

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
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SCHOOL FINANCE MEMORANDUM 04-026

TO: Superintendents, Business Managers, Principals and Attendance Officials
FROM: Shirley Willis
DATE: January 28, 2004
SUBJECT: Absence Approval Request Form

If your district/charter is placed on adjusted ADM (Average Daily Membership) you may apply to the Arizona Department of Education for approval of certain absences (ARS §15-902 A&B). Your district/charter must reflect an adjusted ADM on the ADMS 46-1 or ADMS 40-2 Report to apply for an absence approval.

If approved for removal, these absences will be used in your ADM calculation resulting in an increased adjusted ADM but no more than your reported ADM on your ADMS 40-2 report. The approved absences will be reflected on the ADMS 40-2 report.

Only the following types of absences will be considered for approval:

A)

1. Widespread Illness for a period of three consecutive days or more.
2. Adverse Weather Conditions for a period of three consecutive days or more.
3. Concerted Refusal to Attend Class for a period of three consecutive days or more.
4. Threats of Violence against school property, school personnel or students for any period of one or more days.

B)

One or more consecutive days of absence for students who are served under a chronic Illness policy adopted by your districts/charters governing board in accordance with ARS §15-346.

It is not mandatory for a district /charter to submit a request for Absence Approvals, but if your district/charter is required to utilize an adjusted ADM it may be to your advantage to submit Absence Approval(s). **Return completed forms and governing board certification by April 15, 2004 to the Arizona Department of Education School Finance Unit, Bin 13, 1535 W. Jefferson, Phoenix, AZ 85007. All forms are available on the School Finance bulletin board.**

If you have any questions call Shirley at (602) 542-8245 or email swillis@ade.az.gov .