

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 00046

TO: Superintendents, Business Managers, Principals and Attendance Officials

**FROM: Lyle Friesen
Director of School Finance**

DATE: March 28, 2000

SUBJECT: Absence Approval Request

If your district is placed on adjusted ADM (Average Daily Membership) you may apply to the Arizona Department of Education for approval of certain absences. (ARS §15-902 A & B) If approved for removal, these absences will not be used in your ADM calculation resulting in an increased final (100th Day) ADM. Your district must reflect an Adjusted ADM on the ADMS40-02 Report to apply for this absence approval.

Only the following types of absences will be considered for approval:

- A) A period of 3 or more consecutive days resulting from:**
 - 1. Widespread Illness**
 - 2. Adverse Weather Conditions**
 - 3. Concerted Refusal to Attend Class**

- B) One or more consecutive days of absence for students who are served under a chronic illness policy adopted by your district's governing board in accordance with ARS §15-346**

It is not mandatory for a school district to submit a request for Absence Approvals, but if your district is required to utilize an adjusted ADM it may be to your advantage to submit Absence Approval(s). To be included in the final ADM report all Absence Approvals Requests must be received before April 14, 2000. Please remember that no Absence Approvals will be processed without the Governing Board Certification and signatures.

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Late reports will only be processed as time allows and may not be included in the reports sent to you for budget preparation. If you submit forms that are incomplete, incorrect, or the Board Certification is not properly executed, the Absence Approval Request(s) will be returned to the district for correction.

We have enclosed for your convenience the Absence Approval Forms. If you need additional forms, please feel free to duplicate them.

If you have any questions, please do not hesitate to contact:

School Districts	Julie Vasquez	(602) 542-8239
Charter Schools	Rose Whelihan	(602) 542-8240