

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

TO: School District Superintendents and Business Managers
FROM: Vicki G. Salazar Associate Superintendent
DATE: April 3, 2008
SUBJECT: Reporting Absences and Apportionment of ADM

The purpose of this memorandum is to remind all school districts and charter schools of the ADM reporting requirements outlined in the Arizona Department of Education's ("ADE") Guideline GE-20 and procedures published on the ADE Website at <http://www.ade.az.gov/schoolfinance/Guidelines/>. Except as otherwise provided by law, **beginning July 1, 2008**, absences shall be forwarded electronically by the charter school and school district on a school by school basis with other records pursuant to A.R.S § 15-185 (B) (2.) and A.R.S. § 15-902 (J). As noted in my memorandum dated January 18, 2007, this statutory requirement applies to all districts and charter holders for elementary schools grades kindergarten through sixth, middle schools grades seventh and eighth, high schools grades ninth through twelfth, homebound and/or hospitalized students receiving at least four (4) hours of instruction a week, Technology Assisted Project-Based Instruction Programs (TAPBI), and Joint Technological Education Districts (JTED). ADE will no longer accept minutes after July 1, 2008, unless Guideline GE-20 is not applicable to a particular student pursuant to Arizona law (for example, a preschool child who is enrolled in a program for preschool children with disabilities for at least 360 minutes per week).

Secondly, I would like to inform all school districts and charter holders that a student shall not be counted more than once for computation of average daily membership and that dual enrollment between July 1st and the school districts and/or charter schools 100th day will now be apportioned between the schools. Based on the student attendance data submitted, SAIS will calculate each student's ADM. If the total ADM for a student at all schools attended is greater than 1.0, the total ADM will be reduced to 1.0 (or 1.25 ADM under certain specific circumstances when a student is also enrolled in a JTED) and apportioned between the schools based on the percentage of total time that the student is enrolled or in attendance at each public school. Consecutive enrollment after the 100th day will not be counted toward the student's ADM and will not generate funding.

To assist in implementing this requirement, the School Finance Unit within the department has published procedures at <http://www.ade.az.gov/schoolfinance/Guidelines/>. If you have any questions concerning how to implement this new requirement please contact the System Training & Response (STaR) Team at <http://www.ade.az.gov/schoolfinance/STaR>.