

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 04-035**

**TO:** District Superintendents, Business Managers, & Head Teachers  
**FROM:** Maggie Singler  
**DATE:** April 5, 2004  
**SUBJECT:** A.R.S. 15-825.A Certificates of Educational Convenience (CEC) - Data Submission

In accordance with A.R.S. § 15-825.A, districts that have students who fit the definition of a CEC-A student may apply to their County School Office for a Certificate of Educational Convenience upon enrollment of the student. The County School Office will submit the actual certificate to the Department of Education, School Finance Unit upon approval. In order to be eligible for funding, the Department of Education, School Finance Unit must receive a Certificate. It is important that districts request Certificates for all children they intend to claim.

The CEC funding for your school district is dependent on valid, complete certificate information that includes each student's SAIS ID number. To ensure accurate funding, amend the certificate(s) to include the SAIS ID number, and re-submit to School Finance. Any students reported as a CEC-A student that do not have corresponding SAIS information on the students certificate or list, will be deleted as a CEC-A student and they will NOT be funded as a CEC-A student. If your district plans to claim Actual Cost funding for students attending a private school, submit a list of student name(s), enrollment date(s), and the name of the private school. A list in Excel format of all CEC-A's received by ADE is available upon request. To request a list contact Lori Damanti at (602) 542-3303 or e-mail [ldamant@ade.az.gov](mailto:ldamant@ade.az.gov). *All required student detail data successfully submitted by May 3rd, 2004 would be eligible for funding during fiscal year 2004. Data successfully submitted and received after May 3rd, 2004 will be processed on a first come basis.*

CEC-A students must be reported through Student Detail Membership transactions (ADM) and, if applicable, Student Detail Needs transactions (SPED). Please review the requirements for both. If data has already been submitted and does not meet the following criteria, make any necessary corrections to enable accurate funding calculations.

**SAIS Reporting requirements for CEC-A Students:**

*Average Daily Membership (40<sup>th</sup> day and 100<sup>th</sup> day counts):*

SAIS submission of Membership transactions for all CEC-A students the district intends to claim is required. Special Enrollment Code field must be set to "1" to identify CEC-A students. If there are any concerns or questions about which field this relates to, please contact your SMS vendor for more information. The District of Residence (DOR) County-Type-District (CTD) number should indicate the county code of residence (e.g. if in Maricopa County the county code = "07"), plus the type of school grade reported (e.g. 04 = elementary grades, 05=high school grades), plus 00 as the district code. Thus, in this

example the District of Residence CTD number could be 070400. This will indicate to School Finance that these data are for CEC-A students only.

The reports identified below relate to CEC-A student reporting:

ADMS71, 72 and 75 Reports are Student Detail ADM reports available through Common Logon/Student Detail Data Interchange/Download  
 ADMS05-1, 45-1, and 40-01 for CEC-A are available on the ADE web site on each district's home page (<http://www.ade.az.gov/districts/>)

Data Collection System	Edit/Update Report	Master File Report	Aggregate Count Report
Student Detail	ADMS71 - Student Membership Report		
Student Detail	ADMS72 - Student ADM Report		
Student Detail	ADMS75 - Adjusted Student ADM		
Average Daily Membership (ADM)	ADMS 05-1	ADMS 45-1	ADMS 40-01

***Special Education Census (December 1, 2003 & February 1, 2004):***

SAIS submission of Special Education Census (Needs) transactions for all CEC-A students the district intends to claim is required. Special Enrollment Code field must be set to "1" to identify CEC-A students. If there are any concerns or questions about which field this relates to, please contact your SMS vendor for more information. The District of Residence (DOR) County-Type-District (CTD) number should indicate the county code of residence (e.g. if in Maricopa County the county code = "07"), plus the type of school grade reported (e.g. 04 = elementary grades, 05=high school grades), plus 00 as the district code. Thus, in this example the District of Residence CTD number could be 070400. This will indicate to School Finance that these data are for CEC-A students only.

The reports identified below relate to CEC-A student reporting:

SPED02, 04-CECA and 16 for CEC-A are available on the ADE web site on each district's home page (<http://www.ade.az.gov/districts/>)

Data Collection System	Edit/Update Report	Master File Report	Aggregate Count Report
Special Education Census (SPED)	SPED 02	SPED 04-CEC-A	SPED 16 for CEC-A

Please review the data listed on all mentioned reports for accuracy and submit any necessary corrections to be consistent with the above-mentioned procedures. Doing this will ensure that funding will follow the student appropriately. If you need additional assistance regarding file submissions/processing, please contact one of the following - a RTC at <http://www.ade.az.gov/rtc/>, or the Arizona Department of Education Support Center at (602) 542-7378 or toll free at (866) 577-9636.

cc: County School Superintendents