

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 99-048

TO: Charter School Administrators, Business Managers and Attendance Officials
FROM: Lyle Friesen Director of School Finance
DATE: March 10, 1999
SUBJECT: Preliminary 100th Day Average Daily Membership Reports

Enclosed are **Preliminary** 100th Day Average Daily Membership (ADM) Reports for your School. Please **CHECK** your reports to ensure that all the data received and processed by the Arizona Department of Education is correct.

If you need to make **changes/additions/deletions** to this current data, and submit them **by March 29, 1999** you will have time to review the results of the processing and correct any additional errors. **We will process reports through April 5, 1999 but you will not have time to make corrections to reports we receive after March 29, 1999. Your April 15, 1999 payment will be based on the 100 Days ADM on file from the last processing of April 5. Any Charter School not submitting a timely 100 Day ADM report will not be paid in April.**

PLEASE REVIEW THESE REPORTS NOW and call David Schuricht, (602) 542-8227, e-mail dschuri@mail1.ade.state.az.us or Tom Lowe, (602) 542-8244, e-mail tlowe@mail1.ade.state.az.us if you have any questions or concerns. The following page lists a synopsis of the reports that are enclosed.

March 10, 1999

ADMS40-01 CURRENT/PRIOR RESIDENCE ADM AND ADA

This report reflects Kindergarten (**KDG**) at **full count** NOT 1/2.
Shows Average Daily Membership and Average Daily Attendance.
Shows absence percentage for each grade and district.
Compares current year to prior year ADM and percentage of change.

ADMS40-02 RESIDENT AVERAGE DAY MEMBERSHIP RECAP

This report reflects **summary** data from **Day 41** through **Day 100**.
Shows Kindergarten (**KDG**) at **1/2 count**.
Shows Adjusted ADM based on absence rate.

ADMS45-1 MEMBERSHIP AND ABSENCE REPORT

This report reflects **detailed** data by Charter and School Site of
ATTENDANCE.
Shows data by grade level, cluster, and ID number.
Shows Membership Days, Absence Days and Absence Rate.

ADMS45-2 DAILY MEMBERSHIP ATTENDING SUMMARY

This report reflects the ADM students attending your Charter School.
The ADM on this report is not the count used for payment.

ADMS46-1 RECALCULATED STATE AID ADM COUNTS

This report reflects ADM for 100th Day. May show adjusted
ADM depending on absence rate.
Shows Kindergarten (**KDG**) **AT 1/2**.
Shows K-3 Group B Add-on Counts.
Used by administrators as planning for Budgets.