

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 05-041

TO: Charter School Administrators, Directors and Principals
FROM: Philip Williams, Director of School Finance
DATE: March 14, 2005
SUBJECT: March 15, 2005 Basic Calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The March 2005 charter apportionment is complete. All eligible charter schools were paid based on 40th day, or if applicable, 100th day ADM data that was *received* and *processed* by 5:00 pm on February 28th, 2005. The apportionment reports for your charter school are posted on your charter school's home page on the ADE web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact your local Regional Training Center (<http://www.ade.az.gov/rtc>).

In the event that you did not receive a March 2005 payment, this may be due to:

- Missing or late submission of 40th or 100th day ADM data.
- Adjustments made due to changes in 40th or 100th day ADM data (for example, adjustments made due to over-estimated ADMS counts).
- Missing SPED data (see your SPED28-1 report).

In addition, if the banking forms were not submitted to the state treasurer's office, a payment will not be issued. You may access the *Charter School Banking Information Form* from the Arizona State Treasurer's website at <http://www.aztreasury.state.az.us/csinfoform2.pdf>.

If you have any concerns regarding your equalization calculation or payments please contact Lori Damanti at (602) 542-3303 or by email at ldamant@ade.az.gov.

All charter school's April 15, 2005 equalization payments will be based on actual 100th day SAIS ADM, SPED, and ELL data submitted by your charter by March 31, 2005, 5:00PM. All charter schools, regardless of sponsorship, must submit all student detail data to ADE using an approved electronic format for each charter site. It is the responsibility of each charter school to verify that the ADMS46-1 and if applicable, the SPED28-1 and ELLS10-1 reports accurately reflects the data submitted. New ADMS and SPED reports should be available on Monday, March 21, 2005 for your review.

If you have questions about student counts or other required information please contact Karla Dunn at (602) 542-8240 or by email at kdunn@ade.az.gov.