

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007

(602)-542-5695  
(602)-542-3099 fax

STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 09-041**

**TO:** District Personnel Directors and  
District Business Managers

**FROM:** Vicki Salazar  
Deputy Associate Superintendent of School Finance

**DATE:** January 26, 2009

**SUBJECT:** Signature Page for SDER (School District Employee Report)

Pursuant to A.R.S. §15-941 School Finance must run the TEI (Teacher Experience Index) calculations for all districts. Before we can do this, the enclosed signature page has to be returned by all districts. Please check your data submitted to us and make sure it is complete and accurate. If you have already submitted a signature page please resubmit with the Superintendent's signature.

Just a reminder, this year we are asking for total salaries. This includes monies received through Classroom Site Fund (CSF including performance pay), Instructional Improvement Fund (IIF), Full Day Kindergarten (FDK), Career Ladder and Optional Performance Incentive Program (OPIP). Do not include extra duty pay for club sponsorship or coaching duties. If your salaries are not inclusive of the above, please correct and resubmit your data. If you have your own system and are not using the ADE on-line system, please remember if you resubmit any data it must be the entire file again as a new file will replace all the data in the system.

The signature page needs to be returned to School Finance no later than **February 13, 2009**. You may **fax the form to 602-542-3099**. If you have any questions please contact **Shirley at 602 542 5695**. Thank you so much for your cooperation.

**THE TEI CANNOT BE PROCESSED UNTIL EVERY DISTRICT HAS SUBMITTED THEIR DATA AND RETURNED THE SIGNATURE PAGE.**

**ARIZONA DEPARTMENT OF EDUCATION  
1535 West Jefferson  
Phoenix, AZ 85019**

**TO:** Shirley Willis  
1535 West Jefferson  
Phoenix, AZ 85007  
Phone: 602-542-8245

**Fax No. 602-542-3099**

**I have checked my 2009 School District Employee Report (SDER) report and certify that it is complete and accurate.**

**DISTRICT \_\_\_\_\_ CTDS NUMBER \_\_\_\_\_**

**NAME OF SUBMITTER \_\_\_\_\_**

**TITLE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_**

**DISTRICT APPROVAL \_\_\_\_\_**

**SUPERINTENDENT SIGNATURE**

**DUE BACK TO SCHOOL FINANCE NO LATER THAN FEBRUARY 13, 2009**