

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 00-035

TO: Charter School Administrator, Directors, & Principals

FROM: Kristen Jordison

DATE: February 11, 2000

SUBJECT: Basic Calculations for Equalization Assistance Report (Char 55) and Equalization Assistance Detail Report (Char 64)

The February 15, 2000 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). Hard copies of these reports will not be mailed. If you need help finding these reports please call me at (602) 542-8249 or Maggie Singler at (602) 542-8244 and we would be happy to assist you.

The February reports are based on your charter schools 40th or 100th day Average Daily Membership (ADM) data submitted to the Department of Education by your charter school. If your charter school has multiple sites and some, but not all, of the sites have reached their 100th day the 100th day count listed on your Char 55 report will reflect a combined 40th and 100th day count. Please refer to the ADMS 46-1 report posted on this site for your actual 100th day data. The December 1, 1999 and February 1, 2000 Special Education Census data has not been calculated at this time and thus, is not reflected on your report. Estimated Special Education Census data will continue to be used until the calculation is complete. Estimated Limited English Proficiency (LEP) counts are also used in this calculation. LEP data is due to School Finance by February 15, 2000. These actual LEP counts will be used in the calculation of the March 15, 2000 payment.

The data collection staff have processed the 40th and 100th day ADM data that has been received and transaction reports (i.e., ADMS 05-1 reports) are now available on the web site. The 40th day ADM summary counts that are used in the calculation of equalization (ADMS 46-1 reports) are now available on the same web site. Currently the ADMS 46-1 report that is posted contains one page for each district and charter school in the state. Thus, when you are accessing your reports you will need to navigate to your charter school's page.

The March 15, 2000 payment will be based on the your 100th day Average Daily Membership (ADM), if applicable. **Remember your 100th day ADM reports must be received by School Finance no later than 12 days after your 100th day in session in order to be eligible for payment.** Any counts received after this deadline will not be reflected in the total student count and may impact your payment. To verify receipt of your ADM reports please refer to the Submitted Files Status report on your charter school's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). Also, please verify the accuracy of your submission by reviewing the ADMS 05 Edit/Update reports posted on the same page. If you have any questions regarding these ADM reports please contact Rose Whelihan at (602) 542-8240 or e-mail her at rwhelih@mail1.ade.state.az.us.

If you have any concerns regarding your equalization calculations or payments please do not hesitate to call me at (602) 542-8249 or e-mail me at kjordis@mail1.ade.state.az.us.

February 11, 2000

SUBJECT: Basic Calculations for Equalization Assistance Report (Char 55) and Equalization Assistance Detail Report (Char 64)
