

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 99-010

TO: District Personnel Directors
FROM: John Eickman
DATE: 9/18/98
SUBJECT: SDER and DelRep Electronic Reporting System

Many of you filed your School District Employee Report (SDER) electronically last year and we are extending that offer again this year along with a new version of DelRep. DelRep allows your staff to receive the preliminary SDER report in electronic form. Thus, if your staff chose to use DelRep they would simply modify their report on the screen by editing existing employees, deleting old employees, and adding new employees. DelRep then helps them create a diskette to send to the Department of Education. Using DelRep will help speed the processing of the SDER report by eliminating keying errors and increasing the turn around time on your district's reports.

DelRep is free of charge and is available to all districts, however your staff must have a PC with at least the following requirements:

Operating System	Windows 95 <i>or</i> Windows NT 4.0 <i>or</i> Windows 98 (DelRep should work with Windows 98, but has not been tested)
Microprocessor	486 or higher (Pentium or better is strongly suggested)
Memory	16 MB (32 MB or better is strongly suggested)
Hard disk space (approximate)	40 MB

If you or your staff have any questions regarding DelRep please call Marcie Celaya (602) 542-8797 or John Eickman (602) 542-8250.

If you would like a copy of your SDER data in electronic form to use with DelRep, please fill out the attached form and return to:

Arizona Department of Education
School Finance Unit, Bin 13
Attention: Marcie Celaya
1535 West Jefferson
Phoenix, Arizona 85007
Or
Fax to Marcie Celaya at (602) 542-3099

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