

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 99-039

TO: Special Education Census Contact Person
FROM: Lyle Friesen, Director of School Finance
DATE: January 25, 1999
SUBJECT: FY 1998-99 December 1st Preliminary Charter School Special Education Census

Enclosed is a set of reports for the December 1st Special Education Census. All initial submissions and corrections have been processed and are included in the reports. If you have any errors or need to make corrections to the enclosed Master File (SPED04), we must receive them by February 4, 1999. **This is for December 1st data only.** The counts shown on the Student Counts for Use in Budget Preparation (SPED28) Report will be used in the calculation for the February payments.

If there are no reports enclosed and you submitted a report please contact Tom Lowe at (602) 542-8244 or e-mail tlowe@mail1.ade.state.az.us .

Following is a summary of the enclosed reports:

- **SPED 04, Master File.**
District of Residence: This report is a printout of your master file by *School of Residence*. All students who were reported as **enrolled** in your school, regardless of where they attend should be on this report. If there are any corrections that need to be made to this report, submit the information on a white census form (SPED01-B). For proper correction procedures, refer to the instructions sent to you in October.
District of Attendance: This report is a printout of your master file by *School of Attendance*. All students who were reported as **attending** your school, regardless of where they live should be on this report.
- **SPED 08, Category/Age/Sex Report.**
District of Residence: This report is an unduplicated count of the number of students by Category, Age and Sex. This is the count used for reporting to the United States Department of Education for generating your federal funds. The students are counted in the category with the highest weight. If a student is on the census in more than one category, they are only on this report once. It is a count of students who are on the census on December 1. If a student withdrew before December 1, they are not eligible for federal money.

- **SPED 22, Birthdate Exception Listing.**

This report tells you of any two-student ID numbers who have the same birthdate. This report is all right if you have twins who have the same birthdate and have different ID numbers. If you have reported the same student with different ID numbers, you need to delete one of the ID's.

- **SPED 28, Student Counts For Use In Budget Preparation.**

This report shows the ADM figures used to prepare the budget and apportion State Aid

If you find any errors on the census for your December 1 count, please submit the necessary corrections by February 4, 1999. This includes adding students who were "overlooked", or deleting students "someone" forgot to report as never showing up or withdrawing students who left but were not withdrawn from the census.

If you have any questions on submitted data, please contact Tom Lowe at (602) 542-8244 e-mail tlowe@mail1.ade.state.az.us

SUBJECT:
