



State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

SCHOOL FINANCE MEMORANDUM 02-056

To: All Charter Schools and Sponsors

From: Marcie K. Celaya
Director of School Finance

Date: May 30, 2002

Subject: Charter School Estimated Student Enrollment List Collection for FY
2002-2003

Due to the initial success of the new Charter Estimated Counts on-line application, the due dates for student count submissions have been modified. The new dates for submission of student counts are as follows: students submitted on or before June 21, 2002, will be the basis of July funding; students submitted on or before July 19, 2002, will be the basis of August funding; students submitted on or before August 23, 2002, will be the basis of September funding. The September enrollment list due date has been moved to September 20, 2002 for funding in October. 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 the dates listed above to be eligible for a payment in the following month.

Access to the on-line application will be turned off at 5:00 PM on the due dates listed above and will remain turned off for five (5) business days following the submission due dates. Corrections and updates will be accepted when the system is made available on the sixth (6th) business day after the submission due dates. ***Charter schools should revise their estimated counts each month to accurately reflect the actual student registration.***

It is the responsibility of each charter school to verify that the Charter School Estimated Count report posted on their web page <http://www.ade.az.gov/districts>, accurately reflects the data submitted. These reports will be run every Friday. If you need assistance with submitting student counts please contact Rose Whelihan at rwhelih@ade.az.gov, or Dianne Johnson at djohnso@ade.az.gov.