



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 25-004

TO: County Jail Education Program Directors, County School Superintendents, & County Treasurers

FROM: Xin Liu, Deputy Associate Superintendent of School Finance

DATE: July 1, 2024

SUBJECT: FY2025 County Jail Education Program

A.R.S. Section 15-913.01 requires each county that operates a county jail to offer an education program to serve all eligible prisoners. Eligible prisoners are defined as:

- **Prisoners who have received required educational services and who have been in the county jail for more than forty-eight hours**
- **are twenty-one years old or younger, or**
- **do not have a high school diploma or general equivalency diploma**

Pursuant to statute, the county school superintendent may establish a county jail education fund to provide financial support to the jail education program. This fund shall consist of a base amount set at \$14,400 and a variable amount that is calculated based on the submittal of your instructional days for 2024 and the FY2025 Base Level Amount (BLA) of \$5,013.00.

To calculate the total amount of State Aid to your County Educational Program for FY2025, the following information must be submitted to the Arizona Department of Education by September 10, 2024:

- General Program Information as specified in the Attendance Report found on the School Finance website under County Forms at [FY25-County Jails attendance-report-form.xlsx \(live.com\)](#)
- Please submit the Attendance Report electronically to sfpaymentteam@azed.gov.
 - Actual instructional attendance days (prisoners who have received at least two hundred forty minutes of instruction per year.)
 - For all eligible prisoners from July 1, 2023 through June 30, 2024:
 - Non-Special Education Student Attendance Days
 - Group A Student Attendance Days
- Group B Student Attendance Days

- Please submit the completed Claim form, signed by the County School Superintendent. This form is included with this memo and can also be found on the School Finance website at: [FY25 Claim Form.docx \(live.com\)](#)

FY 2025 County Jails Education Program calculations will be completed and posted to the ADE School Finance Website prior to distribution of payment.

Submit the forms to SFPaymentTeam@azed.gov by September 10, 2024. If you have any questions, please call or email the School Finance Payment Team at (602)542-5695 or SFPaymentTeam@azed.gov.