



School Finance Memorandum 18-065

State of Arizona Department of Education

TO: Superintendents, Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: June 26, 2018

SUBJECT: Fiscal Year 2019 Instructional Calendar Certification Instructions

Overview

As mandated by [A.R.S. § 15-1042\(B\)](#), all Local Education Agencies (LEAs) are required to submit their data electronically in order to receive funding. As part of this process, an LEA must create an instructional calendar for each school site and a Superintendent must certify that each calendar has met the minimum instructional time requirements defined in [A.R.S. § 15-901](#). 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 and student data transactions.

Each school district and charter district is required to establish and certify their Instructional Calendar track(s) by July 6, 2018 for Fiscal Year 2019. **Note:** Instructional calendars may continue to be modified through August 31st. The track(s) must be approved and certified by the Superintendent before any student detail information (AzEDS data) can be processed by AzEDS and pass AzEDS Integrity.

For charter districts, estimated counts will be pushed on July 16th for purposes of the August 1 payment for those with certified tracks (see memorandum [SF 18-057](#) for details).

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

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 email SFAnalystTeam@azed.gov immediately.

Instructional Calendar Requirements

1. A district level calendar may no longer be submitted. AzEDS will require a calendar for each site at which an LEA submits memberships. Calendars provided by private day schools to ESS may be found [here](#).
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. **Note:** School may not be in session on these days. AzEDS will return an Integrity error if holidays are not observed on their actual date. 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 must complete the certification process (either by individual track or all tracks en masse) which certifies that the minimum instructional time requirements as defined in [A.R.S. § 15-901](#) are met in each calendar submitted to AzEDS. The minimum requirements are summarized below:

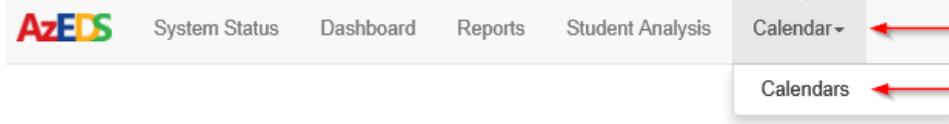
Grade	Minutes/Week	Hours/Year
Preschool	360	216
Kindergarten	N/A	356
1 – 3	N/A	712
4 – 6	N/A	890
7 – 8	N/A	1,000
9 – 12	N/A	720

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

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

Certification Instructions

1. Log in to [ADEConnect](#) with your email address and password or through your SIS. If you need to reset your password, please visit the [quick reference guide](#) on the ADE website.
2. Select the [AzEDS Portal](#).
3. Click on the Calendar option and select Calendar from the drop-down option.



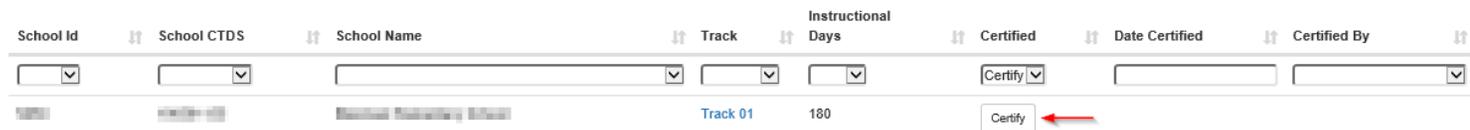
4. In the Instructional Calendar UI that appears, you can review each track by clicking on the link in the respective Track field to ensure the minimum requirements described above are met.

School Id	School CTDS	School Name	Track	Instructional Days	Certified	Date Certified	Certified By	Integrity Status	ADE Approved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Westwood Elementary School	Track 01	180	Certify			Passed	Yes

5. After reviewing your district track(s), you may either certify each track individually (5a) **or** choose to certify all tracks at once (5b):

5a. CERTIFY INDIVIDUALLY

- i. Once you've completed your review, return to the Calendar page and click on the individual Certify button for each calendar you wish to certify (see below).

A screenshot of the Instructional Calendar UI, similar to the one above. The 'Certify' button in the 'Certified' column for 'Track 01' is highlighted with a red arrow.

- ii. A new screen will appear where you will check the box to confirm the track meets the minimum instructional requirements in [A.R.S. § 15-901](#) and click on the green Certify button.

As the superintendent of this LEA, I certify that the selected calendar track(s) meet the minimum instructional time requirements in A.R.S. § 15-901 as summarized above.

5b. CERTIFY ALL

- i. Click on the Certify ALL button above the Certified field.

LEA Name	School Id	School CTDS	School Name	Track	Instructional Days	Certified	Date Certified	Certified By
						Certify All ↓		

- ii. A new screen will appear with a list of **all calendar tracks by LEA** that you are authorized to certify.
- iii. To certify, check the box to confirm the tracks meet the minimum instructional requirements in [A.R.S. § 15-901](#) and click on the green Certify ALL button.

As the superintendent of this LEA, I certify that the selected calendar track(s) meet the minimum instructional time requirements in A.R.S. § 15-901 as summarized above.

- 6. Once certified, the screen will return to the Calendars page in AzEDS and the fields labeled Certify, Date Certified, and Certified By will populate accordingly.

School Id	School CTDS	School Name	Track	Instructional Days	Certified	Date Certified	Certified By
					Yes	5/16/2018	Betty Boop