

*ARIZONA DEPARTMENT OF EDUCATION*

*Tom Horne*  
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 04-025**

**TO:** Personnel Department  
**FROM:** Shirley Willis  
**DATE:** January 23, 2004  
**SUBJECT: SDER Report**

Please be advised that we **will not** be mailing copies of the SDER reports to you this year. You can find a copy of your report by going to the following:

Common Logon SDER access – Status Page  
On the status page make sure the box is checked submitting your data  
Click on reports and then sort by Certified and click on create report  
Print your report and then do the same for Classified

Please check your report and make sure everything is correct and accurate. If you have corrections please make the corrections, resubmit and check your report again. When your report is complete and accurate please fax us a copy of the enclosed form. Our **fax number is 602 542-3099. Please have your corrections made by February 5, 2004.**

It is important that this report is accurate so that the TEI can be processed for your district. Once the TEI is processed corrections **can not** be made. Thank you for your cooperation. If you have any questions please contact Shirley at 602 542 8245.

Shirley Willis  
602 542 8245

ARIZONA DEPARTMENT OF EDUCATION  
1535 West Jefferson  
Phoenix, AZ 85007

**TO:** Shirley Willis - School Finance                      Fax # 602-542-3099  
1535 W Jefferson  
Phoenix, AZ 85007

**I have checked my SDER report and certify that it is complete and accurate.**

DISTRICT \_\_\_\_\_ CTDS NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

**DUE BACK TO SCHOOL FINANCE NO LATER THAN FEBRUARY 5TH**