



State of Arizona  
Department of Education

**SCHOOL FINANCE MEMORANDUM 20-046**

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**TO:** District Superintendent, District Business Managers, Charter Business Managers, Charter School Principals and Administrators, and All Charter Schools

**FROM:** Charlie Martin, Deputy Associate Superintendent of School Finance

**DATE:** May 1, 2020

**SUBJECT:** Fiscal Year 2021 Instructional Calendar and Optional 200-Day Calendar

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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 or authorized representative 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 6/1/2020 for FY21 instructional calendar and student data transactions.

The [data capture deadline](#) for the 9/1/2020 payment is 8/11/2020. Each school district and charter district is required to establish and certify their instructional calendar(s) by 8/11/2020 for Fiscal Year 2021. The calendar must be approved and certified before any student detail information can pass AzEDS Integrity. Instructional calendars must be certified on or before the 9/1/2020 payment data capture deadline. The initial release of state aid will be delayed if the deadline specified for the instructional calendar has not been met.

**Note:** Arizona Online Instruction (AOI) schools are not required to and should not submit a calendar.

**Instructions**

1. 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. According to [A.R.S. § 15-801\(A\)](#) a school week is 4 days or 5 days long.

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” date descriptors.

5. A Superintendent or authorized representative must complete the certification process (either by individual calendar or all calendars 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:

<b>Grade</b>	<b>Minutes/Week</b>	<b>Hours/Year</b>
<b>Preschool</b>	360	216
<b>Kindergarten</b>	N/A	356
<b>1 – 3</b>	N/A	712
<b>4 – 8</b>	N/A	890
<b>9 – 12</b>	N/A	720

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

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

### **Deadlines**

The deadline for submitting and certifying the calendars is August 11, 2020 to ensure proper payment on September 1. LEAs may access their calendars to make changes and re-certify their calendars through August 31 of the school year. Be sure to re-certify your calendar(s) if changes are made after the initial certification. After August 31, all [calendar access requests](#) must be sent to School Finance for approval before submission.

A school’s calendar must be submitted and certified prior to its students passing AzEDS Integrity, as it is dependent upon a certified calendar.

All new charters for fiscal year 2021(school year 2020-2021) 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 contact School Finance immediately.

## **Optional 200-Day Instructional Calendar**

School districts may elect to provide 200 days of instruction per [A.R.S. § 15-902.04](#) and have their ADM calculated based on 200 days. Annual instructional time must be increased by 10% to receive the increased funding. School districts or charter districts that elect to extend their school year to 200 days are allowed a 5% increase to their base level amount.

If a school district or charter district is interested in offering 200 days of instruction and receiving a 5% increase to their base level amount, the school district or charter district needs to do the following:

1. Send a letter to the Arizona Department of Education (ADE) School Finance requesting that their ADM be calculated based on 200 days of instruction by 5/31/2020.
2. Include a completed Optional 200-Day Instructional Compliance Form, as found on the School Finance website at <https://www.azed.gov/finance/forms/>.
3. Submit 200-day calendars for all schools within the school district/charter district. Annual Instruction time associated with all calendars must be increase by 10%.
4. Budget for the applicable fiscal year based on 200 days by including the 5% addition to the base level amount when completing and submitting the applicable budget forms and work sheets.
5. Charter districts requesting a 200-day calendar must be approved to operate on a 200-day calendar by their sponsor prior to approval by School Finance.

## **Questions**

For clarification and assistance related to viewing instructional calendar information in AzEDS please email [SFAnalystTeam@azed.gov](mailto:SFAnalystTeam@azed.gov) or call 602-542-5695.