



## School Finance Memorandum 18-062

### 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:** June 19, 2018

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#### **Defining Excused Absences (formerly EX-1) - REVISED**

Please see revised version of the Excused Absence guideline. It is located on our Guidelines page on the School Finance website at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

#### **Fiscal Year 2019 Calendar in AzEDS**

Instructional Calendars for FY 2019 are due July 6, 2017 and will be collected via AzEDS. Please see [School Finance Memo 18-057](#) for additional details. School Finance will email LEA superintendents in late June with more details.

LEAs are currently able access the LEA Calendar Application in Common Logon, however this application will not be used for FY 2019.

#### **Fiscal Year 2019 Charter Estimated Counts**

Charter Estimated Counts is now open for all charter districts planning to operate in Fiscal Year 2019 to submit estimates of their ADM (Average Daily Membership) for FY2019. The application will close on July 13, 2018 at 4:30 pm. The data within Estimated Counts on July 13, 2018 will be used as the basis for the August 1 state aid disbursement for FY2019.

Please see School Finance [Memorandum 18-057](#) for submission instructions and future deadlines.

If you have questions regarding the submission, please email [SFAnalystTeam@azed.gov](mailto:SFAnalystTeam@azed.gov).

#### **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, the data in AzEDS will still be used as the basis for future payments. Data should be reconciled monthly, at a minimum.

**Note:** The most critical time to verify data reconciliation is prior to the data capture deadline. Visit <http://www.azed.gov/finance/2017/06/29/fy-2018-monthly-payment-andazeds-processing-schedules/> for monthly schedules.

Here are a few reports to review on a regular basis:

- AzEDS Data Verification Reports (STUD10, STUD15)
- Student Integrity Status Report (INTEG15)
- Post ACE Reports (ADM15, ADM20, SPED20, ELL20)

These reports can all be found within your AzEDS portal via <http://www.azed.gov/ADEConnect/>

If you need assistance with reconciling your AzEDS reports, email the [SFAlystTeam@azed.gov](mailto:SFAlystTeam@azed.gov)

## Payment Updates

**Credit by Exam:** Please be advised that the first distribution for the College Credit by Examination Incentive Program pursuant to A.R.S. § 15-249.06. has been completed. A second distribution for Cambridge will be completed soon. A Hot Topic was posted here:

<http://www.azed.gov/finance/2018/06/04/college-credit-by-examination-incentive-program/>

**Results-Based Funding:** FY 2018 Results-Based Funding Payment 2 has been distributed. Payment 1 distributed 60% of the funding, payment 2 distributes the remaining 40%. A posted Hot Topic can be seen here: <http://www.azed.gov/finance/2018/05/17/fy-2018-results-based-funding-payment-2/>

## Budget Update

### **Teacher Salary Increases Prominently Listed on the Home Page of the LEA's Website:**

In accordance with A.R.S. §15-903(E), as amended by Laws 2018, Ch. 285, §10, a LEA's budget must include the prominent display of the average salary of all teachers employed by the district or charter for the budget and prior years, and the increase in the average salary of all teachers employed by the district or charter for the budget year reported in dollars and percentage. **Districts and Charters must also prominently post this information on their website home pages separate from their budgets.**

### **June 2018 BUDG25 Reports:**

The June 1<sup>st</sup> BUDG25 report is posted. Please email the budget team with any budget-related questions or concerns at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

## General Updates

### **Email Distribution:**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school, position and telephone number. 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](mailto:schoolfinance@azed.gov) or call 602-542-5695.

## 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 the web 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:

- **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- **AzEDS/SAIS/ADM, SDER, and Transportation:** Email the School Finance Operations team at [SFAlystTeam@azed.gov](mailto:SFAlystTeam@azed.gov)
- **Payment:** Email the School Finance payment team at [SFPaymentTeam@azed.gov](mailto:SFPaymentTeam@azed.gov)
- **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov)

## Other Areas within ADE

- **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist, Tel: (602) 542-7466
- **IDEA, ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
- **ADE Support**, 602-542-7378, option 1 or 1-866-577-9636, option 1
- **Grants Management**, Toll Free (844) 893-9789 or locally (602) 542-3901
- **ESA**, 602-364-1969

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