ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction

School Finance
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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM   01-010

TO: Business Managers, Charter Schools, Attendance Personnel, and SDER Personnel

FROM: Lyle Friesen, School Finance Director
Julie Vasquez, School Finance Data Manager
Rose Whelihan, Charter School Data Manager

DATE: September 01, 2000

SUBJECT: **School Finance Data Collection Training Workshops**

   District and charter school personnel who report data are **strongly** encouraged to attend one of the School Finance Data Collection Training Workshops. It is very important to attend the workshops to learn not only the changes that are going to be in effect this fiscal year, but the electronic requirements that will affect your funding. The following systems will be covered:

Membership/Absence (ADM)
Special Education Census
Limited English Proficiency (LEP)
October 1 Enrollment
Year End Enrollment
Graduation Rate Study
School District Employees Report (SDER)
Technical Support (Uploading, Online Reporting, School Calendar, etc.)

We have enclosed a list of Workshop Sites, Training Agenda and Training Workshop Registration. **PLEASE MAKE SURE THAT INDIVIDUALS WHO REPORT ANY OF THE ABOVE-MENTIONED SYSTEMS TO THE DEPARTMENT OF EDUCATION, SCHOOL FINANCE ARE NOTIFIED OF THESE WORKSHOPS.**

If you have any questions or need additional information, please contact Julie Vasquez at (602) 542-8239 or Rose Whelihan at (602) 542-8240.

CC: DISTRICT SUPERINTENDENT

2000 – 2001
SCHOOL FINANCE DATA COLLECTION
TRAINING WORKSHOPS FOR
DISTRICTS AND CHARTER SCHOOLS

WORKSHOP SITES:

LAKE HAVASU   **Tuesday, Sept 19th**   **Police Department Administration**
                         9:00a.m. to 3:00p.m   **2360 Mc Culloch Blvd.**

FLAGSTAFF   **Wednesday, Sept 20th**   **NAU - Dubois Center**
                         9:00a.m. to 4:15p.m   **Ballrooms A, B & C**
                                                          ***See attached map**

HOLBROOK   **Thursday, Sept 21st**   **Northern Pioneer College**
                         9:00a.m. to 3:00p.m   **Community Education Center**
                                                          2251 E. Navajo Blvd.

TUCSON   **Wednesday, Sept 27th**   **University of Phoenix**
                         9:00a.m. to 3:00p.m   **5099 E. Grant**
                                                          Crossroads: Grant & Rosemont

YUMA   **Wednesday, Oct 11th**   **Yuma Civic & Convention Center**
                         9:00a.m. to 4:15p.m   **1440 Desert Hills Drive**

Agenda's will not be the same at all workshops. The following pages will give you the agenda for the different locations.

<u>**TRAINING AGENDA FOR THE LAKE HAVASU LOCATION**</u>
SEPTEMBER 19, 2000.

Training will begin at 9a.m. and will be held using TWO different rooms:
(*Technical Support Class is REQUIRED).

<u>**SESSION I**</u>

9:00 – 10:00a.m.

        Average Daily Membership (ADM – DISTRICT & CHARTER SCHOOLS)

10:00 – 11:00a.m.

        Oct 1 Enrollment, Yr End Enrollment, & Limited English Proficiency (LEP)

11:00 – 12:00p.m.

        *Technical Support (Uploading, Online Reporting, etc...) School Calendar/ Grad Rate

12:00 – 1:00p.m.   ***LUNCH BREAK***

<u>**SESSION II**</u>

1:00 – 2:00p.m.

        Special Ed Census (SPED)

2:00 – 3:00p.m.

        School District Employee Report (SDER)
        *Technical Support (Uploading, Online Reporting, etc...)

<p style="text-align:center"><u>**TRAINING AGENDA FOR THE FLAGSTAFF LOCATION**</u>
SEPTEMBER 20, 2000.</p>

Training will begin at 9a.m. and will be held using FOUR different rooms:
(*Technical Support Class is REQUIRED).

<u>**SESSION I**</u>

9:00 - 10:15a.m.	**Room 1**	Average Daily Membership (ADM) DISTRICTS
	Room 2	Average Daily Membership (ADM) CHARTER SCHOOLS
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

<u>**SESSION II**</u>

10:30-11:45a.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

12:00 - 1:30p.m. ***LUNCH BREAK***

<u>**SESSION III**</u>

1:30 - 2:45p.m.	**Room 1**	Average Daily Membership (ADM)
	Room 2	Graduation Rate Study
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

<u>**SESSION IV**</u>

3:00 – 4:15p.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

<u>TRAINING AGENDA FOR THE HOLBROOK LOCATION</u>
SEPTEMBER 21, 2000.

Training will begin at 9a.m. and will be held using FOUR different rooms:
(*Technical Support Class is REQUIRED).

<u>SESSION I</u>

9:00 - 10:15a.m.	**Room 1**	Average Daily Membership (ADM) DISTRICTS
	Room 2	Average Daily Membership (ADM) CHARTER SCHOOLS
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) Grad Rate

<u>SESSION II</u>

10:30-11:45a.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

12:00 - 1:00p.m.   ***LUNCH BREAK***

<u>SESSION III</u>

1:00 - 2:00p.m.	**Room 1**	Average Daily Membership (ADM)
	Room 2	Graduation Rate Study
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

<u>SESSION IV</u>

2:00 - 3:00p.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

Training will begin at 9a.m. and will be held using FOUR different rooms:
(*Technical Support Class is REQUIRED).

<u>SESSION I</u>

9:00 - 10:15a.m.	**Room 1**	Average Daily Membership (ADM) DISTRICTS
	Room 2	Average Daily Membership (ADM) CHARTER SCHOOLS
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) Grad Rate

<u>SESSION II</u>

10:30-11:45a.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

12:00 - 1:00p.m.	***LUNCH BREAK***

<u>SESSION III</u>

1:00 - 2:00p.m.	**Room 1**	Average Daily Membership (ADM)
	Room 2	Graduation Rate Study
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

<u>SESSION IV</u>

2:00 - 3:00p.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendars

<p align="center">**TRAINING AGENDA FOR THE YUMA LOCATION**
OCTOBER 11, 2000.</p>

Training will begin at 9a.m. and will be held using FOUR different rooms:
(*Technical Support Class is REQUIRED).

SESSION I

9:00 - 10:15a.m.	**Room 1**	Average Daily Membership (ADM) DISTRICTS
	Room 2	Average Daily Membership (ADM) CHARTER SCHOOLS
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.) School Calendar

SESSION II

10:30-12:00p.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

12:00 - 1:30p.m.   ***LUNCH BREAK***

SESSION III

1:30 - 2:45p.m.	**Room 1**	Average Daily Membership (ADM)
	Room 2	Graduation Rate Study
	Room 3	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

SESSION IV

3:00 - 4:15p.m.	**Room 1**	Oct 1 Enrollment, Yr. End Enrollment, & Limited English Proficiency (LEP)
	Room 2	Special Ed Census (SPED)
	Room 3	School District Employee Report (SDER)
	Room 4	*Technical Support (Uploading, Online Reporting, etc.)

TRAINING WORKSHOP REGISTRATION FORM

BECAUSE WE ARE REALLY CLOSE TO WORKSHOP DATES, PLEASE FILL OUT THIS FORM AND **FAX** YOUR REGISTRATIONS TO THE SCHOOL FINANCE OFFICE AT (602) 542-3099, BY SEPTEMBER 14, 2000.

FOR THE YUMA WORKSHOP, PLEASE MAIL YOUR REGISTRATION FORM BY OCTOBER 6, 2000 TO:

> ARIZONA DEPARTMENT OF EDUCATION
> SCHOOL FINANCE UNIT, BIN #13
> 1535 W. JEFFERSON
> PHOENIX, AZ 85007

DISTRICT/CHARTER SCHOOL NAME	**COUNTY-TYPE-DISTRICT #** Example of C-T-D# *01-02-01*
CONTACT PERSON (NAME)	**AREA CODE & PHONE NUMBER**
LOCATION WISH TO ATTEND	**DATE**

PLEASE SPECIFY WHICH SESSION, CLASS, TIME, AND NUMBER OF PERSONS ATTENDING EACH WORKSHOP:

CLASS/SYSTEM	TIME	NUMBER ATTENDING
AVERAGE DAILY MEMBERSHIP (ADM) DISTRICT)		
AVERAGE DAILY MEMBERSHIP (ADM) CHARTER)		
SPECIAL EDUCATION CENSUS (SPED)		
OCTOBER 1 & YEAR END ENROLLMENT, LEP		
SCHOOL DISTRICT EMPLOYEE REPORT (SDER)		
GRADUATION RATE STUDY (GRAD RATE)		
SCHOOL CALENDAR		
TECHNICAL SUPPORT		