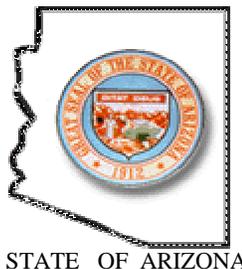


ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



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

STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 01-017

TO: Private School Administrators and Attendance Clerks

FROM: Lyle Friesen, Director of School Finance

DATE: October 24, 2000

SUBJECT: Reporting of Membership Absences (ADM) and Special Education Census for School Districts and Charter Schools

Starting in FY2000-2001 all data submitted to the Arizona Department of Education, School Finance is required to be uploaded electronically to the SAIS System. This means that School Finance no longer will accept paper, disks, or emails. Since private schools are not part of the Grants Management System, they are not assigned a password and therefore are not able to upload data to the SAIS System. Private schools who report data for school districts and charter schools should follow the following procedures:

1. Private schools will fill out Membership Absence Bubble Sheets and Special Education Census Forms for students tuitioned in by school districts or charter schools.
2. Private schools will **forward** these forms **to** tuitioning **school districts or charter schools.**
3. School districts or charter schools will review these forms and submit them electronically (upload) to SAIS System.

Membership Absence (ADM) Reports are due to School Finance 12 Days after 40th Day in Session and 12 Days after 100th Day in Session. Special Education Census are due December 8, 2000 and February 8, 2001.

School districts and charter schools who have been reporting their own private school tuitioned students will continue to report them.

School Finance is sending a memo to school districts and charter schools regarding submission changes. We are enclosing a supply of bubble sheets and a census form. Both of these forms may be copied for additional use for submission to school districts and charter schools.

If you have any questions, please contact:

Districts:

ADM – Julie Vasquez	(602) 542-8239	jvasque@mail1.ade.state.az.us
Special Education Census – Ingrid Rope	(602) 542-3303	irope@mail1.ade.state.az.us

Charter Schools

ADM & Special Education Census Rose Whelihan	(602) 542-8240	rwhelih@mail1.ade.state.az.us
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