

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 99-038

TO: Special Education Census Contact Person

FROM: Lyle Friesen, Director of School Finance
Peggy Staples, Administrative Assistant

DATE: January 22, 1999

SUBJECT: FY 1998-99 December 1st Preliminary Special Education Census

Enclosed is a set of reports for the December 1st Special Education Census. All initial submissions and corrections **that have been received**, have been processed. If you have any errors or need to make corrections to the enclosed Master File (SPED04), get them to our office by February 12, 1999. This is for December 1st data only.

Following is a summary of the enclosed reports:

- **SPED 04, Master File.**
District of Residence: This report is a printout of your master file by *District of Residence*. All students who were reported as **living** in your district, regardless of where they attend should be on this report. If there are any corrections that need to be made to this report, submit the information on a white census form (SPED01-B). For proper correction procedures, refer to the instructions sent to you on October 26, 1998.
District of Attendance: This report is a printout of your master file by *District of Attendance*. All students who were reported as **attending** your district, regardless of where they live should be on this report.
- **SPED 08, Category/Age/Sex Report.**
District of Residence: This report is an unduplicated count of the number of students by Category, Age and Sex by *District of Residence*. This is the count used for reporting to the United States Department of Education for generating your federal funds. The students are counted in the category with the highest weight. If a student is on the census in more than one category, they are only on this report once. It is a count of students who are on the census on December 1. If a student withdrew before December 1, they are not eligible for federal money.
- **SPED 22, Birthdate Exception Listing.**
This report tells you of any two student ID numbers who have the same birthdate. This report is alright if you have twins who have the same birthdate and have different ID numbers. If you have reported the same student with different ID numbers, you need to delete one of the ID's.

- **SPED 28, Student Counts For Use In Budget Preparation.**

This report shows the ADM figures used to prepare the budget. If your master file has any corrections to be made, this report will not be accurate until these changes are made. Please notify your business manager any time you need to make corrections so they can make the necessary adjustments to the counts.

If you find any errors on the census for your December 1 count, please submit the necessary corrections by February 12, 1999. This includes adding students who were "overlooked", or deleting students "someone" forgot to report as never showing up or withdrawing students who left but were not withdrawn from the census.

If you have any questions on **DISTRICT** submitted data, please contact Peggy Staples at (602) 542-8234.