

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 04-008**

**TO:** Personnel Director  
**FROM:** Shirley Willis  
**DATE:** September 16, 2003  
**SUBJECT:** SDER Report

Just a reminder that the School District Employee Report (SDER) is fast approaching. Data for all employees on your payroll as of October 1, 2003 should be submitted.

The primary use of SDER data is to calculate your district's Teacher Experience Index (TEI), which has an effect on your budget limit and equalization assistance (state aid). Please remember that the TEI for the state can be computed **ONLY** when **ALL** districts have corrected and certified their SDER report to be accurate.

All districts must submit their data either on-line or if you have your own reporting system please make sure your data is in a text file format. The **file format has changed** this year. You can find the new file format on the School Finance Bulletin Board at:

**<http://www.ade.az.gov/schoolfinance/>**

To upload the text file you must have a common logon and access to School Finance web upload. Once your text file has been submitted the data in our on-line system will automatically be replaced with your new file. You can then go to our **new on-line system** and print out your reports. Our new system is being tested now and the target date for availability is Oct. 1.

To access your data on-line you must also have a common logon and have access to SDER. If you do not have a common logon, please check with your business manager or superintendent to see if you have been approved to have one. The superintendent may request a logon for you by going to the ADE common logon page to the application access menu and selecting request logons with

access to SDER. If you have forgotten your password please contact the Help Desk at 602-542-7378.

You will be able to access your district information on-line by going to:

<https://www.ade.az.gov/commonlogon>

If you have a technical problem please contact the Regional Training Center in your area. They will be happy to assist you in any way regarding the application of the on-line system. Please see the following listing for the Regional Training Center closest to you.

**Regional Training Centers**

<u>COUNTY</u>	<u>RTC Location</u>
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz, Yuma	Flagstaff (888) 394-1377
Maricopa, Gila	Tempe (480) 965-3366
Pima, Pinal, Santa Cruz	Tucson (520) 225-4959
Graham, Greenlee, Cochise	San Simon (866) 830-5128

Please be sure that all individuals placed on the certified list have been certified through the State of Arizona Certification Unit. If an individual does not have a certificate they must be placed on the classified list.

If you have District Sponsored Charter Schools, with **all** teachers certified, please call Shirley at 602 542-8245 regarding submission.

Superintendent's salary must be included in your SDER Certified Report under code 100 (A.R.S. 15-255). Individuals with codes 200 through 411 cannot be listed at the district office.

If you need a copy of your 2002-2003 SDER report please contact me at 602 542-8245.

Information from the SDER is also used to complete the EEO-5 report for your district. With care in updating and correcting the SDER, the ADE will be able to produce your district's EEO-5 report and save your staff many hours of work.

**Statute requires SDER to be received by OCTOBER 15, 2002 (ARS §15-941).**

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