

**ARIZONA DEPARTMENT OF EDUCATION**

**Lisa Graham Keegan**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 99-059**

**TO:** Charter School Administrators, Directors, Principals  
**FROM:** Kristen Jordison  
**DATE:** April 12, 1999  
**SUBJECT:** APRIL, 1999 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

Enclosed you will find the APRIL 1999 apportionment reports for your charter school. These reports reflect data used to calculate the FY 1998-99 Equalization Base/Assistance. The APRIL reports are based on student counts submitted to the Department of Education by your charter school.

Remember your charter school is required by A.R.S. § 15-902.I to report 100<sup>th</sup> day Average Daily Membership (ADM) data within twelve days after your 100<sup>th</sup> day in session. If your school reached it's 100<sup>th</sup> day in session prior to March 11<sup>th</sup> your April payment was based on these figures. If your school's 100<sup>th</sup> day in session is between March 11<sup>th</sup> and April 9<sup>th</sup> your May payment will be based on these figures. **If you fail to submit your data within the mandated timeline (i.e. 12 days after your 100<sup>th</sup> day) your May payment will be zero!**

Please contact Tom Lowe at (602) 542-8244 or e-mail at [tlowe@mail1.ade.state.az.us](mailto:tlowe@mail1.ade.state.az.us) or David Schuricht (602) 542-8227 or e-mail at [dschuri@mail1.ade.state.az.us](mailto:dschuri@mail1.ade.state.az.us) if you have any questions regarding your ADM or special education counts.

These reports are for your information and DO NOT require sign off. **If you do have a question on any of the data, simply copy the Basic Calculation for Equalization Assistance Report (CHAR55-1) and return it to us (via fax or mail) with the data in question circled.**

If you have any questions or need assistance, please do not hesitate to contact me at (602) 542-8249 or e-mail at [kjordis@mail1.ade.state.az.us](mailto:kjordis@mail1.ade.state.az.us).

**FYI:** Your Char 55-1 and Char 64-1 reports are now available to be downloaded from the Department's web site (<http://www.ade.state.az.us/schoolfinance/main/ReportsData>). These web pages will be updated monthly with the most current data. We hope you find this useful.

Enclosures

April 12, 1999