

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 01-016

TO: Attendance Personnel and Special Education Directors
FROM: Lyle Friesen, Director of School Finance
DATE: October 24, 2000
SUBJECT: Tuition Out Reporting of Membership Absences and Special Education Census

Starting in FY2000-2001 school districts and charter schools are required to submit data electronically. This means that School Finance no longer will accept paper, disks, or emails. Everything must be uploaded into the SAIS System. Since the Arizona Department of Education approved private schools (list attached) are not part of the Grants Management System, they can not be assigned passwords and therefore cannot submit electronically. **IF** school districts and charter schools tuition students to private schools, the Membership/Absences Reports (ADM) due 40th Day & 100th Day in Session and Special Education Census due December 8, 2000 and February 8, 2001 will need to be reported in the following manner:

1. Private schools will fill out bubble sheets and census forms for students tuitioned in by school districts or charter schools.
2. Private schools will **forward** these forms **to** tuitioning **school districts or charter schools.**
3. School District or charter school will review these forms and submit them electronically (upload) to the SAIS System.

Reporting in this fashion will assure districts and charter schools that all students are reported. School districts and charter schools who have been reporting the private school tuitioned students will continue to report them in the same fashion.

School Finance is sending a memo to all approved private schools with instructions for submission of data (copy enclosed) and a supply of bubble sheets and census forms.

If you have any questions, please contact:

Districts:

ADM - Julie Vasquez (602) 542-8239
Special Education – Ingrid Rope (602) 542-3303

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Charter Schools:

ADM & Special Education Census
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