



Calendar Count Exemption Request Fiscal Year 2023



School Finance uses the 100th day (or 200th day where applicable) of each school’s calendar to calculate average daily membership (ADM). To support ADM calculation, AzEDS requires that all schools submit one 5-day or [4-day calendar](#). The required 5-day or 4-day calendar is considered the school’s primary calendar. Once the primary calendar has been submitted, up to 3 additional 4-day or 3-day calendars for preschool (PS) or kindergarten (KG) may be submitted, if needed.

To request approval for calendars beyond the defaults described above, please complete this form and attach it to an Account Analyst Support Request within the [HelpDesk](#) application.

Once your request is reviewed and approved, you’ll receive a communication from School Finance to coordinate the upload of your new calendar(s) through your SIS to AzEDS. If you need assistance with the upload process, please contact your vendor. Please submit questions regarding this request to [HelpDesk](#).

Submitting District / Charter Name	District/Charter Entity ID
request additional calendars for:	
School Name	School Entity ID

Please attach official documentation (i.e., schedule from SIS, school calendar with logo, etc.) that supports the explanation for each additional calendar.

Description of Additional Requested Calendars

Calendar Type	Quantity Requesting	Explanation
5 Day All Grades		
4 Day All Grades		
4 Day KG or PS		
3 Day KG or PS		
3 Day Grades 9-12 <small>CTED ONLY</small>		
2 Day Grades 9-12 <small>CTED ONLY</small>		
1 Day Grades 9-12 <small>CTED ONLY</small>		

This document must be submitted by an authorized signer (**Entity Administrator, Business Manager, or Superintendent**).

Printed Name (print legibly)	Signature	Telephone
E-mail Address	Title	Date