

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



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**STATE OF ARIZONA**

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**SCHOOL FINANCE MEMORANDUM 05-044**

**TO: School District Superintendents and Business Managers**  
**FROM: Philip G. Williams, Deputy Associate Superintendent**  
**DATE: April 8, 2005**  
**SUBJECT: Final Submission Policy for Student Detail Data**

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The Arizona Department of Education School Finance unit is implementing a new policy regarding the final submission date for student detail data in time to run the yearly June apportionment. The final statewide aggregation for the fiscal year will be based on student detail successfully submitted prior to 5pm on the last ADE business day of May. Only student detail data that has been successfully submitted into the system by 5pm will be used in the final fiscal year aggregation.

- I. Charters – the final aggregation will be used to calculate your final apportionment in June of the current fiscal year.
- II. Districts – the final aggregation will be used to calculate the final growth adjustment for the current fiscal year. It will also be used for the next fiscal year calculation of the RCL.

Any corrections required after 5pm of the last ADE business day of May can be requested through a standard request according to A.R.S. 15-915. To make a 915 request, please refer to the document titled '15-915 Request Procedures' for instructions on appropriate steps for a request. The instructions can be located on the School Finance bulletin board <http://www.ade.az.gov/schoolfinance/BulletinBoard/> or FAQ section <http://www.ade.az.gov/schoolfinance/FAQs/Default.asp> of our web site.

Please send the request to:

Arizona Department of Education  
School Finance – Bin 13  
Attention Philip Williams  
1535 W. Jefferson St  
Phoenix, AZ 85007