



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 18-055

TO: District Superintendent, District Business Managers, Charter Business Managers, Charter School Principals and Administrators, and All Charter Schools

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: May 11, 2018

SUBJECT: Fiscal Year 2019 Instructional Calendar and Optional 200-Day

As mandated by A.R.S. § 15-1042, all Local Education Agencies (LEAs) are required to submit their data electronically in order to receive funding for their cost of educating students. As part of the data submission process, an LEA must create and certify an instructional calendar. LEAs must enter the instructional calendars in their student information systems (SIS) for submission to AzEDS. AzEDS will be available starting 7/1/2018 for instructional calendar transactions.

Each LEA is required to establish and certify an LEA calendar by July 6, 2018 for Fiscal Year 2019. The calendar must be approved and certified before any student detail information (AzEDS data) can be submitted to ADE and pass AzEDS Integrity. Instructional calendars must be certified in time for the August 1 and September 1 payments based on Charter Estimated Counts (see [SF 18-057 for details](#)). The initial release of state aid will be delayed if the deadline specified for the instructional calendar has not been met.

Note: Arizona Online Instruction (AOI) schools are not required to and should not submit a calendar.

Instructions

1. It is now necessary for each school site to submit a separate calendar. AzEDS will require a calendar for each site at which an LEA submits membership.
2. A school year must begin on or after July 1 and end on or before June 30. Please make sure that all session days fall within these dates. Summer school is not considered part of the school year and should not be included in the calendar.
3. Winter break cannot exceed two school weeks according to A.R.S. § 15-801(B), "Governing boards of school districts may declare a recess during the Christmas holiday season of not to exceed two school weeks ..." AzEDS will return an Integrity error if winter break exceeds two school weeks.



4. The calendar must observe four defined holidays (A.R.S. § 15-801(B)): July 4, Veterans' Day, Thanksgiving Day and December 25. **These specific holidays must be observed on their actual holiday dates in the calendar application. If you wish to observe these holidays on days in addition to the required date, please use the "Other Holiday" or "Other Non-Session Day" options.**
5. A Superintendent, Business Manager, or other LEA responsible party must certify that its calendar meets the minimum instructional time requirements as defined in A.R.S. § 15-901 which is summarized below:

Grade	Minutes/Week	Hours/Year
Preschool	360	216
Kindergarten	N/A	356
1 – 3	N/A	712
4 – 6	N/A	890
7 – 8	N/A	1,000
9 – 12	N/A	720

When certifying each school's calendar, a confirmation box must be checked verifying that the minimum instructional time has been scheduled.

6. Additional instructional days may be scheduled in AzEDS to accommodate for snow days or other emergency closure situations when instruction cannot be provided.

Deadlines

The deadline for certifying the calendars is July 6, 2018. LEAs may access their calendars to make changes and re-certify their calendars through August 31 of the school year. Be sure to re-certify your calendar(s) if changes are made after the initial certification. After August 31, all calendar change requests must be sent to School Finance for approval before submission.

A school's calendar must be submitted and certified prior to its students passing AzEDS Integrity, as it is dependent upon a certified calendar.

All new charters for fiscal year 2019 (school year 2018-2019) must create a calendar. If you are a new Charter Holder experiencing delays receiving a CTDS number or AzEDS key within our system which is contributing to the delay in your calendar certification, please contact School Finance immediately.

Optional 200-Day Instructional Calendar

School districts may elect to provide 200 days of instruction per A.R.S. § 15-902.04 and have their ADM calculated based on 200 days. Annual instructional time must be increased by 10% for the



increased funding. School districts or charter districts that elect to extend their school year to 200 days are allowed a 5% increase to their base level amount.

If a school district or charter district is interested in offering 200 days of instruction and receiving a 5% increase to their base level amount, the school district or charter district needs to do the following:

1. Send a letter to the Arizona Department of Education (ADE) School Finance requesting that their ADM be calculated based on 200 days of instruction by 6/1/2018.
2. Include a completed Optional 200-Day Instructional Compliance Form, as found on the School Finance website at <https://www.azed.gov/finance/forms/>.
3. Submit a 200-day calendar for all schools and tracks within the school district/charter district. Annual Instruction time associated with all calendars must be increase by 10%.
4. Budget for the applicable fiscal year based on 200 days by including the 5% addition to the base level amount when completing and submitting the applicable budget forms and work sheets.
5. Charter districts requesting a 200-day calendar must be approved to operate on a 200-day calendar by their sponsor prior to approval by School Finance.

Questions

For clarification and assistance related to viewing instructional calendar information in AzEDS please email SFAnalystTeam@azed.gov or call 602-542-5695.