

Charter Estimated Counts (CEC)



Kathy Hoffman
Superintendent of Public Instruction

New CEC Application FY 2022

Presented by
School Finance

Agenda

- **Statute**
- **Important Deadlines**
- **Charter Estimated Counts (CEC) Memo**
- **ADEConnect Access**
- **Uploading Data**



Requirements

- 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.



Important Dates

- Accessible in [ADEConnect](#) and open for data submission on **6/14/21**.
- Deadline is **07/09/21**.
- Payment is for Payment 1, on **August 2**.
- Charter Estimated Counts will not be used after the **9/1/21** payment and all remaining payments will be based on AzEDS data/projected ADM.



Posted Guidance

- **Memo on Charter Estimated Counts**
 - <https://www.azed.gov/finance/charter-estimated-counts-and-fy22-payment-1>
- **Users Manual**
 - <https://www.azed.gov/sites/default/files/2021/05/Charter%20Estimated%20Counts%20Manual%20FY2022.pdf>



Posted Guidance - Memo

- **Memo on Charter Estimated Counts**



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 disbursed 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

Please click [here](#) to review School Finance guidance regarding COVID-19.

Stay Connected with School Finance

School Finance provides regular updates on requirements, processes, and deadlines by publishing Hot Topics. Please subscribe to School Finance emails to be notified when new Hot Topics are published. Additionally, it is possible to view all previously published Hot Topics by using the link below or view only Hot Topics related to budgets, data, or payments by using the dedicated links under Hot Topics.

School Finance Home

Local Education Agencies

Forms ▾

Knowledge Center ▾

LEA Budget ▾

Memos ▲

FY 2021 Memos

FY 2020 Memos

FY 2019 Memos

FY 2018 Memos



Posted Guidance – Users Manual



[COVID-19](#) [Students & Families](#) [Educators](#) [Administrators](#) [Programs & Supports](#) [About ADE](#) [ADEConnect](#)



[Home](#) / [School Finance](#) / [Knowledge Center](#)

Knowledge Center

References

[School Finance External Guidelines](#)

[Due Dates](#)

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](#)

[School Finance Home](#)

[Local Education Agencies](#)

[Forms](#) ▼

[Knowledge Center](#) ▼

[LEA Budget](#) ▼

[Memos](#) ▼

[School Finance Reports](#) ▼

[External Resources](#) ▼





ADEConnect Access

ADEConnect Role

- ADEConnect at <https://home.azed.gov/Portal/>
- ADEConnect Role:
 - **"Charter Estimated Counts - Charter User"**
- Hot Topic Post:
 - <https://www.azed.gov/finance/new-charter-estimated-counts-application-training-information>



ADEConnect



Applications

[Hide All]

Arizona Department of Education (79275)	[-]
Charter Estimated Counts	★ ↗
Entity Administration	★ ↗
School Finance Systems	★ ↗
Education Organization System	★ ↗
AzEDS Portal	★ ↗



Template



Charter Estimated Counts

+ Add Estimated Counts

Download Template

Instructions

Submission window details »

	A	B	C	D	E	F	G	H	I
1	School Id	Student First Name	Student Middle Name	Student Last Name	Birthdate	Grade Level	SPED Program Service Type	ELL Status	FTF Status
2	4801	Mickey		Mouse	10/10/1990	12	MD-R, A-R, SID-R	Yes	Non-AOI
3	4801	Buzz		Lightyear	35437	12		No	AOI - Part Time
4	4801	Mike		Wazowski	41966	10	VI	No	AOI - Full Time
5	4801	Christopher		Robin	42303	9		No	Non-AOI
6	4801	Chip		Potts	40743	5		No	Non-AOI
7	4801	Ralph		Wreckit	41342	4	DD, ED, MIID, SLD, SLI, OHI	No	Non-AOI
8							MD-SSI		
9							OI-R		
10							OI-SC		
11							P-SD		
12							DD, ED, MIID, SLD, SLI, OHI		
							ED-P		
							MOID		
							VI		



CEC Template

Data Field	Definition	Data Format	Required
School ID	Entity ID for the charter site	Numeric	Required
Student First Name	First Name as listed on the student birth certificate	Text	Required
Student Middle Name	Middle Initial can be reported	Text	Optional
Student Last Name	Last Name as listed on the student birth certificate	Text	Required
Birthdate	Student Birth Date	Numeric (MM/DD/YYYY)	Required
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	Required
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-R, A-R, SID-R), (MD-SC, A-SC, SID-SC) (MD-SC, A-SC, SID-SC), (MD-SSI) (OI-R), (OI-SC) (P-SD), (DD, ED, MIID, SLD, SLI, OHI), (DD, ED, MIID, SLD, SLI, OHI) (ED-P), (MOID),(VI)	Optional
ELL Status	Indicate if ELL services will be provided	Select from drop down: Yes or No	Optional
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	Required



Uploading Template

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

Charter Estimated Counts

[+ Add Estimated Counts](#) [Download Template](#) [Instructions](#)

Submission window details »

[Export to excel](#)

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



File Status

- **Submitted** – file has been uploaded; the system will validate the data.
- **Failed** – a data element in a specific cell is invalid.
- **Processed** – data submitted successfully.

Fiscal Year	Charter Network Name	Local Education Agency	School	School CTDS	File Name	Upload Date	Uploaded By	File Status	Action
2021	N/A	Center for Academic Success, Inc. - 4191	Center for Academic Success, The #1 - 4801	028750201	Charter Estimated Counts - Template TEST.xlsx	06/08/2021 15:00 PM	AZED\mpaz	Submitted	Download
2021	N/A	Center for Academic Success, Inc. - 4191	Center for Academic Success, The #1 - 4801	028750201	Charter Estimated Counts - Template Correct.xlsx	06/08/2021 14:59 PM	AZED\mpaz	Failed	Download View Errors
2021	N/A	Center for Academic Success, Inc. - 4191	Center for Academic Success, The #1 - 4801	028750201	Charter Estimated Counts - Template TEST.xlsx	06/04/2021 14:54 PM	AZED\mpaz	Processed	Download
2021	N/A	Center for Academic Success, Inc. - 4191	Center for Academic Success, The #1 - 4801	028750201	Charter Estimated Counts - Template TEST.xlsx	06/04/2021 14:51 PM	AZED\mpaz	Failed	Download View Errors



Upload Errors

Validation Errors will show which row and column need to be corrected

- Duplicate Students not allowed (First Name, Last Name and DOB)
- Data Formatting is correct in each cell

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

Errors

Validation errors in file uploaded

- Error FMT103: Found in row 3, column 5. The Birthdate column requires a datatype of DateTime. The data specified -->35437<-- does not match this requirement.
- Error FMT103: Found in row 4, column 5. The Birthdate column requires a datatype of DateTime. The data specified -->41966<-- does not match this requirement.
- Error FMT103: Found in row 5, column 5. The Birthdate column requires a datatype of DateTime. The data specified -->42303<-- does not match this requirement.
- Error FMT103: Found in row 6, column 5. The Birthdate column requires a datatype of DateTime. The data specified -->40743<-- does not match this requirement.
- Error FMT103: Found in row 7, column 5. The Birthdate column requires a datatype of DateTime. The data specified -->41342<-- does not match this requirement.

						File Status	Action
er for Academic Success, Inc.	Center for Academic Success, The #1 - 4801	028750201	Charter Estimated Counts - Template.xlsx	06/01/2021 10:16 AM	AZED\mpaz	Failed	Download View Errors
er for Academic Success, Inc.	Center for Academic Success, The #1 - 4801	028750201	Charter Estimated Counts - Template.xlsx	06/01/2021 08:04 AM	AZED\mpaz	Processed	Download
er for Academic Success, Inc.	Center for Academic Success, The #1 - 4801	028750201	Charter Estimated Counts - Template.xlsx	06/01/2021 08:03 AM	AZED\mpaz	Failed	Download View Errors



Examples of Validation Errors

Error Code	Error Message	Resolution
FMT101	Columns do not match with that of template.	Validate the template that you are using matches the template available in the Charter Estimated Counts application.
FMT102	The {Column name} column is required and requires a datatype of {data type}	A required column is not supplied with a value. A value of one or more characters are required for specified column.
FMT103	The {Column name} column requires a specific datatype of {data type}. The data specified →{data}← does not match this requirement.	Invalid formatted data. Eg: Entering text in date column. Data must be in format of a date such as 10/10/2020
FMT105	The {Column name} column requires a datatype of {Data Type} and of maximum{ Max Length required} characters long.	Data has exceeded maximum length of 50 characters for specified column. Validate the student data.



Summary Report



Charter Estimated Counts

+ Add Estimated Counts

Download Template

Instructions

1 / 2

Fiscal Year: 2021 | LEA Name: A+ Charter Scho...

As of: 4/6/2021

Estimated Counts Summary Report Page 1 of 2

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,MIID,SLD,SLI,OHI	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



Data Capture

Data Capture Deadline, 5 p.m.	To be considered for:
July 6, 2021	Payment on August 2, 2021
August 3, 2021	Payment on September 1, 2021
September 7, 2021	Payment on October 1, 2021
October 5, 2021	Payment on November 1, 2021
November 2, 2021	Payment on December 1, 2021
December 7, 2021	Payment on January 3, 2022
January 4, 2022	Payment on February 1, 2022
February 8, 2022	Payment on March 1, 2022
March 8, 2022	Payment on April 1, 2022
April 5, 2022	Payment on May 2, 2022
May 3, 2022	Payment on June 1, 2022
June 7, 2022	Payment on June 30, 2022



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

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

