

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 01-019**

**TO:** District Superintendents/Charter School Administrators, Special Education Directors and Special Education Personnel

**FROM:** Lyle Friesen  
Director of School Finance

**DATE:** October 26, 2000

**SUBJECT:** FY 2000-2001 Special Education Census Reporting

Enclosed are the instructions and materials you will need to assist you in reporting the Special Education Census for FY 2000-2001.

- **Instructions**
- **EDP Data File Description**- file format for reporting on disk/tape
- **Special Education Census Form** - to be used by private placement facilities **ONLY**.

**Districts that tuition students to Private Placements will be responsible for obtaining data from the Private Placement facilities and uploading the information for them. Be sure to include your district as the District of Residence. For more information on reporting tuition student see School Finance Memorandum 01-016.**

All districts will be required to submit the Special Education Census electronically this year. If you have any questions regarding electronic submission please refer to School Finance Memorandum 00-055 at

<http://www3.ade.az.gov/schoolfinance/main/NewsInfo/memos/fy2000/schFinMemo00055.pdf>

(No other form of data submission will be accepted unless ADE grants an exemption as explained in the memo above.)

Districts who have their own software systems for submitting the Census must ensure the file layouts are up to date. Please review the file layouts available at the Department of Education web site located at <http://www3.ade.az.gov/services/mis/filelayout/sais.htm> before submitting your file.

Districts currently using DELREP **or** those districts that do not have their own system for reporting may download the updated version of the DELREP Program at:

<http://www3.ade.az.gov/schoolfinance/main/support/delrep/default.asp>

For DELREP inquiries and/or related questions contact the following:

Regional Training Centers (RTC's)

Flagstaff	(520) 527-6122
San Simon	(520) 845-2275
Tempe	(480) 965-3366
Tucson	(520) 617-7084
Yuma	(520) 783-1010 ext. 369

Once your files are ready to be submitted to ADE you will need to upload your file at [www.ade.state.az.us/schoolfinance/districts](http://www.ade.state.az.us/schoolfinance/districts). A password is required to upload your file. If you do not have a password you will need to set up an account via a Statement of Assurance with our Grants Management Unit. To set up or change an account contact the ADE Grants Management office at (602) 542-3452.

**After you have uploaded your file it is essential that you go to your web page and verify that the information has added successfully. Receiving a message that the file was successfully submitted does not necessarily mean that the data has cleared.**

It is extremely important that your December 1 data - due to School Finance on December 8, 2000 be accurate and timely as this is the basis of calculating Federal Funding for Special Education students. This data will also be used to calculate the 40<sup>th</sup> day Add-on counts. Your February 1 data is due to School Finance on February 8, 2001 and will be used to calculate your 100<sup>th</sup> day Add-on weight for state funding and growth.

If you have any questions on **DISTRICT** submitted data, contact Ingrid Rope at (602) 542-3303 or e-mail [irope@ade.az.gov](mailto:irope@ade.az.gov)

For **CHARTER SCHOOL** data, contact Rose Whelihan at (602) 542-8240 or e-mail [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov)

**For questions on Service Types / Categories / Approved Private Placement Facilities contact: Exceptional Student Services (ESS) at (602) 542-3084.**