



SCHOOL FINANCE MEMORANDUM 17-029

**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: December 15, 2016

SUBJECT: School Finance Updates

Important Reminder: Reconcile ADE AzEDS Data to your SIS Data

Remember to reconcile the data that is in your student information system (SIS) with the data in AzEDS. Funding for future payments will be determined by the data that is in AzEDS, not your SIS. If there is a discrepancy in the data, whatever is in AzEDS will be used for your funding for future payments. Data should be reconciled monthly, at a minimum. See 2017 Data Deadlines or the School Finance webpage for data capture date for each month's payment

A couple of reports to review on a regular basis:

- Student Integrity Status Report (INTEG15)
- AzEDS Data Verification Reports (STUD10, STUD15)
- Post ACE Reports (ADM15)

These reports can all be found within your AzEDS portal via ADEConnect.

If you need assistance with how to reconcile your AzEDS reports, please reach out to your Account Analyst for additional resources and trainings, such as the following sessions:

School Finance, Workshop Wednesday's:

<http://www.azed.gov/finance/2016/08/23/wednesday-workshops-for-september/>

School Finance Friday Webinars:

<http://www.azed.gov/finance/school-finance-fridays/>

Transportation Routes is Open for Data Submission

It's that time of year again for districts to submit their transportation routes data to ADE.

In accordance with A.R.S. §15-922, transportation routes data must be submitted to ADE within 12 business days of the district's 100th day.

Transportation Routes data must be submitted via Common Logon on the ADE web site. Your School Finance Account Analyst can assist you with any questions that you may have. Click here to find your Account Analyst.

Please note that only districts must submit this data. Charters do not submit transportation data.

AzEDS

School District Base Support Levels (except for declining districts) and Charter Districts will be funded based on FY 2017 Projected 100th day ADM, SPED, and ELL values. Please be sure that you review your ADM, SPED, and ELL reports, which are available via ADEConnect. These reports will be updated daily and will change as you submit additional student data. Legacy reports, ADM46-1, SPED28-1, and ELLS28-1, will updated once a month, following the Data Capture Date deadline as indicated at: <http://www.azed.gov/finance/2016/06/30/fy-2017-monthly-processing-and-integrity-schedule/>. These reports will reflect the numbers to be used on the upcoming state aid payment (APOR55-1, CHAR55-1). Be sure to contact your [School Finance Account Analyst](#) with questions regarding the quality of your ADM, SPED, and ELL numbers.

Dropout Recovery and Grand Canyon Diploma Data Reporting

Dropout Recovery Program (DRP) is currently in the process of transitioning to AzEDs, and all LEAs should be attempting to sync this data. Please contact your Account Analyst if you have any questions.

Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2017 as used in FY 2016.

Reminder: Guidelines for Requesting a 15-915

*Please note that all 915s are currently on hold due to the SAFR and will not resume again until mid-January.

If your district is planning on requesting a Prior Year Corrections to State Aid or Budget Capacity (ARS§15-915), be aware that the guidelines have been updated since 08/20/2015. Prior to submitting your request, please review the guidelines to ensure that your request is complete. Beginning FY2017, we will only accept data revisions for FY2016, FY2015 and FY2014.

The Guidelines have been posted on our webpage since August at this location:

<http://www.azed.gov/finance/files/2011/06/15-915-guidelines.pdf>

If you have additional questions, please contact your assigned Account Analyst

<http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>

Payment Updates

FY2017:

K-3 Funding: The funding was released to eligible district/charter starting in the August 1st payment through equalization payment report (APOR55-1). To be eligible: must be either letter A or B district/charter **and** the 3rd grade far below reading level is less than 10%. Districts/Charters whose plans were approved at the SBE meeting December 19, 2016 will be included in the January 2nd payment.

Student Counts: Beginning with the January 2, 2017 apportionment of state aid, all non-declining school districts will be funded based on a Base Support Level which uses FY17 projected 100th day ADM, SPED, and ELL. Declining is currently determined by comparing FY2017 ADM to FY2016 ADM. Please see your FY2016 ADM 46-1, SPED 28-1, and ELLS 10-1 reports available at (<http://www.ade.az.gov/districts/default.asp>). Your FY2017 ADM 20, SPED 20, and ELLS 20 reports are available via ADE Connect, AzEds Portal.

SRP Voluntary Contributions: The SRP amounts rolled over from FY 2016 have been updated to the FY 2017 Voluntary Contribution figures received from SRP and are included on this month's FY 2016 APOR 55-1 Report.

GPLET Value: Tax Year 2016 values by district were used in the calculation of state aid for the January 2, 2017 apportionment. These values are provided by the Counties.

Budgets Updates

FY 2016 BUDG75 were Posted November 22nd

The BUDG75 are posted on the district's ADE webpage (<http://www.azed.gov/Districts/EntitySelection.asp>)

Note: **Disregard any FY 2016 BUDG75 Reports dated prior to 11/22/2016.**

FY 2017 December BUDG25 were Posted December 7th

The December BUDG25 report includes:

- A note at the top of the report indicating the Fiscal Year of the ADM in use (2017 ADM is being used for those districts that are Current Year funded. 2016 ADM is in use for those districts identified as declining.)
- Expenditure budget files successfully processed as of 11/28/2016
- Budget balance/carry-forward values from the FY 2016 BUDG75 report (dated 11/22/2016 or later)
- New BUDG25 Reports will be generated after each payment

To download and review a specific entity's budget reports, by fiscal year selection, choose the district name from the drop down menu, [here](#).

General Updates

Email Distribution:

If you are not receiving updates via email and you would like to, please email schoolfinance@azed.gov with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email schoolfinance@azed.gov or call Stephanie Dunford @ 602-542-8248.

School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- 1) **General Updates:** Email schoolfinance@azed.gov
- 2) **AzED/SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- 3) **Payment:** Email the School Finance payment team at SFpaymentteam@azed.gov
- 4) **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov .

Other Areas within ADE

- **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist
Tel: (602) 542-7466
- **ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
- **ADE Support**, 602-542-7378 or 1-866-577-9636
- **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.