

Request to Correct State Aid or Budget Capacity (15-915)

1. Write a letter on district or charter letterhead requesting a correction of state aid or budget capacity pursuant to A.R.S. 15-915. The letter must include the following:

- a) Date
- b) LEA Name and CTDS Number
- c) Contact name, title, telephone number to include an extension, and an email address.
- d) Fiscal Year and reason for the request.
- e) Details of data to be corrected. Please include in your submittal any documentation that supports the data correction request.
- f) The request must be signed by the business manager or higher authority.

No board approval is required to submit this request for correction.

2. Please scan and email the letter and all corresponding documentation to your account analyst. (An “LEA Account Analyst” list identifying your account analyst can be found on the School Finance website.)

If you are not able to send the request via email, please mail the letter to:

ADE – School Finance
1535 W. Jefferson St., Bin #13
Phoenix, AZ 85007