

## School Finance

### Procedural Instructions

For

# LEA Calendar

## School Calendar Instructions

Due Date: July 1<sup>st</sup> of each year

The object of this document is explain the fundamental data and instructions School Finance plans to employ and maintain pertaining to SAIS Local Education Agencies (LEA) Calendars Application provides an interface for District/Charter school holders and Private schools to submit their yearly calendar to Arizona Department of Education (ADE). The LEA Calendar application will assist in the calculation of membership days, absence days, and attendance days for each student. A calendar will be associated with every school. A SAIS User Manual has been developed to further assist Districts/Charter school holders/Private schools with proper submission of school calendars. You can view this guide by clicking on the **Manual** link located on the left-hand side of the calendar application.

Although the due date for the LEA Calendar is July 1<sup>st</sup> of the incoming Fiscal Year, it is highly encouraged to submit the calendar before the beginning of every school year.

School Finance will utilize the LEA Calendar to process funding. Therefore, Districts/Charter school holders/Private schools will be responsible for submitting calendars for their schools. Private schools will also be required to submit a calendar in order to process payment for services provided.

The LEA Calendar application is on the Common Logon (<http://www.ade.az.gov/commonlogon>) and a username and password is needed. All superintendents have been given access to Common Logon. To obtain a username, password and application permission, the entity administrator should use LEA Profile to add contacts, and Request Logins to give permissions to contacts. Both of these applications are under the Common Logon. Any questions regarding Common Logon should be directed via email to [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Data elements of the SAIS LEA Calendar include calendar identification, entity identification, track number, fiscal year, occasion description, occasion start date, occasion end date, and portion of time school is in session. **The occasion days that are already hard coded in the application are**

**July 4<sup>th</sup>, Veteran's day, Thanksgiving Day, and Christmas.** This is in accordance with A.R.S. §15-801B. The application will not allow these days to be changed. All other holidays or session days can be changed depending on the school's preference.

Pursuant to A.R.S. §15-314.01, school days offered shall increase to one hundred and eighty days. This increase will be phased in starting in FY 2001-02. Beginning FY 2001-02, the required school days offered shall be one hundred and seventy six days. The last increase will occur in FY 2005-06. When submitting school calendars the calendar application will track total number of days offered.

If the total number of days offered fails below the minimum, then an edit is in place preventing the school calendar from being submitted. For schools operating on a four day schedule days offered has also changes. Beginning FY 2001-02 days offered will increase to one hundred and forty-one. The last increase will occur in FY 2005-06 with total days offered stopping at one hundred and forty four. Note: In FY 2002-03 there will not be an increase, the minimum days offered will remain at 141.

**Before September 1<sup>st</sup>** of any school year, once the LEA Calendar has been updated, the last action should be to **Activate** the calendar. On the left hand side of each calendar page is a link to activate the calendar. This indicates to School Finance that the calendar has been reviewed and approved by the entity. School Finance can then start the funding process as appropriate. If the calendar is not Activated, School Finance then assumes that the calendar is not ready to be submitted and can delay processing of any payment.

**On or after September 1<sup>st</sup>** of any school year, the entity cannot activate their calendar. They will need to send a LEA Calendar Change form to School Finance and School Finance will activate their calendar. This LEA Calendar Change form is posted on the web at:

<http://www.ade.az.gov/schoolfinance/saissupport/LEACalendar/LEACalChgReqForm.doc>

This same change form must be used for all calendar changes, in addition to activating their calendar(s) after September 1<sup>st</sup>.

If you have any questions or would like additional information, please contact Tina Shaw in School Finance, ADE, at (602) 542-5695 or email her at [Tina.Shaw@azed.gov](mailto:Tina.Shaw@azed.gov).