



State of Arizona Department of Education

Office of English Language Acquisition Services



Date: November 28, 2017

To: Superintendents, Business Managers, and EL Coordinators

From: Kate Wright, Deputy Associate Superintendent
Office of English Language Acquisition Services

Subject: FY 2019 Structured English Immersion Fund Application
Phase II – Incremental Teacher Spreadsheets

Arizona Revised Statutes §15-756.01, §15-756.03, and §15.756.04 establish procedures and provide a mechanism for determining and funding the incremental costs for educating English Language Learner (ELL) students who are participating in Structured English Immersion (SEI) programs approved by the Arizona English Language Learners Task Force. Districts and charter schools have an opportunity to apply for funding through the SEI Fund Application request through §15-756.03(A).

All districts and charters are eligible to receive an allocation from the SEI fund if they had ELLs participating in SEI/ILLP programs in FY 2017. The process for applying for the fund is done in phases.

- **Phase I** - Average Class Size Survey was completed last month.
- **Phase II** is the Incremental Teacher Spreadsheets (ITS). These spreadsheets, pursuant to A.R.S. §15-756.01(I), are used to calculate the incremental cost of staffing needed to implement the models. They contain a mathematical calculation that determines the amount a district or charter would be eligible to receive (before the calculation of offsets) for teacher salaries and benefits from the SEI fund.
- **Phase III** is the Budget Application. Approved salaries/benefits, requests for trainings, and incremental materials are documented in the application for review by ADE.

Phase II Procedure: First, please ensure you have access to the **SEI Budget application in ADEConnect**. Once you have accessed the application, select the tab for “Incremental Teacher Spreadsheet” and review the information to determine if you will “accept” or “appeal” the automated awards of incremental staff. A recorded presentation, a technical user guide, and frequently asked questions are located on the SEI Budget website (<http://www.azed.gov/oelas/sei-budget>) to provide additional guidance.

All requests for teacher salaries and benefits must be made through the ITS review process. The deadline to accept or appeal the Incremental Teacher Spreadsheets is **Friday, December 15, 2017**.

If you have any questions, please review the user guides and FAQ documents on the [SEI Budget website](http://www.azed.gov/oelas/sei-budget), or email the SEI Budget Inbox at SEIBudget@azed.gov.