

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 08-043

TO: District Personnel Directors and
District Business Managers

FROM: Philip Williams
Deputy Associate Superintendent of School Finance

DATE: January 29, 2008

SUBJECT: SDER (School Data Employee Report) Data Validation Statement of Assurance

Pursuant to A.R.S. §15-941 (D), the superintendent of public instruction shall on or before March 15 notify each school district of its teacher experience index (TEI) for the budget year. In order to meet this requirement and ensure data quality and an accurate TEI calculation, each school district **must** carefully review their SDER submittal, complete the attached SDER Data Validation Statement of Assurance and forward to ADE School Finance **NO LATER THAN FEBRUARY 15, 2008**. Please carefully review the districts employee report for teacher FTE, Years of Experience and Total Salary. If you have already submitted a signature page please resubmit the SDER Data Validation Statement of Assurance with the Superintendent's signature.

As in the prior two years, please report teacher total salaries. This total shall include monies received by the teacher through Classroom Site Fund (including CSF performance pay), Instructional Improvement Fund (IIF), Full Day Kindergarten (FDK), Career Ladder and Optional Performance Incentive Program (OPIP). Do **NOT** include extra duty pay for club sponsorship or coaching duties.

If corrections to your data submittal are required, please keep in mind that corrections made to a **single** record can only be made through the ADE On-Line SDER system interface. Any revised file upload must be a complete district upload as any new file will totally replace all the data in SDER.

Again, please return the SDER Data Validation Statement of Assurance to School Finance no later than **February 15, 2008**. You may **fax the form to 602-542-3099**. If you have any questions please contact **Shirley at 602 542 5695**. Thank you so much for your cooperation.

THE TEI CANNOT BE CALCULATED AND REPORTED UNTIL EVERY DISTRICT HAS SUBMITTED THEIR DATA AND RETURNED THE SDER DATA VALIDATION STATEMENT OF ASSURANCE

**ARIZONA DEPARTMENT OF EDUCATION
1535 West Jefferson
Phoenix, AZ 85019**

SDER Data Validation Statement of Assurance Report

TO: Shirley Willis
1535 West Jefferson
Phoenix, AZ 85007
Phone: 602-542-8245

Fax No. 602-542-3099

DUE: February 11, 2008

I have reviewed the 2008 SDER (School Data Employee Report) report and certify that it is complete and accurate.

DISTRICT _____ CTDS NUMBER _____

NAME OF SUBMITTER _____

TITLE _____ PHONE NUMBER _____

**DISTRICT APPROVAL _____
SUPERINTENDENT SIGNATURE**

DUE BACK TO SCHOOL FINANCE NO LATER THAN FEBRUARY 15, 2008