School Finance Webinar



Calendar Data Submission

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July 27, 2021



Agenda

- Instructional Calendar Submission
- Integrity Errors and Troubleshooting
- Calendar Reports
- Deadlines
- Questions



Calendar Submission

Instructional Calendar

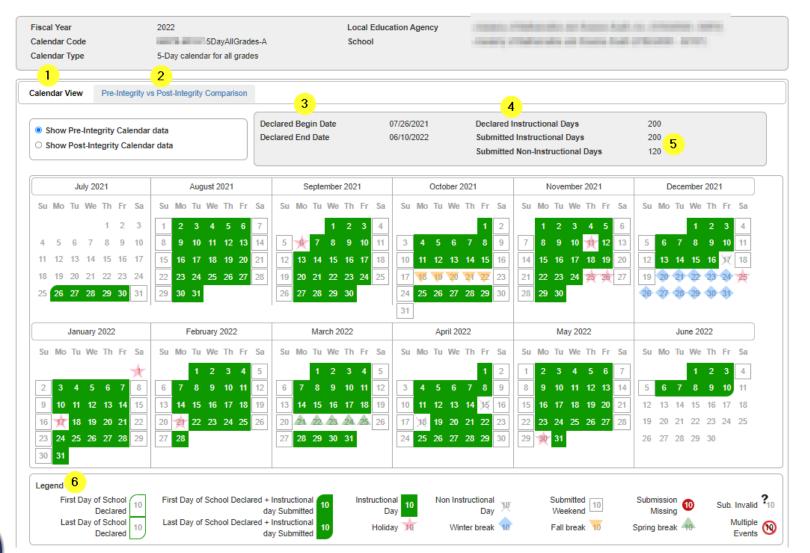
- Every district is required to establish and submit an instructional calendar for the school year to AzEDS.
 - AOI schools and DRP schools that only serve DRP students do not submit calendars.
 - ASDB submits their own calendars (previously submitted calendars should not be used if they can't be deleted).
- The instructional calendar must be <u>certified</u> and <u>pass Integrity</u> before any student detail information can be processed through Integrity and the ADM calculation engine (ACE) in AzEDS.



Data Requirements

- Calendar Code specific to your LEA/School
- Calendar Type based on number of days per week and grades
- Declared Begin Date, End Date, and Instructional Days – submitted by the SIS when the calendar is created
- Date Descriptors each day must be associated with a descriptor (must use required holiday descriptors on actual holiday)

Instructional Calendar



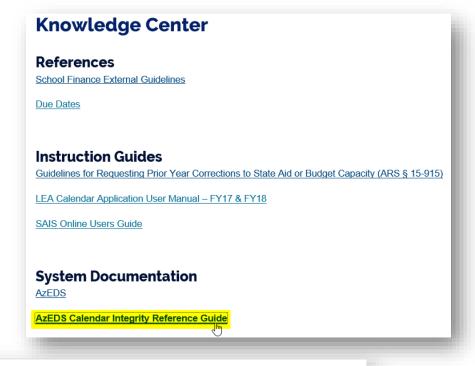


Integrity Errors

Calendar Integrity Reference Guide

https://www.azed.gov/sites/default/files/finance/files/2019/07/AzEDS-Calendar-Integrity-Troubleshooting-Guide-20190719.pdf







Integrity Reference Guide

Calendar Integrity Reference Guide

This guide is designed to assist Data Coordinators in successfully submitting calendar data to the Arizona Education Data Standards (AzEDS) system.



Top Integrity Errors

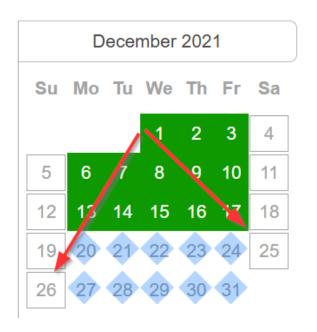
 -90003 - Public schools are expected to recognize the Veterans' Day holiday. Please include this required holiday in the school calendar on the required date. See A.R.S. 15-801 for more information.

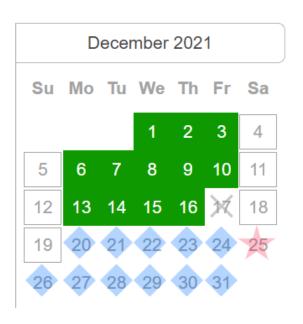
-90007 - Only one Winter Break is allowed.



Top Integrity Errors

-90007 - Only one Winter Break is allowed.





The break descriptors must be used consecutively and can only be interrupted by required holidays.

Calendar Reports

Calendar Reports

- CAL10 Submitted fields, calendar summary, days not in session, holidays
- CAL15 Calendar event descriptor and calendar event resource ID for each
- CAL20 Summary of all calendars submitted for the district, separated by school

Calendar

CAL10 - School Calendar Summary Report

CAL15 - Calendar Event Detail Verification Report

INTEG35 - School
Calendar Integrity
Report

CAL20 - District Calendar Summary Report



https://www.azed.gov/finance/training-videos

Calendar Reports

INTEG35 – Shows calendar Integrity errors (failures must be resolved for the calendar to pass Integrity)

INTEG35 Fiscal Year: 2022

School ID:

Art Charter Schools (1988198) School Calendar Integrity Report

Page: 1 of 1

CTDS:

Report Date: 07/26/2021 07:50 PM

School Year: 2021 - 2022

Data Capture Date: 07/25/2021 7:55PM

10000000

School CTDS:

School Name:

Failed Integrity status:



Calendar Code Calendar LEAID **Error Code Error Description** Severity

An Charles Schools

-5DayAllGrades-13

100001906

91,887,20,009

Error

-90006

Only one Fall Break is allowed.

Total Records: 1



Deadlines

Deadlines

- Data capture date for September payment is Tuesday, 8/3.
 - Calendars are required for student data submission so your calendars must be submitted, passing Integrity, and certified.
- Calendars can be submitted and modified freely until 8/31.
 - After this date you must submit a <u>Help Desk</u> ticket to request access to a calendar.



ADE, School Finance

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



Questions?



