School Finance Guideline

Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity (A.R.S. § 15-915)

Contents

This document can be found at http://www.azed.gov/finance/knowledge-center/.

A. Scope

1. A.R.S. § 15-915 provides the ability to modify data that impact state aid and/or budget capacity for the previous three (3) years.
2. ADE collects student data in AzEDS. Modified student data can impact multiple business units within ADE.
3. Increases or decreases in expenditure capacity and state aid may result from completed A.R.S. § 15-915 requests for the prior fiscal year.
4. Year one (1) corrections made within the subsequent fiscal year are eligible for an increase in expenditure capacity and state aid.
   a. To be eligible for an increase in expenditure capacity and state aid, all data changes/corrections must be:
      i. Submitted by June 01 of the subsequent fiscal year to ensure data processes can be completed by the end of the subsequent fiscal year.
      ii. Completed within the subsequent fiscal year, July 01-June 30. Requests completed after June 30 are outside the subsequent fiscal year and are not eligible for an increase in expenditure capacity and state aid.
5. Year two (2) and three (3) corrections made within the 2nd and 3rd prior year may result in decreases in expenditure capacity and state aid. Pursuant to A.R.S. § 15-915, no increases may result from these student data corrections.

B. Overview

Adhering to all deadlines provided by School Finance will expedite the processing of the A.R.S. § 15-915.

1. Data corrections are to be completed within three (3) months from the original approval date.
2. A submission window to modify data within the ADE systems will be opened for a maximum of ten (10) business days. New integrity errors may appear when the submission window is opened.
3. Notifications sent by ADE must be responded to within ten (10) business days to remain active. It is the responsibility of the HelpDesk requester to keep the request active. Requests not responded to are set to inactive and queued for completion, processed, and closed.
4. Closed requests cannot be reopened. A new A.R.S. § 15-915 request is required following Section C of this document.

C.   Data Request Process

Prior to requesting a [A.R.S. § 15-915](#), the Local Education Agency (LEA) must be ready to upload/sync data revisions via their SIS to ensure the data corrections can be completed within three (3) months from the original approval date.

C-1 Request Letter

1. Create a letter on district or charter letterhead. Each request letter may encompass only one (1) fiscal year. The letter must include the following:
    a. Date
    b. LEA Name and Entity ID (District/Charter District)
    c. Contact name, title, telephone number, and the email address of the individual responsible for the corrections
    d. Fiscal year being modified
    e. A description of data changes
    f. A statement acknowledging the risk that ADM and Equalization adjustments may increase or decrease as a result of opening the window for an A.R.S. § 15-915 request
    g. The letter must be signed by the following individuals (<u>two</u> signatures):
        i.   Superintendent or Charter Holder Representative, **and**
        ii. Business Manager

C-2 External File for Student Data Corrections (.CSV)

Submit an External File for Student Data Corrections along with the request letter. The AzEDS API can have different structures for different fiscal years. The AzEDS webpage https://www.azed.gov/information-technology/azeds/reference has detailed use case documents and reference guides to explain the database structures. Refer to the [AzEDS Technical Impact and File Specifications](#) for detailed information regarding the External File.

1. Prior year data resources identified on the file are modified using a Student Information System (SIS). The External File acts as a filter and opens the requested data resources but does not limit Integrity and ACE, which runs on the entire LEA.
2. The External File must follow the correction year's file specifications.
3. All student data changes must be identified in an External File. If needed, a list of resources without a Student ID located in the specified Fiscal Year File Specification (e.g., ClassPeriods) are to be included in the letter.
4. Additional data changes identified during the process require additional external files.

C-3 HelpDesk Request

When creating a new [HelpDesk](#) request, use the School Finance "A.R.S. § 15-915 Request" template. Select the appropriate Subcategory (15-915 Prior Year Correction) and Item (Student Data). Attach the request letter and External file.

All correspondence regarding the A.R.S. § 15-915 will be kept in one request so that all communication is available in one place for all parties to view.

D. Budget/AFR Data Corrections

To expedite the processing of the A.R.S. § 15-915 request, adhere to all deadlines provided by School Finance.

D-1 Prior to A.R.S. § 15-915 Request

An A.R.S. § 15-915 budget data correction request is intended for Annual Financial Report (AFR) and/or expenditure budget file revisions.

D-2 Budget/AFR A.R.S. § 15-915 Request Process

1. Write a letter on district or charter letterhead requesting to make expenditure budget or AFR corrections pursuant to A.R.S. § 15-915. The letter must include the following:
   a. Date
   b. LEA Name and Entity ID (District/Charter District)
   c. Contact name, title, telephone number, and the email address of the individual responsible for the corrections
   d. Fiscal year being modified
   e. The budget form(s) that will be adjusted (e.g., expenditure budget, AFR)
   f. List of the specific changes (e.g., the page number, the current amount reported, the corrected amount, and the reason for the changes). NOTE: Additional documentation may be required after the request is reviewed
   g. The letter must be signed by the Business Manager
2. Email the A.R.S. § 15-915 Request to SFBudgetTeam@azed.gov. Additional steps will be sent via email.

E.   Transportation Data Corrections

To expedite the processing of the A.R.S. § 15-915 request, adhere to all deadlines provided by School Finance.

E-1   Prior to A.R.S. § 15-915 Request

Before requesting a A.R.S. § 15-915 transportation data correction, all changes to your existing transportation data must be identified.

E-2   Transportation A.R.S. § 15-915 Request Process

1. Create a letter on district letterhead requesting a correction of transportation data pursuant to A.R.S. § 15-915. The letter must include the following:
    a. Date
    b. LEA Name and Entity ID (Local Education Agency)
    c. Contact name, title, telephone number, and the email address of the individual making corrections
    d. Fiscal year being modified
    e. List the specific requested changes (e.g., changes to the Vehicle Inventory Report or Daily Routes Reports) and why the changes need to be made. **NOTE:** Additional documentation may be required after the request is reviewed
    f. A statement acknowledging the risk that TSL adjustments may occur as a result of changes to Routes or Vehicle Inventory
    g. The letter must be signed by the following individuals (<u>two</u> signatures):
        - Business Manager, **and**
        - Transportation Director or higher authority
2. Submit the request letter in http://helpdeskexternal.azed.gov/ for the A.R.S. § 15-915 Request. Use the HelpDesk School Finance "A.R.S. § 15-915 Request" template. Select the appropriate Subcategory (15-915 Prior Year Correction) and Item (Transportation) from there. Attach the request letter.