

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 99-054**

**TO:** Special Education Contact Personnel  
**FROM:** Lyle Friesen  
**DATE:** March 31, 1999  
**SUBJECT:** 1998-99 February 1st Preliminary Special Education Census

Enclosed is a set of reports for the February 1st Special Education Census. All submissions and corrections **that were received** before the March 12, 1999 cut off date have been processed. If the information rejected, or is not reflected in these reports you will need to fax (602) 542-3099 or e-mail ([delrep@mail1.ade.state.az.us](mailto:delrep@mail1.ade.state.az.us)) the correction(s) again. We will be trying to contact as many districts as possible to assist with corrections before the final report is run. If you need to make corrections to the enclosed Master File (SPED04), fax them to our office **by April 8, 1999**.

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 *District of Residence*. All students who were reported as **residing** in your district, 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 on November 12, 1998.  
**District of Attendance:** This report is a printout of your master file by *District of Attendance*. All students who were reported as **attending** your district, 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 by *District of Residence*.
- **SPED 22, Birthdate Exception Listing.**  
This report tells you of any two student ID numbers who have the same birthdate. This report is alright 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.**

March 31, 1999

This report shows the ADM figures used to prepare the budget. If your master file has any corrections to be made, this report will not be accurate until these changes are made. Please notify your business manager any time you need to make corrections so they can make the necessary adjustments to the counts.

Again, if you find any errors on the census for your February 1 count, please fax the corrections by April 8. 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. Final reports will start being mailed back to the districts on April 9<sup>th</sup>. These reports will be used by your district for budget purposes.

\* For those not capable of using delrep or other types of electronic reporting, use only the form for submitting corrections. A blank form has been included with the February Preliminary so that corrections faxed to back to School Finance will be easily read and processed.

If you have any questions on **DISTRICT** submitted data, please contact:

Julie Vasquez	(602) 542-8239	<a href="mailto:jvasque@mail1.ade.state.az.us">jvasque@mail1.ade.state.az.us</a>
Ingrid Rope	(602) 542-3303	<a href="mailto:irope@mail1.ade.state.az.us">irope@mail1.ade.state.az.us</a>
Electronic Submissions		delrep@mail1.ade.state.az.us
School Finance Fax	(602) 542-3099	

For **District Sponsored CHARTER SCHOOL** data, contact Tom Lowe at (602) 542-8244.

cc: County Superintendent