

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 00-037

TO: Personnel Directors
FROM: Shirley Willis
DATE: March 10, 2000
SUBJECT: SDER Preliminary Report

Enclosed is a copy of the Update Error Report and the Preliminary SDER 60 Report. Please review each report **thoroughly** and make any necessary corrections. Please make your correction on Delrep or your own electronic system. It is very important that your report is accurate as once the final report is ran and the TEI is figured we can not make changes.

This year we prefer that districts submit their data either by DelRep or tape. If you have access to a computer with windows you can download the DelRep 2.2 program from the Internet at <http://www.ade.state.az.us/schoolfinance/main/support> which should read SAIS component - DelRep version 2.2. There is also DelRep for office 2000 which is DelRep version 2.21. If you have any type of problem with either Delrep version please contact the Regional Training Center in your area.

COUNTIES

REGIONAL TRAINING CENTER

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

Please remember there are two ways to do corrections on Delrep. You can do an update (SDER 08) to your original data (**SEE ENCLOSED INSTRUCTIONS**), or make changes and resubmit your entire file (SDER 20) as a replace. If you send in a replacement file you must submit the entire file with all A transaction codes.

March 10, 2000

Things to remember when making corrections:

1. Employees who started work **after** October 1, 1999 **SHOULD NOT** be included in this report.
2. On the Certified Section, the Total Years Experience, Salary, Percent of Benefits, and Degrees columns are only for teachers with codes 108, and 200 through 411.
4. (A) For teachers who teach in more than one school, the salary should be split in direct proportion to the FTE.

Example: A teacher is teaching 20 percent at School A and 80 percent at School B and is earning \$20,000 a year. School A would show that teachers with a salary of \$4,000 and School B would show that teacher with a salary of \$16,000.

- (B) The salary for employees with a teaching position and a non-teaching position should reflect the teaching salary only.

Example: An employee with a salary of \$36,000 is 60 percent principal and 40 percent classroom teacher. The salary shown for the teaching position is \$14,400.

5. The Percent of Benefits is an average for **all** teachers within your district rounded off to the nearest whole percentage point.
6. If you are changing an employee from a classified position to a certified position you need to delete them from the classified list and add them to the certified .

The most popular question regarding the SDER is still, how is the number of years experience determined. Arizona Revised Statutes (ARS 15-941.E.) addresses years experience as follows:

For the purpose of this section, “number of years of experience” means the number of years of classroom instruction conducted by a certified teacher in the school district in which the certified teacher is currently employed including the number of years experience of the certified teacher granted by the school district for the certified teacher on the districts salary schedule for experience outside of the school district.

Please be sure that the number of years experience for each teacher on your print out is in compliance with the above statute

NOTE: The TEI for the state can be computed ONLY WHEN ALL DISTRICTS have corrected their SDER.

If there are no corrections to be made to the preliminary report, please sign and send the enclosed memo to us as soon as possible.

If you have any questions, please call Shirley Willis at 602 542-8245.

Enclosure 4

MEMORANDUM

If there are no corrections to be made to the preliminary report, please return this memo to us as soon as possible and no later than March 20, 2000.

TO: Shirley Willis
School Finance

FROM: SCHOOL DISTRICT NAME _____
DISTRICT CTD NUMBER _____

Data for our district is correct as shown on the Preliminary School District Employee Report (SDER).

Signature

Date