



**School Finance Memorandum 19-013**  
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:** August 27, 2018

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**2018 Statewide Recalculation Complete**

The Fiscal Year 2018 Statewide ADM Recalculation and Equalization Recalculation have been completed.

ADM, SPED, and ELL reports are now available here:  
<http://www.azed.gov/Districts/EntitySelection.asp>.

The positive adjustments will be included in the September 4th payment through the [APOR64-1 or CHAR64-1 reports](#) as applicable. Positive adjustments will be included as lump sum adjustments; whereas the negative adjustments will be taken over the entire fiscal year, 3/12<sup>th</sup> taken in October and 1/12<sup>th</sup> each payment thereafter.

Pursuant to A.R.S § 15-915, hardship requests are available. Please complete the [Hardship Application](#) and submit to [sfpaymentteam@azed.gov](mailto:sfpaymentteam@azed.gov) by 8/31/2018.

With the hardship application, a minimum of 80% must be adjusted in FY19 and 20% will be adjusted in FY20. Negative adjustments will begin with the October 1 payment. Please include all questions regarding these adjustments in your e-mail, with the completed form attached.

**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

**Instructional Improvement Fund/Prop 202:** Please be advised that the second and final distribution for the FY18 Instructional Improvement Fund/Prop 202 payment has been calculated and is based on FY18 Classroom Site Fund payment 12 counts. Funds were distributed July 12, 2018; payment amounts have been published at the following link. <http://apps.azed.gov/SchoolFinanceReports/Reports?>

## Budget Update

### Final June 2018 BUDG25 Reports have been posted:

The Final FY2018 BUDG25 report has been 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](mailto: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
- **ESS Data Management, 602-542-3692**

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.