



School Finance Memorandum 19-021
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: October 8, 2018

SDER Deadline

The School District Employee Report (SDER) On-Line Application is open to accept employee data. This application is accessible through Common Logon. You must submit your SDER data by 4:30 p.m. on Monday, October 15th.

Please see the [SF Memo 19-017](#) for more detailed instructions for submitting data.

If you have any questions about your SDER, please contact the SFAnalystTeam@azed.gov

Charter schools sponsored by the AZ State Board for Charter Schools, universities and community colleges are not obligated to submit the data.

AzEDS Calendar Change Request Form

Starting in FY2019, the LEA calendar application no longer sends information to AzEDS, instead LEA's submit calendars to AzEDS directly via the LEAs Student Information System (SIS). Please see the [SF Memo 18-055](#) for more detail.

The calendars in AzEDS were locked on 9/1/2018. If changes are necessary, please email a request form to SFAnalystTeam@azed.gov. The [Calendar Access Request Form](#) can be accessed on our [forms page](#) with the prior year form.

Once an account analyst has opened a submission window, the calendars can be edited via the AzEDS API through your SIS. This process will take more than 5 days if the request involves creating a new calendar.

Wednesday Workshop: AzEDS Submission to ADM Reports

The Wednesday Workshop for October is **AzEDS Submission to ADM Reports**.

Description: This beginner level session is designed for new Data Coordinators at an LEA or for staff that would need a review of the AzEDS data process. The workshop will cover which ADM reports to use for reconciling student data. The workshop will answer your AzEDS questions such as: What is ADM? What goes into my LEA's payment? Where do I find reports in AzEDS? What does "reconcile your ADM" even mean? I need help on my Integrity errors; who do I ask for guidance?

Prerequisite: Attendees must have access within ADE Connect to view ADM Reports. If you do not have access to AzEDS reports, please contact your Entity Administrator within your LEA to grant you access. You will need access to “AzEDS Data Coordinator – ADM Reports.” If assistance is needed to add a role in ADE Connect, please see this link for additional guidance: [Entity Admin Training Manual](http://www.azed.gov/aelas/adeconnect/) or <http://www.azed.gov/aelas/adeconnect/>.

Join us at our Jefferson office on Wednesday, October 17th from 9 a.m. to 12 p.m. Please email SFAlystTeam@azed.gov to sign up!

School Finance Friday – Charter Payments Training

School Finance has regular webinars. The dates and links can be found on the School Finance website at <http://www.azed.gov/finance/school-finance-fridays/>.

The webinar on October 19th will include a training session covering Charter Payments.

Please note, this training has been postponed to Friday, November 2, 2018.

Payment Updates

FY2018 Statewide Recalculation: The Fiscal Year 2018 Statewide ADM Recalculation and Equalization Recalculation have been completed. The AzEDS ADM reports generated the ADM Student Counts Reports, which are now available here: <http://www.azed.gov/Districts/EntitySelection.asp>

The positive adjustments were included as lump sum adjustments in the September 4th payment through the APOR64-1 or CHAR64-1 reports, as applicable. The negative adjustments will be taken over the entire fiscal year, 3/12ths taken in October and 1/12th each payment thereafter.

Pursuant to A.R.S § 15-915, hardship requests were available to be submitted up until noon on September 21, 2018.

Budget Update

October FY2019 BUDG25 Report has been posted:

The October monthly BUDG25 Report for FY2019 has been posted.

K3 Reading Funding:

Until December 15, 2018, ADE will include the District’s FY 2019 Budget Worksheet C K3 Reading dollar value in the BUDG25 report BSL calculation.

Exception: If the District’s K3 Reading plan is approved by the state board before December 15th, the actual K3 Reading value will be used for the BSL calculation. It is not included in the Override calculations.

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, 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 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
- **AzEDS/SAIS/ADM, SDER, and Transportation:** Email the School Finance Operations team at SFAlystTeam@azed.gov
- **Payment:** Email the School Finance payment team at SFPaymentTeam@azed.gov
- **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
- **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
- **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 and in the subject line type SUGGESTIONS.