

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 02-053

TO: Charter School Administrators, Directors, Principals
FROM: Mary Beth Reilly
DATE: May 14, 2002
SUBJECT: May 15, 2002 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The May 15, 2002 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid on 100th day counts submitted by May 5, 2002. In the event that you did not receive a May 15, 2002 payment, it may be due to a drop in ADM or missing 100th day counts. If you have questions or concerns about 40th day, 100th day or special education counts, please contact Rose Whelihan at (602) 542-8240 or e-mail at <mailto:rwhelih@ade.az.gov>.

It is that time again to submit estimated student count lists for the July 15th Equalization payment. The estimated student count should be based on actual registration of pupils on or before June 7, 2002 for the school year 2002-2003. The June 7, 2002 student list, submitted by your charter school, will be the basis of your funding for July, August, and September. **All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before June 7, 2002 to be eligible for a payment on July 15, 2002.**

ADE has approved two formats for submitting the June 7th student list. The first format is an on-line application developed for this purpose. The application will be available on May 20, 2002 and requires common logon access. The second approved format for submitting the student list is a comma delimited text file format. The specifications for this file are posted on the Charter School Enrollment Packet link on the School Finance web site (<http://www.ade.az.gov/schoolfinance/Forms/CSEnrPac/>) in the memo for Charter school student list memo. If your charter school selects the second option, you will need to upload this data directly to ADE via your charter school's home page.

If the student list is submitted by June 7, 2002 a summary of your submission will be posted to your charter school's home page on the ADE web site (<http://www.ade.az.gov/schoolfinance/districts>) within five business days after June 7th. It is the responsibility of each charter school to verify that the information posted correctly reflects the data that was submitted on or before June 7, 2002.

For more information concerning estimated student count submission and other required forms, please visit the school finance website at <http://www.ade.az.gov/schoolfinance/Forms/CSEnrPac/>.

May 14, 2002