

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 00-036

TO: Charter School Administrator, Directors, & Principals
FROM: Kristen Jordison
DATE: March 13, 2000
SUBJECT: Basic Calculations for Equalization Assistance Report (Char 55) and Equalization Assistance Detail Report (Char 64)

The March 15, 2000 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/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) at the number listed below. If you have any questions regarding the content of your reports please contact me at (602) 542-8249 or e-mail at kjordis@mail1.ade.state.az.us or Maggie Singler at (602) 542-9244 or e-mail msingle@mail1.ade.state.az.us.

Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>	
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz	Flagstaff	(520) 523-8516
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) 343-0800

The March reports are based on your charter schools 40th or 100th day Average Daily Membership (ADM) data submitted to the Department of Education by your charter school. If your charter school has multiple sites and some, but not all, of the sites have reached their 100th day, the 100th day count listed on your Char 55 report will reflect a combined 40th and 100th day count. Please refer to the ADMS 46-1 report posted on your charter's web site for your actual 100th day data. The February 1, 2000 Special Education Census data, which is used as the 100th day Special Education Count on your Char 55 report, is reflected in your calculation. Actual Limited English Proficiency (LEP) counts are also used.

The data collection staff has processed all data that has been received and the transaction reports, master file reports, and aggregate summary reports are now available on the web site. Please review and verify all data collection reports. The counts posted here directly impact your current and future payments. ***It is imperative that you verify both the receipt of your data and the accuracy of your submission.*** To verify receipt of your data please refer to the Submitted Files Status report on your charter school's home page on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). Also, please verify the accuracy of your submission by reviewing the Edit/Update reports, the master file reports, and the funding reports for all data collection systems. The names and types of reports are listed in the table below. All reports are posted on your charter school's home page

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on the ADE web site (<http://www.ade.state.az.us/schoolfinance/Districts>). If you have any questions regarding your data submissions please contact Rose Whelihan at (602) 542-8240 or e-mail her at rwhelih@mail1.ade.state.az.us.

Data Collection System	Edit/Update Report	Master File Report	Aggregate Funding Report
Average Daily Membership (ADM)	ADM Edit/Update report (ADMS 05-1)	ADMS 45-1 (Currently not available)	Recalculated ADM State Aid Report (ADMS 46-1)
Special Education Census (SPED)	Special Education Edit/Update Report (SPED 02)	Special Education Students by District of Residence (SPED 04-1), Special Education Students by District of Attendance (SPED 04-3)	Student SPED ADM for 40 th Day (SPED 28-1), Student SPED ADM for 100 th Day (SPED 28-2)
Limited English Proficiency (LEP)	LEPS Edit/Update Report (LEPS 05-1)	N/A	LEPS 10A-1 Report

The April 15, 2000 payment will be based on the your 100th day Average Daily Membership (ADM), if applicable. **Remember your 100th day ADM reports must be received by School Finance no later than 12 days after your 100th day in session in order to be eligible for payment.** Any counts received after this deadline will not be reflected in the total student count and may impact your payment.

If you have any concerns regarding your equalization calculations or payments please do not hesitate to call me at (602) 542-8249 or e-mail me at kjordis@mail1.ade.state.az.us or Maggie Singler at (602) 542-8244 or e-mail at msingle@mail1.ade.state.az.us.