



School Finance Guideline

Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity (A.R.S. § 15-915)

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A. Scope

1. [A.R.S. § 15-915](#) provides the ability to modify data that impact state aid and/or budget capacity for the previous three (3) years.
2. ADE collects student data in AzEDS. Modified student data and budget/AFR data can impact multiple business units within ADE.
3. Increases or decreases in budget capacity and/or state aid may result from completed A.R.S. § 15-915 requests for the prior fiscal year.
4. For student data A.R.S. § 15-915 requests, note that:
 - a. Year one (1) corrections made within the subsequent fiscal year are eligible for an increase in budget capacity and state aid.
 - i. To be eligible for an increase in budget capacity and state aid, all data changes/corrections must be:
 - Submitted by June 01 of the subsequent fiscal year to ensure data processes can be completed by the end of the subsequent fiscal year.
 - Completed within the subsequent fiscal year, July 01-June 30. Requests completed after June 30 are outside the subsequent fiscal year and are not eligible for an increase in budget capacity and state aid.
 - b. Year two (2) and three (3) corrections made within the 2nd and 3rd prior year may result in decreases in budget capacity and/or state aid. Pursuant to [A.R.S. § 15-915\(C\)](#), no increases in budget capacity and/or state aid may result from these student data corrections.

B. Overview

Adhering to all deadlines provided by School Finance will expedite the processing of the A.R.S. § 15-915.

1. Data corrections are to be completed within three (3) months from the original approval date.
2. A submission window to modify data within the ADE systems will be opened for a maximum of ten (10) business days. New integrity errors may appear when the submission window is opened.
3. Notifications sent by ADE must be responded to within ten (10) business days to remain active. It is the responsibility of the HelpDesk requester to keep the request active. Requests not responded to are set to inactive and queued for completion, processed, and closed.
4. Closed requests cannot be reopened. A new A.R.S. § 15-915 request is required following [Section C](#) of this document.

C. Student Data Request Process

Prior to requesting a [A.R.S. § 15-915](#), the Local Education Agency (LEA) must be ready to upload/sync data revisions via their SIS to ensure the data corrections can be completed within three (3) months from the original approval date.

C-1 Request Letter

1. Create a letter on district or charter letterhead. Each request letter may encompass only one (1) fiscal year. The letter must include the following:
 - a. Date
 - b. LEA Name and Entity ID (District/Charter District)
 - c. Contact name, title, telephone number, and the email address of the individual responsible for the corrections
 - d. Fiscal year being modified
 - e. A description of data changes
 - f. A statement acknowledging the risk that ADM and Equalization adjustments may increase or decrease as a result of opening the window for an A.R.S. § 15-915 request
 - g. The letter must be signed by the following individuals (two signatures):
 - i. Superintendent or Charter Holder Representative, **and**
 - ii. Business Manager

C-2 External File for Student Data Corrections (.CSV)

Submit an External File for Student Data Corrections along with the request letter. The AzEDS API can have different structures for different fiscal years. The AzEDS webpage <https://www.azed.gov/information-technology/azeds/reference> has detailed use case documents and reference guides to explain the database structures. Refer to the [AzEDS Technical Impact and File Specifications](#) for detailed information regarding the External File.

1. Prior year data resources identified on the file are modified using a Student Information System (SIS). The External File acts as a filter and opens the requested data resources but does not limit Integrity and ACE, which runs on the entire LEA.
2. The External File must follow the correction year's file specifications.
3. All student data changes must be identified in an External File. If needed, a list of resources without a Student ID located in the specified Fiscal Year File Specification (e.g., ClassPeriods) are to be included in the letter.
4. Additional data changes identified during the process require additional external files.

C-3 HelpDesk Request

When creating a new [HelpDesk](#) request, use the School Finance "A.R.S. § 15-915 Request" template. Select the appropriate Subcategory (15-915 Prior Year Correction) and Item (Student Data). Attach the request letter and External file.

All correspondence regarding the A.R.S. § 15-915 will be kept in one request so that all communication is available in one place for all parties to view.

D. Budget/AFR Data Corrections

D-1 Prior to A.R.S. § 15-915 Request

An [A.R.S. § 15-915](#) budget data correction request is intended for Annual Financial Report (AFR) and/or Expenditure Budget (Budget) file revisions.

D-2 Budget/AFR A.R.S. § 15-915 Request Process¹

1. Submit a letter on official District/Charter letterhead requesting AFR or Budget revisions. The letter should include the following details:
 - a. Date
 - b. LEA Name and Entity ID (District/Charter District)
 - c. Contact name, title, telephone number, and the email address of the individual responsible for the corrections
 - d. Fiscal year being modified
 - e. The form that will be adjusted (e.g., Budget, AFR)
 - f. List of **each** specific change as below:
 - i. Page number
 - ii. Cell reference
 - iii. Current amount reported
 - iv. Corrected amount
 - v. Reason for the change
2. The letter must be signed by the following individuals (**two** signatures):
 - i. Superintendent or Charter Representative, **and**
 - ii. Chief Financial Officer or Business Manager
3. Create a [HelpDesk](#) request using the School Finance “Budget 15-915 Request” template. Select the appropriate Item and fiscal year. Attach the request letter, modified file, and any additional documentation. All correspondence regarding the A.R.S. § 15-915 will be kept in one request so that all communication is available in one place for all parties to view.
4. If the District/Charter is modifying budget limit value(s)², indicate the date of the upcoming governing board meeting where the file will be presented for approval in the description of the HelpDesk ticket.

D-3 Hold Governing Board Meeting and Obtain Approval (if applicable)

1. If the District/Charter is modifying budget limit value(s)², then it is required to hold a governing board meeting to obtain approval for the change(s) in fund budget limit(s) from its governing board.
2. Obtain signatures from governing board members on the Cover Page of the AFR and/or Budget file.

D-4 Upload Approved Documents

If the District/Charter must obtain governing board approval due to modifying budget limit value(s)², then the District/Charter must respond to the HelpDesk ticket after receiving approval from the governing board; School Finance will open the file submission window and the District/Charter must upload the file to Budget System within three (3) calendar days of receiving governing board approval. If governing board approval is not necessary, then School Finance will open the window after reviewing the letter.

Additionally, the District/Charter must upload the signed Cover Page of the AFR/Budget file by saving it as a PDF and uploading it in Budget System under the appropriate fiscal year and description.

If the District/Charter modified values in the Maintenance and Operations and/or Unrestricted Capital Outlay fund(s), School Finance will recalculate prior-year budget limits through the current fiscal year via the BUDG-75 and BUDG-25 Reports.

¹ This step is to ensure that the District/Charter is making allowable modifications to prior-year data and that all changes identified by the District/Charter and confirmed by School Finance are accurate before holding the governing board meeting and processing the file.

² Maintenance and Operations (fund 001), Classroom Site Fund (fund 010), and/or Unrestricted Capital Outlay (fund 610).

E. Transportation Data Corrections

To expedite the processing of the [A.R.S. § 15-915](#) request, adhere to all deadlines provided by School Finance.

E-1 Prior to A.R.S. § 15-915 Request

Before requesting a A.R.S. § 15-915 transportation data correction, all changes to your existing transportation data must be identified.

E-2 Transportation A.R.S. § 15-915 Request Process

1. Create a letter on district letterhead requesting a correction of transportation data pursuant to A.R.S. § 15-915. The letter must include the following:
 - a. Date
 - b. LEA Name and Entity ID (Local Education Agency)
 - c. Contact name, title, telephone number, and the email address of the individual making corrections
 - d. Fiscal year being modified
 - e. List the specific requested changes (e.g., changes to the Vehicle Inventory Report or Daily Routes Reports) and why the changes need to be made. **NOTE:** Additional documentation may be required after the request is reviewed
 - f. A statement acknowledging the risk that Transportation Support Level (TSL) adjustments may occur as a result of changes to Routes or Vehicle Inventory
 - g. The letter must be signed by the following individuals (two signatures):
 - Business Manager, **and**
 - Transportation Director or higher authority
2. Submit the request letter in <http://helpdeskexternal.azed.gov/> for the A.R.S. § 15-915 Request. Use the HelpDesk School Finance “A.R.S. § 15-915 Request” template. Select the appropriate Subcategory (15-915 Prior Year Correction) and Item (Transportation) from there. Attach the request letter.