



State of Wisconsin
Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: June 12, 2008

TO: CESA Administrators

FROM: David Carlson, Director
School Financial Services Team

RE: 2007-2008 PI 1523 Annual Report – Due November 17
New CESA SAFR Passwords
2007-2008 PI 1505 SE (Special Education Annual Report) – Due September 5
2007-2008 PI 1570 High Cost Special Education Aid Report – Due December 1

Routing of Information in this Mailing

Please route this information to appropriate agency staff. This cover letter can be found on the School Financial Services Team website under “Mailings” on the left hand scan bar of the team’s home web page or directly at <http://www.dpi.wi.gov/sfs/mail0708.html>

PI 1523 Annual Report Due November 17, 2008

The PI 1523 Annual Report is a required report and is located on our website. The filing of the annual report is the same procedure as last year. Download the Annual Report Excel Spreadsheet from the Internet. To access the Financial Annual Report go to the “CESA/CCDEB” scan bar link of the "School Financial Services" page at: <http://www.dpi.wi.gov/sfs/>

Data File Submission: For the 2007-2008 PI 1523 Annual Report, CESA’s will be required to submit their data file electronically as an attachment to an e-mail message. Send the Annual Report to: dpisfsreports@dpi.wi.gov. Indicate on the subject line the name of the CESA and title of the report, “PI 1523 Annual Report.”

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The PI 1523 Annual Report Signature Page is required to be used with the filing of the 2007-2008 Financial Annual Report for your CESA. The signature page is part of the annual report excel spreadsheet. The signature page must be sent with appropriate signatures via email attachment to dpisfsreports@dpi.wi.gov with a copy kept on file at the CESA.

Please contact Kathy Guralski at (608) 266-3862 or email at kathryn.guralski@dpi.wi.gov with questions about the Annual Report.

New CESA SAFR Passwords

Included in this mailing is a separate cover letter with new School Finance Financial Reporting (SAFR) CESA passwords. The CESA "ID" will remain the same. The passwords will allow CESA staff to access the optional and required school finance reports located within the "School Finance Reporting Portal" on the team's home web page located at <http://www2.dpi.state.wi.us/safr/>. Please make note of this change as the new passwords will be effective Monday June 16 at 8:00 a.m.

2007-2008 PI 1505 SE - Special Education Annual Report – Available Now - Due September 5

CESAs will again be required to submit their special education fiscal data using the PI 1505 SE report program that has already been installed on an agency computer. A desktop icon should have been created upon installation. If you do not have the program installed, it can be downloaded and installed from the Internet at http://dpi.wi.gov/sfs/se_report.html. Please contact Daryl Miller at 608-266-1389 or email at daryl.miller@dpi.wi.gov if you need help to reinstall the program on a district computer.

Again this year, your CESA's special education teacher and staff licensure information is available on the team's website. Click on the "School Finance Reporting Portal" link and input your CESA name or number. Click on the "SPED Licensure" link under "Related Links" on the left hand scan bar. Input your CESA ID and password. There you may find three listings of licenses for your agency: "School Age Parent Educators," "Educators without Valid Licenses," and your district's "Educators with Valid Licenses." This information is important for special education aid eligibility and is used by your auditor in the audit process.

New law, Wisconsin Act 221, directs the department to determine the percentage of salaries/fringes of licensed nurse, psychologists, social workers, and guidance counselors that are eligible for state special education categorical aid. Implementation guidelines as it relates to the percentages, accounting, and auditing are posted to the web. The guidelines are located under the "CESA" link on the finance team's home web page or directly at: http://www.dpi.wi.gov/sfs/doc/WiscAct221_CESA_CCDEB.doc

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On the current version 4 PI 1505 SE, Special Education Report, record the school guidance counselor and school nurse expenses in the summary function 299 999. Any "011" project code expenses should be reported in project code "019." CESAs will then be asked to attach an Excel spreadsheet, identifying these costs by function and project, to the same email as the AH text file attachment. The Excel file is located at http://www.dpi.wi.gov/sfs/xls/WiscAct%20221_CESA_CCDEB_Reconciliation.xls.

CESAs will be required to submit their 2007-2008 special education annual report as a text file attachment in an e-mail message to dpisfsreports@dpi.state.wi.us on or before September 5. Please indicate on the subject line of the email the name of the CESA and the title of the report, "PI 1505 SE Annual Report."

Contact Lori Ames by telephone at 608-266-3464 or by email at lori.ames@dpi.state.wi.us with questions about the Special Education report.

2007-2008 PI 1570 High Cost Special Education Aid Report – Available Now - Due December 1

CESA's wishing to submit a claim for aid should review the information and filing instructions by either selecting the "High Cost" link on the left hand scan bar of the School Financial Services Team website or by going directly to <http://dpi.wi.gov/sfs/highcost.html>.

The 2007-2008 high cost special education aid report (PI 1570) must be submitted to the department by 4:30 p.m. on December 1, 2008. Send the PI-1570 report as an e-mail to dpisfsreports@dpi.wi.gov and mail or fax the signed signature page to the attention of Janette Gosdeck. Indicate on the subject line of the email the name of the CESA and the title of the report, "PI-1570 High Cost Special Education Aid Report."

Contact Barbara Ebben by telephone at (608) 266-5583 or by e-mail at Barbara.ebben@dpi.wi.gov should you have questions about the program and or Janette Gosdeck by telephone at (608) 267-9218 or by email at janette.gosdeck@dpi.wi.gov should you have questions about the grant claim form.

For any additional questions, contact Kathy Guralski by telephone at (608) 266-3862 or by email at kathryn.guralski@dpi.wi.gov

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Enclosures: New CESA SAFR Passwords Information Sheet