

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

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

## A. 15-915 Overview

1. [A.R.S. § 15-915](#) provides the ability to modify data which impacts state-aid and/or budget capacity for the previous 3 years.
2. All necessary data changes must be identified within the 15-915 request letter.
3. Each request letter may encompass only 1 fiscal year.
4. Increases or decreases in expenditure capacity and state aid may result from completed 15-915 requests for the prior fiscal year.
5. Corrections to the 2<sup>nd</sup> and 3<sup>rd</sup> prior year may result in decreases to expenditure capacity and state aid. Pursuant to [A.R.S. § 15-915](#), no increases may result from these student data corrections.

## **B. AzEDS Student Data Corrections**

Student data is collected by ADE in AzEDS. Modifying student data can impact many business units within ADE.

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance.

### **B-1 Prior to 15-915 Request**

#### **B-1a Items to Review**

1. A 15-915 must be completed by the LEA within 3 months from the original approval date. If additional data changes are identified after the 15-915 has reached the three-month time frame and is closed, a second 15-915 request letter must be submitted through [HelpDesk](#).
2. A window to modify data within the ADE systems will be opened for a maximum of 5 business days.
3. If a response is not received from the LEA within 10 business days after a notice has been sent by ADE that a process is complete, the 15-915 will be queued for completion and passed to the Payments team for final adjustments.

#### **B-1b Items to Prepare**

Before requesting a 15-915 data correction, all necessary student data changes must be identified in an External File. The External File will act as a filter to identify which resources are available in the data correction process. There are separate file specifications for different fiscal years' External Files.

The AzEDS API can have different structures for different fiscal years. [The AzEDS website](#) has detailed use case documents to explain the database structures and has references to explain the 915 External File Format. Please refer to the AzEDS Technical Impact and File Specifications for detailed information regarding the External File for resources with a Student Id as well as resources without a Student Id that need to be included in the formal request letter.

#### **FY2018 File Specification:**

<https://cms.azed.gov/home/GetDocumentFile?id=5b74657a1dcb250c70810bb6>

#### **FY2019 File Specification:**

<https://cms.azed.gov/home/GetDocumentFile?id=5d5c5cd51dcb250d5caaf78f>

#### **FY2020 File Specification:**

<https://cms.azed.gov/home/GetDocumentFile?id=5f10aa9203e2b311a4678f19>

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**B-2 AzEDS 15-915 Request Process**

1. Write a letter on district or charter letterhead requesting a correction of student data pursuant to [A.R.S. § 15-915](#). The letter must include the following:
  - a. Date
  - b. LEA Name and CTDS Number
  - c. Contact name, title, telephone number (including extension, if applicable), and the email address of the individual responsible for the corrections
  - d. Fiscal year for which data is being modified
  - e. Reason why a data correction is necessary
  - f. A statement acknowledging the risk that ADM and Equalization adjustments may increase or decrease as a result of opening the window for a 15-915
  - g. Resources requested:
    - The External File following the correct year's file specifications for resources with Student IDs to be attached separately from the request letter.
    - If needed, a list of resources without a Student Id located in the specified Fiscal Year File Specification found in [B-1b](#) (e.g. Grading Periods) are to be included in the letter
  - h. The letter must be signed by the following individuals:
    - Superintendent or Charter Holder Representative, and
    - Business Manager
2. Submit an electronic copy of the request letter and supporting documentation outlined in <http://helpdeskexternal.azed.gov/> for the A.R.S. § 15-915 Request.

## **C. Budget/AFR Data Corrections**

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance.

### **C-1 Prior to 15-915 Request**

A 15-915 budget data correction request is intended for Annual Financial Report (AFR) and/or expenditure budget file revisions. If you have questions, please email [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

### **C-2 Budget/AFR 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 CTDS Number
  - c. Contact name, title, telephone number (including extension if applicable) and the email address of the individual making corrections
  - d. The fiscal year the change(s) will affect
  - 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, the reason for the changes). NOTE: additional documentation may be required after request is reviewed
  - g. The letter must be signed by the Business Manager
2. Submit an electronic copy of the request letter and supporting documentation outlined in <http://helpdeskexternal.azed.gov/> for the A.R.S. § 15-915 Request.

## **D. Transportation Data Corrections**

To expedite the processing of your 15-915, please adhere to all deadlines provided by School Finance.

### **D-1 Prior to 15-915 Request**

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

### **D-2 Transportation 15-915 Request Process**

1. Write 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 CTDS Number
  - c. Contact name, title, telephone number (and extension if applicable), and the email address of the individual making corrections
  - d. The fiscal year the changes will affect
  - e. List the specific changes being requested (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 request is reviewed
  - f. The letter must be signed by the following individuals:
    - Business Manager, and
    - Transportation Director or higher authority
2. Submit an electronic copy of the request letter and supporting documentation outlined in <http://helpdeskexternal.azed.gov/> for the A.R.S. § 15-915 Request.