



School Finance Memorandum 18-054
State of Arizona
Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers,
Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: May 4, 2018

SUBJECT: Updated Guidance on School Closures and Instructional Time (follow up to [SF18-051](#))

Due to expected volume of questions, all questions must be submitted to SFAnalystTeam@azed.gov

A.R.S. § 15-806(B) provides for the closure of schools in the following circumstances:

- Widespread illness for any period of three or more consecutive days
- Adverse weather conditions for any period of three or more consecutive days
- Concerted refusal by students to attend classes for any period of three or more consecutive days
- Threats of violence against school property, school personnel, or pupils for any period of one or more days.

The Department of Education is also provided authority to approve school closure for other reasons which affect the safety of persons or property due to fire, flooding or floodwater, an earthquake, a hazardous material event or other imminent danger to students, staff and property.

We acknowledge the closure requests received, however ADE has determined that inadequate staffing does not create the same level of risk to students, staff or property as the specified scenarios. Therefore, instructional calendar modifications are required for currently reported instructional days in which schools were closed. A calendar change request must be submitted along with the completed form (see attached). Please e-mail SFAnalystTeam@azed.gov for guidance on how to submit a calendar change.

Instructional Time and Full Time Equivalency (FTE)

All school districts and charter districts for which schools were closed must determine (1) instructional time for all students and (2) how this impacts the students' current FTEs.

- If instructional time remains after subtracting time originally scheduled for days closed due to the walkout, but the student is not enrolled in enough instructional time for the reported FTE, the FTE can be changed to reflect the FTE from the table below.
 - To meet the hours required for each student's enrolled instructional time requirement by grade and desired FTE, additional instructional time may be added. This may be in the form of longer days or additional instructional days.

- If insufficient instructional time remains after subtracting time originally scheduled for days closed due to the walkout, additional instructional time must be added. Sufficient instructional time must be added to meet the hours required per grade as indicated in the table below.
 - It is possible that some students' enrolled instructional time may not be sufficient to qualify for the currently reported FTE. In this scenario, additional instructional time must be added to ensure each student's enrolled instructional time meets the time requirement for the reported FTE and grade. This may be in the form of longer days or additional instructional days.

Instructional Time Certification Form

All School Districts and Charter Districts (CTDS: ##-##-##-000) must submit a statement indicating the operational status for each day of the walkout, April 26, 2018 through May 4, 2018, indicating whether originally scheduled instruction was provided, not provided, or modified.

If no change to scheduled instruction was made during the walkout, the Superintendent or equivalent position need only sign a statement to that effect on the [Instructional Time Certification Form](#). For those districts which closed or modified the originally scheduled instruction in any way on any of the days impacted by the walkout, the [form](#) in its entirety must be completed and signed by the Superintendent (certifying compliance with the instructional time requirements pursuant to A.R.S. § 15-901).

Completed forms must be scanned and e-mailed to School Finance (SFAnalystTeam@azed.gov) along with the excel file and a calendar change form (if required). Additional documentation may be requested.

Additional Information

Required Instructional Hours by Grade and Student FTE

<u>FTE</u>	<u>1.00</u>	<u>0.75</u>	<u>0.50</u>	<u>0.25</u>
Grades				
PSD			216	
KG			356	
UE*	712	534	356	178
1-3	712	534	356	178
4-6	890	668	445	223
7-8	1000	750	500	250
9-12	720 & 4 or more subjects	540 & 3 or more subjects	360 & 2 or more subjects	180 & 1 or more subjects

* Students with disabilities only

Impact on students reported with fractional FTEs will vary by student, subject to actual time enrolled.

A.R.S. § 15-341.01 requires public schools to be operated for at least 180 days or another number of days over which the required hours of instruction are provided. However, students who have met the State Board of Education's requirements for graduation, or stricter requirements adopted by the governing board or body of the district or charter if applicable, may be graduated. Once students have graduated, there is no requirement to attend school. Students who have graduated prior to the last day of school may be reported as absent if they do not attend or may be reported as graduated on the date of graduation with a W7. Other students who do not attend shall be reported as absent, excused or unexcused, as would be determined under normal circumstances.