

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 99-073

TO: District Superintendents/Charter School Administrators and Attendance Officials

FROM: Lyle Friesen
Director of School Finance

DATE: May 10, 1999

SUBJECT: Year End Enrollment Report

Enclosed are instructions and other information needed to assist in the completion of your 1998-1999 Year End Enrollment Report. Please review the information and submit your forms/disks no later than June 30, 1999.

REMEMBER:

- **One form per grade per school** (Please make as many copies of the form as needed)

*****ALL CHARTER SCHOOLS MUST REPORT EACH GRADE LEVEL FOR EACH SITE*****

- **Withdrawals are those students who withdrew and did NOT return by the end of this school year**
- **W7 Code "Graduated" is for mid-year high school students only (grades 11th, 12th, and US), not Kindergarten or 8th grades (show these as promoted)**
- **W3 Code Expelled or long term suspension cannot be used for grade levels PS, KG and 01 thru 05**
- **W5 Code Dropout cannot be used for grade levels PS, KG and 01 through 06**
- **Total E's minus Total W's must equal Total Year End**
- **Summer activity codes are for students that were no shows or, did not enter this school year.**
- **Include the contact person's name and phone number where they can be reached during the summer.**
- **Students retained as of June 30th who completed graduation/promotion requirements during the summer will be reported on the next FY Year End Enrollment**
- **Preschool handicapped students (3 & 4 year olds) should be categorized as promoted if they have met their goals for the current school year**

If you need assistance please call (602) 542-8234; Charter Schools/District Sponsored Charter Schools contact Rose Whelihan at (602) 542-8240.