

**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 01-018**

**TO:** Charter School Administrators  
**FROM:** Lyle Friesen, Director of School Finance  
**DATE:** October 19, 2000  
**SUBJECT:** Fiscal Year 2001 Average Daily Membership (ADM) Reports

Beginning fiscal year 2000-2001 all school districts and charter schools are required to submit data electronically via the Arizona Department of Education (ADE) website at [www3.ade.az.gov/services/schoolfinance/districts](http://www3.ade.az.gov/services/schoolfinance/districts). School Finance will not accept paper, disks, or emails (Please refer to School Finance Memorandum 00-055). The formats for submitting data into the ADE website are the DELREP program which will convert the data in the format required for uploading into the ADE website. The DELREP program is only a reporting tool and can not be used to keep attendance. Charter schools who will be using their own software program can locate the record layout on the ADE website at [www.ade.az.gov/services/mis/filelayout](http://www.ade.az.gov/services/mis/filelayout). To upload your data on the website requires your Grant Management Password.

Remember, a child counts for membership the day he/she physically attends up to the day the he/she withdraws. **You can not count a child absent before he/she actually attends.** Your 40<sup>th</sup> day ADM report is due 12 days after your 40<sup>th</sup> day in session and your 100<sup>th</sup> day ADM report (41<sup>st</sup> day through 100 day) is due 12 days after the 100<sup>th</sup> day in session per ARS §15-902 I. Absence days are **not** to be subtracted from the membership days. The absence days are reported separately. KG students should be reported as full days and the ADE system will divide in half.

Charter schools who have students receiving **ISEP (Indian Students Equalization Program)** funds need to separate and report the **NON-ISEP** students with a **cluster code of "7"** on the ADM reports for both the 40<sup>th</sup> and the 100<sup>th</sup> day report.

Enclosed you will find the Average daily Membership (ADM) instructions for completing your ADM reports. These instructions are taken from the instructions for required reports manual. This information was distributed at the School Finance Attendance Accounting Workshops conducted in September and October. If your school attended one of the training workshop this information is a duplication of what was presented.

If you have any questions please contact Rose Whelihan at (602) 542-8240 or email at [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov). If you need technical assistance please contact the Regional Training Centers:

October 19, 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