

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
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STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 02-007**

**TO:** Charter School Administrators, Directors, Principals  
**FROM:** Mary Beth Reilly  
**DATE:** August 15, 2001  
**SUBJECT:** August 15, 2001 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The August 15, 2001 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me at (602) 542-8249 or e-mail [mreilly@ade.az.gov](mailto:mreilly@ade.az.gov).

All eligible charter schools have been paid based on student lists submitted by July 6, 2001.

In the event that you did not receive an August 15, 2001 payment, it may be due to missing or late submitted forms and/or student lists. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued.

All Charter Schools must submit a revised enrollment by September 7, 2001. This list must be submitted as an e-mail attachment to the DelRep mailbox ([DelRep@ade.az.gov](mailto:DelRep@ade.az.gov)) and must be received on or before September 7, 2001, to be eligible for an October payment. ADE will process the revised lists and post the revised enrollment counts on each charter school's home page within five (5) business days after September 7, 2001. Please check your charter school's home page on the ADE web site <http://www.ade.az.gov/districts> to verify that ADE was able to process your schools revised enrollment and that the information accurately portrays your current enrollment. If you have questions about the revised enrollment or other required information please call **Rose Whelihan at (602) 542-8240** or e-mail at: [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov).

The adjustment for 200 days will be made in the September 15, 2001 payment. In order to be eligible for the increase, the school must have prior approval from their sponsoring board, the school calendar must reflect 200 session days and the FY2002 budget worksheets on file with ADE must reflect the increase.

If you have any concerns regarding your equalization calculation or payments please do not hesitate to call me at (602) 542-8249 or e-mail at [mreilly@ade.az.gov](mailto:mreilly@ade.az.gov).

August 15, 2001