

Entity Organization

Entities are created and managed by various stakeholders within ADE, such as SF- School Finance, ESS- Exceptional Student Services, HNS- Health & Nutrition Services, OELAS- Office of English Language Acquisition Services, and Accountability. School Finance creates and updates the following Education Organization types:

- Charter District
- Charter Holder
- Charter Management Organization
- Charter Sponsor
- College or University
- Public School
- School District

An entity profile request is not needed for staff contact updates. The Business Manager can add/edit contact information using the School Finance Budget System. A tutorial video is here: <https://www.azed.gov/finance/updating-contact-information>.

Request Process

Entity Profile Changes

Prior to requesting an Entity Profile Change Request, the District or Charter must have all required approvals, supporting documents, and access to the [HelpDesk](#) ticketing system. Entity profile changes will not be processed until the complete submission is received.

All entity profile changes go through an approval process and once approved, it will update and be visible in AzEDS within 24-48 hours (if applicable).

There is a copy process which updates the school report card annually. For information regarding school report cards, please reach out to the Accountability team at Achieve@azed.gov or 602-542-5151. <https://www.azed.gov/accountability-research>

A HelpDesk Quick Guide available at <https://www.azed.gov/finance/helpdesk-quick-guide>.

Required Supporting Documents

Additional documents and/or approvals may be requested after the request is reviewed.

Charters

- ✓ **ASBCS Approval.** All Charter profile changes require approval from Arizona State Board for Charter Schools (ASBCS).

Contact: Arizona State Board for Charter Schools (ASBCS)

Website: <https://asbcs.az.gov/>

Phone: (602) 364-3080

Districts

- ✓ **Governing board minutes.** All District profile changes require **signed governing board minutes**. The minutes must show that a vote was taken to approve the change. This includes Career and Technical Education Districts (CTED).
- ✓ **State Facilities Oversight Board (SFOB) Approval or Acknowledgement.** A.R.S. § 41-5741, 41-5702 require school districts to submit annual reports to SFOB. In addition, A.R.S. § 15-341 requires districts to obtain SFOB approval before making any changes that reduce pupil square footage. If the entity change does not require approval, SFOB will turn around an acknowledgement. The following changes require SFOB approval/acknowledgement:
 - New Construction
 - Closures & Usage
 - Leasing
 - Building Renewal
 - Grade level changes
 - New CTED satellite site at Member District

Excludes Arizona Online Instruction (AOI) schools and Career and Technical Education Districts (CTEDs).

Contact: State Facilities Oversight Board
Website: <https://sfb.az.gov/>
Amber Peterson, amber.peterson@azdoa.gov
Katie Robinson, katie.robinson@azdoa.gov

- ✓ **Career and Technical Education Districts (CTED) IGA.** A.R.S. § 15-393. Any agreement between the governing board of a career technical education district and another career technical education district, a school district, a charter school, a university or a community college district shall be in the form of an intergovernmental agreement or other written contract.
- ✓ **State Board of Education (SBE) Approval.** All District Arizona Online Instruction (AOI) school profile changes require SBE approval.

Contact: Arizona State Board of Education
Website: <https://azsbe.az.gov/schools/arizona-online-instruction-program>
Katherine Ruiz, Katherine.Ruiz@azsbe.az.gov

Submitting a HelpDesk Request

Every entity has its own profile and organization details. If multiple entities are being revised, submit separate HelpDesk requests (one per school).

When creating a new [HelpDesk](#) request, select the School Finance “Account Analyst Support Request” template. From there, select the Subcategory “Entity Profile” and the appropriate Item.

Fill out the template and all required fields (*red asterisks mark required fields) and attach supporting documents.

 **Account Analyst Support Request**

* Category

School Finance Operations

* Subcategory

Entity Profile

* Item

-- Select Item --

Item Descriptions

- **Add CTED Member District** – For Career and Technical Education Districts (CTED). Select this item to add a new CTED Member District. This request may only be submitted by a CTED.
- **Close Entity** – Select this item when an entity will no longer be in operation.
- **Create a New Entity**– Select this item to request a new entity.
- **Modify Entity** – Select this item to modify an existing entity.
- **Remove CTED Member District**– For Career and Technical Education Districts (CTED). Select this item to remove a CTED Member District. This request may only be submitted by a CTED.
- **Reopen Entity** – Select this item to reactivate a previously closed entity.

* Subject

Brief description of entity changes.

Requester Details Section

* Entity ID

District/Charter Entity ID

* Fiscal Year

Fiscal year change takes effect

* Entity/LEA Name

District/Charter Name

* Enrollment Cap

For Charter Enrollment Cap only

* Requester Name

HelpDesk user

Attachments

+ ▼

Attachments can be dragged and dropped to the attachment section or selecting the plus (+) sign on the top right-hand side will open the file explorer.

Requester Details

- **Subject** – Enter brief description of request.
- **Description** – Enter detailed description of entity changes.
- **Entity ID / LEA (Local Education Agency) Name** – District or Charter name.
- **Fiscal Year** – Fiscal year in which the change takes effect.
- **Enrollment Cap** – For Charter Enrollment Cap changes only.
- **Attachments** - Attachments can be dragged and dropped to the attachment section or selecting the plus (+) sign on the top right-hand side will open the file explorer.

Resource Details

- **Site Information** – Enter the name and entity ID of the entity being revised. New entities enter zero.
- **Mailing Address** – Address may differ from physical address.
- **Physical Address** – Physical address cannot be a PO Box address.
- **Grades Served** – For grade changes, select requested grade change. All other requests enter the current grades served.
- **Authorizing Person** - This request must be submitted by an authorized signer (Entity Administrator, Business Manager, or Superintendent). Enter the Name, Title, Phone Number, and Email address of authorizing person.

Contact information

- **Site Phone Number** - Required element in all Entity Profiles. A request cannot be processed without a site phone number.
- **Site Fax Number** – enter site fax number, if applicable.
- **Web Address** - enter website, if available.
- **Mission Statement** – Enter new mission statement, if applicable.