

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 01-034

TO: Chloride Elementary District, Littlefield Elementary District, Mohave Union High School District, Mohave County Superintendent

FROM: Maggie Singler

DATE: April 6, 2001

SUBJECT: Certificate of Educational Convenience Students Attending Schools in an Adjoining State (A.R.S. 15-825.01)

Enclosed are the forms used to claim tuition of Certificate of Educational Convenience A (CEC-A) students attending school in an adjoining state (A.R.S. 15-825.01). The "Tuition Worksheets for Students Attending Schools in an Adjoining State" are to be completed by the district of residence. The students attending school out of state must be reported on the Membership and Absence Report under the appropriate out of state district's County Type District number. The district of residence must complete page 1 of the forms to compute an equalization base for the CEC-A students. The calculated tuition on page 2 is equal to the lesser of the tuition charged or the attending districts guaranteed tuition level minus the equalization base for the students. If line 5 on page 2 is negative, the district will not receive excess tuition for these students as the amount of support the district received per student is more than the attending district's tuition charge. Excess Tuition is received if costs are in excess of the equalization base. The district of attendance must complete page 2, the "Tuition Worksheet for Students Attending School in an Adjoining State". This form is to be forwarded to the district of attendance by the district of residence. When both forms are completed please return them to School Finance by April 27, 2001 to insure a timely payment.

The Regular Education Student Counts for your CEC out of state students will be listed on the ADMS 40-1, Current/Prior Year Residence ADM and ADA, report. This report is posted on your district's home page on the Department's web site (<http://www.ade.state.az.us/schoolfinance/Districts>).

Enclosed you will find a list of all students that School Finance has received a Certificate for from your county schools office. Please review the list for accuracy. If you believe students have been omitted from the list please contact your county schools office for more information. The CEC funding for your school district is dependent on valid certificate information. If any students on the list do not show a Special Education Census Student ID number and the student has been reported on the Special Education Census you must fill in the correct Census Student ID number and return the form to School Finance. Any students that are reported on the Special Education Census as a CEC student and do not have corresponding information on the students certificate or list will be deleted as a CEC student from the Census and they will NOT be funded as a CEC student. If you would like to receive this list in an electronic format (i.e. Excel Workbook) please contact me via e-mail (<mailto:msingle@ade.az.gov>) and I would be happy to forward it back to you. ***Please submit your corrected list by April 27, 2001 in order to be eligible for funding.***

If you have questions or need assistance in completing these forms please contact me at (602) 542-8244 or e-mail <mailto:msingle@ade.az.gov>.

April 6, 2001