

School Finance

Procedural Instructions

For

## LEA Calendar

School Calendar Instructions

Due Date: July 1<sup>st</sup> of each year

The object of this document is explain the fundamental data and instructions School Finance plans to employ and maintain pertaining to SAIS Local Education Agencies (LEA) Calendars Application provides an interface for District/Charter school holders and Private schools to submit their yearly calendar to Arizona Department of Education (ADE). The LEA Calendar application will assist in the calculation of membership days, absence days, and attendance days for each student. A calendar will be associated with every school. A SAIS User Manual has been developed to further assist Districts/Charter school holders/Private schools with proper submission of school calendars. You can view this guide by clicking on the **Manual** link located on the left-hand side of the calendar application.

Although the due date for the LEA Calendar is July 1<sup>st</sup> of the incoming Fiscal Year, it is highly encouraged to submit the calendar before the beginning of every school year.

School Finance will utilize the LEA Calendar to process funding. Therefore, Districts/Charter school holders/Private schools will be responsible for submitting calendars for their schools. Private schools will also be required to submit a calendar in order to process payment for services provided.

The LEA Calendar application is on the Common Logon (<http://www.ade.az.gov/commonlogon>) and a username and password is needed. All superintendents have been given access to Common Logon. To obtain a username, password and application permission, the entity administrator should use LEA Profile to add contacts, and Request Logins to give permissions to contacts. Both of these applications are under the Common Logon. Any questions regarding Common Logon should be directed via email to [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Data elements of the SAIS LEA Calendar include calendar identification, entity identification, track number, fiscal year, occasion description, occasion start date, occasion end date, and portion of time school is in session. **The occasion days that are already hard coded in the application are**

