

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 05-034

TO: District Superintendents, Business Managers and Head Teachers
FROM: Philip Williams, Deputy Associate Superintendent of School Finance
DATE: March 15, 2005
SUBJECT: A.R.S. 15-825 (A) - Certificates of Educational Convenience
CEC-A Worksheets & Funding

All required worksheets to claim funding for Certificate of Educational Convenience students placed by an agency of the state or a state or federal court (A.R.S. 15-825.B) are available at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The worksheets are to be completed by the district of attendance (DOA). All students reported on these worksheets must have been issued a certificate from the county schools office, and be reflected on the ADMS 45-1, & 40-1 reports as well as the CEC-A SPED 04 & SPED 16 reports. Please see School Finance Memo 05-033 for complete data submission requirements for CEC-A Students.

For Special Education students, the district can either choose to claim the Excess Cost by including these students on the *CEC-A Excess Cost Funding Formula Worksheets* or, if the costs are higher than the calculated excess cost, the district may choose to submit the required documentation for the Actual Cost by completing the worksheet entitled *CEC-B Actual Cost Funding Formula For Group B Children with Disabilities*. In completing the *CEC-A Excess Cost Funding Formula Worksheets*, districts should refer to the Cost Study amounts posted at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. Districts that were included in the Special Education Cost Study will use the amounts specific to their district. All other districts will use the state average.

If the student attends a private school and the district claims Actual Costs, the district must submit copies of invoice(s) for tuition/services with each student's Actual Costs worksheets. A district letter signed by the Superintendent/Business Manager must be provided that identifies, at a student level, charges for therapy and/or 1:1 aide as a requirement of the student's IEP to be eligible to submit the charges as Actual Costs.

Please return your completed worksheets by April 15, 2005 in order to be eligible for funding during fiscal year 2004-2005. Worksheet submitted after April 15, 2005 will NOT be processed.

If you need assistance with the file submission process, please contact your local Regional Training Center (<http://www.ade.az.gov/rtc/>) or the ADE Support Center at (602) 542-7378 or toll free at (866) 577-9636.

If you have questions or need assistance completing these forms please contact Lori Damanti at (602) 542-3303 or send an email to ldamant@ade.az.gov.