State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 19-044

TO:	Charter School Operators, Charter School Sponsors, Charter Business Managers, Charter Principals and Administrators, and All Charter Schools
FROM:	Lyle Friesen, Deputy Associate Superintendent of School Finance
DATE:	May 1, 2019
SUBJECT:	Charter School Estimated Student Enrollment List Collection for FY 2020

FY20 Payment 1 for Charters

Pursuant to A.R.S. § 15-185(B)(2) the student count of a charter school shall be determined initially by using an "estimated count" based on actual registration of pupils before the beginning of the school year.

For Charters, the first payment of Fiscal Year 2020 will be based on projected 100th day ADM or Charter Estimated Counts. The AzEDS API, Integrity, and ACE will be available for early submission starting 5/1/2019. The projected ADM results on the ADM20, SPED20, and ELL20 will be the basis of the first payment unless the charter submits Charter Estimated Counts.

Please check your ADM20, SPED20, and ELL20 on 7/2/2019 to make the determination of whether you need to submit Charter Estimated Counts. If a charter has both projected ADM in ACE and Charter Estimated Counts, School Finance will use Charter Estimated Counts as the basis for the 8/1/2019 FY20 payment.

The deadline for Charter Estimated Counts will be 7/9/2019.

For Payment Date:	Estimated Counts Submission START DATE	Estimated Counts Submission DEADLINE
8/1/2019	6/14/2019	7/9/2019 4:30 P.M.

NOTE: The Federal & State Maintenance and Operations Declaration Form (See ADE School Finance Memorandum 19-043) is due July 5, 2019 at 4:30 PM for charter holders **who have monies to report** and must be received no later than 60 days past the deadline to prevent the charter from being noncompliant. If assistance is required to submit estimated counts, please contact the School Finance Account Analysts by emailing SFAnalystTeam@azed.gov.

Charter Estimated Counts System Requirements

- *Estimated count* means the **projected ADM** for the current fiscal year, NOT the "head count" of the pupils enrolled.

  - The charter school sponsors (Charter Board, Arizona State University, districts, etc.) may require charter schools to have specific student and parent information on file for any student who is recorded on the estimated list. The required information for the State Charter Board-sponsored schools can be found on the Board's website at: https://asbcs.az.gov/estimated-enrollment-policy. For all other sponsored schools, please contact the sponsor directly for their requirements.

- The initial Estimated Count list must not exceed the actual registration of pupils.

- After school begins, but before each of the listed due dates, the name of any student who has not participated in instruction must be removed from the list. Failure to remove students who are not receiving instruction can cause over-funding and state-aid will be appropriately adjusted which could result in a reduced or non-payment status once the payment is based on the actual data submitted to AzEDS.

- Students whose names were not on the initial Estimated Count list may be added at any time the application is available until the last due date. Should the use of Estimated Counts extend beyond the deadline listed on Page 1, the application will be opened for a short window each month, by request only, for any charter school needing to update data.

- Charter school operators are not obligated to list every student.

- All charter school operators must submit a student list to ADE for <u>each charter site</u> using the Charter Estimated Counts on-line application.

- ADE will NOT pre-populate the Charter Estimated Counts' application with student information from the previous school year.

- The Charter Estimated Counts' on-line application allows a charter to identify if a student is AOI full-time or AOI part-time. If the charter is identified as an AOI school, the application will display a checkbox showing "Full-time AOI" and "Part-time AOI." The default status is "Full-time AOI."

Process and Procedures

Charter school student lists are submitted to ADE via the Charter Estimated Counts online application. This application is accessible through ADEConnect or Common Logon, and provides two options for submitting the data:

1. Manual entry of each student using the form fields provided within the application.

2. Upload of a properly formatted data file (comma-delimited text file).

A summary report of the charter's submission will be posted to the charter school's home page on the ADE School Finance website: http://www.ade.az.gov/Districts/EntitySelection.asp within five business days after the due date. It is the responsibility of each charter school to verify that the information posted on the summary report correctly reflects the sum of the student-level data that was submitted to the application.

Charter Estimated Counts - FY 2016

- Upload Files

Charter Holders > Charter Schools > Student List > Upload   Upload Files :: 2015 / 2016 :: Help :: Exit

Enter the full directory path and name of a properly formatted import text file, or click Browse to locate and select the file you wish to upload. (Refer to the Help page for detailed information about import file format and data content requirements.) Click Submit to transmit the file data for processing. Click Cancel to abort and return to the default start page.

File Name: [   ] Browse...

Duplicate Students:
- ● Ignore the uploaded data and preserve the existing information
- ○ Replace the existing information with the uploaded data

[Submit] [Cancel]

Note: Student names can only be deleted from the Charter Estimated Count by using the on-line application.

Data File Submission Requirements

The following definitions and descriptions of the student level data apply to online manual entry into the application and the comma-delimited text file.

1. Data must be submitted at the **site level**. **The CTDS number ending in 000 represents the holder level, not the site level**. One data file must be submitted for each charter school site. If the charter holder is represented by two or more charter school sites, then a separate file must be completed and submitted for each site. When saving the file(s), please use the charter school site level number in the name of the file. The site level number is equal to the last three digits of the charter school CTDS number. For example, Bright Blue Charter School has two charter schools. The charter school site CTDS numbers end in 101 and 102, respectively. Therefore, school site 101 will submit a data file as BrightBlue101.txt and school site 102 will submit a separate data file as BrightBlue102.txt.

2. Data must be submitted electronically using the Charter Estimated Counts on-line application. ADE will not accept any student-level data not submitted via the on-line application.

3. Charter schools will be required to identify if a student is non-AOI, AOI Full-Time or AOI Part-Time. This is a required field for all students being submitted using a comma delimited text file. Please see Page 4 for the file specifications.

Specifications For Using Comma-Delimited Text Files

For those using the text file upload option, the first row must contain data header fields, and all subsequent rows must contain student data. All values must be surrounded by double quotes and separated by commas. Each row of the text file must end with carriage return and line feed characters. Check the example below for an illustration of these requirements.

Data Header Definitions

Data Field	Definition	Data Format
CTDS Number	County-Type-District-Site **(No dashes, example: 018701101**)	Text
Charter Name	Name of Charter Holder	Text
Charter Site Name	Name of Site	Text
Contact Name	Name of contact to address questions to	Text
Contact Telephone	Phone number of contact	Text
Contact e-mail	E-mail address of contact	Text

Note: Address and contact information listed on this form does not change the official information approved in your contract. The charter school must follow the sponsor's policy to change charter contract information.

Student List Definitions and Formats

Data Field	Definition	Data Format	Maximum Field Length
First Name	First Name	Text	Up to 20 characters
MI	Middle Initial	Text	Blank or 1 character
Last Name	Last Name	Text	Up to 30 characters
Birth Date	Birth Date	Numeric (MMDDYY)	6 Digits
Previous LEA	The name of the district or charter school the student attended in the previous school year OR the *ISEP/non-ISEP data if applicable. **(Please refer to asterisk below).**	Text	Up to 80 characters
Level	The student's grade for the upcoming school year.	Text: KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	2 characters
** SPED Category	Please refer to the expanded category definition on page 1 of the AzEDS Codes Applicable to Special Education (SPED) document.	Text: A, DD, ED, EDP, HI, MD, MDSSI, MIMR, MOMR, OHI, OI, SLD, SLI, SMR, TBI, VI	Blank or up to 5 characters
Service Type	Please refer to the expanded service type (LRE) definitions on Pages 3-5 of the AzEDS Codes Applicable to Special Education (SPED) document.	Text: A, B, C, D, E, EA, EB, EC FA, FB, FC, H, I, J	Blank or up to 2 characters
ELL Status	Will ELL services be provided?	Text: Y = Yes; N = No or Blank = No	Blank or 1 character
AOI Status	Is student non-AOI, AOI Full-Time, or AOI Part-Time?	Text: Non AOI = NON; AOI Full-Time = FT; AOI Part-Time = P	2 or 3 characters

Example of Text File Format
"018756001","Sample CharterHolder","Sample CharterSite","Joe Smith","(602) 555-5555","joesmith@email.com"
"Joe","","Jones","010185","Previous Charter 1","01","","","Y","Non"
"Susie","H","Smith","020288","Previous Charter 2","03","A","A","N","FT"

* Charter schools receiving federal Indian School Equalization Program (ISEP) funds must report data used in the calculation of State Aid separately for the ISEP students and non-ISEP students. This allows ADE to accurately apply A.R.S. § 15-185(D) only to the State Aid generated by the ISEP-funded students. Non-ISEP students will generate monthly State Aid for the charter. Students who are funded by ISEP will not be included in the student count to generate state funding. For reporting purposes, all students must be identified as either "ISEP" or "non-ISEP" in the "Previous LEA" field of the Charter Estimated Counts application. Once AzEDS reporting begins, all ISEP students must be submitted with a Tuition Payer Code = 6 to ensure they are excluded from state funding.

Special Education Eligibility Requirements

Special Education students may be reported on the Estimated Counts Student List if all eligibility requirements are met when registering for the upcoming school year and the student has a current IEP. The charter is strongly encouraged to be conservative in the submission of the estimates. It is important to note that once actual SPED counts are calculated from data submitted to AzEDS, an overestimated SPED count may result in a non-payment status for one or more months for the charter.

The IEP team determines the category under which a student is eligible to receive services once a student has been evaluated. It is possible for a student to be eligible to receive special education services in more than one category. If this is the case, **only submit the highest weighted (primary) category for the student. No student should be submitted more than once to the estimated counts application.** Please refer to the Budget Worksheets C for the special education weights. The budget worksheets for FY 2020 will be available on the Budget Resources Page.

If there is any uncertainty regarding the student's category and/or service type (LRE), or if an IEP is not on file, the charter is encouraged to contact their specialist in ADE's Exceptional Student Services (ESS) unit. All funding for any eligible special education student not entered during the estimated counts period will be retroactive to the beginning of the fiscal year once payment begins from the actual SPED data in AzEDS.

AzEDS Codes Applicable to Special Education (SPED) document can be located on the ADE website at https://cms.azed.gov/home/GetDocumentFile?id=58e2dbd16f53b71b78723223.

** If a Special Education category is listed for a student, then a service type (LRE) must also be listed. Special Education funding will not be distributed if both the category and service type (LRE) are not provided. Please contact the ESS Unit with any questions regarding the categories or service types (LRE) for Special Education. Contact ESS by phone at (602) 542-3057 or by e-mail at ESSDataMgmt@azed.gov.