

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 99-021

TO: Charter School Administrators and Special Education Directors
FROM: Tom Lowe
DATE: November 4, 1998
SUBJECT: 1998-99 Special Education Census Reporting

The primary use for reporting Special Education Census is for State and Federal Funding. It is extremely important that your December 1 report, due to School Finance by December 4, 1998, be accurate and timely as this is the basis of calculating Federal Funding for Special Education students.

Enclosed are the following items:

- **Special Education Census Form - This form is your master copy and can be duplicated as needed.**
- **Instructions**

Only change to Census Form is that you no longer have to report Home School. Remember that all charters WILL need to create a new master file. All schools will start with a clean slate and will need to report all their special education students as additions with the action code of (E).

Census Forms are due to School Finance on December 4, 1998. The second report (for students who entered or withdrew after December 4th)

If you have any questions regarding this form, please contact Tom Lowe at (602) 542-8244.

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