

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 06-034**

**TO:** Charter School Administrators, Directors and Principals  
**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance  
**DATE:** November 14, 2005  
**SUBJECT:** November 15, 2005 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The November 2005 charter apportionment is complete. All eligible charter schools were paid based on the estimated counts submitted by 5:00 pm on September 16, 2005. The equalization assistance reports (CHAR55-1 and CHAR64-1) for your charter school are posted on your charter school's home page on the ADE School Finance web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact the Arizona Department of Education, Support Center at (602) 542-7378 or toll free at (866) 577-9636.

Effective with the December 15, 2005 payment, all charters that have met the 2005-2006 school year SAIS 40th Day reporting requirement of 40 session days, plus 13 ADE business days on or before November 30, 2005 will be funded strictly from the actual 40th Day data. LEAs are required to submit student level data to SAIS at least once every 20 school days per A.R.S. §15-1042(G). Please take the time to confirm that the charter is SAIS-reporting compliant and that all 2005-2006 SAIS-related data is current and accurate. **It is important to take note that ADE School Finance will not honor any request for continuation of payment from charter estimated student counts beyond the November 15, 2005 payment.**

In the event that you did not receive a November 2005 payment, this may be due to:

- Missing, late submission or a reduction of estimated enrollment data.
- Banking information not submitted to the Arizona State Treasurer's Office.
- Missing or late data submitted to the Arizona State Board for Charter Schools.

If you have any concerns regarding your equalization calculation or payments please contact Jill Heikkila at (602) 542-8253 or by email at [jheikki@ade.az.gov](mailto:jheikki@ade.az.gov).

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If the charter requires SAIS technical assistance, please complete the request form on the System Training and Response (STaR) Team webpage at <http://www.ade.az.gov/schoolfinance/STaR/>. If, however, the charter requires non-technical SAIS assistance to include Charter Estimated Counts questions, please contact Karla Dunn at (602) 542-8240 or by e-mail at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov).