

ARIZONA DEPARTMENT OF EDUCATION

*Lisa Graham Keegan*  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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(602)-542-5695  
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**SCHOOL FINANCE MEMORANDUM 99-036**

**TO:** Personnel Director  
**FROM:** Shirley Willis  
**DATE:** January 21, 1999  
**SUBJECT:** SDER Preliminary Report

Enclosed are two copies of the School District Employee Report (SDER). One copy is to be retained by the district for your record. **The original should be corrected and returned to School Finance by February 8, 1999.** Please make all corrections clearly and mark in red. If making corrections please write the correction above the incorrect item.

It is important that this report is **accurate** as it is the basis for calculating the Teacher Experience Index (TEI) component of the budget computations for your local school district. It is also important that this information be returned by February 8 if we are to have the TEI calculated and returned to districts by March 1<sup>st</sup>. If there are no corrections please promptly return the enclosed form

**Things to remember when making corrections:**

1. Employees who started work **after** October 1, 1998 **SHOULD NOT** be included in this report.
2. On the Certified Section, the Total Years Experience, Salary, Percent of Benefits, and Degrees columns are only for teachers with codes 108, and 200 through 411.
3. If an employee is to be deleted from your districts listing, please draw a line through the data starting with NAME. **DO NOT CROSS OUT THE EMPLOYEE ID NUMBER**
4. (A) For teachers who teach in more than one school, the salary should be split in direct proportion to the FTE.

Example: A teacher is teaching 20 percent at School A and 80 percent at School B and is earning \$20,000 a year. School A would show that teachers with a salary of \$4,000 and School B would show that teacher with a salary of \$16,000.

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(B) The salary for employees with a teaching position and a non-teaching position should reflect the teaching salary only.

Example: An employee with a salary of \$36,000 is 60 percent principal and 40 percent classroom teacher. The salary shown for the teaching position is \$14,400.

5. The Percent of Benefits is an average for **all** teachers within your district rounded off to the nearest whole percentage point.
6. If you are changing an employee from a classified position to a certified position or a certified position to a classified you need to delete them from the original print out and write them in as an add on the certified or classified form.
7. We have enclosed special forms to be used to add employees. More than one school may be put on a form. Please type or print the information clearly. **DO NOT ADD EMPLOYEES ON THE GREEN PRINT OUT.**
8. Please **include Superintendents salary** on the print out. This is required by law (A.R.S. 15-255).

The most popular question regarding the SDER is still, how is the number of years experience determined. Arizona Revised Statutes (ARS 15-941.E.) addresses years experience as follows:

For the purpose of this section, “number of years of experience” means the number of years of classroom instruction conducted by a certified teacher in the school district in which the certified teacher is currently employed including the number of years experience of the certified teacher granted by the school district for the certified teacher on the districts salary schedule for experience outside of the school district.

Example: If a teacher has been with your district 5 years and was granted 5 years previous experience by your board then their experience should be recorded as 10 years.

**Please be sure that the number of years experience for each teacher on your print out is in compliance with the above statute.**

If there are no corrections to be made to the preliminary report, please sign and send the attached memo to us no later that February 8, 1999.

**NOTE: The TEI for the state can be computed ONLY WHEN ALL DISTRICTS have corrected their SDER.**

If you have any questions, please call Shirley Willis at 542-8245.

*MEMORANDUM*

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**If there are no corrections to be made to the preliminary report, please return this memo to us no later than February 8, 1999.**

**TO:** Shirley Willis  
School Finance

**FROM:** SCHOOL DISTRICT NAME \_\_\_\_\_

DISTRICT CTD NUMBER \_\_\_\_\_

**SUBJECT:** SDER Preliminary Report

Data for our district is correct as shown on the Preliminary School District Employee Report (SDER).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

