

ARIZONA DEPARTMENT OF EDUCATION

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 08-068**

**TO:** Charter School Administrators, Directors and Principals  
**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance  
**DATE:** 05/13/2008  
**SUBJECT:** 5/15/2008 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The May 2008 charter apportionment is complete. 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 the Arizona Department of Education, Support Center at (602) 542-7378 or toll free at (866) 577-9636.

In the event that you did not receive a May 2008 payment, one or more of the following may apply:

- A reduction or missing actual 100<sup>th</sup> day counts and/or 100<sup>th</sup> day SPED or ELL data.
- Missing or late submission of M&O Deduct form.
- Banking information not submitted to the Arizona State Treasurer's Office.
- Missing or late data submitted to the Arizona State Board for Charter Schools.

If you have any concerns regarding your equalization calculation or payments, please contact Alane Wilcox (602) 542-8253 or by email at [Alane.Wilcox@azed.gov](mailto:Alane.Wilcox@azed.gov). If you have any questions about your student counts or other required information concerning you data please contact Cindy Ensfield at (602) 542-7885 or by email at [Cindy.Ensfield@azed.gov](mailto:Cindy.Ensfield@azed.gov).

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All charter schools that have met the 2007-2008 school year SAIS 100th Day reporting requirement of 100 session days, plus 13 ADE business days on or before 5:00 PM on April 30, 2008 will be funded strictly from the actual 100th Day data for ADM and SPED. Charter schools are no longer eligible to be paid on estimated counts. It is the responsibility of each charter school to verify that the ADMS46-1 Report for 40<sup>th</sup> day and 100<sup>th</sup> day if applicable and the SPED28-1 Report for Special Education census data posted on their web page (<http://www.ade.az.gov/districts>) accurately reflects the data submitted. LEAs are required to submit student level data to SAIS at least once every 20 school days per A.R.S. §15-1042(G). Please take the time to confirm that the charter is SAIS-reporting compliant and that all 2007-2008 SAIS-related data is current and accurate.

If the charter requires SAIS technical assistance, please complete the request form on the System Training and Response (STaR) Team webpage at <http://www.ade.az.gov/schoolfinance/STaR/>. If, however, the charter requires non-technical SAIS assistance questions, please contact Cindy Ensfield at (602) 542-7885 or by e-mail at [Cindy.Ensfield@azed.gov](mailto:Cindy.Ensfield@azed.gov).

Please check the submission status of your proposed and adopted budgets, budget worksheets and budget revisions. Per A.R.S. 15-905 (E), budgets must be submitted electronically to the Arizona Department of Education by July 18, 2007. Instructions for checking the submission status can be located at <http://www.ade.az.gov/schoolfinance/FAQs/Default.asp>. If you have questions related to budget submission, please contact the budget team at: [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).