



SCHOOL FINANCE MEMORANDUM 17-038

**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: February 15, 2017

SUBJECT: School Finance Updates

School District Employee Report (SDER)

Pursuant to A.R.S. §15-941, teacher experience data must be transmitted to the Superintendent of Public Instruction on or before 4:00 p.m. on March 1st, 2017.

The Arizona Department of Education (ADE) captures this data through the School District Employee Report (SDER) application, located on the Common Logon. This data is required to calculate your District's Teacher Experience Index (TEI) which may increase your FY 2017 budget limit and equalization assistance. All individuals placed on the certified list must have been certified through ADE's Certification Unit. All other employees must be included on the classified list.

Data must be submitted for all employees filling a position in the District as of March 1st, 2017.

Please make sure that you submit your employee data by the March 1st, 2017 deadline. ADE will close the SDER application at 4:00 p.m. A TEI can only be calculated for your district if your employee data is submitted and the submission is finalized by March 1, 2017 . Do not forget to click the check box to submit your data.

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 on the School Finance webpage for data capture date for each month's payment.

We advise you to review a couple of reports on a regular basis:

- Student Integrity Status Report (INTEG15)
- AzEDS Data Verification Reports (STUD10, STUD15)
- Post ACE Reports (ADM15, Reconcile ADM Type, Fundable Interval and Limited Year-End ADM columns)

These reports can all be found within the AzEDS portal via [ADEConnect](#).

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

School Finance Workshop Wednesdays:

<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. This application opened **January 17th, 2017**.

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.

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 ADM20, SPED20, and ELL20 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 you [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 in production in AzEDs, all LEAs should sync this data as it is being used for payment. 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

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:

Student Counts: Beginning with the January 2, 2017 apportionment of state aid, all non-declining school districts were 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 FY 2016 ADM 46-1, SPED 21-1, and ELLS 10-1 reports available at (<http://www.ade.az.gov/districts/default.asp>). Your FY2017 ADM20, SPED20, and ELLS20 reports are available via [ADE Connect](#), AzEds Portal.

* **K-3 Funding:** The funding has been 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 January 23, 2016 were included in the February 1st payment.

State Aid Rollover: Pursuant to Laws 2016, Chapter 124, Section 14, the Arizona Department of Education shall defer, until July 1, 2017 but no later than July 12, 2017, \$930,727,700 of the basic state aid and additional state aid payment that otherwise would be apportioned to school districts during fiscal year 2016-2017. The FY17 rollover amounts have been recalculated and were included in the February 1 payment APOR64-1.

Instructional Improvement Fund: Payment 1 has been distributed. Since it is further than halfway through the fiscal year, payment 1 will be larger than payment 2 because more than half of the revenue is included in payment 1. Reports may be found here: <http://www.azed.gov/SchoolFinanceReports/Reports?>

Budgets Updates

FY 2017 February BUDG25 have been posted

The Total District Additional Assistance (DAA) on the BUDG25 report was updated to reflect the FY 2017 re-calculated DAA adjustments (<http://www.azed.gov/finance/2017/01/26/10213/>).

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.