

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 99-049**

**TO:** Charter School Administrators, Directors, Principals  
**FROM:** Kristen Jordison  
**DATE:** March 11, 1999  
**SUBJECT:** MARCH, 1999 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

Enclosed you will find the MARCH 1999 apportionment reports for your charter school. These reports reflect data used to calculate the FY 1998-99 Equalization Base/Assistance. The MARCH reports are based on student counts submitted to the Department of Education by your charter school.

Remember your charter school is required by A.R.S. § 15-902.I to report 100<sup>th</sup> day Average Daily Membership (ADM) data within twelve days after your 100<sup>th</sup> day in session. If you have not submitted your 100<sup>th</sup> day ADM, February 1st Special Education Census, or the Limited English Proficiency (LEP) Report please do so immediately. The 100<sup>th</sup> day counts for Special Education are pulled from the February 1st census reports that were due to the ADE on February 6, 1999. The Limited English Proficiency counts are pulled from the LEP report that was due to ADE on February 15, 1999. If you school has reached it's 100<sup>th</sup> day prior to March 11th your April payment will be based on these figures. **If you fail to submit your data within the mandated timeline (i.e. 12 days after your 100<sup>th</sup> day) your April payment will be zero!**

Please contact Tom Lowe at (602) 542-8244 or e-mail at [tlowe@mail1.ade.state.az.us](mailto:tlowe@mail1.ade.state.az.us) or David Schuricht (602) 542-8227 or e-mail at [dschuri@mail1.ade.state.az.us](mailto:dschuri@mail1.ade.state.az.us) if you have any questions regarding your ADM or special education counts.

These reports are for your information and DO NOT require sign off. **If you do have a question on any of the data, simply copy the Basic Calculation for Equalization Assistance Report (CHAR55-1) and return it to us (via fax or mail) with the data in question circled.**

If you have any questions or need assistance, please do not hesitate to contact me at (602) 542-8249 or e-mail at [kjordis@mail1.ade.state.az.us](mailto:kjordis@mail1.ade.state.az.us).

**FYI:** Your Char 55-1 and Char 64-1 reports are now available to be downloaded from the Department's web site ( <http://www.ade.state.az.us/schoolfinance/main/ReportsData>). These web pages will be updated monthly with the most current data. We hope you find this useful.

Enclosures

March 11, 1999