

**ARIZONA DEPARTMENT OF EDUCATION**

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Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 01-015**

**TO:** Personnel Director  
**FROM:** Shirley Willis  
**DATE:** October 13, 2000  
**SUBJECT:** Instructions for Completing FY 2000-2001 School District Employee Report (SDER)

Enclosed are instructions for the FY 2000-2001 SDER (School District Employee Report).

The primary use of SDER data is to calculate your district's Teacher Experience Index (TEI) which has an effect on your budget limit and Equalization Assistance (state aid). Please remember that the TEI for the state can be computed **ONLY** when **ALL** districts have corrected and certified their SDER prints.

This year all districts must submit their data either on-line or if you have your own reporting system (those districts who have submitted on tape previously) you need to make sure your data is in a text file format and uploaded through the website. You can find the file format at:

<http://www.ade.az.gov/services/mis/filelayout/sderdesc.htm>.

To upload the text file you must have a grants management password. To receive a grants management password you need to contact Clara Bazso at 602 542-3452.

To access your data on-line you must have a common logon. If you do not have a common logon please check with your business manager or superintendent to see if you have been approved to have one. The common logon is assigned by the Department of Education. If you do not have a common logon you can contact Elizabeth Winters at 602 542-3269 or E-mail her at [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov).

You will be able to access your district information on-line by going to:

<https://www.ade.az.gov/commonlogon>

If you were unable to attend a workshop in which we went over the new application and you have a technical problem please contact the Regional Training Center in your area. They will be happy to assist you in any way regarding the application of the on-line system. Please see the following listing for the Regional Training Center closest to you.

October 13, 2000

## Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>	
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz	Flagstaff	(520) 527-6122
Maricopa, Gila	Tempe	(480) 965-3366
Pima, Pinal, Santa Cruz	Tucson	(520) 617-7084
Graham, Greenlee, Cochise	San Simon	(520) 845-2275
Yuma	Yuma	(520) 783-1010 ext. 369

The information on-line for your district has had the years experience increased by one (1) and employees who were new last year has been changed from Y to N.

Please be sure that all individuals placed on the certified list have been certified through the State of Arizona Certification Unit. If an individual does not have a certificate they must be placed on the classified list.

**Superintendent's salary must be included in your SDER Certified Report under code 100 (A.R.S. 15-255). Individuals with codes 200 through 411 cannot be listed at the district office.**

Information from the SDER is also used to complete the EEO-5 report for your district. With care in updating and correcting the SDER, the ADE will be able to produce your district's EEO-5 report and save your staff many hours of work.

We are including for your information a copy of your final report for last year. This is the information that was on the master file when we started this year.

**By law the SDER is due by OCTOBER 15, 2000 (ARS §15-941 C.), we will be processing data through November 15, 2000.**

After reading through the instructions and examples, if you have any questions, please call Shirley at 602 542-8245.

Thanks to all of you who attended the workshops.