



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SCHOOL FINANCE MEMORANDUM 04-027(A)

TO: Superintendents and Business Managers
DATE: February 9, 2004
SUBJECT: FY 2002-2003 Recalculation of Apportionment for Districts that Sponsor Charter Schools

This memorandum is in reference to the recalculation of Apportionment for fiscal year 2002-2003. As many schools have been revising their FY03 data, School Finance has been unable to complete this calculation. Adjustments to state aid and budget capacity for FY2002-2003, for corrected student counts are in the initial phase. Please check carefully the ADMS46-1, SPED28 and ELLS10-1 reports for charters your district sponsored in FY2002-2003. These reports will be the basis for adjustments to your state aid and budget capacity for FY 2002-2003. Adjustments plus or minus will be implemented in March 2004. Please follow these steps to ensure your calculation is done correctly and to certify that the data is accurate:

1. Print the charter FY03 ADMS 46-1, SPED28, and ELLS10-1 reports
2. Complete all areas on the attached form
3. Mail the form, signed by the Superintendent or Business Manger on or before Friday, February 20, 2004
4. A separate form is required for each charter school the district sponsored during FY2002 – 2003.

If the counts for the charters sponsored by your district are not correct, please work with the charter school to correct the counts. Corrections made after February 28th, 2004 will be pursuant to ARS §15-915 (A.) (1.) and processed in the order received.

You will be notified via e-mail and/or web posting once we receive your submission.

Please mail to:

Arizona Department of Education
School Finance, Bin #13
1535 W. Jefferson
Phoenix, AZ 85007

If you have any questions please contact Steve Murosky at smurosk@ade.az.gov .

Sincerely,

Vicki Salazar
Associate Superintendent of Finance

Please print the FY2002-2003 ADMS46-1, ELLS10-1, and SPED28 reports for all of the charters that your district sponsors and enter all of the requested data below. This form must be submitted to Arizona Department of Education, School Finance Unit on or before Friday, February 20, 2004. If you are still having student detail issues, mark the appropriate box below and contact Karla Dunn or Steve Murosky immediately.

CTDS _____

Charter Name _____

Enter data from your FY 2002-2003 ADMS46-1:

ADMS46-1 dated: _____
 Total K-3 Group B Add On: _____
 Total K-UE: _____
 Total 9-US: _____

Enter the following data from your FY 2002-2003 ELLS10-1:

ELLS10-1 dated: _____
 Use this number for budget _____
 ELL Group B: _____

I agree with the data on the FY 2002-2003 ADMS46-1.

I agree with the data on the FY 2002-2003 ELLS10-1.

Enter the following data from your FY 2002-2003 SPED28:

SPED28 dated: _____
 HI _____
 MD, A, SMR - R _____
 MD, A, SMR - SC _____
 MDSSI _____
 OI - R _____

OI - SC _____
 Preschool - SD _____
 ED, MIMR, SLD, SLI, OHI _____
 ED - P _____
 MoMR _____
 VI _____

I agree with the data on the FY 2002-2003 SPED28.

I agree with all data and I am requesting an adjustment for FY 2002-2003.

I do not agree with my FY 2002-2003 data - If you mark this box you must contact Karla Dunn at kdunn@ade.az.gov or (602) 542-8240, or Steve Murosky at smurosk@ade.az.gov or (602) 542-8239 immediately. Otherwise the deduction will be taken from your March state aid payment.

I agree with all data, but an adjustment will cause a hardship to my district. I have attached a letter requesting an adjustment over two years per A.R.S. § 15-915 (A)(1).

 Signature of Superintendent/Business Manager Date

 Printed Name Title E-mail address of signer

Positive FY2002-2003 payment adjustments will take approximately four (4) weeks to process and will not be included with any regular monthly apportionment. Negative FY2002-2003 payment adjustments will be adjusted against the March 15th monthly apportionment.

Return form to : Arizona Department of Education
 School Finance Unit BIN # 13
 1535 West Jefferson St.
 Phoenix, Arizona 85007