Flagstaff Junior Academy (038752000)

School *
4851 - Flagstaff Junior Academy (038752101)

Select files... Drop files here to upload

 Estimated Counts.xlsx
39.21 KB

Clear Upload

File format accepted : Tab delimited text(.txt), Excel (.xlsx)

Close

When the file has been successfully uploaded you will see an indicator in the File Status column on the screen that shows as Processed.

Fiscal Year	Charter Network Name	Local Education Agency	School	School CTDS	File Name	Upload Date	Uploaded By	File Status	Action
2021	N/A	Flagstaff Junior Academy - 4207	Flagstaff Junior Academy - 4851	038752101	2021 Load	01/20/2021 09:50 AM	2021 Load	Process...	Download

C. View Status of Submitted Estimated Counts

To view the status of the uploaded Charter Estimated Counts, navigate to Estimated Counts in the application.

ADE Charter Estimated Counts
Estimated Counts Summary Report CharterLEA

Charter Estimated Counts

+ Add Estimated Counts
Download Template
Instructions

Submission window details »

A grid will display a list of all previously submitted Charter Estimated Counts files by the Charter District along with each file's status and a button to download the file.

ADE Charter Estimated Counts
Estimated Counts Summary Report CharterLEA

Charter Estimated Counts

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Submission window details »

Export to excel
Search...

Fiscal Year	Charter Network Name	Local Education Agency	School	School CTDS	File Name	Upload Date	Uploaded By	File Status	Action
2021	N/A	Benjamin Franklin Charter School - Queen Creek - 4355	Benjamin Franklin Charter School - Crismon - 5537	078754102	Charter Estimated Counts - Template (7).xlsx	04/09/2021 20:35 PM	DVAZED\CUserE...	Failed	Download View Errors
2021	N/A	Benjamin Franklin Charter School - Queen Creek - 4355	Benjamin Franklin Charter School - Crismon - 5537	078754102	Charter Estimated Counts - Template (6).xlsx	04/02/2021 08:44 AM	DVAZED\CUserE...	Failed	Download View Errors

If the uploaded file generates errors, you will see an indicator in the File Status as Failed. To view the details of the failures, click on View Errors in the Action column and the system will display the errors in the file.

Fiscal Year	Charter Network Name	Local Education Agency	School	School CTDS	File Name	Upload Date	Uploaded By	File Sta...	Action
2021	N/A	Accelerated Learning Center, Inc. - 4297	Accelerated Learning Center - 5462	078979201	Charter Estimated Counts - Template.xlsx	04/21/2021 08:36 AM	DVAZED\CUS...	Failed	Download View Errors

The screen will display the validation error details found in the uploaded file.

Errors x

Validation errors in file uploaded

- No valid data was found in the uploaded file to process.

Note: If a file upload Status is set to “Failed”, you can download the file and re-upload by fixing the errors found in “View Errors”.

C-1. File Validation Errors

D. View of Summary Report

You can view the Charter Estimated Counts Summary Report for all schools under your Charter District for which Estimated Counts have been submitted by navigating to Summary Report on the menu bar.

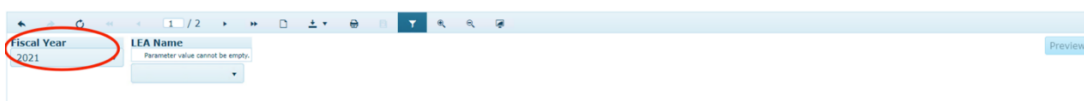


ADE Charter Estimated Counts Estimated Counts **Summary Report** CharterEA

Charter Estimated Counts

+ Add Estimated Counts Download Template Instructions

Select the Fiscal Year that you would like to view.

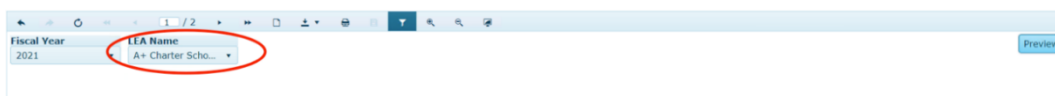


Fiscal Year: 2021

LEA Name: Parameter value cannot be empty.

Preview

Select the Charter District name under LEA Name.

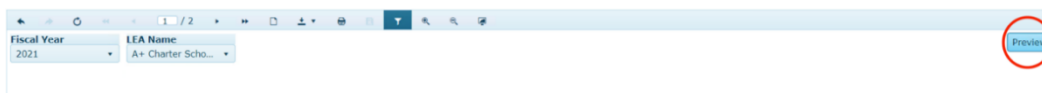


Fiscal Year: 2021

LEA Name: A+ Charter Scho...

Preview

Click on the Preview button to the right.



Fiscal Year: 2021

LEA Name: A+ Charter Scho...

Preview

Preview will generate the Summary Report.

Fiscal Year
2021

LEA Name
A+ Charter Scho...

1 / 2

As of: 4/6/2021 Page 1 of 2

Estimated Counts Summary Report

Charter District: A+ Charter Schools
School Name: A+ Charter Schools
School ID: 1000972

	Non AOI	AOI FT	AOI PT
PSD	0.0000	0.0000	0.0000
[K-8]	0.0000	0.0000	0.0000
[9-12]	25.0000	0.0000	0.0000
Total	25.0000	0.0000	0.0000

	Non AOI	AOI FT	AOI PT
ELL	0.0000	0.0000	0.0000
K-3	0.0000	0.0000	0.0000
HI	0.0000	0.0000	0.0000
MD-R,A,R,SID-R	0.0000	0.0000	0.0000
MD-SC,A,SC,SID-SC	0.0000	0.0000	0.0000
MD-SSI	0.0000	0.0000	0.0000
OI-R	0.0000	0.0000	0.0000
OI-SC	0.0000	0.0000	0.0000
P-SD	0.0000	0.0000	0.0000
DD,ED,MID,SLD,SLI,OH	0.0000	0.0000	0.0000
ED-P	0.0000	0.0000	0.0000
MOID	0.0000	0.0000	0.0000
VI	0.0000	0.0000	0.0000
Total	0.0000	0.0000	0.0000