

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 05-053

TO: Charter School Administrators, Directors and Principals
FROM: Philip Williams, Director of School Finance
DATE: May 13, 2005
SUBJECT: May 15, 2005 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The May 2005 charter apportionment is complete. All eligible charter schools were paid based on 100th day ADM data that was *received* and *processed* by 5:00 pm on April 29th, 2005. The equalization assistance reports (CHAR55-1 and CHAR64-1) for your charter school are posted on your charter school's home page on the ADE School Finance web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact your local Regional Training Center (<http://www.ade.az.gov/rtc>).

In the event that you did not receive a May 2005 payment, or if your payment is significantly less than your prior months payments this may be due to:

- Missing or late submission of 100th day ADM data.
- Adjustments made due to changes in 40th or 100th day ADM data (for example, adjustments made due to over-estimated ADMS counts).
- Missing or changes in SPED or ELL data (see your SPED28-1 and ELLS10-1 reports).

If you have any concerns regarding your equalization calculation or payments please contact Lori Damanti at (602) 542-3303 or by email at ldamant@ade.az.gov.

The Fiscal Year 2005-06 Charter School Enrollment Packets are now available on the ADE School Finance web site at <http://www.ade.az.gov/schoolfinance/Forms/CSEnrPac/Default.asp>. Please be sure to view the State Aid Requirements Checklist, your charter will not be eligible to receive any FY2005-06 Charter School Equalization payments unless the charter has submitted all required items prior to the due date.

All charter schools, regardless of sponsorship, must submit all student detail data to ADE using an approved electronic format for each charter site. It is the responsibility of each charter school to verify that the ADMS46-1 and if applicable, the SPED28-1 and ELLS10-1 reports accurately reflects the data submitted. Please see the "Student Detail Activity Report" at