

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-044

TO: School District Superintendents, Charter School Operators, and Business Managers

FROM: Steve Murosky

DATE: April 21, 2004

SUBJECT: FY 2002-2003 Student Detail Adjustment Procedures

As we have now passed the deadline of March 31st to revise FY 2002-2003 student detail data in SAIS without the requirement of a 15-915 letter, the following is a list of procedures that must be followed in order to successfully adjust your FY 2002-2003 SAIS data and update FY 2002-2003 budget forms:

- You will need to call, or e-mail School Finance 602-542-8227 or SchoolFinance@ade.az.gov to “open a window” for you to submit your FY03 student detail data to SAIS.
- You will then need to notify ADE School Finance that you have successfully submitted all of your corrections to SAIS and are now ready to view your reports.
- Once you are satisfied with your new student detail counts, you must submit a 15-915 letter to Lyle Friesen in order to have new budget forms posted from your new student counts. A 15-915 letter is a memorandum from your district or charter stating, pursuant to Arizona Revised Statute 15-915, you are requesting that new FY 2002-2003 budget forms be generated as you have made changes to your FY 2002-2003 student counts.

If you have questions concerning your FY 2002-2003 Student Detail counts, e-mail the School Finance inbox at SchoolFinance@ade.az.gov or call 602-542-8227.

March 15, 2004